

STUDENT ENROLLMENT FORM SHORT TRAINING SCHEMES (NOT NZQA REGISTERED)

INSTRUCTION

- The purpose of this enrollment form is to obtain from you the information we need to enroll you into a qualification at our institute. We also need to collect information from you which are required by the Ministry of Education and other Government agencies for statistical and registration reasons.
- All sections are to be completed in "BLOCK LETTERS".
- Students applying through approved Business College agents will receive correspondence through the agent.

A BRIEF INTRODUCTION

- Business College NZ Ltd is located in Auckland. Auckland offers many fantastic shopping, dining and entertainment facilities, all set to the beautiful landscape of Auckland Viaduct harbour.

ENROLLMENT PROCEDURE

- You will need to approach the college or one of our registered agents and will be given detailed information about the programme, entry criteria, subject options, facilities, the Code of Practice (international students), fees. This information is provided by means of our handbook or internet website.
- You read the conditions of acceptance and sign the enrollment form. You must supply full information including the start date of course, contact details and academic backgrounds.
- You will be sent a conditional letter of offer for the programme. On this offer, it is clearly stated what documents (e.g. IELTS, TOEFL certificate, academic record) need to be supplied in order for the final (unconditional) letter of offer to be issued.
- You forward the required documents to the college. Only originals or certified copies will be accepted. Once the documents have been sighted and verified by the executive head, the letter of offer is issued. **(Note short training schemes do not allow you to apply for student visa, speak to us about our NZQA approved courses.)**
- You pay the fees in full and the course commences.
- You will be required to complete an assessment on arrival at Business College to ensure that your study plan and career intentions match the course being offered.

ENROLMENT CONDITION

- Enrolment is subject to place availability

1. PERSONAL INFORMATION

Family Name: _____ Given Name: _____

Gender: ☐ Male ☐ Female Date of Birth: _____ Nationality: _____

Passport Number: _____ Passport Expiry Date: _____

Permanent Address:(Home Country) _____

Contact Address in New Zealand _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

2. PARENT / GUARDIAN / NEXT OF KIN CONTACT DETAILS

Name: _____ Relationship to Applicant: _____

Address: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

3. ACADEMIC INFORMATION

Please provide evidence of your English language qualification.

TOFEL: _____ IELTS: _____

PTE: _____ Other: _____

Date of the Test: _____

4. COURSE SELECTION (PLEASE TICK THE BOX)

I. GENERAL ENGLISH COURS

Start Date: _____ Duration: _____ Weeks or _____ Hours

II. IELTS Private Tutoring

Start Date: _____ Duration: _____ Weeks or _____ Hours

II. PTE Private Tutoring

Start Date: _____ Duration: _____ Weeks or _____ Hours

YOUR HOURS MUST BE COMPLETED IN THE FOLLOWING NUMBER OF WEEKS:

- ☐ 10 HOURS – 2 WEEKS
- ☐ 20 HOURS – 3 WEEKS
- ☐ 30 HOURS – 4 WEEKS
- ☐ 40 HOURS – 6 WEEKS
- ☐ 50 HOURS – 8 WEEKS
- ☐ 60 HOURS – 10 WEEKS
- ☐ 70 HOURS – 10 WEEKS
- ☐ 80 HOURS – 12 WEEKS
- ☐ 100 HOURS – 12 WEEKS

If hours are not completed within this time, there will be no further charge to complete them. Application to extend the hours must be in writing form and documented by Business College.

5. ADDITIONAL SUPPORT

1. Do you have any disabilities or specific or specific learning needs that need to be taken into consideration by the college? Yes/No
If Yes, please specify.

6. Other Information

ATTENDANCE & BEHAVIOUR

For Global IELTS enrolments, there is a minimum requirement of 97% attendance. You have to attend all your lessons. Doctor certificates are required. You also have to complete all homework assigned by your tutor.

