



PĀPĀMOA
COLLEGE



International Agent Handbook



NEW ZEALAND





Meet OUR INTERNATIONAL TEAM

These are the people who will be looking after you at Pāpāmoa College.



Mr Iva Ropati

Principal
Acting International Director
E | iropati@papamoacollege.school.nz

Mrs Mandy Brown

Business Manager
Acting International Manager
E | mbrown@papamoacollege.school.nz



Mrs Kerri Turanga

Executive Manager
Acting International Homestay Manager
E | kturanga@papamoacollege.school.nz



Mrs Deriza Beresford

Senior Dean
Acting International Dean
E | dberesford@papamoacollege.school.nz





Helpful Links

[ERO Report](#)

[Education Counts](#)

INTERNATIONAL AGENT APPLICATION FORM

Please complete the required information below. All agent documentation will be held in confidence and will only be used by Pāpāmoa College for the purposes of recruiting International Students.

We appreciate your cooperation.

Company Details

Company Name

(Note: Commission payments can only be made payable to this name)

Physical Address

Postal Address:

IRD Number:

GST Registered: Yes/No

Bank Account Name

Bank Account Number

Is your company registered in New Zealand? Yes/No.

If yes, Company Registration Number



| |
|--|
| |
| Contact Details |
| Title (e.g. Mr, Mrs) First Name |
| Last Name |
| Position (e.g. Director, owner) |
| Telephone |
| Email |
| Website |
| Business Background |
| What is the main business of your company? |
| How many offices do you have? |
| Locations? |
| Market Knowledge |
| Have your students attended any schools/institutions in New Zealand? Yes/No |
| If yes, which ones? |



How many staff do you currently have?

What type of training, experience, and/or qualifications do they have?

Business Experience

How many years has your agency been established?

What countries do you currently work with?

Country or countries which you wish to recruit students from?

Which education level do you recruit students for? (School/Tertiary)

On average, how many students do you send overseas each year?

How many students did you send to New Zealand last year?

How do you promote your services to potential students?

Knowledge of New Zealand

Do you have a representative based in New Zealand? Yes/No

If yes, what services would that agent be able to provide to a student studying at Pāpāmoa College?

Are these services paid for? Yes/No

If yes, what is the standard charge?



How did you hear about Pāpāmoa College?

Business References

Please provide details of two business referees whom we might contact.
These referees should be schools you currently work with.

Referee 1:

Name

Organisation

Phone

Email

Referee 2:

Name

Organisation

Phone

Email



Declaration

- I confirm that I am interested in being considered as a recruitment representative for Pāpāmoa College.
- I authorise Pāpāmoa College to carry out checks as may be necessary to verify the details I have supplied above and to carry out such credit checks as may be necessary to assure as to the financial standing of my organisation/agency.
- I acknowledge that Pāpāmoa College is a signatory of the New Zealand *Education Code of Practice* and therefore by signing this application form, I agree to comply with the requirements stipulated by the code.

Name

Signature

Position in the company

Date

Please email the completed form to: principal@papamoacollege.school.nz

Please provide samples of your publicity material and any other relevant information to support your application to be an agent for Pāpāmoa College.



AGENCY AGREEMENT

This is an agreement between Pāpāmoa College and the Agency (Agreement)

Name of Agency: _____ (the Agency) Address of

Agency:

