

AGENCY COMMISSION PAYMENT SCHEDULE

The following schedule relates to commission payments made to International Agents on student tuition fees, following an enrolment at the International Travel College (ITC).

Payment of all commission is subject to a tax invoice being submitted to ITC by the agent **2 weeks after the student commences their course.**

Please note all international students must attend 10 days of class, have a valid Student Visa issued for The International Travel College of New Zealand, and the correct course must be noted on their visa.

In addition, students must be holding approved insurance cover for the duration of their student visa as outlined by NZ Immigration and the [Education \(Pastoral Care of International Students\) Code of Practice 2016 \(including Amendments 2019\)](#) from the Ministry of Education. Students on a two-year course may purchase insurance one year at a time and just need to renew the policy before it expires.

Invoices must have the following information:

- Company Name
- Company address
- Name of the student
- Student ID number
- Programme of Study / Course Name
 - Please comment if it is the 1st or 2nd year of study for 2-year courses
- Full bank account details
- Address of the bank (for banks outside of NZ only)
- Swift Code (for banks outside of NZ only)
- Transit/FIF (Branch) Code (for banks outside of NZ only)
- Bank Code/Branch Code/Institute Number (for banks outside of NZ only)

In accordance with Ministry of Education guidelines, The International Travel College adheres to the following payment schedule in light of Trust regulations. All student fees are paid into a [Public Trust fee protect trust account](#).

These procedures are in place in order to protect student fees and are also in accordance with The Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019), issued by the Ministry of Education.

Please note the examples on the following pages are indicative only in order to help you and the calculations are based on 20% commission:

Certificate Courses:

Course	Tuition Fees	Commission Amount Due	Invoice Date
New Zealand Certificate in Tourism - Level 3 - with a strand in Aviation	\$8,900	\$1,780	2 weeks after course commences
New Zealand Certificate in Tourism - Level 3 - with a strand in Tourism and Travel	\$8,400	\$1,680	2 weeks after course commences
New Zealand Certificate in Travel Level 4	\$8,900	\$1,780	2 weeks after course commences

Diploma Courses:

Course	Tuition Fees	Commission Amount Due	Invoice Date
New Zealand Diploma in Tourism - Level 5 (48 weeks)	\$15,850	\$3,170	2 weeks after course commences
Diploma in International Tourism & Travel Management - Level 5 (2 years)	\$28,500 – total 2 years ----- 1 st year tuition fees: \$15,850 2 nd year tuition fees: \$12,650	\$5,700	See below... \$3,170 * paid 2 weeks after first year course commences \$2,530 paid 2 weeks after second year of course commences

* 1st year commission is based on a student paying the full amount of the 1st year tuition fees stated on the invoice.

Please note that you need to **invoice us twice** for students who enrol on the 2-year programme. The first invoice is for the 1st year of study and then the second invoice to be sent two weeks after their 2nd year of study commences.

Students must pass the year-one papers and meet the minimum attendance criteria of 90% in order to progress to the second year of the course. Students must also obtain a new Student Visa for the second year of their study (if they do not already have one) and renew their health insurance.