

INFORMATION FOR RECRUITMENT AGENTS



Applying to place a student at Sancta Maria College, Botany, Manukau 2163, Auckland.

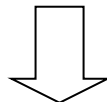
ACCREDITATION

A Recruitment Agency must have signed an 'Agreement on Representation' with Sancta Maria College prior to a student being offered a place at the College.

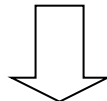


If your company does not have a current Agreement contact the Director of International Students and request an e-mailed copy.

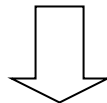
international@sanctamaria.school.nz



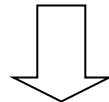
On receipt of a copy of the Agreement read it carefully. You should also look at the Code of Practice for the Pastoral Care of International Students on the New Zealand Ministry of Education website [Code of Pastoral Care for international students - NZQA](#)



If you wish to sign a Sancta Maria College Agreement on Representation, inform the Director of International Students.

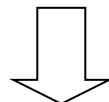


Your company will be required to supply the name and contact numbers of 2 referees to verify your experience and credentials and a company profile.

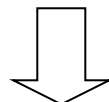


If Sancta Maria College is satisfied with your request to become an accredited Recruitment Agent your company will be sent:

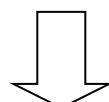
- 2 copies of our Agreement on Representation
- An Agent Information Pack
- A Representation Certificate



Your education consultants should familiarise themselves with every aspect of Sancta Maria College.



Return one copy of the signed 'Agreement' to Sancta Maria College.



Your company is now an Accredited Sancta Maria College Recruitment Agent.

STUDENT APPLICATION

To speed the applications process please read the following instructions carefully.

Application for an International position at Sancta Maria College, 319 Te Irirangi Drive, Botany Manukau 2163, Auckland must be online through the school website. Applications must be accompanied by a signed declaration and recent academic transcripts (1 year)

The International Department aims to reply to initial applications within 7 days. Further details may be requested. Wherever possible, parents are encouraged to visit the school to gain a full understanding of what the school offers.

An offer of place will be sent if a student's application is accepted. The offer will provide the following information:

1. Place offered.
2. Year level offered.
3. Language proficiency level required for entry at the specified year level.
4. Date the student will commence at Sancta Maria College.
5. Any conditions to the offer such as the need to attend an immersion English course prior to commencing at Sancta Maria College.
6. Date fees must be paid by

Conditions of Acceptance

Students must have a specified level of English language proficiency to enter Sancta Maria College, 319 Te Irirangi Drive, Botany, Manukau 2163, Auckland. The following levels apply:

Years 7 – 8	elementary
Years 9 – 10	pre-intermediate
Year 11	intermediate
Year 12	upper-intermediate
Year 13	advanced

A student may be offered a place conditional on achieving the stated level of language proficiency by the commencement date. If, at time of entry, a student fails to meet the language entry criteria he or she may be required to study at a lower year level or undertake a mixed level course.