

Contact

Address: 12F, 155 Queen Street, Auckland Central

Telephone: 0064 (09)356 6668

Email: info@nzios.ac.nz

Website: www.nzios.ac.nz

Application Form

- ❖ Application Form to be completed in ENGLISH & in Capital letters
- ❖ Please Print Clearly in pen
- ❖ Refer to Terms & Conditions and Privacy Policy
- ❖ Please sign form if you have read and understood fee and other associated costs.

Personal Details

Family Name: _____ First Name: _____

Gender: _____ Date of Birth: _____

Passport Number: _____ Issuing Country: _____

Expiry date: _____ (DD/MM/YEAR)

Your Contact Details (It is your responsibility to update us, if you change your contact details)

Number and Street _____

Suburb _____ City _____ Postcode _____

Country _____

Telephone _____ Mobile _____

Email _____

If you are coming from overseas (out of NZ). What will be your travel date?

____ / ____ / ____

Agent Information

Contact Name _____ Agent Name _____

Emergency Contact (NZ)

Name _____ Telephone _____ Email _____ Relationship _____

Parent Contact Details (Home Country) *Mandatory for under 18 student

Name _____ Telephone _____ Email _____ Relationship _____

Address: _____

Designated Caregiver Contact Details *Mandatory for under 18 student

Name _____ Telephone _____ Email _____ Relationship _____

Programme Selection

- | | | |
|--|-------------------|------------------------|
| <input type="checkbox"/> General English Level 1/2/3 | Start Date: _____ | Number of terms: _____ |
| | [12weeks/term] | |
| <input type="checkbox"/> English Language Development for ESOL Students
(Preparation for Foundation/School) | Start Date: _____ | Number of weeks: _____ |
| <input type="checkbox"/> NZCEL 4 (NZ Certificate in English Language Level 4) | Start Date: _____ | Number of weeks: _____ |
| <input type="checkbox"/> Subject Standard Course - Literacy | Start Date: _____ | |
| <input type="checkbox"/> Subject Standard Course - Other Subject | Start Date: _____ | |

Highest Qualification

Qualification	Institution	From	To

Other Qualification

Qualification	Institution	From	To

Others

Other services	Yes	No
<p>Do you require assistance with accommodation? (If yes) Length of Stay (Weeks): _____ Accommodation Start Date: _____</p> <p>Applicable for U-18 only: If you wish to opt out homestay arranged by NZIOS, please advise your accommodation details: Address: _____</p>		
<p>Do you require airport pick up?</p>		

Medical Insurance	Yes	No
<p>I require medical insurance: [If answer is NO - please attach copy of current medical cover - Insurance is mandatory to cover the whole visa & study period for international students. The commence day of the insurance policy must be from the leaving date from the home country for students offshore or the start date of the student visa under NZIOS for students onshore. Student is allowed to request cancel the policy within 10 working days with no claim record if they bring their own arranged insurance in this period.] Before the official receipt is issued, the medical insurance certificate must be provided to NZIOS.</p>		
<p>Medical Record Do you have any disability, impairment, long-term injury, or chronic medical condition(s) that may impact on your ability to study and/or participate in school activity? – If so please provide a report from a registered health professional so we can assess our ability to support you during your study in New Zealand.</p>		

Application Checklist

- Academic Performance (Attendance / Result / Completion Evidence)
- Details of work experience, CV and reference
- Evidence of English language ability
- Academic Performance (Results)
- The latest academic attendance (onshore only)

Statement of Intent

Please briefly describe why are you Selecting this course ? What is your career intentions?

New Zealand Privacy Act

New Zealand Institute of Studies collects and stores information from this form to:

- manage the business of New Zealand Institute of Studies (including internal reporting and administrative processes)
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding
- supply information to government agencies and other organizations as set out below.

