



Application Form for English Courses

Please complete the application form. All questions marked with a * must be answered. You must be over 18 years old to complete this form if you have a student visa.

1. Personal Details

Family name: * _____ Given name: * _____

Gender: * Male Female Date of birth: * / / (dd/mm/yy)

Address: * _____ Town/City: * _____

Country: * _____

Telephone: * _____ Fax: _____

Email: * _____

Type of visa or study permit for New Zealand* _____ Nationality _____

Agency name (if applies) _____ Passport #

2. Course Details

Your level of English: * Beginner Elementary Pre-Intermediate Intermediate Advanced

Course Required: * General English Full Time General English Part Time Exam Preparation (IELTS)

Course Duration: * weeks

Start Date: * / / (dd/mm/yy) End Date: * / / (dd/mm/yy)

3. Accommodation

Type: * Homestay wanted I will arrange my own accommodation

Homestay requests: Non smoking No pets

Start Date: * / / (dd/mm/yy) End Date: * / / (dd/mm/yy)

Do you have any special accommodation/diet/pets requests?

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4. Insurance

If you do not have any medical/travel insurance we can arrange this for you. You must have insurance to be enrolled in a course. Your insurance documents need to be in English.

Do you have medical insurance? Yes No

Would you like information on insurance Yes No

Emergency contact details (e.g.: parents). Name* _____

Telephone/Fax* _____ Email _____

Send or email this form to us now. You do not need to pay for your course now. We will post or email you an **Offer of Place** and **Fees Invoice** for the course you have chosen to take and the details of how you may pay your fees. For courses longer than 12 weeks you need a study visa, please apply at your agency or New Zealand Embassy. After we receive your fees payment we will send you a **Fees Receipt, Guarantee of Accommodation, and your Orientation Pack.** Send your completed form to: *Southern Education New Zealand, S202, Level 1, Westfield Mall, Riccarton, P O Box 8641, Riccarton, Christchurch, New Zealand, or ask your agency to email it to us on your behalf, email info@nzenglish.com*

Bank deposits are to be made into our **Public Trust account:** Southern Education New Zealand Limited, Bank of New Zealand, (SWIFT CODE: BKNZ NZ22)

Account Number: 02-0536-0305865-001 + Reference Number 7403828TR01

5. Sign

The parties below agree to the enrolment conditions in this agreement on / /

* Signed: (Student)

Conditions of Enrolment

1. Courses

- 1.1 Southern Education New Zealand (otherwise referred to as "SENZ" or "us" or "we") reserves the right to alter course arrangements without prior notice to students or otherwise. Any amounts expressed are in New Zealand dollars unless otherwise stated and are subject to change.
- 1.2 SENZ courses are for persons over the age of 18 years only. SENZ reserves the right to accept or decline any student. You must enter any special needs or any mental or physical disability as a special request on the enrolment form, failure to do this could lead to course cancellation.
- 1.3 SENZ is registered as a Private Training Establishment by NZQA pursuant to the 1990 Education Amendment Act.

2. Fee Payment

- 2.1 All fees must be paid in full before enrolment is confirmed. Course fees are in complete weeks (3 days = complete week), including weeks with any public holidays.
- 2.2 Tuition is charged for days when school is closed for Public Holidays, including Waitangi Day, Good Friday, Easter Monday, Queens Birthday, Anzac Day, Labour Day and Provincial Anniversary Day. The school will be closed for 2 weeks over the Christmas/New Year period so tuition fees are not charged for that time and course will be extended to include this 2 weeks.
- 2.3 Only the stated tuition hours are included in the fees and students must pay any extra fees for activities not included in the course.
- 2.4 GST is included in all SENZ fees unless otherwise stated.
- 2.5 Exam and extra tuition and materials fees are not included in tuition fees.
- 2.6 All fees are protected by Public Trust

3. Cancellations & Refunds

- 3.1 You must notify the school of your cancellation in writing and return your original fees receipt before we refund your fees.
- 3.2

Course Length	Withdrawal Period	Amount PTE may retain
Less than 5 weeks	2 nd day of course	50%
Between 5 & 12 weeks	5 th day of course	25%
13 weeks or greater	10 th working day	Up to 25%

- 3.3 After the refund period has passed, no fees except the accommodation weekly charge (if paid), will be refunded.
- 3.4 We do not give part-time study in place of pre-paid full time study.
- 3.5 We will not refund fees or give a free extension if you: leave school before your course is finished (excluding first 10 days); arrive late for your course without written notice to SENZ; take time off during your intended course period.

