



# WAIKATO INSTITUTE OF EDUCATION ENROLMENT FORM

## 1. PREVIOUS STUDY AT WIE

Have you studied at WIE before?  No  Yes  
If yes, what year(s) did you study at WIE? \_\_\_\_\_

## 2. PERSONAL DETAILS

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_  
Preferred name: \_\_\_\_\_  
Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Male  Female  
Country of birth: \_\_\_\_\_  
Are you a NZ Permanent Resident or Citizen?  No  Yes  
Contact address in NZ: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## 3. UNDER 18 STUDENTS If student is over 18, please go to section 4.

Father/Guardian name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Mother/Guardian name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Country of residence: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Parent/Guardian Phone: \_\_\_\_\_  
Parent/Guardian Email: \_\_\_\_\_  
Does the student have any pre-existing medical conditions?  
 No  Yes (please state): \_\_\_\_\_  
Does the student have any allergies?  
 No  Yes (please state): \_\_\_\_\_  
If yes, the student carry medication for this allergy?  
 No  Yes (please state): \_\_\_\_\_  
Does the student have any other special health needs?  
 No  Yes (please state): \_\_\_\_\_

## 4. EMERGENCY CONTACT DETAILS

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_  
Relationship to student (i.e. mother): \_\_\_\_\_  
Contact address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## 5. COURSE DETAILS

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Length of study: \_\_\_\_\_ weeks (*minimum of 2 weeks*)

- General English**  
 Full time (25 hours/week)  
 Part time morning (15 hours/week)  
 Part time afternoon (10 hours/week)
- New Zealand Certificate in English Language (NZCEL)**  
 Full time (25 hours/week)  
 Part time morning (15 hours/week)
- Exam Preparation**  
 Full time (25 hours/week)  
 Part time afternoon (10 hours/week)
- High School Preparation (Full time 25 hours/week)**
- English for Specific Purposes (Full time 25 hours/week)**  
 Course: \_\_\_\_\_
- One-to-One Tuition for \_\_\_\_ hours (10 hours minimum)**  
 Course: \_\_\_\_\_
- New Zealand Certificate in Language Teaching (NZCLT)**  
 Level 4 (15 weeks, 20 hours/week)  
 Level 5 (20 weeks, 20 hours/week)
- Other Course:** \_\_\_\_\_

## 6. AGENT DETAILS

If you are not applying through an agent, please go to Section 7.  
Company name: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact email: \_\_\_\_\_

## 7. INSURANCE

All international students **MUST** have medical/travel insurance for the duration of their enrolment at WIE and for travel to and from New Zealand, regardless of the type of visa held. WIE will arrange your insurance with Southern Cross ([www.southerncross.co.nz](http://www.southerncross.co.nz)), unless you specify otherwise. For more details please check "Insurance" in the WIE Terms and Conditions.

- We would like WIE to arrange insurance.  
Starting from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ For: \_\_\_\_\_ months
- The student will provide proof of insurance.

*If you provide your own insurance policy, this must be submitted to WIE and must meet the requirements set out in the NZQA Education (Pastoral Care of International students) Code of Practice.*

## 8. ACCOMMODATION & AIRPORT PICK UP

Do you need WIE to arrange homestay?  No  Yes

If yes, please complete the Accommodation Application form.

Date required from: \_\_\_ / \_\_\_ / \_\_\_  
DD MM YYYY

If not required, who will the student live with?  
As a requirement of the NZQA Code of Practice, all international students aged under 18 MUST live with either a family member or a WIE homestay.

Full name: \_\_\_\_\_

Relationship to student (i.e. Aunt): \_\_\_\_\_

Contact address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is airport transfer required?

No  Yes >>  Return  One-Way

If yes, please provide a copy of the student's E-Ticket.

## 9. ENGLISH LANGUAGE PROFICIENCY

How long have you studied English? \_\_\_\_\_ years

What is your current level of English?

None  Low  Medium  High

Have you sat an international English test?  No  Yes

IELTS  TOEIC  OET  TOEFL  Other

Date of test: \_\_\_ / \_\_\_ / \_\_\_ Results: \_\_\_\_\_  
DD MM YYYY

## 10. ETHNICITY

What ethnic group(s) do you belong to? (Tick up to 3 boxes).

- |   |   |
|---|---|
| <input type="checkbox"/> NZ/Pakeha (111)        | <input type="checkbox"/> Korean (443)         |
| <input type="checkbox"/> NZ Maori (211)         | <input type="checkbox"/> Latin American (521) |
| <input type="checkbox"/> Pacific Islander (371) | <input type="checkbox"/> Thai (444)           |
| <input type="checkbox"/> Chinese (421)          | <input type="checkbox"/> Other Asian (444)    |
| <input type="checkbox"/> Indian (431)           | <input type="checkbox"/> Middle Eastern (511) |
| <input type="checkbox"/> Japanese (442)         | <input type="checkbox"/> Other (611)          |

Please specify if "Pacific Islander", "Other Asian" or "Other":

## 11. PREVIOUS TERTIARY STUDY

Will this be the first time you have enrolled in a tertiary institute either overseas OR in New Zealand since high school?

