

# Application for Enrolment

<b>Location</b>	Where would you like to study? <span style="float:right">Auckland <input type="checkbox"/></span>	Christchurch <input type="checkbox"/>
	Are you currently in New Zealand? <span style="float:right">Yes <input type="checkbox"/></span>	No <input type="checkbox"/>

<b>Student's Details</b>		Date of Birth <input style="width:100px" type="text" value="Day / Month / Year"/>	Age <input style="width:50px" type="text"/>
Family Name <input style="width:350px" type="text"/>	Given Name(s) <input style="width:250px" type="text"/>	Mr / Ms <input type="checkbox"/>	
E-mail <input style="width:350px" type="text"/>	Telephone No <input style="width:250px" type="text"/>		
Passport Number <input style="width:350px" type="text"/>	Nationality <input style="width:150px" type="text"/>	Native Language <input style="width:150px" type="text"/>	
Mailing Address	Street <input style="width:350px" type="text"/>	Suburb <input style="width:150px" type="text"/>	
	City <input style="width:350px" type="text"/>	Postal Code <input style="width:100px" type="text"/>	
	Country <input style="width:150px" type="text"/>		

Course Wanted	(Put X in the box of your choice)	NO. OF WEEKS OF TUITION	FROM (Date)	TO (Date)
General English (GE) Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>			Day / Month / Year	Day / Month / Year
English for Business (EB) Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>				
English for University (EU) Full-Time <input type="checkbox"/>				
Executive Course Full-Time <input type="checkbox"/>				
IELTS (with GE <input type="checkbox"/> EB <input type="checkbox"/> EU <input type="checkbox"/> )				
TOEFL (with GE <input type="checkbox"/> EB <input type="checkbox"/> EU <input type="checkbox"/> )				
TOEIC (with GE <input type="checkbox"/> EB <input type="checkbox"/> EU <input type="checkbox"/> )				
Cambridge PET <input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE <input type="checkbox"/> BEC <input type="checkbox"/>				
TESOL Course <input type="checkbox"/> plus Cambridge TKT <input type="checkbox"/>		4		

<b>Environmental Responsibility</b>	Do you want information about making your course environmentally friendly? Visit <a href="http://www.languages.ac.nz/green">www.languages.ac.nz/green</a> for details	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Internships &amp; Work placement</b>	Do you want information about our Work Experience programs? Visit <a href="http://www.languages.ac.nz/work">www.languages.ac.nz/work</a> for details	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will you arrive in New Zealand with a Working Holiday Visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Accommodation Details</b>	
Do you want Languages International to arrange your accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> A. Homestay <input type="checkbox"/> B. Student Residence <input type="checkbox"/> C. Serviced Apartment	<p><b>PLEASE SELECT YOUR HOMESTAY PREFERENCES</b></p> <p>A family with younger children Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference <input type="checkbox"/></p> <p>A family with older children Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference <input type="checkbox"/></p> <p>Older adults, children left home Yes <input type="checkbox"/> No <input type="checkbox"/> No Preference <input type="checkbox"/></p> <p>Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Personal Interests: <input style="width:500px" type="text"/></p> <p>Health problems/Special requests: <input style="width:500px" type="text"/></p> <p>Airport pick up required <small>There is a charge for airport pickup</small> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Accommodation Check in date <input style="width:100px" type="text" value="Day / Month / Year"/>	
Check out date <input style="width:100px" type="text" value="Day / Month / Year"/>	
Room Type <input style="width:150px" type="text"/> <small>Visit <a href="http://www.languages.ac.nz/accommodation">www.languages.ac.nz/accommodation</a> for room types and prices.</small>	

<b>Insurance is compulsory</b>	<p><b>By law you cannot start classes without proof that you have purchased Medical and Travel Insurance.</b> International Students must have appropriate and current medical and travel insurance while studying in New Zealand. We arrange a low cost insurance with generous benefits designed especially for students coming to New Zealand. It includes cover for your international travel and loss of fees if your course is interrupted by an insurable event.</p> <p><input type="checkbox"/> Please arrange insurance for me. <span style="float:right"><input type="checkbox"/> I will arrange insurance myself.</span></p>
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<b>Declaration</b>	<p><b>I have read and accept the Conditions of Enrolment (over).</b></p> <p>All details on this form are true and correct. I agree that information on this form can be given to the Trustees of the Fee Protection Plan and to the New Zealand Qualifications Authority. I acknowledge that Bendall &amp; Cant Trustee Company Ltd will hold fees that I have paid in advance and in the event of a course closure these will be transferred to an alternative provider or to the person who paid for my tuition.</p> <p>Signed <input style="width:400px" type="text"/> Date <input style="width:100px" type="text"/></p>
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# CONDITIONS OF ENROLMENT