FEES

- We reserve the right to amend fees. For the most up to date fees, please contact the college.
- All tuition, accommodation and administrative fees must be paid in advance and by the due date.
- All fees are calculated in complete weeks and in New Zealand Dollars. No compensation is given for public holidays.

WITHDRAWAL AND REFUNDS

- A withdrawal from a course takes place when a student stops attending for more than 2 consecutive weeks or completes a notice to withdraw in writing.
- A student enrolled for a course of study may withdraw from the course by written notice at any time. Application for a refund must be in writing accompanied by the original receipts of Offer of Place.
- Withdrawal from courses more than 3 months in the first 10 days of tuition will result in deduction of administration costs up to 25% of total tuition fee.
- For courses less than 5 weeks. If notification of cancellation is received within the first 2 days of the course, we will refund 50% of the course fees. If notification is received after 2 days of the start of the course, there will be no refund of course fees. The unused portion of the accommodation fees less one-week notice will be refunded.
- Withdrawal before commencement of the courses will result in a full refund of tuition fees less the enrolment fee of \$220.00.
- Please refer to our Refund Policy for details of our withdrawal and refund issues, available on our website: www.businesscollege.ac.nz.

TRANSLATION

Where there is a difference in meaning or interpretation in any translation of the college information or conditions, Business College version shall apply.

LIABILITY & INSURANCE

- We will not be liable for any loss, damage or injury incurred within the college, with a homestay family or on a college trip or excursion.
- We are able to arrange insurance for your health and personal property on request.

SPECIAL INFORMATION FOR INTERNATIONAL STUDENTS

- **CODE:** Business College NZ Ltd 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 the college or from the New Zealand Ministry of Education at <http://minedu.govt.nz/goto/international>.
- **IMMIGRATION:** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand Immigration Services, and can be viewed on their website at <http://immigration.govt.nz>. Please note that Business College does not provide advice with regard to New Zealand Residence or Immigrating to New Zealand. Should you need this advice, please contact Immigration New Zealand directly or contact registered Immigration Advisors.

Short course do not allow you to apply for student visa, speak to us about our NZQA approved courses. Full details of visa and permit requirements, advice on rights to 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 <http://www.immigration.govt.nz>. Please note that Business College does not provide advice with regard to New Zealand Residence or Immigrating to New Zealand. Should you need this advice, please contact Immigration New Zealand directly or contact registered Immigration Advisors.

- **ELIGIBILITY FOR HEALTH SERVICES:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatments during your visit, you may be liable for the full costs of those treatments. 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>.
- **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 cost. Further, information can be viewed on the ACC website at <http://www.acc.co.nz>.
- **MEDICAL AND TRAVEL INSURANCE:** Insurance students must have appropriate and current medical and travel insurance while studying in New Zealand.

If you are enrolling in the SCORE GUARANTEE COURSE and you cannot move up an overall band score equivalent after the first 12-week Global IELTS course; then you are entitled to a free 12-week programme provided that you have had an attendance rate of 97% and completed all homework provided to you on time. Please note this is only one free

Global IELTS course for 12 weeks. If you have not achieved the goal of an improvement of an overall band score equivalent after the free 12 weeks, you will need to pay to enroll in any further courses.

APPLICATION CHECKLIST

- ☐ Complete all sections of the Enrollment form
- ☐ Read and understood the terms, conditions, Cancellation and Refund Policy
- ☐ Attached certified copies of your academic qualification (translated into English)
- ☐ Attached evidence of English language proficiency
- ☐ Include a copy of your passport, visa or certificate if required

7. DECLARATION

Please sign the declaration on the application that you have understood these conditions.

I understand and accept the enrolment conditions on this form. I declare that the information provided on this form is correct. I also confirm that the course applying of study meets my career aspirations and forms parts of my personal and professional career development plan.

Student Signature:

Parents/Legal Guardian Signature:

Date: _____

Agent Name: _____

Agent Number: _____

Agent Stamp:

OFFICE USE ONLY

Course start Date: _____ Length of the course: _____

Application Received Date: _____ Student Number: _____

Staff: _____