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***Enrolment Form***

Kiwi English Online

**Personal Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family Name: | |  | | | | | First Name: | | | | | |  | | | |
| Male Female | | | | | | | | 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’*). | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |

**Kiwi English Academy Online Ltd.**

27 Davis Crescent, Newmarket, Auckland, New Zealand

PO Box 113042, Broadway, Newmarket, Auckland, New Zealand

Ph: +64 9 524 4711 Email: admin@kiwienglish.co.nz

Website: www.kiwienglish.co.nz

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ONLINE Course DETAILS Please tick ☑ the study option | | | | | | | | | | |
| **GROUP classes** *(eg. IELTS, High School Preparation Foundation, English for Employment)* | | | | | | | | | | |
| **Class:** | |  | | | | | | | | |
| **Number of weeks:** | |  | | | | | | | | |
| **Starting Date:** | |  | | | | | | | | |
| **Individual lessons** | | | | | | | | | | |
| **Focus area:**  (conversation, writing, grammar etc.) | |  | | | | | | | | |
| **Frequency:** | | 1-3 times a week | | | | | More than 3 times a week | | | |
| **Number of weeks:** | |  | | | | | | | | |
| **Preferred Starting Date:** | |  | | | | | | | | |
| **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?** | | |  | | | | | | |

**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: |  |

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**Enrolment Contract**

**1.** **Kiwi English Academy Online obligations**: Kiwi English Academy Online Ltd 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 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 Online (KEA Online) reserves the right to amend its fees. For the most recent fees, please refer to our website: www.kiwienglish.co.nz

**5.** **Infringement of Rules**: If a student does not comply with KEA Online’s rules, KEA Online reserves the right to suspend or expel the student. No refund of fees will be made.

**6.** **Obligation of Kiwi English Academy Online** : KEA Online undertakes to provide programmes as set down from time to time in the course information. KEA Online declines to offer a programme if there are insufficient students wishing to study that programme.

**7.** **Privacy Act**: The information collected by KEA Online during the enrolment process and during the period in which the student is enrolled at KEA Online, 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 Online in connection with that purpose. The student has the right of access to and correction of the personal information collected by KEA Online.

**8.** **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 Online Ltd. I/We understand this reserves a place for  *(Student's Name)* ,that all fees related to the course must be paid before commencing classes with Kiwi English Academy Online.

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 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  *(Student's Name)* complies with Kiwi English Academy Online school policies, rules, the Code, the Education Act, and reasonable instructions of the staff of the school.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student:** |  |  |  |  |  |
|  | (full name) |  | (signature) |  | (date) |
| **Parent/Legal Guardian:** |  |  |  |  |  |
| (if student is under 18 years old) | (full name) |  | (signature) |  | (date) |
|  |  |  |  |  |  |
| **School Representative:** |  |  |  |  |  |
|  | (full name) |  | (signature) |  | (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. **Before commencement of the course**

If notification of cancellation is received in writing before commencement of study, Kiwi English Academy Online will refund all tuition fees, less the enrolment fee.

1. **After course commencement**
   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. **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.
   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 Online 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.
   4. No refund of tuition fees will be given once 10 days have lapsed from the commencement of the course.
   5. No refund will be given to any student who is suspended/expelled from school for failure to comply with the school’s policies and rules and reasonable instructions of the staff of the school.
2. **Refunds will be paid:**
   1. In New Zealand dollars (NZ$)
   2. By direct credit:
      1. To the applicant’s nominated bank account;

Important - Please inform the student of the following:

1. **Liability –** Kiwi English Academy Online 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.
2. **Holidays –** Kiwi English Academy Online Ltd. observes all New Zealand public holidays and closes for the two weeks in which Christmas and New Year are celebrated.
3. **Complaints** – Please refer to the online handbook.