



One Tree Hill College

Great South Road, Penrose, Auckland, New Zealand
P O Box 17471 Greenlane, Auckland, New Zealand
Phone + 64 9 5792861 Fax + 64 9 5792876

I L Ropati MA (Hons) DipTchg
Principal
www.onetreehillcollege.school.nz
E-mail: international@onetreehillcollege.school.nz

AGENCY AGREEMENT

AN AGREEMENT made on: _____

BETWEEN One Tree Hill College
Auckland, New Zealand **AND**

AGENCY

IT IS HEREBY AGREED THAT:

1. One Tree Hill College appoints the agency to act on their behalf for the sole purpose of enrolling international students into One Tree Hill College advertised courses.
2. Either party can terminate this agreement, giving 30 days notice in writing. The agreement is terminated immediately upon breach of one or more of the agreed clauses.
3. During the term of this agreement One Tree Hill College will pay the agency the standard commission of 15% of the tuition only portion of the fee for the first year, 10% on the tuition fee for the second year of a student's enrolment, and 5% for the third and subsequent years of a student's enrolment. The tuition fees do not include the government levy of \$900. This commission will be paid after a student has arrived. In some circumstances, the commission may be deducted before the fees are sent to the school.
Commission is usually only paid to the first or original agent. Any exceptions to this will be made by the school based on the reasons for the change of agent.
4. Commission will be paid on an invoice sent to the school quoting the student's name and including your GST number, if applicable.

Note: New Zealand-based agencies or agencies with bank accounts in New Zealand must be GST registered.

5. In the event of a refund being required prior to the student commencing their studies all pre-paid tuition fees will be refunded less administration charges.
See Refunds Policy

(FOR ONE TREE HILL COLLEGE)

(NAME)