



ELITE
INTERNATIONAL
SCHOOL OF BEAUTY
AND SPA THERAPIES

INTERNATIONAL RECRUITMENT AGENCY CONTRACT

**Terms and Conditions of Appointment of Recruitment Agents
for the Recruitment of International Students**

ELITE INTERNATIONAL SCHOOL OF BEAUTY AND SPA THERAPIES LTD
(hereafter referred to as "SCHOOL")

And

(hereafter referred to as "AGENT")

whereby the SCHOOL appoints the AGENT as a Representative in New Zealand, for all the courses and programmes offered by the SCHOOL, on the terms specified below.

A. The SCHOOL

1. The SCHOOL agrees to give the AGENT the authority to introduce and recommend individual students to the SCHOOL in accordance with the admission standards and policies of the SCHOOL, and/or any other guidelines agreed by both parties.
2. The SCHOOL shall endeavour to provide the AGENT complete and up-to-date information on the SCHOOL with regard to the programmes, course structure, fee schedules, admissions policies and other important aspects so as to assist in the proper counselling of prospective students. At its own expense the SCHOOL shall provide the AGENT with adequate stocks of Prospectus, information leaflets, application forms and other useful promotional materials.
3. The SCHOOL shall answer any enquiries and send all correspondence and related documents to the AGENT promptly via the most efficient means.
4. The SCHOOL shall promptly send all the necessary documents to the AGENT for student passport procedures and visa application.
5. For each individual student enrolled at the SCHOOL, following recommendation by the AGENT, the SCHOOL shall pay to the AGENT a professional fee amounting to as per attached fee schedule.
6. The AGENT will invoice the SCHOOL for this fee. Invoices must be received within one month of the student's commencing their course at the SCHOOL.
7. The SCHOOL agrees to refund the tuition fee, and any other fee received from the AGENT if the student is refused the final visa application.

8. The SCHOOL will review the AGENT'S performance annually.
9. The SCHOOL will direct the AGENT to a copy of the Code of Practice for the Pastoral Care of International Students, in AGENT'S own language if appropriate.
10. The SCHOOL will advise the AGENT that ethical performance by the AGENT is of paramount importance.

B. The AGENT

1. The AGENT shall advise, evaluate and screen all prospective students and shall collect from the students on behalf of the SCHOOL the necessary application forms, reports, testimonials, financial guarantee letters, and any other documents requested by the SCHOOL. These will then be transmitted to the SCHOOL.
2. The services and responsibilities of the AGENT to the SCHOOL shall include promotion of the SCHOOL. The AGENT shall also give advice to prospective students and parents to ensure they have a full understanding before committing to enrolment.
3. In the advising of individuals and dissemination of information, the AGENT shall take all reasonable measure to ensure that only factual and up-to-date information is given.
4. The AGENT shall endeavour to introduce and recommend individuals who are academically and financially qualified for admission to the SCHOOL.
5. The AGENT shall submit complete documentation of the student's application to the SCHOOL promptly.
6. The AGENT shall ensure the SCHOOL receives the tuition and any other fees from the students and the AGENT will remit these amounts to the SCHOOL by Bank Cheque.
7. The AGENT will not engage in any false, misleading or deceptive conduct or otherwise contravene any of the SCHOOL'S obligations under the Code of Practice for the Pastoral Care of International Students.
8. The AGENT confirms that he/she has read and understood the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students, copies of which can be viewed on the Ministry of Education website at www.minedu.govt.nz/goto/international. The AGENT agrees to comply with the New Zealand Code of Practice for the Pastoral Care of International Students and understands that any breaches of the Code may result in the termination of this agreement.

C. TERMINATION:

This Agreement is subject to cancellation by either party on notice of two (2) weeks.

The Agreement shall be valid for three (3) years from the date of signature.

Any renewal of the Agreement will be negotiated.

If the SCHOOL becomes aware that the AGENT is engaging in false, misleading or deceptive conduct or otherwise contravening the SCHOOL'S obligations under the Code, the SCHOOL will immediately advise the AGENT in writing to cease that activity. If the AGENT fails to cease, the SCHOOL will immediately withdraw the AGENT'S accreditation, terminate this Agreement and stop accepting students from the AGENT.

THE TERMS OF THIS AGREEMENT ARE HEREBY AGREED BY:

Signed for and on behalf and of Elite International School of Beauty and Spa Therapies Ltd:

SCHOOL Signature: _____

Designation: _____

Date: _____

Signed for and on behalf of AGENT:

AGENT Signature: _____

Designation: _____

Date: _____

AGENT FEE SCHEDULE FOR 2010 TRAINING YEAR

- Fee per student \$1,500.00

- Bonus Scheme:
 - One student per course - no bonus
 - Two Students per course - \$500
 - Three Students per course - \$750
 - Four Students per course - \$1,000