New Zealand Institute of Studies may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education. Supply of information to government agencies and other organizations. New Zealand Institute of Studies supplies data collected on your enrollment to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents. Those agencies use the data supplied by tertiary education organizations to:
 - administer the tertiary education system, including allocating funding
 - develop policy advice for government
- conduct statistical analysis and research. The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes. When required by law, Abacus Institute of Studies releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC). Information collected on this form may be supplied to other educational organizations for the purpose of verifying academic records. In signing this enrollment form you authorize such disclosure on the understanding that Abacus Institute of Studies will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrollment Officer. Abacus Institute of Studies has agreed to observe and be bound by the Code of Practice for the Pastoral Care of international students. Published by the New Zealand Qualifications Authority (NZQA). Copies of "the code" are available on request from this institution or from the NZQA website at www.nzqa.govt.nz

Refund Policy

Course duration	Before start of course		After start of course	
	5 days or more	Within 5 days		
3 months or more	Institute will retain 10% of course fee or \$500 (whichever is the lesser amount).	Institute will retain up to 15% of course fee or \$1,000 (whichever is the lesser amount).	For withdrawals on or before the 10th working day from the commencement of the course the institute will retain up to 25% of the course fee based on actual expenses incurred	For withdrawals after the 10th working day there will be no refund *.
Less than 3 months but more than 5 weeks			For withdrawals on or before the 5th working day from the commencement of the course the institute will retain up to 25% of the course fee based on actual expenses incurred.	For withdrawals after the 5th working day there will be no refund *.
Less than 5 weeks			For withdrawals on or before the 2nd working day from the commencement of the course the institute will retain up to 50% of the course fee based on actual expenses incurred.	For withdrawals after the 2nd working day there will be no refund *.
*Voluntarily ceasing or closure of its course by institute			Fee will be refunded on pro rata basis^.	
*Visa application is declined of an international student			Full remaining tuition fee refund.	

*Refer to QMS Policy for exceptions.

^In accordance with the fee left with Public Trust on the day of course closure.

Signature

Declaration to be signed by the student or parents or Designed Caregiver. (Acceptance of Conditions of Enrolment)

- I hereby declare that then information supplied by me is true and correct.
- I have read, understood and accept the Terms and Conditions listed in this application Form, which includes adhering to School Rules, Off-site visits and Code of Conduct.
- I authorize Immigration NZ and the Department of Labor [if applicable] to provide New Zealand Institute of Studies with any personal details regarding my immigration status, including any information that I have submitted to INZ in the course of any visa or permit application, New Zealand Institute of Studies to gain information on my previous academic/enrolment status if required, to advise me of any other educational opportunities electronically and to allow other agencies access when this is deemed appropriate.
- I agree that on acceptance of enrolment by New Zealand Institute of Studies, the Application for Admission will become the Contract of Enrolment.

Signed by Student:

Date:

Signed by Parent, Designed Caregiver (if student is under 18 years):

Date:

Terms and Conditions

There is a difference in meaning or interpretation in any translations of this information or conditions the English version shall apply.

Payment of Fees

1. All fees must be paid in full in advance for the period of tuition. All student fees are protected in the School's Trust Account which is controlled by an independent company [RSM Prince]. Payments are made in arrears to the school.
2. All fees are calculated in full weeks. Study for any portion of the week will incur the full week's fee. No compensation is given for public holidays when the school is closed.
3. Enrolment and offer of place documentation must be signed and stamped with the school's seal and be on the school's database for these to be valid. Promises made by agents must be backed up by formal documentation for these to be valid. Students' valid permit must reflect the program in which the student is enrolled.
4. Students enrolling in two programmes will require two Offers of Place – the first offer may be the program in which the student gains his/her student visa/permit. This will need to be changed when enrolment in the second program commences. This will be an additional cost.
5. Offers of Place will be subject to availability of places and the verification of documents required meeting entry standards that may apply for any course. Students who do not meet English standards will be placed in an alternative English program.
6. Offers of Place will be withdrawn if the student fails to provide documentation required/produces false documents/refuses to obtain medical insurance/fails to present the passport within the first week.
7. Students who have special needs which were not declared at the time of application will be charged additional fees if additional services are required/ provided to enable the student to continue in his/her studies. The school reserves the right to cancel enrolment if the student refuses to bear the cost of any additional services deemed necessary by the school.

