



HOWICK
COLLEGE
INTERNATIONAL



MEMORANDUM OF UNDERSTANDING

between

Name of Organiser for the Supervised Group

(Hereafter referred to as the Organiser)

And

Howick College

This Memorandum of Understanding (MOU) sets out the terms and understanding between the Organiser and Howick College for **(insert name of supervised group)**.

Purpose

This Memorandum of Understanding:

- Details the understanding between the parties participating in the **(name of supervised group)** and
- Binds the parties to its terms

A. The Organiser will be responsible for:

- Confirming four dates (by negotiation with Howick College)
- Providing to Howick College a list of students, including names, genders, medical conditions and dates of birth by **(date)**.
- Ensuring that the students' ages fit within the ages permitted for enrolment to Howick College.
- Arranging proper supervision of the group, and providing details of the supervision and supervising adults to the school by **(date)**, including one proficient English speaker who is available 24 hours a day as emergency contact and able to assist the Howick College Group Co-ordinator for the duration of the groups enrolment period. Please refer to the "Supervising Teacher Responsibilities" section on the Group Information document.
- Arranging, or asking Howick College to arrange, appropriate accommodation for the group, which complies with Code requirements and supplying accommodation details to Howick College by **(date)**.
- Informing Howick College of the arrival and departure arrangements for the supervised group, and their flight details by **(date)**.
- Providing completed enrolment documentation, signed by the students' parents, to Howick College by **(date)**.
- Purchasing travel/medical insurance, if desired, for staff accompanying the group. (recommended)
- Purchasing travel and medical insurance for all students in the group. If Howick College is NOT booking the insurance for the group, an English language transcript of the policy details must be provided by **(date)**.
- Obtaining any visa required by the students or staff accompanying the group in order to travel to New Zealand and enroll with Howick College.

- Arranging appropriate accommodation for the adults accompanying the group if not accommodated with the students
- Providing Howick College with a copy of all students' passports and visas on arrival at Howick College.
- Transferring all fees payable as outlined in the agreed Fee Schedule to Howick College for the supervised group according to the following agreed date deadlines: **(insert agreed payment deadlines: 50% non-refundable tuition deposit on signing of this MoU and remainder in 10 days prior to arrival)**.
- Providing Howick College details of all trips and excursions intended for the group during the dates of enrolment and working with Howick College to ensure that all supervision and safety measures are in place to meet the requirements of Howick College's Education Outside the Classroom Policy and Procedures.
- Providing information to students and parents about studying and travelling in New Zealand in order that they may make informed enrolment decisions and understand their interests and obligations before entering into a contract of enrolment with Howick College.
- Acting as liaison between Howick College and the parents of the students in the group when required.
- Returning a signed copy of the MoU to Howick College by **(date)**.

B. Howick College will be responsible for:

- Providing an invoice to the Organiser on signing of the MoU for the supervised group.
- Purchasing travel and medical insurance for the students in the group / approving the insurance policy to be purchased by the Organiser **(delete non-applicable option)**.
- Arranging **(or approving, if the Organiser is to arrange)** appropriate accommodation for the students in the group which meets Code requirements and the following stipulations of Howick College: **(insert stipulations)**
 Providing the accommodation details to the Organiser by **(date)**.
- Paying homestay fees to host families if the group is to be accommodated in school homestays.
- Communicating with host families regarding the students' schedules, transportation to school and any other relevant matters.
- Providing pre-departure information to the Organiser for the students 4 weeks prior to the students' arrival.
- Providing an orientation programme to students and staff **(and accompanying teachers and parents if applicable)** on arrival which is relevant and appropriate to the group.
- Informing staff associated with the group of their responsibilities
- Arranging buddies to look after the students at school
- Arranging tuition within domestic classes and ESOL classes for the supervised group students as agreed with the Organiser **(edit/insert details as per this agreement)**.
- Providing appropriate supervision at all times while the group is at school and on trips that are arranged by Howick College as part of the visit.
- Ensuring that all safety and EOTC requirements are met for any excursions or trips undertaken by the group during enrolment.
- Providing a 24/7 emergency contact and making students and accompanying staff (and parents if applicable) aware of this number.

- Monitoring the students' wellbeing during the group's enrolment and reporting to the Organiser any concerns for the students' wellbeing, including relating to illness, attendance, behaviour, homesickness or other concerns.
- Arranging a farewell with buddies on the students' last day at school (if included), and giving each student a certificate of attendance.
- Returning a signed copy of the MoU to the Organiser by (date).

PROGRAMME REVIEW

Following the completion of enrolment for the supervised group, the Organiser and Howick College will evaluate the effectiveness and adherence to this agreement and update it for future supervised groups as deemed necessary and agreed by the parties.

DURATION

This MoU is at-will and may be modified by mutual consent of authorized officials from the Organiser and Howick College. This MoU shall become effective upon signature by the authorized officials from the Organiser and Howick College and will remain in effect until the conclusion of enrolment for the group.

TERMINATION

Howick College may terminate this MoU in the event that any payment required under the MoU or information required to be provided to Howick College is not received within 7 days from the date the payment or information was due to be received. In the event this MoU is terminated, the refunds conditions detailed in the attached schedule will apply.

DISPUTES

The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Grievance Procedures set out in the Code and/or The International Student Contract Disputes Resolution Scheme.

GOVERNING LAW

Any dispute that may arise shall be settled in accordance with the laws of New Zealand.

THE TERMS OF THE MEMORANDUM ARE HEREBY AGREED BY:

Signed for and on behalf of the Organiser: _____ Signed for and on behalf of Howick College: _____

Signature: _____ Signature: _____

Name and Designation: _____ Name and Designation: _____

Date: _____ Date: _____