

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. The school reserves the right to return the student to his/her home country should it be necessary due to non-disclosure of any significant physical/mental health concerns.

Kiwi English Academy Ltd.
2ND 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

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"/>	<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 <i>(please specify)</i>		
Online Class	<input type="checkbox"/> Individual	<input type="checkbox"/> Group
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: } High School Polytechnic University
 To study overseas at: }
 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 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"/>
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 _____

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 (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

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: _____

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.

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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.

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.

2.5 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.

3.0 Refunds will be paid:

3.1 In New Zealand dollars (NZ\$)

3.2 By direct credit:

i) To the applicant's nominated bank account;

ii) Another institution, if requested in writing with the applicant's signature, supported by evidence of an "Offer of Place" to another institution.

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, 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).

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
Trust Reference Number: 8923140TR01
Swift Code: BKNZ NZ22

Checklist

- Completed all sections of this application form
- Attached a passport copy
- Completed and 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 if required