

# INTERNATIONAL STUDENT APPLICATION FORM (ENR01 v12a)



**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@aka.ac.nz](mailto:enrolment@aka.ac.nz) or your AEI recognised Recruitment Agent.

## 1.0 PERSONAL DETAILS

Have you been previously enrolled at AEI?  No  Yes – Student ID number:

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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:		PP Issue Date: DD / MM / YYYY		PP Expiry Date: DD / MM / YYYY	
Country of issue:					
Type of visa you will be applying for or using:		Will you be applying for your visa in NZ or your own country?		<input type="checkbox"/> NZ <input type="checkbox"/> Own country	

**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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**Permanent Home Address / Contact details**

Number and street:		Town/Suburb:	
City:	Country:	Postcode/Zip Code:	
Email:		Telephone: <small>Country Area Local number</small>	

**New Zealand Address**

Tick if this is where you would like correspondence to be sent to, once you commence attending AEI.

Number and street:		Suburb	
City:	Postcode:	Telephone: <small>Area Local number</small>	
Email:		Mobile:	

## 2.0 AEI MARKETING INFORMATION

How did you find out about AEI?

- Agent  Internet  Friend/Family  Education Expo/Fair

Name of Agent:
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### 3.0 PROPOSED STUDY / CAREER INTENTIONS / PREVIOUS OR CURRENT VISA APPLICATIONS

What programme are you applying for?

Name of Programme	Campus / Location	Duration	Start / Intake Date

What are your career intentions and goals? How will pursuing this programme assist you in achieving those goals?

What are your immediate plans after completing this qualification?

Have you previously applied for a Student Visa for New Zealand or any other country?

No

Yes. Please advise the status of the country and status of that application(s):

### 4.0 ENGLISH LANGUAGE PROFICIENCY – for Academic programme applicants only

Yes, English is my first language (Evidence of first language will need to be provided.)

No, my first language is:

If English is **not** your first language, have you been tested for your English Language proficiency? test taken (eg IELTS, TOEFL, PTE or completed NZCEL or other).

<input type="checkbox"/> Yes	Test name:	Result:	<input type="checkbox"/> Please attach the result
<input type="checkbox"/> No – you are not eligible to apply for a Diploma programme. Please arrange a test.			

### 5.0 PRIOR ACTIVITY & QUALIFICATIONS

What was your prior activity as at 1 October last year?

<input type="checkbox"/> 01. Secondary School Student	<input type="checkbox"/> 05. University student	<input type="checkbox"/> 09. Overseas (irrespective of occupation)
<input type="checkbox"/> 02. Non-employed or beneficiary (exc. retired)	<input type="checkbox"/> 06. Polytechnic student	<input type="checkbox"/> 11. Private Training Establishment student
<input type="checkbox"/> 03. Wage or salary worker	<input type="checkbox"/> 07. College of education student	<input type="checkbox"/> 12. Wananga student
<input type="checkbox"/> 04. Self-employed	<input type="checkbox"/> 08. House-person or retired	

What was your highest academic award from Secondary School?

<input type="checkbox"/> (00) No formal secondary qualification	<input type="checkbox"/> (13) NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> (09) Overseas qualification (incl. Int Baccalaureate & Cambridge
<input type="checkbox"/> (11) 14 or more credits at any level	<input type="checkbox"/> (14) University Entrance	<input type="checkbox"/> (98) Other – list below
<input type="checkbox"/> (12) NCEA Level 1 or School Certificate	<input type="checkbox"/> (15) NCEA Level 3 or Bursary or Scholarship	

What was the name of your last secondary school?

### 6.0 PREVIOUS STUDY / WORK EXPERIENCE

What was your highest qualification, and/or your last employment?

Start (year)	Finish (year)	Institute / Company Name	Qualification / Job Title

Applications for Academic Programmes – please attach your relevant Academic Transcripts and any employment evidence.

### 7.0 ACCOMMODATION / AIRPORT PICKUP REQUEST

Do you require homestay accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, we will send you information relating to Homestay / Airport Pickup. Please note the Homestay Booking Terms and Conditions outlined in AEI's Conditions of Enrolment. You will need to complete the booking forms relevant to the service.
Do you require airport pickup?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: Students under 18 years without legal guardians in New Zealand must stay in accommodation approved by AEI. This can be a homestay or designated caregiver.