No  Yes

If no, what was the name of the institute you studied at?

City: \_\_\_\_\_ Country: \_\_\_\_\_

Do you expect to complete your course at WIE this year?

No  Yes

## 12. PREVIOUS ACTIVITY

What was your MAIN activity or occupation in New Zealand as at 1st October last year? Tick only ONE box.

- Overseas (irrespective of occupation) (09)
- Secondary school student (01)
- Non-employed or beneficiary (excluding retired) (02)
- Wage or salary worker (03)
- Self employed (04)
- University student (05)
- Polytechnic student (06)
- College of Education student (07)
- House-person or retired (08)
- Private Training Establishment student (11)
- Wānanga student (12)

## 13. DOCUMENT CHECKLIST

Please ensure you have provided the following documents:

- Enrolment form - completed and signed
- copy of Passport & Visa/Residency
- Proof of Insurance (if WIE is not arranging for you)
- Evidence of English language proficiency (if applicable)
- Accommodation Application Form (if applicable)
- Indemnity Documents (for students under 18 years)
- Copy of E-Ticket

## 14. DECLARATION AND SIGNATURE

1. I declare that the information set out in this application is correct and complete and I have not withheld any information.
2. I have read and understood WIE's Withdrawal and Refund Policy.
3. I agree to observe WIE's rules and regulations of conduct while studying at WIE. I understand that my enrolment may be terminated if I do not adhere to the rules and regulations.
4. I consent to WIE using photographic footage of me for future marketing purposes and internal distribution, e.g. Facebook, E-NEWS and flyers.
5. I consent to WIE providing information on this form to partner high schools, polytechnics, and universities if needed to assist in pathways to further study.
6. I understand that any personal information provided to WIE and my academic performance may be used for school-related purposes as required by protocols between schools and external agencies.

I have read, understand and agree to the above:

Signature: \_\_\_\_\_

Signed by:  Applicant  Parent/Guardian (if applicant is under 18)

Date: \_\_\_ / \_\_\_ / \_\_\_

Where did you hear about Waikato Institute of Education?

- Friend/Relative  Website  Newspaper
- Past student  Agent  Other: \_\_\_\_\_

## 15. FOR OFFICE USE ONLY

Approved: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Entered: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

# TERMS & CONDITIONS

## Entry Requirements

You must be at least 10 years of age to study at WIE as part of a group programme and 14 years of age as an individual student. There is no minimum English level required to enrol in WIE's General English courses.

## Application and Enrolment Procedures

1. Complete the Enrolment Form and send to WIE by email or in person, or forward your application through a WIE approved agent.
2. You will be sent an invoice for the fees payable, a Letter of Offer quoting fees and confirming the dates of your course.
3. Send your payment to WIE and then send WIE the receipt if you paid by telegraphic transfer.
4. If required, WIE will arrange your accommodation and airport pickup after getting your arrival information.

## Placement

Each student is given a placement test at the beginning of your program, EXCEPT if you provide valid proof of English Language Proficiency, and is placed into the class appropriate to your level of English language.

Placement in the appropriate level will depend on your ability in these areas: reading, writing, listening, and speaking, grammar and vocabulary.

## Attendance Rules

The required attendance in classes is 100%. Immigration will be informed if you do not meet attendance requirements, which may affect your visa.

If you cannot attend classes because of illness or other reasons, you must let us know. If you are away sick for 2 or more days you are required to provide a medical certificate from your doctor.

## Discipline

By signing this enrolment form, you are bound by the Institute's Rules and Regulation and the laws of New Zealand. Failure to comply may lead to the expulsion from the Institute and homestay and forfeiture of all fees.