4. Code of Practice

- 4.0 SENZ has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from SENZ or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>
- 4.1 IMMIGRATION: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available at the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz/>
- 4.2 ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz/>
- 4.3 ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz/>
- 4.4 MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.
- 4.5 DRIVING IN NEW ZEALAND: If you have a current overseas driver's licence or a current international driving permit, you can drive for one year in New Zealand. After one year you must apply for a New Zealand driver's licence. Foreign driver licence must be translated into English by an approved translation agency. For more information please visit www.ltsa.govt.nz/licensing
- 4.6 For emergency help, students can telephone 021 280 0666 from anywhere in New Zealand. This number will connect students to Managing Director day or night.
- 4.7 The minimum age for purchasing and consuming alcohol and tobacco is restricted in New Zealand to 18 years old. More information can be found in the orientation pack.

5. Accommodation

- 5.1 Accommodation is available on the dates specified in your Fees Invoice.
- 5.2 Any request to cancel or change accommodation must be made to SENZ 7 days prior to the date of the proposed move.
- 5.3 We will refund the accommodation weekly charges if you find other accommodation. Both your host family and SENZ must receive 7 day's notice of your intention to leave.
- 5.4 If you leave your accommodation for a short time (1 to 21 days) during your course you must still pay a retainer to reserve your accommodation.
- 5.5 You must be ready to leave your accommodation when you finish your studies at SENZ unless otherwise arranged.
- 5.6 In arranging accommodation, SENZ acts only as an agent and makes payment for it only in this capacity.
- 5.7 In arranging a homestay with us, you agree that the first 8 weeks after your course start date must be spent in homestay accommodation.
- 5.8 The first change of homestay will be provided free of charge, thereafter any change to another homestay will incur a fee.

6. Liability

- 6.1 Adequate medical and travel insurance is a mandatory requirement. SENZ cannot be held responsible or liable for any loss or damage incurred within the school or on school activities or tours.
- 6.2 SENZ shall not be liable if the services we state we offer cannot be provided for reasons beyond the school's control.
- 6.3 SENZ is not liable for claims involving any other party or where money has been paid to any other party and has not been received in full by us.
- 6.4 You agree to deposit all fees into our Public Trust, which provides full fee protection, or into the school bank account as circumstances may dictate, and sign the application form accordingly. For more information about fee protection please see: http://www.publictrust.co.nz/personal_services/fee_protect/student_info#brochure

7. Privacy Policy

- 7.1 Your personal details may be shared with official representatives of New Zealand's government departments, who have authority to do so.

8. School Regulations

- 8.1 You are expected to attend all lessons, and must comply with the conditions of your VISA or permit to stay in New Zealand. You must maintain a weekly attendance record of at least 85% unless permission has been given for your absence by SENZ.
- 8.2 Any student whose behavior outside of school becomes serious concern to the public, homestay, staff or students will be issued with a warning and may be expelled from school without refund.
- 8.3 In the event that disciplinary action needs to be taken the school will issue a warning letter to a student.
- 8.4 If a student who has been issued a warning letter does not change his/her behavior SENZ reserves the right to expel the student.
- 8.5 Upon expulsion the New Zealand Immigration Service will be notified immediately. When a student is expelled there will be no refund of fees.
- 8.6 The school rules are set out in the Student handbook and you are required to read them before arriving at SENZ or on your first arrival.

9. Grievance Procedure

- 9.1 If there is any problem or complaint you wish to make about anything concerning your course you should ask the school Manager for help.
- 9.2 If the problem continues and cannot be resolved by talks with the school management and Directors, the student should contact the International Educational Appeal Authority (IEAA), C/- Ministry of Education, Private Bag 32001 Panama Street, Wellington, New Zealand. Telephone: +64-4-462-6660; Fax:+64-4-462-6686; Email: ieaa@justice.govt.nz; www.justice.govt.nz/tribunals/international-education-appeal-authority

10. Agreement

- 10.1 This form forms an agreement between the student and the school and each party is held responsible to the conditions stated above in this agreement.