

LANGUAGE BOOST / LANGUAGE MEGA BOOST / SHORT TERM STUDY APPLICATION FORM



To complete this form:

- Answer all questions on the form.
- Use BLOCK LETTERS and tick check boxes where required

Please scan and email this form and supporting evidence to:
enrolment@aei.ac.nz

1.0 PERSONAL DETAILS

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Student ID Number (office use only)

Family name: <small>(as shown on passport)</small>			Given name/s:		
Date of birth:	DD	MM	YYYY	Preferred Given Name:	
Gender:	<input type="checkbox"/> Male		<input type="checkbox"/> Female		

Country of birth:		Citizenship:	
Passport number:	Expiry Date: DD / MM / YYYY	Country of issue:	
Type of visa you will be applying for or using:			

Contact Details

Number and street:		Suburb	
City:	Postcode:	Telephone: Country Area Local number	
Email:		Mobile:	

Ethnicity Please indicate which ethnic group(s) you belong to. You can select up to 3 options.

<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> NZ Maori	<input type="checkbox"/> Cook Island Maori	<input type="checkbox"/> Samoan
<input type="checkbox"/> Tongan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Fijian
<input type="checkbox"/> African	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Latin American	<input type="checkbox"/> Filipino
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian
<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> British/Irish
<input type="checkbox"/> Dutch	<input type="checkbox"/> Greek	<input type="checkbox"/> Polish	<input type="checkbox"/> South Slav
<input type="checkbox"/> Italian	<input type="checkbox"/> German	<input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> Australian
<input type="checkbox"/> Other Southeast Asian	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other European	<input type="checkbox"/> Other

If 'Other Pacific Peoples', 'Other Southeast Asian', 'Other Asian', 'Other European' or 'Other', please specify in the box below.

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2.0 EMERGENCY CONTACT PERSON / CARE PROVIDER

Emergency Contact Person Name:	Relationship to applicant (student):
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Contact Details

Number and street:		Suburb	
City:	Country:	Postcode:	Telephone: Country Area Local number
Email:		Mobile:	

3.0 HEALTH DISCLOSURE

Do you have any injury, illness or disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify, incl. medication
Do you have any allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify, incl. medication
Do you suffer from depression or anxiety?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify, incl. medication
Do you have any other health concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify, incl. medication

This information is used in a confidential manner by AEI to assist you in accessing support services as required.

4.0 PARENT / LEGAL GUARDIAN APPROVAL OR NZ HIGH SCHOOL APPROVAL

In accordance with the Code of Practice for the Pastoral Care of International Students, Under 18 students must have parental/legal guardian approval to study with AEI. Under 18 students must also be in approved accommodation arrangements in accordance with the Code of Practice for the Pastoral Care of International Students.

Please provide one of the following documents:

- Completed and signed AEI ENR08a v2 U18 International Student Language Boost / Language Mega Boost or Short Term Study Enrolment Support from NZ High School OR
- Completed and signed U18 International Student Enrolment Approval (ENR02), and supporting documents.

5.0 Conditions of Enrolment

Enrolment is subject to availability of places. If the AEI reserves a place for a student and offers enrolment, then subject to payment, these Conditions of Enrolment form part of a binding contract between AEI and the student. These conditions shall be governed by and construed in accordance with the laws of New Zealand.

5.1 WITHDRAWAL / REFUND INFORMATION

Withdrawal / Termination from the programme

1. Students must notify AEI of withdrawal from a programme in writing on the official **AEI Programme Withdrawal Form**. These are available from reception or can be downloaded from our website www.aei.ac.nz. The withdrawal date will be the date the completed and signed form was received by AEI.
2. AEI reserves the right to terminate a student's enrolment in the event of:
 - a. Academic or disciplinary non-compliance
 - b. Attendance non-compliance
 - i. Failure to commence programme by the 6th day from the Offer of Place commencement date, without extension approval in writing.
 - ii. Non-attendance for more than 5 consecutive days without contact or approved leave.
 - iii. Failure to meet AEI's Attendance Requirements.
 - c. Failure to obtain or extend an appropriate visa for study.
3. **AEI Programme Withdrawal Forms** will be processed within five (5) working days of receipt.
4. Terminations will be notified to the student via personal email once actioned.
5. Immigration New Zealand will be notified of all withdrawals / terminations where students hold an AEI student visa.