Cancellations, Refunds & Delayed Starts

8. The New Zealand Institute of Studies Limited reserves the right to cancel any course due to insufficient demand, unavailability of suitable staff or facilities, or any other reason. In all cases students will be offered alternative course dates. The possible students will be offered alternative course dates or an alternative suitable study program. Where this is not available students will be offered the choice between an alternative provider or will receive the unexpired portion of fees determined on a pro rata basis relating to the time elapsed in the course.
9. If a student cancels before his/her course commences he/she will be refunded fees paid in accordance with the statutory refund provisions. All requests for cancellation/withdrawal must be completed in writing by the student.
10. Students must advise the school in writing if unable to commence classes on the date agreed. Students who wish to delay the start of a course must receive approval in writing from the Director, Student Services prior to the start date. Students who delay the start of their course without prior written approval will be deemed to have started and the statutory refund period will apply. Tuition fees will be deducted for the period of absence.

Holidays & Sickness

11. Students enrolled for more than 12 weeks may have one week's holiday. These may be accumulated and taken at one time. Students need permission to take a holiday. This needs to be asked for at least one week before the first day of the holiday. Students who take holidays without permission will be marked absent. Students in qualification programmes must take holiday during course breaks.
12. Students who are sick must phone the school before 9.00am. Students, who are absent for two days or more, must have the medical certificates from NZ Registered doctors. Names of doctors can be obtained from the school.
13. All students enrolled at this school must have the appropriate medical insurance before commencement of studies. This applies to all students in NZ on a temporary entry permit.

Attendance

14. All international students are required to maintain 100% attendance.
15. If students are late for school, they will be marked as late in the attendance register.
16. If students arrive 15 minutes after their class started or leave school 15 before the class finished, they will be marked as absent.
17. Students who are sick must get a doctor's certificate and present it to the school administrator on your next attendance.
18. If student's current attendance falls below 90%, NZIOS Student Service staff will give a verbal warning to the student, asking them to improve their current attendance.
19. If student's current attendance falls below 85%, NZIOS Student Service staff will send the First Written Warning letter to the student, the student will be reminded about the responsibility of improving their attendance.
20. If student's current attendance falls below 80%, NZIOS Student Service staff will send the Second Written Warning letter to the student and make sure that the student is aware that NZIOS can withdraw them if the attendance does not improve.

Terms and Conditions

21. If student's current attendance continue falling the student will be asked to sign a commitment letter, where they will be given 2 weeks final observation period to improve their attendance.
22. If after the commitment letter has being signed and the attendance continue falling, the student will be given 48 hours' notice to withdrawn by themselves.
23. If the student does not show up in 48 hours, NZIOS will withdraw the student.
24. If you are absent, please inform the Helpdesk Coordinator – 09 356 6688.
25. If the student's enrolment is terminated, they will not be able to get any refund or deferral. Also, NZIOS will report the situation to Immigration New Zealand.

Immigration NZ Status

26. International students must have the correct Immigration NZ status before commencing any studies at the school. This applies to the whole of the semester and enrolment period.
27. Students enrolled for a program of 13 weeks or more must have a student permit for the whole of the course before the course commences.
28. Students with a Student permit must be enrolled full time and can work only if the permit indicates this.
29. Students on working holiday/work permit/visitors permit can enroll for a period of no more than 12 weeks. For any period beyond this time a student permit must be obtained.

