

# 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 (*in your home country*) \_\_\_\_\_  
\_\_\_\_\_

Home Phone No.: \_\_\_\_\_ 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: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Are there any medical, physical or psychological conditions we should be aware of? Please provide details below (*if none, please state 'none'*). Failure to disclose any pre-existing medical condition may void your medical insurance.

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Kiwi English Academy Ltd.  
2<sup>ND</sup> Floor, 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.KIWIENG**

Please tick  the course and study option

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

Starting Date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_

Why are you taking this course?  To study in New Zealand at:  To study overseas at: }  High School  Polytechnic  University

To improve my work opportunities  For a cultural experience

To improve my communication abilities  Other \_\_\_\_\_

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
Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>
Do you object to dogs/cats in your home?	<input type="checkbox"/>	<input type="checkbox"/>
Are you allergic to animals?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give details: _____		
Do you have any food requirements? (there is an extra charge for special dietary requirements, i.e. gluten free, halal etc.)	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give details: _____		
Do you suffer from any medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give details: _____		
Do you require any religious observances?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, give details: _____		
Please list your hobbies and /or interests: _____		
Do you have any other homestay requirements?	<input type="checkbox"/>	<input type="checkbox"/>
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 \_\_\_\_\_

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### 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*

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### INSURANCE

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

- Please organise it for me (To have pre-existing conditions covered, a medical assessment is required. Ask the school staff on arrival for details.)
- I enclose proof of insurance cover that meets the above requirements

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### GUARDIANSHIP

*We strongly recommend guardianship for all students studying longer than 4 weeks at our High School Campus. We reserve the right to require guardianship for any students deemed at risk or failing to achieve after arrival in New Zealand.*

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: \_\_\_\_\_

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### 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 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**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

# Enrolment Contract



1. **Kiwi English Academy obligations** : Kiwi English Academy will provide tuition to the student in accordance with school policies, the Code of Practice and the Education Act in return for payment of the fees.
2. **Payment of Fees**: All tuition, accommodation and administrative fees are payable in advance.
3. **Cancellation / Refund of Fees**: All advice of cancellations must be made in writing. Any refund of fees will be assessed in accordance with the school refund policy.
4. **Changes of Fees**: Kiwi English Academy (KEA) reserves the right to amend its fees. For the most recent fees, please refer to our website: [www.kiwienglish.co.nz](http://www.kiwienglish.co.nz)
5. **Accommodation**: This contract is conditional at all times on the student having accommodation in New Zealand which complies with the Code.
6. **Infringement of Rules**: If a student does not comply with KEA's rules, KEA reserves the right to suspend or expel the student. No refund of fees will be made except for the unused portion of the accommodation fees less one week's notice.
7. **Liability**: KEA 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.
8. **Obligation of Kiwi English Academy**: KEA undertakes to provide programmes as set down from time to time in the course information. KEA declines to offer a programme if there are insufficient students wishing to study that programme.
9. **Privacy Act**: The information collected by KEA during the enrolment process and during the period in which the student is enrolled at KEA, is intended for use relevant to the education and well-being of the student and it may be used by any of KEA's staff or any consultant to KEA in connection with that purpose. The student has the right of access to and correction of the personal information collected by KEA.
9. **Governing Law**: This contract shall be governed by and construed in accordance with the laws of New Zealand.

## Student Enrolment and Acceptance Contract

- I/We confirm acceptance of the place offered by Kiwi English Academy Ltd. I/We understand this reserves a place for \_\_\_\_\_, that all fees related to the course (including accommodation fees, etc) must be paid before commencing classes at Kiwi English Academy.
- I/We confirm that the information supplied on the Enrolment Form is true and complete.
- I /We understand that providing false information could lead to expulsion of the student.
- I/We note and accept the requirements regarding payment of fees and the conditions relating thereto.
- We agree that it is a condition of enrolment that the student has current and comprehensive travel and medical insurance.
- We agree to ensure that the student has a valid visa for the period of their enrolment.
- We agree that photographs and videos of the student may be used for the student's records and in any publicity material for the school.
- I/We agree to be bound by the Enrolment Contract to ensure \_\_\_\_\_ complies with Kiwi English Academy school policies, rules, the Code and the Education Act.
- I/We agree that our child (under 18) has an approved handover plan at the completion of his/her study at Kiwi English Academy and commencement of study elsewhere or other permitted activity.

By signing below the parties confirm that they have read the contract and agree to be bound by it in all respects.

**Full Name of Student:** \_\_\_\_\_

**Name of Parent/Legal Guardian:** \_\_\_\_\_  
(if student is under 18 years old)

**Signed Student:** \_\_\_\_\_

**Parent/Legal Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# 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 the first 10 working days of the course the student will be refunded in full less a deduction for costs incurred by Kiwi English Academy Ltd up to a maximum of 25% of the total school-related costs paid, including but not limited to tuition fees, export education levy, recruitment, marketing, agents' commission, overheads, examination fees, resource fees, student services fees and administration fees.

**2.4** No refund of tuition fees will be given once 10 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 \$25.00 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 (<http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/student-fee-protection/>) all student fees are protected by Public Trust. For further details please refer to the following website: <http://www.publictrust.co.nz/fee-protect/information-for-students>.
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](http://www.nzqa.govt.nz)).

## **Method of Payment:**

Send money directly to Public Trust Account:

Bank of New Zealand  
North End Branch  
100 Lambton Quay  
Wellington, NEW ZEALAND  
Account Name: Public Trust KIWI ENGLISH ACADEMY – HEADQUARTERS  
Bank Account: 02-0536-0305865-01  
Swift Code: BKNZLN22

# Checklist

- Completed all sections of this application form
- Attached a passport copy
- Signed the Enrolment Contract
- Attached copies of academic transcripts (if applying to further studies)
- Attached a copy of insurance (if organising yourself)

## **For under 18s**

- Completed Caregiver Arrangement form      or
- Completed KiwiCare Guardian Appointment form