AGREEMENTS

1. The School has appointed the Agency, on a non-exclusive basis, to act on its behalf for the purpose of:
 - a. Recruiting and enrolling international students to attend the School; and
 - b. Supporting those international students on an ongoing basis throughout their enrolment at the School (clause 1.a and 1.b are together known as the Service).
2. The term of the Agreement is for a consecutive 12 months from the date of signing by both parties (the Term). Unless otherwise mutually agreed, the Term automatically renews unless a notice of termination has been provided in writing from one party to the other.
3. The Agency understands that it will not be involved in any conduct which is false, misleading, deceptive or in breach of the Code or law when providing its Service.
4. The Agency understands that the School will complete its own due diligence on the Agency to determine, in its sole discretion, if the Agency complies with point 3 above.
5. The Agency understands that the School:
 - a. Has an obligation to ensure that the Agency and its employees are not involved in any conduct which is false, misleading, deceptive, or in breach of the Code or law when providing the Service.
 - b. Will monitor and review the Agency's performance throughout the Term to ensure the Agency is not involved in any conduct which the School considers, in its sole discretion, to be false, misleading, deceptive or in breach of the Code or law.
6. The Agency understands and agrees:
 - a. To provide the School with such information as it requires to complete its ongoing investigations under point 5.
 - b. That the School will have the final decision in determining the Agency's compliance under point 5.

SCHOOL SERVICES

7. The School agrees that it will provide the Agency with up to date materials and information on:
 - a. The School;
 - b. Studying in New Zealand;
 - c. Working in New Zealand;
 - d. Living in New Zealand; and
 - e. The School application forms, agreement forms, fee schedules and school policies. (clauses 7.1 to 7.5 are together known as the Materials)



AGENCY SERVICES

8. The Agency acknowledges that, in providing the Service, it is bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code), the Education Act 1989 and any other applicable laws of New Zealand.
9. The Agency confirms that its employees have read and understood the Code and that the Agency and its employees will comply with it on a continuous basis throughout the Term.
10. In providing the Service, the Agency shall comply with all reasonable requests and directions of the School.
11. The Agency agrees that as part of the Service and in consideration of any payment it may receive it will:
 - a. Promote the School in a professional and ethical manner.
 - b. Only distribute materials which are the same or similar to the Materials provided by the School and comply with all requests from the School to review the materials supplied by the Agency in providing the Service.
 - c. Evaluate and screen prospective students to ensure that they meet the School standards and requirements, provided to them as part of the Materials.
 - d. Collect and forward to the School all necessary information required by the School, including but not limited to the relevant Materials.
12. The Agency acknowledges that the School will decide, at its sole discretion, whether it enrolls a student. The decision of the School will be final and a copy of all decisions will be forwarded to the Agency.

PAYMENT

13. The School agrees to pay the Agency a commission amounting to 15% of the tuition fee paid per student for the first period of enrolment (minimum a term) that a student is enrolled at the School and a commission amounting to 15% of the tuition fee paid per student for any subsequent periods of enrolment (the Commission) for which a student remains enrolled at the school unless otherwise agreed between the parties in writing.
14. The Agency agrees that where the School receives written notice from a student, or a student's parent (if the student is under 18 years of age) that the Agency no longer acts for a student, no further Commission will be paid to the Agency in respect of that student for any subsequent period of enrolment from the date of such notice.

INDEMNITY

15. The Agency indemnifies the School against any and all liability, loss, damage, cost or expense which the School may sustain, incur, suffer or be required to pay by reason of wilful or negligent acts or omissions of the Agency in relation to this Agreement.
16. The Agency acknowledges and agrees that it will not incur any costs or expenses on behalf of the School. For the avoidance of doubt the School will not be responsible to the Agency for any costs and expenses it has incurred on behalf of the School, without the School's prior written permission.



TERMINATION

17. This Agreement may be cancelled by either party giving four (4) weeks written notice to the other party.
18. If the School becomes aware that the Agency is engaging in false, misleading or deceptive conduct or otherwise contravening its obligations under this Agreement or the School's obligations under the Code or law, the School will immediately terminate this Agreement without further notice.
19. This Agreement is governed by the laws of New Zealand and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand.

EXECUTION

20. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

AGENCY

By signing below, the Agency confirms that it has read the Agreement and agrees to be bound by it in all respects:

Name:
Authorised Signatory

Signature:

Date:

SCHOOL:

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name:
Authorised Signatory

Signature:

Date:

PĀPĀMOA COLLEGE
INTERNATIONAL STUDENTS