## 8.0 MEDICAL AND TRAVEL INSURANCE

Any student holding a student visa is required by law to have medical and travel insurance for their period of stay in New Zealand.

AEI will arrange insurance for you automatically, unless you indicate otherwise here. The cost for insurance will be included in your invoice. AEI will arrange insurance for the duration of your Offer of Place, plus 2 weeks prior to your start date, and 4 weeks after your end date outlined on your Offer of Place. If this does not cover the duration of your visa, you will need to arrange additional cover.

I will arrange my own Medical/Travel Insurance. *Please note that you need to provide evidence of insurance PRIOR to arriving in NZ. Failure to do so may result in your enrolment being suspended until evidence has been provided.*

## 9.0 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, anxiety or any other mental health conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify, incl. medication
Do you have any other health concerns, this includes learning difficulties?	<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.

## 10.0 Conditions of Enrolment

Enrolment is subject to availability of places. If 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.

### 10.1 WITHDRAWAL / REFUND INFORMATION

#### Withdrawal / Termination from the programme

1. Students must notify AEI of withdrawal from a programme using any of the following ways:

a. in writing on the official **AEI Request for Withdrawal Form**. These are available from reception or can be downloaded from our website [www.aei.ac.nz](http://www.aei.ac.nz) and either emailed ([studentinfo@aka.ac.nz](mailto:studentinfo@aka.ac.nz)) OR submitted physically to a member of our Student Services / Marketing team.

b. in writing in an email or any other way to a member of our Student Services / Marketing team ([studentinfo@aka.ac.nz](mailto:studentinfo@aka.ac.nz)); OR

c. verbally to a member of our Student Services / Marketing team

d. the withdrawal date will be the date the notification was received by AEI or the withdrawal date indicated by the student in their notification (whichever is the latter).

2. A student will be treated as withdrawn if;

a. the student fails to attend or participate in the programme in the first 10 working days from the Offer of Place commencement date (or extension date where approved prior) OR

b. the student attends or participates in the programme within the first 10 working days from the Offer of Place commencement date (or extension date where approved prior) but stops attending or participating in the programme before the end of this period.

c. 2.b does not apply where a student attends or participates in the programme after the end of the period defined.

3. 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. Non-attendance for more than 5 consecutive days without contact or approved leave, after the first 10 working days from the Offer of Place commencement date (or extension date where approved prior).

ii. Failure to meet AEI's Attendance Requirements.

c. Failure to obtain or extend an appropriate visa for study.

4. Terminations will be notified to the student via personal email once actioned.

5. Immigration New Zealand will be notified of all withdrawals / terminations.

#### Refund Information

6. Students who withdraw in accordance with AEI's Withdrawal Policy and are deemed eligible for a refund as per 10.1.7, will have their refund paid within 5 working days from the date of the notification of withdrawal. This timeframe is subject to the student providing the required documentation (for the refund to be paid by Public Trust) within 2 working days of a documentation request from AEI.

7. Refund timeframes and refund criteria will be calculated in accordance with the **AEI Refund Calculation Table**. (See Table 1.1)

8. All refunds are made in New Zealand dollars, unless otherwise permitted by Public Trust.

9. All refunds will be paid to the student OR a nominated person approved and requested in writing by the student. This is also subject to Public Trust requirements.

Refunds of fees when withdrawal occurs prior to and within the first 10 working days from the Offer of Place commencement date (or extension date where approved prior).

10. The student will be entitled to a full refund, less up to 25% of the total monies paid, based on the actual costs incurred by AEI.

Refunds of fees when withdrawal occurs after 10 working days from the Offer of Place commencement date (or extension date where approved prior).

11. A withdrawal due to exceptional circumstances may, at the sole discretion of the Chief Executive, be grounds for a refund of fees.

a. The Chief Executive may require documentary evidence in support of the application for the refund. 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

b. If refund is approved under exceptional circumstances, AEI will at a minimum deduct any fees which have been paid or incurred by AEI including, but not limited to:

- tuition utilized
- resource fees
- the student's Recruitment Agent fees
- the cost of any additional services that were completed prior to withdrawal

An application can be made in writing to the Chief Executive. A response will be sent within 10 working days of receipt of request for consideration of exceptional circumstances. Refunds will be paid within 5 working days of the decision by the Chief Executive to permit a refund under exceptional circumstances.

