



**Wellington High School**  
**International Students Consultants and Agents Contract**

**Preamble:**

Wellington High School welcomes the opportunity to work with reputable and experienced agents in respect to the recruitment of international full fee-paying students.

Wellington High School realises the benefits of working with a range of agents in a country and does not favour the formalisation of specific agreements with agents.

**Conditions:**

- Wellington High School does not enter into exclusive agreements with an agent or agency.
- Approval may be granted to educational consultants and agents to distribute recruitment material for Wellington High School.
- The approval for the above authority will be produced by the Principal.
- Approval to distribute Wellington High School brochures and application forms does not confer on the consultants or agencies the right to use without authority the name Wellington High School
- Wellington High School has an expectation that all consultants and agencies will promote Wellington High School positively and ethically. Consultants or agencies will not bring Wellington High School into disrepute but will promote Wellington High School courses accurately and honestly in terms of their quality, standing and availability
- Approval to work in an agency capacity on behalf of Wellington High School may be withdrawn by Wellington High School at any time
- If any student registers at Wellington High School and pays tuition fees through the agency of an educational consultant or placement agent, then Wellington High School undertakes to pay a commission on each year's tuition fees provided that the agent pays the price as agreed
- Payment to an educational consultant or placement agency will be made on the receipt of an invoice, and after the students fees have been paid
- An agency or educational consultant may not incur any cost on behalf of Wellington High School unless authorised in writing by the Board / Principal
- An agency or educational consultant will receive an annual commission while the student remains at the school. The second and subsequent year's commission will be paid when the tuition fees are received before the beginning of the school year.
- Signing this contract implies that the agent has seen the Code Of Practice for the Pastoral Care of International Students at <http://www.minedu.govt.nz> and agrees to comply with the Code. Any violation of the code by the agent will result in the immediate withdrawal of accreditation by the school and the termination of this contract. A translation of the Code summary is available at <http://www.minedu.govt.nz/index.cfm?layout=document&documentid=6809&indexid=11320&indexparentid=6666>
- Commission is 15% of each year's tuition

Signed .....

Signed .....

Principal Wellington High School

for

Date .....

Date .....