

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 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

ONLINE COURSE DETAILS

Please tick the study option

<input type="checkbox"/> GROUP CLASSES (eg. IELTS, High School Preparation Foundation, English for Employment)		
Class:		
Number of weeks:		
Starting Date:		
<input type="checkbox"/> INDIVIDUAL LESSONS		
Focus area: (conversation, writing, grammar etc.)		
Frequency:	<input type="checkbox"/> 1-3 times a week	<input type="checkbox"/> More than 3 times a week
Number of weeks:		
Preferred Starting Date:		

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? _____

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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Level 2, 27 Davis Crescent, PO Box 113042, Broadway,
Newmarket, Auckland, New Zealand
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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 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
- 5. 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.
- 6. 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.
- 7. 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.
- 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 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 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 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 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

1.0 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.

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: BKNZLN22