



MEDIA DESIGN SCHOOL LTD

INFORMATION FOR PROSPECTIVE AGENTS

The School accepts applications solely from education agents with whom a formal agreement for representation has been made. Media Design School is selective in its choice of agents, and the number of approved partnerships made is strictly limited.

Media Design School values specific partnerships with international agents in order to diversify the student body and broaden international relationships. The School's appointment of agents is selective in both the location of the agencies and the quality and standard of the agents chosen as representatives.

The School specializes in highly relevant training for the creative industries. Our agents understand the need to maintain our high-end market and brand positioning and agree to ensure that:

1. the School has a flow of quality and appropriate student applications
2. their actions, communications and/ or decisions present no risk to the School's reputation, brand positioning or its investment in the market

The selection process is based on (but not limited to):

1. the Credentials and experience of the agency staff.
2. Agency processes for dealing with prospective students and clients in line with the standards set out in the Ministry of Education's Code of Practice for the Pastoral Care of International Students.
3. references supplied from relevant and reputable provider's currently in partnership with the agent.
4. the ability of agency staff to communicate fluently in English as well as their home country language.
5. the agency having sufficient technology to communicate regularly with Media Design School.
6. the agency's knowledge of New Zealand and its education system.
7. evaluation of the agency's qualifications.
8. the agency's history of successful student recruitment.

APPOINTMENT AND REVIEW

Once a decision has been reached to appoint an agent an initial agreement will be entered into. Media Design School reserves the right to review an agency's performance following acceptance of the Agency Agreement. This review will be based on the following:

1. The number of enquiries and applications forwarded for students who meet the necessary language and academic requirements.
2. Level of student satisfaction with the services provided by the Agent.



3. Level of contact maintained between the Agent and Media Design School.
4. Adequacy and accuracy of the documentation and information provided in support of student applications.
5. Applications submitted to the School are adequate and appropriate for Media Design School qualifications and are received in a timely manner (ie. to allow sufficient time for visa applications etc.)
6. All procedures and quality standards are consistently followed, including those in the Ministry of Education's Code of Practice.

The review will be discussed with the agent and a decision to continue with or withdraw from the agreement will be made at this time.

PAYMENT FOR RECRUITMENT

The exact level of commission received by the agent will be negotiated on a case by case basis, and generally for the first year while the relationship is being established will be 10% of the first year student tuition fees portion of either Diploma or Graduate Diploma qualifications (it does not include a percentage of the Compulsory Course Costs). Commission is not paid for the second year or subsequent study at the school.

Agents must agree to and work within the following terms:

1. The agent will not make any fees-based charge to the student, and will charge the student only for services not directly related to their enrolment with Media Design School.
2. The Agent shall receive the commission only after successful completion of the first eight days of the course. Until this time all monies received are legally required to be held in trust.
3. Commission will be paid only to agents with whom Media Design School has a formal agreement for representation.
4. Terms and conditions will be negotiated in full as part of the agreement with each individual agent.

If you wish to be considered as a registered agent please download and complete the application form* from the school's website and direct your full submission to:

The Registrar
MEDIA DESIGN SCHOOL
PO Box 5927
Wellesley Street
Auckland 1141
New Zealand

<http://www.mediadesignschool.com/international/international-contacts/>