



The Annual Partnership Process

These are the steps which are taken each year by Pestalozzi and our partners.

1. Partnership Memorandum of Understanding (MoU)

The partnership contract is reviewed annually and partners will be required to sign the MoU before embarking on the selection process.

2. Time of selection and candidate quota

Pestalozzi will contact partners with at least three to four months notice as to the desired time frame for the official selection process. The exact dates of selection are arranged in consultation with partners to find a mutually convenient time. A quota of how many students each partner can bring to the official selection process will be determined.

3. Pre-selection

Partners should inform likely candidates about Pestalozzi and pre-select those candidates who are interested and meet the student selection criteria. Partners should be able to provide evidence for their choice of candidates (i.e., mock exam results, teacher reports, and evidence of need and family background). Partners need to be active in preparing their candidates for exams and informing them of the selection process that they will attend.

4. Selection location, date and itinerary

Pestalozzi will inform partners of the location, date and itinerary of the official selection. Partners may be asked to help in arranging a suitable selection location and accommodation for the candidates.

5. Candidate details

Partners should give details of their pre-selected candidates at least four weeks prior to official selection date. Details should include; name, date of birth, gender, and information on family background.

6. Documents for official selection process

Partners need to ensure the candidates have the following documents to bring to the official selection; candidate identification, candidate date of birth verification, candidate reference forms, candidate application forms, candidate income verification and student academic transcripts.

7. Coordinate candidate travel

Partners should take responsibility for getting their candidates as well as their own representative to the official selection location.

8. Notify ALL candidates of results & candidate feedback

Pestalozzi will notify partners of the selection results approximately 6 weeks after the official selection visit. It is the partner's responsibility to notify all candidates of the

results. Successful candidates will be made a CONDITIONAL offer. Partners receive feedback on their candidates, which they are expected to give to their candidates.

9. Email set-up for successful candidates

Partners should ensure that successful candidates set up an email account if they do not have one already. This will help Pestalozzi communicate directly with the candidates.

10. IELTS & Passports or IC: successful candidate document preparation

Partners must immediately help successful candidates to obtain a passport or IC and book an IELTS Academic Paper test. As soon as the passport is issued a scanned copy must be emailed to Pestalozzi.

11. Candidates receive an UNCONDITIONAL offer

Partners should ensure that a scanned copy of the IELTS results is emailed to Pestalozzi. Once an IELTS Academic Paper overall score of 5.5 (with 5.5 in Writing) has been achieved the candidate receives an unconditional offer with relevant documentation from Pestalozzi and Sussex Coast College, Hastings.

12. Visa process

Partners should assist the successful candidates with applying for a visa.

13. Feedback Form

Partners should complete the feedback forms that Pestalozzi will provide.

14. Feedback to Partners

Pestalozzi will provide performance feedback to partners on an annual basis.

Pestalozzi expects all partners to abide by the terms of the partnership MoU at all times.