

Application For Enrolment

Location

Where would you like to study?

Auckland

Christchurch

Student's Details

Family Name

E-mail

Passport Number

Mailing Address

| | | |
|--------|-------------|---------|
| Street | Suburb | |
| City | Postal Code | Country |

Date of Birth

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Age

Given Name(s)

Mr / Ms

Telephone No

Nationality

Native Language

Course Wanted

(Put X in the box of your choice)

General English (GE) Part-Time Full-Time

English for Business (EB) Part-Time Full-Time

English for University (EU) Full-Time

Executive Course Full-Time

IELTS (with GE EB EU

TOEFL (with GE EB EU

TOEIC (with GE EB EU

Cambridge PET FCE CAE CPE BEC

TESOL Course plus Cambridge TKT

NO. OF WEEKS OF TUITION

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FROM (Date)

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TO (Date)

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Work Placement Service

To use this service you must have a visa which allows you to work in New Zealand.
www.languages.ac.nz/student_life/work_in_nz.htm

Work Placement service required? Yes No

Accommodation Details

PLEASE SELECT YOUR HOMESTAY PREFERENCES

- A. Homestay
- B. Student Residence
- C. Serviced Apartment
- D. No Accommodation

A family with younger children

Yes No No Preference

A family with older children

Yes No No Preference

Older adults, children left home

Yes No No Preference

Do you smoke?

Yes No

Accommodation Check in date

| | | |
|-----|-------|------|
| Day | Month | Year |
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Check out date

| | | |
|-----|-------|------|
| Day | Month | Year |
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Airport pick up required There is a charge for airport pickup

Personal Interests:

Health problems/Special requests:

Are you currently in New Zealand?

Yes No

Insurance is compulsory

By law you cannot start classes without proof that you have purchased Medical and Travel Insurance. 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.

Please send me a quote for your insurance, and send a brochure.

I will arrange medical insurance myself.

Declaration

I have read and accept the Conditions of Enrolment (over).

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 & 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.

Signed

Date

RETAILER'S DETAILS

Payment of fees

- 1.1 You must pay in full in advance for the period of study you request on the Application for Enrolment.
- 1.2 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.
- 1.3 All enrolments incur a registration fee whether you enrol directly or through an overseas study consultant. If you decide to book a re-enrolment with a different consultant, you will have to pay an additional registration fee. Any overseas study consultant is deemed an agent of you, the student, and a retailer of our school services.

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 prior to 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 of homestay 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 TUITION refunds will be given on re-enrolment bookings.
- 2.2 **Once 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 but less than 13 weeks 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 an overseas study consultant, we will pay the tuition 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
 - Take time off during your course, except under our holiday 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 For any of the above conditions to apply, if you are on a student's permit, you must give us proof that your Permit for study at Languages International has been cancelled or changed to another school.
- 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 reached 5.5 IELTS average, (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 institute you wish to attend for us to approve before you enrol in the new course
 - if we approve the course, then show us the original enrolment certificate, and original fees receipt from the institute
 - show us your new Student Permit for the institute

Holiday Policy

- 3.1 If you enrol for 24 weeks or more you may have 4 weeks holiday for every 24 weeks of your course. The course dates shown on the Certificate of Enrolment include these holiday weeks. If you do not take the holidays your course will finish earlier. You must tell the school two weeks in advance that you want to take a holiday. Homestay for these optional holiday weeks is not charged when you book your course. For homestay payments while on holiday please see 4.2 below. If you withdraw from your course before 24 weeks have been completed you forfeit your holiday entitlement, (no refunds will be given for holidays already taken). Students with less than 80% attendance may not be allowed to take holidays.

Accommodation

- 4.1 We will refund pre-paid homestay weeks if you find your own accommodation. **However, you must give the school two weeks notice of your intention to leave or pay for up to two weeks homestay.**
- 4.2 You must pay the school a weekly homestay retainer fee if you leave your homestay for a holiday (optional holiday as in 3.1, or during the Christmas break) and want to return to that place. If you stay in your homestay for any part of a holiday week, you must pay the full weekly fee for that week.
- 4.3 You authorise Languages International to act on your behalf as your agent to arrange and administer accommodation with the persons supplying suitable accommodation in accordance with your preferences set out in your application for enrolment.

Attendance

- 5.1 You are expected to attend all lessons, and to be on time. You must comply with the conditions of your permit to stay in New Zealand. If you are persistently absent from school without a valid reason, we will begin a process of warnings.
- 5.2 Languages International reserves the right to expel any student who breaks NZ law or Languages International School Rules, including continuous unexplained absence. Languages International will not refund fees in the case of expulsion, and will notify the NZ Immigration Service. Expulsion decisions are made by the Director of Studies. Students have the right of appeal to the Chief Executive.

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** should you need to shorten your course due to illness of yourself or close family. We are happy to arrange this 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 the school's control.

Translations

Where there is a difference in meaning or interpretation in any translations of Languages International school information or conditions, the 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

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/goto/international>. *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 understood these conditions. We look forward to receiving your enrolment.

**Fax your completed form to (+64 9) 377-2806 then post to:
P O Box 5293, Auckland 1010, New Zealand**