

## One Tree Hill College

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One Tree Hill  
COLLEGE

## **INFORMATION FOR AGENTS**

You will find detailed information about One Tree Hill College in the information booklet sent out with the prospectus and available on our website. Please ensure that every serious applicant for a place has a copy of this prospectus and information booklet and all other relevant documents. Applications can be made online.

Please check that the following issues are discussed with prospective applicants before applications are lodged.

### **Entry Requirements**

The school will assess each application on an individual basis and give advice on what form level and subjects are most appropriate. In order to do this most effectively we must receive copies of the student's most recent school reports and examination results. Please also provide information regarding the general area in which the student wishes to study in the future e.g. commerce, engineering or other tertiary institutions. There is no specific English Language requirement but students should be counselled that if their English is not strong they might be required to spend some time in the ELF Unit. In this circumstance they can expect to take longer to qualify for entry to university, or an institute of technology. Students will need guidance concerning the most appropriate time to start secondary school in New Zealand. We will accept students aged 13 years and up. We can enrol adults in some circumstances.

***We cannot guarantee the academic level requested on the application form. Courses can only be confirmed after the student has arrived and been assessed. Please read the qualifications information carefully and ensure the student understands.***

### **Enrolment**

We have a number of places available each year for international students. The number is set by the Board of Trustees. To be sure of a place the following year students should confirm their applications by September/October each year, however it is possible to enrol at other times during the year. See entry requirements above.

### **Subject choice**

Please advise students to read the information about subject choice and the conditions regarding qualifications.

### **Insurance**

Please check that the students are aware of the insurance requirement. Health and travel insurance must comply with the Education (Pastoral Care of International Students) Code of Practice 2016. If insurance is not bought through the school, agents must ensure that a copy of the alternative policy, written in English, is sent to the school. The school needs to check that the policy complies with the Code of Practice. This translated policy must be received before you insure the student in case it does not meet our standards. If it does not meet the school's standards, we will invoice the student for the school's default policy with Southern Cross. This is one of the largest student insurance companies in New Zealand. Please note that a commission is paid to One Tree Hill College for students who take Southern Cross insurance. This commission is kept in a welfare fund for International students and is used for the well-being of the students. The Southern Cross website is: [www.scti.co.nz](http://www.scti.co.nz)

### **Cars**

No International Student enrolled at One Tree Hill College is permitted to own or drive a motor vehicle of any type, including cars, motorbikes or scooters.

### **Accommodation**

There are three options available. Homestays which are organised by the School, Designated Caregivers who are family of close friends of the student's family, or living with a parent. All Residential Caregivers will be approved and monitored by the school.

### **Care and Support**

The agent should be available to provide any support the student needs while the student is at One Tree Hill College. This includes first language pastoral support, visa application assistance, attendance at all parent/teacher interviews with the student and then sending the information gained back to the parents and support for students' university applications in home country. If the agency has no representative in New Zealand some arrangement must be made to support the student.

Accurate contact details for parents are needed and the school needs to be informed of any changes in these contact details.

**PLEASE PROVIDE A 24 HOUR CONTACT PHONE NUMBER FOR SOMEONE WE CAN SPEAK TO IN ENGLISH SHOULD THERE BE AN EMERGENCY.**

### **Attendance**

100% attendance is expected unless the student has a medical certificate. Please advise your clients that a number of students in New Zealand schools have had their student visas revoked because of irregular attendance.

### **Code of Practice**

Agents are expected to be familiar with the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016. Please check the website: [www.nzqa.govt.nz/goto/international](http://www.nzqa.govt.nz/goto/international)

### **Tuition Contract**

It is essential that parents, or the student if over 20 years of age, sign the International Student Application Form and Contract of Enrolment and any other necessary documents.

### **Commission**

Agents are entitled to a commission of up to 15% on the tuition fees. Commission is paid on the tuition fee exclusive of the government levy of \$430.00 per year or Administration or Pastoral Fees. Please check with the School if you are not sure of the commission due.

Please note that we pay the agent's commission only in cases where the agent introduces the student to the school and handles all the application procedures.

- One Tree Hill College will not automatically pay commission for a student who has already attended another New Zealand High School.
- One Tree Hill College will not automatically pay commission to an agent who is not the first or original agent of the student.

In the above two situations, decisions regarding the commission will be made by the school. The decision will be based on the circumstances of the student's change of schools.

One Tree Hill College will pay the commission after the arrival of the student. One Tree Hill College will pay the commission at the rates stated above for each year that the student studies at the school so long as the agent continues to fulfil their obligations.

### **Payment of Fees**

Please send the total amount due as indicated on the invoice for the student. We will send an Offer of Place and a receipt which are necessary for the student visa application. After the arrival of the student and when we receive your invoice, we will pay your commission. Bank charges of around NZ\$25 may be deducted from the commission for direct transfer overseas.

### **Agents based in New Zealand**

*Please note that any agency based in New Zealand must be a registered company whose main purpose is the placement of fee-paying students into educational institutions.*

To become an agent for One Tree Hill College we must first receive your application to become an agent for our school. The application form is on our website. The form asks for your company profile and the names of at least two people we can contact for references. If your application is accepted the School will forward the Agent Agreement for signing.