12. Any excess fees or other funds will be managed by Public Trust as follows:

#### Refunds to Consolidated (Unclaimed Funds)

##### Scenario 1:

The student pays a deposit or full fees but does not start the course or withdraws within the refund period. Funds can be transferred to consolidated 12 months from payment receipt date as the student has had 12 months to claim their fees

##### Scenario 2:

The student has withdrawn after the refund period or finished the course and there is a balance of fees left on their account. Funds can be transferred to consolidated 12 months from the course end date.

Once in Consolidated they are held for a further 6 years and if no claim on the funds, after 6 years the funds are released to NZ Treasury.

13. In the event that AEI withdraws an Offer of Place, or is unable to provide the programme, all tuition fees will be refunded.

14. In the unlikely event that AEI:

a. ceases to provide a programme as contracted with a student, due to a requirement by an education quality assurance agency OR

b. ceases to be a signatory or provider  
Students will be entitled to a full refund of fees for any undelivered tuition/services.

c. If AEI ceases to provide a programme as contracted with a student, on its own accord, students will be entitled to a full refund of fees less 20%.

### 10.2 CODE OF PRACTICE

AEI has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) 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: [https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA\\_Pastoral-Care-of-Practice\\_English.pdf](https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-of-Practice_English.pdf)

#### 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 Education Code of Practice 2021. 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.

### 10.3 PRIVACY

Personal information is protected by the New Zealand Privacy Act 2020

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 2020, 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.

### 10.4 STUDENT FEE PROTECTION POLICY

Section 236A of the Education Act 1989 requires student fees (over \$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.

#### 10.5 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](http://immigration.govt.nz)

#### 10.6 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](http://www.moh.govt.nz).

#### 10.7 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](http://www.acc.co.nz).

#### 10.8 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> and search Alpha Educational Institute to see our latest EER report from NZQA.

#### 10.9 PROGRAMME / TIMETABLE CHANGES

- AEI reserves the right to cancel or postpone any programme and shall not be liable for any claim other than the proportion of programme which the cancelled portion bears. At least 2 weeks' notice will be given.
- AEI reserves the right to cancel or postpone any programme components / papers / specialisations and shall not be liable for any claim other than the proportion of component / paper / specialisation fee which the cancelled portion bears. Components/papers/specialisations are opened subject to the number of enrolments and/or any other factors. At least 2 weeks' notice will be given.
- AEI reserves the right to change the timetable/schedule 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. At least 2 weeks' notice will be given.

#### 10.10 EXTENSIONS TO START DATE

Extensions to start dates can only be approved if they are applied for in writing at least 5 working days prior to scheduled commencement date outlined in Offer of Place. Extensions will be at the discretion of the English Language Programmes Director / Academic Director. If approved, the extension will be provided in writing within 3 working days of request. Please note that extensions to start dates may result in changes to study visa, and medical insurance. The student will be liable for any impacting charges, which must be paid prior to commencement of programme with new start date. If the extension to start date results in a new end date, a new Offer of Place will be generated. AEI expects the student to inform Immigration New Zealand of

the change in start date. AEI will also inform Immigration New Zealand. Students who do not have extensions to start date and do not attend the programme at commencement, may be subject to termination, as outlined in 10.1 (2).

#### 10.11 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.

#### 10.12 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).

#### 10.13 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 Chief Executive. 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](http://www.nzqa.govt.nz)) OR send an email to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

#### iStudent Complaints

You can contact them through their website - [www.istudent.org.nz](http://www.istudent.org.nz)

#### 10.14 DISCIPLINARY PROCESS

If students contravene AEI rules and regulations (as published on the AEI website) including breaching the Conditions of Enrolment (as published in this enrolment form) with AEI, the student will be issued with warning(s) following the AEI discipline procedure:

- 1st offence will result in a verbal warning, confirmed in writing.
- 2nd offence will result in a written warning.
- 3rd offence will result in a final written warning.
- If the student then continues to break AEI rules and regulations they will be expelled, and their enrolment with AEI will be terminated.

The Senior Management Staff can instantly expel students without warning if they seriously break the rules and regulations of AEI and/or the laws of New Zealand.

Please note that Attendance and Academic issues are part of the disciplinary process.

The student will not be entitled to a refund of their fees if their enrolment with AEI is terminated for Attendance or Disciplinary reasons.

