

Enrolment Form

Kiwi English Academy Ltd



PERSONAL DETAILS

Family Name: _____ First Name: _____

Male / Female (*Please circle one*) _____ Date of Birth: _____

Passport No. & Expiry Date: _____

Type of Visa: Study Visitor Working Holiday Other (*Please specify*) _____

Address _____

Home Phone No.: _____ Fax Number: _____

Work or Other No.: _____ Email Address: _____

Nationality: _____ First Language: _____

Emergency Contact (*this MUST be completed for all students*)

Name: _____ First language: _____ Can speak English? Yes / No

Address: _____

Phone No.: _____ Email: _____

Contact details of Parents for Students under 18 (*this MUST be completed for all students under 18*)

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

Are there any medical, physical or psychological conditions we should be aware of? Please provide details below (*if none, please state 'none'*)

Kiwi English Academy Ltd.
Level 2, 27 Davis Crescent, Newmarket, Auckland, New Zealand
PO Box 113042, Broadway, Newmarket, Auckland, New Zealand
Ph: +64 9 524 4711 Fax: +64 9 524 9010 Email: admin@kiwienglish.co.nz
Website: www.kiwienglish.co.nz

COURSE & CAMPUS DETAILS

FOR FULL COURSE DETAILS, PLEASE REFER TO OUR WEBSITE WWW.KIWIENGLISH.CO.NZ

Please tick the course and elective

SENIOR (18+ YEARS)	
<input type="checkbox"/> INTENSIVE COURSES (25 hours per week)	<input type="checkbox"/> STANDARD COURSES (20 hours per week)
General English Plus (choose one Intensive Elective)	General English Plus
Academic Preparation <input type="checkbox"/>	Conversation <input type="checkbox"/>
IELTS Preparation <input type="checkbox"/>	Internship <input type="checkbox"/>
TOEFL / TOEIC Preparation <input type="checkbox"/>	(please specify) _____
Cambridge FCE / CAE Preparation <input type="checkbox"/>	Other _____ <input type="checkbox"/>
JUNIOR (11 - 18 YEARS)	
INTENSIVE COURSES (25 hours per week)	OTHER COURSES
General English Plus High School Preparation <input type="checkbox"/>	English Plus Activities <input type="checkbox"/>
General English Plus Conversation <input type="checkbox"/>	
Kiwi Buddy <input type="checkbox"/>	
SPECIAL PROGRAMMES (JUNIOR AND SENIOR STUDENTS)	
Please specify programme	

Starting Date: _____ Number of weeks: _____

Do you want to enter a New Zealand: High School Polytechnic University

How did you hear about Kiwi English Academy? _____

ACCOMMODATION

**Please note that all students under 18 at a High School Preparation Campus must live in a Kiwi English Academy approved Homestay.*

Homestay Hostel Not required

Start Date: _____ End Date: _____

If you require a homestay, please answer the following questions:

	Yes	No
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Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>
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Do you object to dogs/cats in your home?	<input type="checkbox"/>	<input type="checkbox"/>
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Are you allergic to animals?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, give details: _____

Is there any food you cannot eat?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, give details: _____

Do you suffer from any medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, give details: _____

Do you require any religious observances?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, give details: _____

Please list your hobbies and /or interests: _____

Do you have any other homestay requirements?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, give details: _____

If you do not require a homestay and have made other arrangements for accommodation, please complete the information requested below:

Address _____

Phone No. _____ Other No. _____

Start Date _____ End Date _____

AIRPORT PICKUP

Airport Pickup required: Yes No Airport Drop Off required: Yes No

Flight Number: _____ Flight Number: _____

Arrival date & time: _____ Departure date & time: _____

Please provide flight details even if pick up or drop off is not required

INSURANCE

All international students are required by law to have appropriate current medical and travel insurance.

- Please organise it for me - **OR** -
 I enclose proof of insurance cover that meets the above requirements

GUARDIANSHIP

We require guardianship for all students at our High School Campus.

Do you require our Guardianship service? Yes No

Do you have a Guardian in Auckland? Yes (If yes, please fill in details below) No

Guardian Details

Name: _____

Address: _____

Phone No.: _____ Email: _____

DECLARATION

I, the student, declare that the information provided on this form is true, complete and correct. I undertake to inform Kiwi English Academy Ltd. of any changes to the information contained in this application.