Refund Information

1. Students must apply for a refund in writing on the official **AEI Refund Request Form**. These are available from reception or can be downloaded from our website www.aei.ac.nz.
2. The Refund Request will be considered within five (5) working days of the date the completed and signed form was received by AEI, or in the event of a withdrawal, within five (5) working days of receipt of the **AEI Programme Withdrawal Form**, whichever is the later.
3. All refunds are made in New Zealand dollars, and will be made within ten (10) working days of refund approval.
4. All refunds will be paid to the student OR a nominated person approved and requested in writing by the student. Please note, we cannot transfer the refund to another student's Public Trust Account.
5. A withdrawal due to exceptional circumstances may, at the sole discretion of the Managing Director, be grounds for a refund of fees.
 - a. The Managing Director may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of

withdrawal is unreasonably delayed. Exceptional circumstances may include:

- serious illness or disability of the student;
- death of a student or close family member (parent, sibling, spouse or child);
- political, civil or natural event that prevents arrival of the student

An application can be made in writing to the Managing Director. A response will be sent within 10 working days of receipt of request for consideration of exceptional circumstances.

6. Any excess fees or other funds that remain unclaimed for a period of one year or more from the end date of a student's final Offer of Place will be forfeited.
7. In the event that AEI withdraws an Offer of Place, or is unable to provide the programme, all tuition fees will be refunded.
8. In the unlikely event that AEI:
 - a. ceases to provide a programme as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency OR
 - b. ceases to be a signatory or providerStudents will be entitled to a full refund of fees for any undelivered tuition/services.
9. Refunds will be calculated as follows:
 - For withdrawals prior to and within 2 days of the commencement date – 50% refund.
 - For withdrawals on the 3rd day after commencement or more – zero refunds.

5.2 CODE OF PRACTICE

AEI has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education, and managed by the Code Administrator, New Zealand Qualification Authority.

Copies of the Code are available on request from this institution or you can find it here: <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

Recruitment Agent Behaviour

Our Recruitment Agents have been carefully selected and screened to become trusted partners of AEI. Our Recruitment Agents have also agreed to observe and be bound by the Code of Practice. This includes

- providing international students with reliable information and advice about studying, working, and living in New Zealand; and
- acting in an ethical manner with integrity and professionalism towards prospective international students.

If a student has any concern about the behaviour of a Recruitment Agent, please let AEI know.

5.3 PRIVACY

Personal information is protected by the New Zealand Privacy Act 1993

The information collected and held by AEI will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

AEI is also required by the Privacy Act 1993, to provide some personal information (this typically may be name, current address, date of birth, ethnicity or academic details) to specified agencies. The agencies that may require AEI to provide this information include the Ministry of Education, Work and Income New Zealand, Inland Revenue Department, Immigration NZ, New Zealand Police, New Zealand Qualifications Authority and the Department of Justice.

5.4 STUDENT FEE PROTECTION POLICY

Section 236A of the Education Act 1989 requires student fees (if more than \$500 in total) to be placed in an approved trust account to provide security for the repayment of prepaid fees in the event programmes are terminated early. Accordingly, student fees paid in advance are held in the AEI's Public Trust account. Fees are drawn down after commencement in stages as the course is completed.

In the event a programme is terminated and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme.

5.5 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: immigration.govt.nz

5.6 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

5.7 ACC

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.

5.8 QUALITY ASSURANCE

NZQA assesses the standard of education for tertiary education organisations through a regular system of external evaluation and review (EER). Through periodic EER, tertiary education organisations are held accountable to their students, employers, funders, quality assurance bodies and other interested parties. Please go to <http://www.nzqa.govt.nz/nqfdocs/provider-reports/8491.pdf> see our latest EER report from NZQA. Please refer to 1.5 on page 12 of the report to read about our support and guidance for International Students.