## 1. Application and payment of fees

- 1.1 The student ('you') must apply to take a course of study at Languages International ('the school', 'we') on the official Application for Enrolment issued by the school or in another format that has previously been accepted by the school.
- 1.1.1 The Application can be submitted on your behalf by a language travel consultant. Any such consultant is deemed an agent of you, the student, and a retailer of our school services.
- 1.1.2 To show acceptance of an Application, we will issue an Offer of Place showing details of the offered course and fees. If this Offer is not accepted, adjusted or declined by you or your agent within 12 weeks of the Offer date, we will consider the Offer to have expired. Any subsequent Application will be considered a completely new Application.
- 1.1.3 The student must sign his or her name on the Application or its substitute, to show that he or she has read, understood and accepted these Conditions. If necessary, the signature must be written in Latin script as well as in the original.
- 1.2 You must pay in full in advance for the period of study requested on the Application for Enrolment.
- 1.2.1 All fees are calculated in complete weeks, and study for any portion of a week is counted as a full week. No compensation is given for public holidays, when the school is closed.

## 2. Cancellation and refunds (In this document 'course' means your full programme of study not the individual components of study)

- 2.1 If you cancel for any reason one working day or more before your course start date, we will refund all payments made for weekly tuition. We do not refund the registration and accommodation placement fees. If less than 2 weeks' notice is given, we will retain up to 2 weeks' accommodation payments. All refunds are made in NZ\$. The school is not responsible for any changes in the value of currencies or for students' bank fees.
- 2.1.1 No refunds of TUITION payments will be given on re-enrolment bookings.
- 2.2 **After your course has started:**
- 2.2.1 If your course is up to 4 weeks and you cancel in the first 2 days, we refund 50% of any tuition and registration fees paid.
- 2.2.2 If your course is 5 weeks or more and you cancel in the first 5 days, we refund 75% of any tuition and registration fees paid.
- 2.2.3 If your course is 13 weeks or more and you cancel in the first 8 days, we refund your tuition and registration fees less 10% or \$500, whichever is the lesser.
- 2.3 Where payment is received from a language travel consultant, we will pay the refund to that consultancy. Any accommodation payment received by us can be refunded directly to you or to your agent.
- 2.4 After your agreed course start date, we do not refund your tuition fees or change your course finishing date if you:
- arrive late for your course without notifying the school;
  - leave before your course is finished; or
  - take time off during your course, except under our leave policy (below).
- You cannot convert your paid full-time course into an extended part-time course to the same value.
- Unused weeks of study cannot be transferred to another student.
- 2.5 To be eligible for a refund under any of the above conditions, if you hold a student permit, you must give us proof that your permit for study at Languages International has been cancelled or changed to another institution.
- 2.6 If you wish to leave Languages International to attend a mainstream tertiary course (not an English language course) or foundation course, AND have achieved at least 5.5 overall in the IELTS test (with no score lower than 5), we will refund your fees from the start date of your new course if you do the following:
- first show us the offer of place for the institution you wish to attend for us to approve before you enrol in the new course; then
  - if we approve the course, show us the original enrolment certificate and original fees receipt from the institution; and
  - show us your new student permit for the institution.
- 2.7 Any fees associated with your course that are paid to external providers (for example, examination fees) can only be refunded to you if we can obtain a refund from the external provider. We will deal with any requests for such refunds on a case-by-case basis.

## 3. Leave Policy

- 3.1 You may take up to 4 weeks' leave during your course for every 24 consecutive weeks of enrolment.
- 3.1.1 If you take leave, the finish date shown on your Certificate of Enrolment will be changed accordingly. It is your responsibility to check that the expiry dates of your student permit and your insurance are later than your revised finish date, and to take appropriate action if necessary.
- 3.1.2 If you withdraw from your course before completing 24 weeks, you give up the right to any weeks of leave already taken.
- 3.1.3 You must complete a Leave Application form and submit it at the school's Reception at least 2 weeks before you want to start your leave. Leave must be taken in whole weeks, Monday to Friday.
- 3.1.4 Accommodation during leave weeks is not charged when you book your course. For homestay payments while you are on leave, please see section 4.2 below.
- 3.1.5 Students whose current attendance is less than 80% may not be allowed to take leave.

