



WORKING WITH CHURTON PARK SCHOOL

Educational Agent Application Form

INTRODUCTION

Thank you for your interest in working with Churton Park School as an Educational Agent advising international fee-paying students.

Here is some information about working with us:

- Under the Code of Practice, we are required to have a contract with all Educational Agents working with us.
- Before we will accept an application and supply you with a contract, we will undertake reference checks so we can understand your history and experience.
- Relationships are important and we'd like to meet you! We'd prefer that you are able to visit Churton Park School so you can understand our school and why we might suit some of your clients. If you are not based in New Zealand, we can arrange a Skype or Facetime meeting with our staff.
- We pay a commission rate of 15% on tuition fees. Fees are paid on invoice once the student has commenced their enrolment.
- We require that you comply with the Code, represent the school with honesty and integrity and follow the London Statement of Principles. We'll review our relationship after the first 6 months to make sure it's working for everyone and then every 12 months after that.
- We'll supply you with access to the information you need to promote our school. This will include access to brochures, application forms, contracts, the international student booklet and our website.

THE PROCESS

First, complete this Application Form. Once we receive this, we'll undertake reference checks and then if we are satisfied that we will work well together, we'll send you our Educational Agent Agreement to sign. When you have signed and returned the agreement, we'll be ready to accept students from you.

APPLICATION FORM

EDUCATIONAL AGENT DETAILS

Company Name:

Address:

Phone Number:

Website:

Key Contact Person:

Mobile:

Email Address:

Administrative Contact:

Email address:

HISTORY AND EXPERIENCE

Please provide a description of your company's history, experience and relevant training for working in international education in New Zealand.



WORKING WITH CHURTON PARK SCHOOL

Educational Agent Application Form

Please detail key staff that we will be working with and their background.

Please explain which sending markets you specialise in and what age groups you have experience working with.

Please describe if your business has other offerings or services.

REFERENCES

We require references from three New Zealand Schools (preferably primary schools) that you have worked with in the past 5 years. We will contact each referee to discuss their experience working with you. If you have not yet worked with New Zealand Schools, we will also accept a reference from an NZ Government Agency, student families, past employers or personal references.

School Name:
Contact Number:
Years worked with: ___
Services provided:

Contact Name:
Contact Email:

School Name:
Contact Number:
Years worked with:
Services provided:

Contact Name:
Contact Email:

School Name:
Contact Number:
Years worked with: ___
Services provided:

Contact Name:
Contact Email:

Are you available to visit the school in person? Yes No

Are you available for an online meeting? Yes No

Please supply a CV Supplied

Please provide a copy of your logo Supplied