

AGENT CHECKLIST

This checklist is provided to the Agent booking a study tour when homestay is being arranged by the host school. It is designed to assist the Agent ensure that roles and responsibilities are met.

**TICK
COMPLETED**

Two Weeks after the agent confirms to proceed with the study tour

1. Deposit Invoice (10%) paid to DE International (*where applicable*)

Six Weeks before the study tour commences

2. Final visitor numbers have been confirmed to DE International

Four weeks before the study tour commences

3. Medical and Travel Insurance for all students and adults has been organised
 4. Visiting Student Profiles (signed by Parents and Students) provided to the host school
 5. Student Profiles received from host school
 6. Final Invoice paid to DE International

Two weeks before the study tour commences

7. Contact details of the accompanying English-speaking adult provided to Host School
(This adult must be contactable at all times for the duration of the visit)

Two weeks after the study tour concludes

8. Destroy all confidential information about the school and homestay families
 9. Complete evaluation form and return with this checklist to the Study Tours Program

Forms can be downloaded from the Study Tours Website:

<http://www.decinternational.nsw.edu.au/study/study-tours/documents-and-forms>

PLEASE RETURN THIS FORM TOGETHER WITH THE EVALUATION FORM AT THE COMPLETION OF YOUR STUDY TOUR

REPLY FAX 61-2-8293 6972
REPLY EMAIL studytours@det.nsw.edu.au

| | |
|-------------------------|--|
| Agent Name | |
| Study Tour Group | |
| Study Tour Dates | |
| Host School(s) | |

_____ Date: ____/____/____
Agent Signature