Disciplinary Actions

30. Students who fail to obey the school rules by attitude, conduct, attendance policy or behaviour will be issued with the following warnings:
 31. 1st offence - verbal warning, 2nd and 3rd offence – written warning.
 32. 4th offence – commitment letter follow by 2 weeks observation period.
33. The Academic Director has the authority to instantly dismiss, without warning, any student who seriously breaches the Rules and Regulations of New Zealand Institute of Studies.

School Rules/Code of Conduct

34. All School Rules are outlined in the NZIoS Student Handbook, which is available for the school.
35. This is an adult campus and students are expected to behave as responsible adults. The school rules incorporate the cultural expectations that are usual for adults in New Zealand.
36. Students who are under 18 years must live in accommodation approved by the GENERAL MANAGER.
37. Students under 18 years will not be allowed to own a vehicle or drive one without the specific approval of the GENERAL MANAGER.
38. The school will not enroll students 16 years or under.
39. Students who plan to drive in NZ are expected to have all the necessary legal documents required to do so. a. Driver's License b. Vehicle and injury insurance c. Vehicle is registered d. Vehicle has a warrant of fitness
40. Students must comply with the school rules and where applicable, the Homestay rules, at all times.
41. Special rules apply for students who are under 18 years of age at the time of application. These are available from the school.
42. The school reserves the right to expel students for serious misbehavior or poor attendance. Students who are expelled are not entitled to any refund.
43. Students wishing to enroll in special purpose courses [Foundation Studies/Certificates/Diploma] will be required to complete entry requirements before a firm offer of place is made.
44. Students must advise the school immediately of any changes in address/phone numbers.

Terms and Conditions

NZIOS Grievance & Compliant Procedures (Dispute Resolution)

If a student has a complaint about any part of their study and additional services received, the following procedure must be followed:

45. The student should discuss the matter with an advisor from the academic, homestay or student services department
46. The advisor will try to help the student to find a solution and discuss the matter with any other parties involved, e.g. teacher, homestay family.
47. If the student is not happy with the action taken, the advisor will discuss the situation with the manager of the relevant department and he/she will take whatever action he/she considers appropriate and will report back in writing to the advisor.
48. The advisor will meet the student to discuss the response and to find out if the student is satisfied with what has been done.
49. If the student remains unsatisfied, he/she may be asked to discuss the matter in the meeting with the NZIOS Principal.
50. The student may bring a support person to this meeting.
51. The NZIOS management will prepare a written reply where applicable.
52. If the student is not satisfied with the outcome or response from NZIOS, they can contact the below authorities.

Liability

53. To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the school shall under no circumstances be liable to the student or the applicant[s] or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to, any breach by the school of its obligations under the Contract of Enrolment; negligence on the part of the school or any act or thing done or not done by the school and for the purposes of this contract of enrolment consequential loss shall include [without limitation] loss of income or profit and loss or damage to persons or property.

54. The school shall not be held liable for any damage, theft or harm caused to the student or the student's property arising out of the student's homestay or while attending the school or participating in off-site school activities.

55. The school reserves the rights to alter the terms & conditions at any time if circumstances make this necessary and with due notice to agents, parents, prospective students and current students.

Transfer of Care Plan (students under 18 only)

56. The school needs to be notified of any transfer of care of under 18 years old students during the enrollment period or at the end of the enrollment.

57. The transfer of care plan will be done after the school is notified and needs to be signed by the student's parent or legal guardian, by the designated caregiver and by the school.

Code of Practice Requirements

The New Zealand Institute of Studies Limited 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 this institution or from the New Zealand Ministry of Education website at: <http://www.minedu.govt.nz/goto/international>

Immigration

Full details of visa and permit requirements, advice on rights of employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: www.immigration.govt.nz.

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: www.moh.govt.nz

Accident Insurance

The Accident Compensation Corporation [ACC] provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may be liable for all other medical and related costs. Further information can be viewed on the ACC website at: www.acc.co.nz

Medical and Travel Insurance

International Students must have appropriate and current medical and travel insurance while studying in New Zealand.