

MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY EDUCATION AND SCIENTIFIC RESEARCH

Site Visit Check List for Award of Licence to Prospective Recruiting Agents for Overseas Educational and Training Institutions

In order to ensure that eventual students are sufficiently supported and that the premises of potential Recruiting Agents are customer friendly in terms of infrastructure, safety and ease of access, availability of information, etc., site visits are effected by officers of this Ministry and the Tertiary Education Commission.

To ascertain that the potential Licensee is operating within the Legal Framework as provided by the Act, the following items on the checklist are mandatory:

1. Conspicuous location for display of Licence as prescribed by the Act.
2. Availability of a matrix giving basic information (list of fees, programmes, insurance, visa requirements pertaining to application and living costs amongst others)
3. Availability of pamphlets giving course details such as duration and costs.
4. Access to Internet by students.
5. Register book for walk-in students with remarks column for feedback.
6. Register book for recruited students as per the following:
 - (i) seats available in each institution in respect of which it is licensed;
 - (ii) applications received for admission to each institution in respect of which it is licensed;
 - (iii) students whom it has recruited for admission to each institution in respect of which it is licensed.
7. Format of contract between the recruiting agent and students, copies of which to be submitted to this Ministry, consisting of the following:
 - the full name of student, date and place of birth and residential address in Mauritius;
 - the full name and contact details of student's responsible party;
 - the name and particulars of the institution;
 - the proposed field of study;
 - details of all fees charged by the educational institution;
 - the fees charged by the licensee if any, for the provision of services;
 - conditions and costs regarding boarding and lodging abroad;
 - the duration of the contract, the conditions of renewal of the contract and the grounds on which the contract may be terminated; and
 - the conditions under which entry and residence in the host country are permitted.