5.9 PROGRAMME / TIMETABLE CHANGES

AEI reserves the right to cancel or postpone any programme components / papers and shall not be liable for any claim other than the proportion of component / paper fee which the cancelled portion bears. Components/papers may be dependent upon the number of enrolments and/or any other factors. AEI reserves the right to change the timetable of

programmes, and shall not be liable for any claim in terms of the impact this may have on the student. Changes to timetables are dependent upon number of enrolments and/or any other factors.

5.10 UNDER 18 STUDENTS

All Under 18 students must be approved by the Campus Director for enrolment. The Campus Director will ensure that plans are in place for accommodation that meet the rules and regulations of AEI. This includes:

- residing in an AEI approved homestay OR
- residing with an AEI and Parent approved Designated Caregiver

Parents must be fully informed at all times of the student's progress, and well-being. AEI have designated staff to monitor and ensure the safety of all Under 18 students. For further information, please contact the Marketing team, who will guide you through the application process.

5.11 LIABILITY

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, AEI'S liability, whether arising as a result of any breach of the Conditions of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)'

tuition) to AEI. Under no circumstances will AEI be liable for indirect or consequential loss or damage of any kind (including loss of profits).

5.12 COMPLAINTS PROCEDURE

AEI has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within AEI it can be taken to the Campus Director or sent in writing to the Managing Director. If it is still not resolved then the complaint can be taken to NZQA or iStudent. NZQA is a government organisation and they can provide an independent assessment of the complaint. iStudent is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS), which was set up to resolve financial and contractual disputes.

- NZQA – for concerns and complaints about a provider breaching the Code OR
- iStudent Complaints – for concerns and complaints about money or contracts.

NZQA

You can submit your complaint query on the NZQA website (www.nzqa.govt.nz) OR send an email to qadrisk@nzqa.govt.nz

iStudent Complaints

You can contact them through their website - www.istudent.org.nz

6.0 DECLARATION

I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that AEI may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. AEI reserves the right to inform all other New Zealand education institutions, Immigration New Zealand, and New Zealand Police, of such cases including the student's name and date of birth.

I understand that all documents submitted with this application become the property of AEI and will not be returned to applicants. I agree to supply further documentation requested by AEI for the purpose of my enrolment and I authorise AEI to release information regarding my application to Immigration New Zealand and the Department of Labour where AEI considers the information relevant to my immigration status.

I have read and understood the outline of how the Privacy Act will be applied in AEI, and I authorise AEI to collect, use and disclose personal information about me in accordance with that outline and the

Privacy Act 1993.

I authorise any agency holding the source of any information I have provided on this form to release that information to AEI upon request, this includes Immigration NZ for the purpose of obtaining visa application progress or visa status.

I agree to abide by the rules, regulations and policies of AEI, including the Conditions of Enrolment. I am aware that this agreement is subject to the laws of New Zealand. This agreement may be terminated with seven (7) days' notice from either party. The liability of AEI shall not exceed an amount equal to the fees paid by the student to AEI.

I am aware that the payment for my tuition and/or other fees needs to be in accordance with the invoice provided to me upon AEI's acceptance of my enrolment application.

I have read and understand AEI's withdrawal and refund policies for International students.

I agree and fully understand that payment of the fees invoiced is confirmation of my acceptance of enrolment into AEI.

I agree and fully understand that provision of a receipt from AEI is confirmation of my enrolment.

CHECKLIST

- Have you completed all sections of this application form?
- Have you read the Conditions of Enrolment?
- Have you read and signed the Declaration?
- Has your parents/legal guardian signed the Declaration (only if no signed Care Provider from a NZ High School)

Have you attached:

- a copy of your passport?
- a copy of your visa?
- completed and signed U18 Enrolment Approval Form (with required accommodation documents) OR
- completed and signed U18 International Student Holiday Programme or Short Term Study Enrolment Support Form from a NZ High School

Signature of Student

Date

Signature of Parent/Legal Guardian

Date

For students who have not attached a signed U18 International Student Holiday Programme Enrolment Support Form with a NZ High School.

Please tick if you wish to opt out from AEI using any images/video taken of you/your child during your/their period of enrolment with AEI, being used for promotional purposes.