I agree that this enrolment form, assessment information, achievement reports and attendance records can be shown to relevant persons and authorities in accordance with New Zealand law. I have read and understood this document and the attached refund and fee protection policies.

Student's Name: _____ Signature: _____

Date: _____

Signature of Parent/Guardian if student under 18 (mandatory)

Parent/Guardian _____ Signature: _____

Name: _____ Date: _____

Registered as a private training establishment by the New Zealand Qualifications Authorities pursuant to the Education Amendment Act 1990.

Kiwi English Academy Ltd.
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Website: www.kiwienglish.co.nz

Terms and Conditions



The following information is important. Please ensure that you read and understand it.

Refunds will only be made in accordance with the following policy:

All cancellations must be in writing

1.0 Before commencement of the course

If notification of cancellation is received in writing before commencement of study, Kiwi English Academy will refund all homestay fees and tuition fees, less the enrolment fee and the accommodation placement fee. Any application for a refund must be accompanied by the original receipts and "Offer of Place". When the refund is made, Kiwi English Academy will advise New Zealand Immigration Service (NZIS) that the "Offer of Place" has been cancelled.

2.0 After course commencement

- 2.1 **For courses of up to and including four weeks and six days.** If notification of cancellation is received within the first two days of the course, the student will be refunded 50% of the course fees.
- 2.2 **For courses of five weeks or more but less than 13 weeks.** If notification of cancellation is received within the first five days of the course, the school will retain 25% of the course fees and refund the balance to the student.
- 2.3 **For courses of 13 weeks or more.** If notification of cancellation is received within 8 days of course commencement the student will be refunded all tuition fees less 10% or \$500, whichever is the lesser.
- 2.4 No refund of tuition fees will be given once 8 days have lapsed from the commencement of the course.

3.0 Refunds will be paid:

- 3.1 In New Zealand dollars (NZ\$)
- 3.2 By cheque sent to:
 - i) The applicant's registered address;
 - ii) Another institution, if requested in writing with the applicant's signature, supported by evidence of an "Offer of Place" to another institution; or
 - iii) Under special circumstances the refund can be paid directly to a nominated bank account.

4.0 Cancellation of homestay/alternative accommodation

- 4.1 A minimum of one week's notice is required to either request a homestay change or to cancel homestay.
- 4.2 If homestay is cancelled after course commencement, the unused portion of the accommodation fees will be refunded on a fortnightly basis for the duration of the course, less one week's notice and less the \$15.00 administration fee.
- 4.3 Students studying at the Junior Campus and/or who are under 18 must stay in a Kiwi English Academy approved homestay for the duration of their course.

IMPORTANT - PLEASE INFORM THE STUDENT OF THE FOLLOWING:

1. **Insurance** - All international students are required by law to have appropriate current medical and travel insurance.
2. **Fees protection** - In accordance with NZQA student fee protection policy (www.nzqa.govt.nz/for-providers/aaa/studentprotection.html) all student fees are protected by an NZQA approved insurance scheme. For further details please refer to the following website : www.studentcare.biz Kiwi English Academy can arrange for one insurance policy that covers medical, travel and fees protection.
3. **Liability** - Kiwi English Academy Ltd. will not be liable for loss, damage or injury to persons, or property, howsoever caused, save where liability is expressly imposed beyond exclusion by statute.
4. **Holidays** - Kiwi English Academy Ltd. observes all New Zealand public holidays and closes for the two weeks in which Christmas and New Year are celebrated, and for one week at the end of June as a mid-year break.
5. **Complaints** - Kiwi English Academy Ltd. has a complaints process that is easy to understand. This is clearly displayed in every classroom. If a student is still dissatisfied after completing the school's complaints process, he/she is able to access the formal complaints process of the New Zealand Qualifications Authority in Wellington (refer to the website www.nzqa.govt.nz).
6. **Method of Payment:** Please either
 - a) make your remittance payable to:
Kiwi English Academy Ltd.
PO Box 113-042, Newmarket
Auckland, NEW ZEALAND
 - or
 - b) send money directly to:
ANZ Bank, Papakura Branch
201 Great South Road
Papakura, Auckland
NEW ZEALAND
Account Name: Kiwi English Academy Ltd.,
Account Number: 010398 0209487 00
Swift Code: ANZBNZ22