



BECOMING AN AGENT FOR KINGSWAY SCHOOL

AUCKLAND
NEW ZEALAND

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."

INFORMATION FOR RECRUITMENT AGENTS

NOTE: A recruitment agent's English needs to be of a high standard in order to communicate with the school.

ACCREDITATION

- A Recruitment Agency must be a current, accredited agent for KingsWay School prior to a student being offered a place at the School.
- If your company does not have a current Agent's Agreement, contact the Director of International Students: international@kingsway.school.nz or phone **00 64 9 427 0984** or download the form from <http://www.kingsway.school.nz/international/agents>
- On receipt of the documentation, study it thoroughly. Recruitment Agents are expected to fully understand and comply with KingsWay's requirements and the Code of Practice for the Pastoral Care of International Students. The Code is available on the New Zealand Ministry of Education website: www.minedu.govt.nz/goto/international (a copy of this is also available from the Ministry upon request and is available in English, Thai, Japanese, Chinese - traditional and simplified, Indonesian and Korean. There is an email link on their website.)
- The Agent's Application form must be returned to KingsWay School for consideration.
- 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, the agent for your company will be invited to an interview. At this interview, clear guidelines will be given regarding the expectations of agents for 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
 - The school's expectations
 - Monitoring and performance procedures
 - Conditions for revoking a Recruitment Agent Agreement
- One copy of the agreement will be given to you and the other copy will be retained by KingsWay School.
- Once the agreement is in place, the Recruitment Agent receives:
 - An Agent's Information Pack
 - A Representation Certificate
- Your education consultants should familiarise themselves with the policies and procedures of KingsWay School.
- Your company now becomes an Accredited KingsWay School Recruitment Agent.

STUDENT APPLICATION

Application for a place as an International Student at KingsWay School, 100 Jelas Road, Orewa, Auckland 0932, New Zealand, must be written on the official application form.

This is available on request from KingsWay School, phone **00 64 9 427 0984**, or from an approved Recruitment Agent or the KingsWay School website: www.kingswayschool.co.nz

Applications must be accompanied by:

1. Recent academic transcripts (1 year and in English)
2. A recent photograph of the student
3. Two recent School Reports and examination results (in English)
4. A copy of the student's passport and visa (and if the student is under 13 years of age, a copy of the parent's visa and passport.)
5. English language certificates (if applicable)
6. A Principal's Report (sent to us by the Principal)
7. The school arranges Travel/Medical Insurance which is Ministry of Education approved. However, if the student already has insurance and it is approved by the Ministry of Education, a copy must be given to the school before the student commences school.
8. A \$525 application fee, if paid from outside New Zealand, or \$500 if paid within New Zealand. This may be paid to the school's accounts department or deposited into the school account. A receipt will be issued for this payment and needs to be kept for visa applications.

Bank details:	ASB Bank
Branch:	Whangaparaoa
Address:	Whangaparaoa Shopping Mall, P O Box 35, Auckland 0932, New Zealand
Swift Code:	ASBBNZ2A
Account Number:	12-3084-0192348-51
Beneficiary:	KingsWay School
School's Address:	100 Jelas Road, Orewa, Auckland 0932, New Zealand
Reference:	Student's surname followed by first name

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

Before a student is accepted, an interview is arranged with the student and the Head of School or a Deputy Principal. A decision is made and the student is notified immediately.

An Offer of Place will be sent if a student's application is accepted.

The offer provides 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 _____

CONDITIONS OF ACCEPTANCE

Students must have a specified level of English language 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 mixed level course.



APPLICATION TO BE AN AGENT FOR RECRUITMENT OF INTERNATIONAL STUDENTS

BUSINESS PROFILE

Company Name: _____

Physical Address: _____

Postal Address: _____

Telephone: _____ Fax: _____

Website: _____

Director's Name: Mr/ Mrs/ Miss/ Ms _____

Direct Line: _____ Mobile: _____

Email: _____

Contact Person (If different from the above):

Mr/Mrs/Miss/Ms: _____

Job Title: _____

Direct Line: _____ Mobile: _____

Email: _____

COMPANY BACKGROUND

How long have you been recruiting International Students? _____ years

Is your company registered with and approved by a government authority to recruit fee-paying students for study off shore?

Yes / No

Comments: _____

Does your company have membership to any professional organisation in your country that is linked to the Education Industry?

Yes / No

If Yes, Name of organisation: _____

Do you run an orientation programme for students prior to departure and/or arrival in New Zealand?

Yes / No

If yes, please describe your programme: _____



Do you provide support to the student whilst they are studying in New Zealand?

Yes / No

If Yes, please list the areas of support: _____

Approximately how many students do you successfully recruit each year to New Zealand?

Which main country/ies do you recruit your students from?

Please list the Universities / Colleges / Schools / Organisations that you are currently working with in New Zealand:

Do you charge each student for application processing?

Yes / No

If Yes, how much? NZ\$ _____

Do you have a company brochure?

Yes / No

If Yes, please forward us a copy.

REFEREES:

Please name at least 2 business referees in New Zealand (companies that have used or still use your services)

REFEREE 1:

Name: _____

Company: _____

Job Title: _____

Address: _____

Email: _____

Telephone: _____ Mobile: _____



REFEREE 2:

Name: _____

Company: _____

Job Title: _____

Address: _____

Email: _____

Telephone: _____ Mobile: _____

Thank you.

Please return this form with any supporting documentation to:

The Director of International Students

KingsWay School

100 Jelas Road

Orewa

Auckland 0932

NEW ZEALAND

FOR OFFICE US ONLY

Approved By: DIS Yes / No Date: _____

BOT Yes / No Date: _____

Principal Yes / No Date: _____