



Mission Heights  
**JUNIOR COLLEGE**  
GROWING GREATNESS  
KIA MANA AKE

## INTERNATIONAL STUDENTS MANAGING AGENTS POLICY

### **RATIONALE AND PURPOSE**

This policy is to provide clear and consistent guidance for relationships between Mission Heights Junior College and education agencies. This policy should be read in conjunction with the Agency Agreement, and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

### **MANAGING RECRUITMENT AGENCIES**

#### **CONTRACTS**

Mission Heights Junior College will sign agreements with all education agencies who recruit students for the school.

#### **REFERENCE CHECKS**

MHJC will enter into working relationships with reputable agencies, once a reference check has been carried out and all supporting documentation has been submitted by the agency, i.e. an Agency Application Form, and other supporting documentation the school deems necessary. Results of reference checks will be recorded by international staff.

#### **ETHICAL CONDUCT**

New Zealand is a signatory to the Statement of Principles for the Ethical Recruitment of International Students by Education Agents and Consultants (To be known as the London Statement of Principles) and operates under the Education (Pastoral Care of Tertiary and

International Learners) Code of Practice 2021. Recruitment agencies will be informed about, and will comply with, the requirements of the Code and the London Statement of Principles.

### **ACTION FOR BREACH**

Where agencies are found to contravene the Code and/or the London Statement of Principles, MHJC will apply the appropriate sanctions as detailed in the Agency Agreement.

### **COMMISSION**

- MHJC will pay commission to the agency as set out in the Agency Agreement. The commission rate will generally be 15% of tuition fees and the school reserves the right to make other commission or incentive arrangements with selected agencies by special negotiation.
- MHJC will generally pay commissions to contracted agencies upon receipt of an invoice. Commission payments will be made within 4 weeks after the student has commenced at the MHJC and is subject to the tuition fee being received by the school.
- MHJC may elect to make special arrangements with trusted agencies to allow the agency to withhold commissions from tuition payments due to the school. Such arrangements are at the sole discretion of MHJC and no commissions should be withheld by an agency without prior agreement from the school.
- Where a student does not see out the entire period of their enrolment at MHJC, the school may, on a case by case basis, decide whether or not to request a refund of all or any part of any commission fees paid to an agency.
- MHJC will have no obligation to pay commission fees to any agency with whom the school does not have a signed Agency Agreement.

### **REVIEW AND REPORTING**

#### **AGENCY MONITORING AND REVIEW**

MHJC will review the conduct and performance of its agencies as a part an annual self-review. MHJC will collect and record appropriate evidence of agency reviews.

#### **REPORTING**

The International Coordinator will report directly to the MHJC Principal on the performance of the school's contracted agencies and report any breaches of the Code that may lead to the termination of an agency contract.

*This policy has been approved by the Board of Trustees:  
This policy has been reviewed on:*

*Approval Date: August 2019  
Review Date: August 2022*

*This policy has been reviewed on:*

*Review Date    November 2024*

*References:*

*<http://www.sieba.nz>*