#### 10.15 HOMESTAY BOOKING TERMS AND CONDITIONS

The following terms and conditions apply to homestay.

- All bookings are required to be made a minimum of 2 weeks in advance.
- 2 weeks' notice is required for cancelling/moving out of a homestay.
- A minimum of 4 weeks is required to be booked on initial booking. This period is non-refundable, unless cancellation has been received at least 2 weeks prior to the confirmed start date of the homestay booking. For bookings of less than 4 weeks conditions apply.
- Students agree not to enter into any private arrangement with their host family. All accommodation fees must be paid directly to AEI.
- If a student is away from their Homestay for 5 or more consecutive nights, they must notify AEI. A 'retainer fee' of one third of the standard fees is paid in order to keep their room. Students must inform their host family and AEI, of their plans 7 days in advance, in order to qualify for a retainer.
- AEI's contracted homestay providers provide a 24/7 contact point for any issues relating to the student's Homestay.
- If a student's behaviour in the host family is unacceptable after suitable warnings, AEI reserves the right to terminate the student's stay in the Homestay. No refund may apply in serious circumstances.
- AEI and its contracted homestay providers are not liable for loss, damage or injury to the student or their property.
- AEI and its contracted homestay providers are not liable for any loss or damage to property or person caused by the student's actions.
- When a student moves out of an Alpha Homestay, any accommodation money still in the student's AEI Public Trust account will be refunded to the student's account only after all other expenses incurred have been paid.

#### 10.16 BRING YOUR OWN DEVICE (BYOD)

Students studying an Academic Programme with AEI are required to bring their own device to class each day. AEI's Academic programmes incorporate device driven activities, interactions and online assessment. This also allows student learning to continue effortlessly wherever they are.

Laptops are AEI's required device. It is important that the laptop operates effectively in the AEI BYOD environment. AEI recommends the following:

If purchasing new, the following minimum requirements should be met:

- Windows 10 (or Mac Os 10.x Yosemite or higher)
- i3 dual core or equivalent processor 4GB RAM
- 320GB or greater hard drive
- Wireless capability 802.11n dual band
- At least a 13 inch screen
- Up-to-date antivirus software
- Battery life of a minimum of 6 hours (there is limited access to charging facilities in class)

If a student currently has a laptop, the following minimum requirements should be met:

- 10 inch screen or larger
- 4GB RAM
- 50GB free space minimum
- Windows v7.0 or higher
- Apple Mac 10.6 (Leopard) or higher
- Wireless capability 802.11n dual band
- CPU meets vendor OS minimum requirements.
- Battery life of a minimum of 6 hours (there is limited access to charging facilities in class)

#### Microsoft 365

AEI provides a free version of Microsoft 365 to every academic programme student. This ensures that students have the latest version of Microsoft Office. This is online software only. During induction, students will be given further information for accessing MS365 and any other technology that they will be using during their studies.

Table 1.1

AEI REFUND CALCULATION TABLE						
Timeframe	Programme length of less than 5 weeks		Programme length from 5 and 12 weeks		Programme length of 13 weeks or more	
	Prior to and within the first 2 days of the programme	After more than 2 days	Prior to and within the first 5 days of the programme	After more than 5 days	Prior to and within the first 10 working days	After more than 10 working days
Refund Criteria	50% of total fees paid	No refund	75% of total fees paid	No refund	Full refund, less up to 25% of the total monies paid, based on the actual costs incurred by AEI.	No refund
Other	<ul style="list-style-type: none"> <li>• Weeks refers to Calendar weeks</li> <li>• Students who fail to obtain an appropriate visa for study to commence their programme, will receive 100% refund less the registration fee OR \$300 in the event a registration fee has not been charged. If this equates to more than the Refund Criteria above, the Refund Criteria maximum will apply.</li> <li>• Any costs incurred from additional services eg. External exams, requested by the student that have been rendered and/or completed are the liability of the student, and are subject to the cancellation/refund policies of the service where applicable.</li> <li>• Where a student withdraws from a programme before fees are paid, the student is responsible for payment of outstanding fees as notified.</li> </ul> <p><b>NO refund</b> will be paid in the following instances:</p> <ul style="list-style-type: none"> <li>• Existing AEI students who fail to obtain an extension to their current visa for study and: <ul style="list-style-type: none"> <li>○ their original Offer of Place programme commencement date has not changed, or</li> <li>○ if the student has agreed to continue to study on an interim study visa after the expiry of the valid visa they commenced their programme on.</li> </ul> </li> <li>• Student's enrolment is terminated by AEI due to Academic, Attendance 10.1.3 bi and bii or Disciplinary non-compliance.</li> </ul>					

