AGENT CHECKLIST

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

Two Weeks after the agent confirms to proceed with the study tour
1. Deposit Invoice (10%) paid to DEC International (where applicable)

Six Weeks before the study tour commences
2. Final visitor numbers have been confirmed to DEC 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) provided to the host school
5. Student Profiles received from host school (not applicable for Residential program)
6. Final invoice paid to DEC 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:

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

Agent Name

Study Tour Group

Study Tour Dates

Host School(s)

____________________________________________________________

Date: ______/_____/______

Agent Signature