## Withdrawal and Refund Policy

1. If you wish to withdraw your application before your course starts, you must apply in writing to the Principal and include any relevant or supporting documents. You will be entitled to a full refund of tuition fee, less 10% or NZ\$500, whichever is lower. If you are an international student, the Offer of Place document MUST be returned to Waikato Institute of Education in order for the refund to be processed.
2. If you are an **international student**, and INZ refuses to grant you a student visa or extend a student visa before your course starts, you will be entitled to a full refund of tuition fees less 10% or \$500, whichever is lower. You must provide the INZ refusal letter in order for the refund to be processed.
  - a) If you are an **international student** and you are enrolled in a course that is **less than three months** and withdraw (i.e. decide not to continue your studies) after your course starts, the following refund entitlement will apply: If you withdraw within **TWO** days of the start of your course for courses less than **five weeks** you will be entitled to a 50% refund of tuition fees.
  - b) If you withdraw within **FIVE** days of the start of your course for courses **five weeks or more but less than three months** you will be entitled to a 75% refund of tuition fees.
3. If you are an **international student** and you are enrolled in a course that is **three months or longer** and withdraw (i.e. decide not to continue your studies) within **TEN** days of the start of your course, you will be entitled to a full refund of the total tuition fees, less a deduction of costs incurred by WIE, up to a maximum of 25% of the fees paid.
4. If you are a **domestic student** and you are enrolled in a course that is **less than three months** and withdraw (i.e. decide not to continue your studies) after your course starts, the following refund entitlement will apply:
  - a) If you withdraw within **TWO** calendar days of the start of your course for courses of **more than two days but under 5 weeks**, you will be entitled to a 50% refund of tuition fees.
  - b) If you withdraw within **FIVE** calendar days of the start of your course for courses of **five weeks or more but less than three months**, you will be entitled to a 75% refund of tuition fees.
5. If you are a **domestic student** and you are enrolled in a course that is **three months or longer** and withdraw (i.e. decide not to continue your studies) within the first **EIGHT** calendar days of the start of your course, you will be entitled to a full refund of the tuition fees, less a deduction of 10% of the fees paid or \$500, whichever is lower.
6. If WIE cancels the agreed course, or is no longer a signatory to the Code, or no longer operates as a provider, WIE will negotiate with the student or their parent/guardian to either:
  - a) Refund the unused portion of the student tuition fees or other fees paid for services not delivered, or
  - b) Make other arrangements agreed to by the student or their parent/guardian and WIE

In special circumstances, any refund will be at the discretion of the Principal.

## Student Fees Protection

Waikato Institute of Education complies with the legislative requirements of the Education Amendment Act 1991 for the protection of student fees. Student Fees are protected by WIE trust account monitored by Accountants On London LTD (+647-838-0119).

## Accommodation

There are strict guidelines as to the accommodation of international students under the age of 18. Please indicate your preference on the form and WIE will send you the Accommodation Application Form. WIE requires a minimum of two weeks notice to arrange homestay accommodation.

## Complaints Procedure

1. If you have any complaints about the Institutes enrolment and selection process you should talk to WIE staff first.
2. If you are not happy with the result, you can fill in the 'Complaint Form' and talk to the Management Team. The Management Team will consider your complaint and let you know the result.
3. If you are not satisfied with the outcome or the decision made by the institute, you can write to the New Zealand Qualifications Authority, P.O. Box 160, Wellington or the International Education Appeal Authority, Private Bag 1666, Wellington or free phone 0800 QA HELP (0800 724 357).

## Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- a) *A resident or citizen of Australia;* or
- b) *A national of the United Kingdom in New Zealand;* or
- c) *The holder of a temporary permit that is valid for two years or more.*

If you do not belong to one of these special categories and your visit, you will be liable for the full costs of any treatment you may require. WIE requires all students to have medical insurance. This can be arranged by Waikato Institute of Education or you can arrange this yourself (proof required).

## Liability

It is your responsibility to have sufficient medical, life, property and fee protection insurance before arriving in New Zealand. We can arrange this insurance for you if you choose.

Waikato Institute of Education will not be liable for any loss, damage or injury to you or your property while at the Institute, on an Institute trip or activity, or with a Homestay family except where this liability is imposed by the laws of New Zealand.

## Code of Practice

The New Zealand government wishes to ensure international students living in New Zealand have an enjoyable and worthwhile study experience. To this end, the "Code of Practice for the Pastoral Care of International Students" has been published by the New Zealand Ministry of Education. Waikato Institute of Education has agreed to observe and be bound by this code. A copy of this Code is available on request from Waikato Institute of Education or from the NZQA website at: <http://www.nzqa.govt.nz>.

## Immigration

An international students must hold a valid visa at all the times. Failing to do so may result in being removed from New Zealand by Immigration New Zealand (INZ).

Waikato Institute of Education is required to hold a copy of all international students' visas. WIE will advise INZ if a student has terminated his/her study before course completion and if a student doesn't meet attendance requirements.

Immigration policy is available on INZ website, [www.immigration.govt.nz](http://www.immigration.govt.nz). Students can also ask for advice from a student support advisor.

## Students under 18

Students must advise Waikato Institute of Education if aged under 18 years. Parents of students aged under 18 will be asked to complete Indemnity Documents for Accommodation and Medical purposes.

## Translation

Waikato Institute of Education has tried to supply information on publicity brochures and the student handbook in different languages to meet the demand of students. Where there is a difference in meaning or interpretation in any translation, the English version shall apply.

## Privacy Policy

Waikato Institute of Education may share personal details contained on this form with its partner high schools, polytechnics and universities in order to enrol students in further studies in New Zealand. These institutions and Waikato Institute of Education will not share students' details with any other external agents or persons without the student's consent

## Resource Fees

All students pay a resource fee to cover textbooks and in class resource expenses. The Resource fee is charged according to the number of blocks a student enrolls over and is payable on invoice. For more information contact Waikato Institute of Education (Fee paying students only).

BY SIGNING THIS ENROLMENT FORM THE APPLICANT/PARENT/CAREGIVER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF ENROLLING AT WAIKATO INSTITUTE OF EDUCATION.