## 11.0 Contract for tuition

### AEI AGREES TO:

1. Provide a study place on condition that the student meets the conditions of this agreement.
2. Adhere to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).
3. Arrange suitable accommodation if requested/required.
4. Monitor accommodation arrangements made by AEI on an on-going basis. For Under 18 students, this will be conducted on a quarterly basis.
5. Help arrange travel and medical insurance if requested.
6. Provide a pleasant, safe, healthy and well equipped learning environment.
7. Provide quality teaching delivered by skilled tutors with appropriate qualifications.
8. Review learning goals and progress to ensure current programmes meet student needs.
9. Provide academic support as required to ensure student needs are met.
10. Keep accurate records of student achievements and report them regularly to the student.
11. Keep accurate records of student attendance to ensure they meet Immigration New Zealand requirements.
12. Provide internal guidance and support in academic, personal and welfare matters, or help the student to gain external assistance if requested.
13. Respect the student's rights and privacy, and provide in the Student Handbook and orientation clear guidelines for study and behaviour. Protect the student's personal information in accordance with NZ law, in particular the Privacy and Consumer Guarantee Acts.
14. Provide access to extra-curricular activities on a regular basis.

### THE STUDENT AGREES TO:

15. Accept the study place under the terms and conditions stated in this agreement and of student's visa.
16. Provide full details on accommodation requirements.
17. Notify AEI immediately if either contact or accommodation details change in any way.
18. Maintain appropriate travel and medical insurance cover for study duration in New Zealand including to and from New Zealand.
19. Respect the institutes premises, equipment and resources.
20. Demonstrate commitment to studying and meeting programme requirements. This includes submission of assessments on time, and completion of Self-directed Learning Activities.
21. Accept the right of AEI to make changes to programmes and timetables as deemed necessary.
22. Discuss your progress and undertake student support provisions as required, and needed.
23. Attend classes regularly (at least 90%) and follow AEI's processes for notifying absences.
24. Actively participate in class.
25. Advise AEI about any disability or additional needs prior to enrolment, and seek advice from AEI about any serious study or personal problem.
26. Observe the right to treat staff and other students with respect; and work constructively with them to achieve study goals.
27. Become involved in AEI's extra-curricular activities as suitable.
28. Strive to become an active participant and citizen of AEI and New Zealand

## 12.0 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 Ministry of Business, Innovation and Employment 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 2020.

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, and the Conditions of Enrolment. I am aware that this agreement is subject to the laws of New Zealand.

If I choose to stay in an AEI Homestay, I agree to abide by the rules, regulations and policies of Homestay, as well as the Homestay Conditions outlined in the Conditions of Enrolment.

If I am enrolling into an Academic Programme, I am aware that I must adhere to the BYOD requirements outlined in the Conditions of Enrolment.

I have read and fully understand the Contract for Tuition between AEI and I, the International Student.

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 all students

Have you completed all sections of this application form?

Have you attached:

- copy of your passport (info page)
- certified copies of English proficiency (*Academic Programmes only*)
- certified / notarised academic transcripts (where applicable) (*Academic Programmes only*)
- employment history details (where applicable) (*Academic Programmes only*)

- Have you read the Conditions of Enrolment?
- Have you read the Contract for Tuition?
- Have you read and signed the Declaration?

### UNDER 18 students only

Have you attached:

- completed and signed U18 Enrolment Approval Form
- completed and signed U18 Designated Caregiver Agreement (if not staying in Homestay)
- completed and signed U18 Parental Consent of Designated Caregiver Form (if not staying in Homestay)
- Has your parent/legal guardian read and signed the Declaration?

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

For U18 students only

\_\_\_\_\_  
Date

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.

### Declaration of AEI representative:

I declare that I have personally interviewed this student, and have sighted and confirmed the accuracy of all of the attached documentation.

\_\_\_\_\_  
Signature of approved Recruitment Agent / AEI Staff member enrolling student

\_\_\_\_\_  
Date