

**KINGSWAY SCHOOL**  
100 Jelas Road  
Orewa, AUCKLAND 0932



**Recruitment Agent Agreement**

*Mission statement:*

"To be a Christian community of learning that nurtures young people towards their full potential as servant leaders in the kingdom of God."





**BECOMING AN AGENT FOR**

**KINGSWAY SCHOOL**

## INFORMATION FOR RECRUITMENT AGENTS

Applying to place a student at KingsWay School, 100 Jelas Road, Orewa, Auckland 0932, New Zealand.

### ACCREDITATION

A Recruitment Agency must have signed a 'Recruitment Agent Agreement' with KingsWay School prior to a student being offered a place at the School.



If your company does not have a current Agreement contact the Director of International Students and request a 'Business Profile Form'. These can be requested by email:

[international@kingsway.school.nz](mailto:international@kingsway.school.nz)



On receipt of the Business Profile read it carefully. Recruitment Agents are expected to fully understand and comply with the Code of Practice for the Pastoral Care of International Students. This is available on the New Zealand Ministry of Education web-site [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international) (a copy of this is also available upon request and available in English, Thai, Japanese, Chinese - traditional and simplified, Indonesian and Korean).



The Business Profile should then be returned to KingsWay School together with a Certificate of Incorporation for your company.



Contact will then be made with the referees to verify your experience and credentials. It is preferable that the referees include **at least** one other signatory to the Code of Practice.



If KingsWay School is satisfied with your request to become an accredited Recruitment Agent your company will then be invited to attend an interview. At this interview clear, step-by-step instructions will be given regarding the expectations of KingsWay School.



If both you and KingsWay School are satisfied then a 'Recruitment Agent Agreement' will be signed by both parties. This agreement will cover such things as:

- The amount of commission paid by KingsWay School to you (The Agent)
- The circumstances in which commission will be paid
- Whether additional fees are charged by you to the student

- Processing fees
- Monitoring and performance procedures for you
- Conditions for revoking a Recruitment Agent Agreement



One copy of the agreement will be left with you and the other copy will be given to KingsWay School.



The Recruitment Agent receives:

- An Agent Information Pack
- A Representation Certificate

Your education consultants should familiarise themselves with every aspect of KingsWay School.



Your company is now an Accredited KingsWay School Recruitment Agent.

## **STUDENT APPLICATION**

To speed the applications process please read the following instructions carefully.

Application for an International position at KingsWay School, 100 Jelas Road, Orewa, Auckland 0932 must be on the official application form which is available on request from the School, approved Recruitment Agents or the School web-site. Applications must be accompanied by:

1. Recent academic transcripts (1 year and in English)
2. Two recent passport sized photographs of the student
3. Two recent School Reports and examination results (in English)
4. A copy of the passport and visa (parents visa and passport also if the student is under 13 years of age).
5. English language certificates (if applicable)
6. A Confidential Report (sent to us by the Principal or Head Teacher)
7. Copy of appropriate Travel/Medical Insurance (Ministry Of Education approved). This can be arranged for you.
8. A \$500 application fee.

The International Department aims to reply to initial applications within 7 days. Further details may be requested. Wherever possible, parents are encouraged to visit the school to gain a full understanding of what the school offers.

An offer of place will be sent if a student's application is accepted. The offer will provide the following information:

1. Place offered
2. Year level offered
3. Language proficiency level required for entry at the specified year level
4. Date the student will commence at KingsWay School
5. Any conditions to the offer such as the need to attend an immersion English course prior to commencing at KingsWay School
6. Date fees must be paid by

To confirm a place parents must pay all fees must be paid. This will be invoiced and receipted by the School.

## **Conditions of Acceptance**

Students must have a minimum of pre-intermediate English proficiency to enter KingsWay School.

A student may be offered a place conditional on achieving the stated level of language proficiency by the commencement date. If, at time of entry, a student fails to meet the language entry criteria he or she may be required to study at a lower year level or undertake a course at a language academy prior to attending KingsWay School (this can be arranged by KingsWay School).