## 4. Accommodation

- 4.1 You authorise Languages International to act on your behalf to arrange and administer accommodation with persons supplying suitable accommodation in accordance with the preferences set out in your Application for Enrolment.

- 4.2 We will arrange accommodation that fits your request as nearly as possible if we receive payment for that accommodation in our bank account at least two weeks before the start of your stay. If we receive your payment less than two weeks before the start of your stay, we cannot guarantee to arrange your preferred accommodation and may have to arrange alternative accommodation.
- 4.3 The conditions in this section apply only to homestay accommodation arranged by Languages International.
- 4.3.1 We will refund pre-paid weeks of homestay accommodation if you find other accommodation. However, you must give the school and the homestay host two weeks' notice of your intention to leave the prepaid homestay or pay the cost of up to two weeks' homestay.
- 4.3.2 If you ask us to change your homestay for an alternative homestay, we will take up to two weeks from the date of your request to arrange the alternative homestay. During those two weeks, we will ask you to stay in your current homestay or pay the cost of up to two weeks' homestay.
- 4.3.3 You must pay the school a weekly homestay retainer fee if you temporarily leave your homestay (optional leave as in section 3, or during the annual Christmas break) and want to return to that homestay. You must tell the school and the homestay host about this at least 2 weeks before you intend to start your leave. If you stay in your homestay for any part of a week's leave or break, you must pay the full weekly fee for that week.
- 4.4 Conditions for student residence accommodation vary according to the accommodation provider. We will supply specific conditions, including refund conditions, on application.
- 4.5 If you want to change or extend your stay in accommodation that Languages International has arranged for you, you cannot make a private arrangement with your homestay host or accommodation provider, or with the homestay host or accommodation provider of another of our students. You will also have to pay all additional costs resulting from any changes or extensions that you ask for before we can confirm them.

## 5. Attendance and behaviour

- 5.1 You are expected to attend all lessons and follow the rules of behaviour explained in the School Rules, on the last page of your Student Handbook or on our website at [www.languages.ac.nz/SchoolRules](http://www.languages.ac.nz/SchoolRules). You must also comply with the conditions of your permit or visa to stay in New Zealand.
- 5.2 Languages International reserves the right to take action against any student who breaks NZ law or fails to follow the School Rules and these Conditions of Enrolment. These actions include but are not limited to:
- Changing the particulars of a student's course of study
  - Withholding documents such as completion or achievement certificates
  - Refusing to offer further enrolment periods
  - Expelling a student from the school with no refund of prepaid tuition fees and with notification to Immigration New Zealand that the student's student permit is no longer valid
- Where any such actions are taken, students have the right to appeal to the Chief Executive.
- 5.3 If you are persistently absent from school without a valid reason, we will begin a process of warnings that could lead to your expulsion. Expulsion decisions are made by the Director of Studies.
- 5.3.1 If you are continuously absent for a period of 3 weeks (15 school days) and we are unable to deliver official warnings to you in written or spoken form, Languages International reserves the right to expel you from the school.

## 6. Liability

- 6.1 **Medical and Travel Insurance are required by law.** It is your responsibility to ensure that you have adequate medical and travel insurance to cover personal belongings, sickness, repatriation and loss of course fees if you need to shorten your course due to illness of yourself or a close family member. We are happy to arrange insurance for you if you request it on the Application for Enrolment. The school cannot be held responsible for any sickness, injury, damage or loss incurred within the school or on school activities or tours, or in your place of accommodation. You will be asked to sign a form releasing the school from all such liability on your first day at the school.
- 6.2 Languages International shall not be liable if the services we state we offer cannot be provided for reasons beyond our control.

## 7. Translations

- 7.1 You accept that any translations of Languages International school information or conditions are provided for your convenience only. Where there is a difference in meaning or interpretation in any translations of Languages International school information or conditions, the most recent English language version shall apply.

### TO ENSURE YOU HAVE THE MOST RECENT VERSION OF OUR CONDITIONS OF ENROLMENT, REFER TO OUR WEBSITE: [www.languages.ac.nz/conditions](http://www.languages.ac.nz/conditions)

- **Code of Practice:** Languages International has agreed to observe and be bound by the "Code of Practice for the Pastoral Care of International Students" published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/educationSectors/InternationalEducation.aspx>.
- **Immigration:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

Please sign the declaration on the Application that you have accepted these conditions. We look forward to receiving your enrolment.