

# Application for Enrolment

Fill out this form clearly & completely then email, post or fax to Kauri Academy NZ at  
 FAX: +64 9 551 5289 EMAIL: [manager@kauriacademy.ac.nz](mailto:manager@kauriacademy.ac.nz)  
 POST: PO Box8540, Symonds St., Auckland 1150, New Zealand

## Personal Details

FAMILY NAME		GIVEN NAMES		MIDDLE
GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DATE OF BIRTH: (DD/MM/YYYY)	AGE	NATIONALITY
OCCUPATION			PASSPORT NO.	
EMAIL:				

## Contact Details

STREET ADDRESS:	PHONE:
TOWN/CITY:	MOBILE:
COUNTRY:	POST CODE:

## Emergency Contact Details

EMERGENCY CONTACT PERSON:	RELATIONSHIP:
STREET ADDRESS:	PHONE:
TOWN/CITY:	MOBILE:
COUNTRY/POST CODE:	EMAIL:

## Recruitment Agency

Are you applying through an agent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, what is the agent's name, email address and contact number?		

## Medical and Travel Insurance

<p><b>All international students are required to have appropriate medical and travel insurance while studying in New Zealand.</b> Kauri Academy will require evidence of an appropriate insurance policy at enrolment. In addition to the insurance policy Kauri Academy will also require the student to provide (in English) a written attestation from their insurance provider that the student's travel insurance policy is consistent with the above guidelines for appropriate insurance for international students. <b>For more information refer to "Health, Travel and Accident Insurance" section on page 3.</b> Tick the box that best applies to you:</p>	
<input type="checkbox"/> I will organize my own medical and travel insurance	<input type="checkbox"/> I would like Kauri Academy to assist me organizing my medical and travel insurance

## Fees and Refund Policy

<p>Kauri Academy NZ has a <b>Fees and Refund</b> policy. <b>For more information refer to "Student Fee Protection Policy" section on page 3.</b></p>
--

## Programme Details

PROGRAMME NAME:	PROGRAMME COST	START DATE
<input type="checkbox"/> National Certificate in Diversional Therapy with Healthcare Core Competencies Programme  leading to  National Certificate in Healthcare Team Management	NZ\$14,845 (payable upon <b>2013</b> enrolment)  NZ\$14,845 (payable upon <b>2014</b> enrolment)	July 2013  July 2014
<input type="checkbox"/> General English Programme	<input type="checkbox"/> weeks NZ\$ 270.00 per week. Plus admin fee of NZ\$ 25 per week up to NZ\$ 100	DD - MM - YYYY
<input type="checkbox"/> National Certificate in Academic English Programme	<input type="checkbox"/> weeks NZ\$ 270.00 per week. Plus admin fee of NZ\$ 25 per week up to NZ\$ 100	DD - MM - YYYY

## Declaration by Applicant

I have read and I accept the terms and conditions stated in Kauri Academy on page 25 of this prospectus. I declare that the information provided by me in this form is correct and accurate and I acknowledge that the provision of false or misleading information or the withholding of relevant information may result in the cancellation of any offer of place for enrolment. I agree to Kauri Academy collecting, recording and disclosing information about me subject to the Privacy Act. I confirm that I have read and understood the Fee Information stated in the prospectus.

SIGNATURE:	DATE:
------------	-------

FOR KAURI ACADEMY USE ONLY:

STUDENT NO.	INVOICE NO.	RECEIPT NO.
REMARKS:		

## Terms and Conditions

### **Enrolment Procedure**

Complete and post (to the Manager), fax (+64 9 5515289) or email (manager@kauriacademy.ac.nz) the Application for Enrolment Form. Send together with copies of the details page and signature page (if any) of your passport and support documents as required. We will then contact you with full details on how to enrol.

After we have received your application we will send you an Offer of Place, an Invoice and the Student Handbook. Should you find everything acceptable arrange the payment of fees as invoiced. Once we have received confirmation of the fee payment we will send you a Receipt.

This Offer of Place and the Receipt will be submitted as part of your Student Visa Application. All the information regarding forms, documents, and requirements for lodging a student visa application is available on the Immigration New Zealand website ([www.immigration.govt.nz](http://www.immigration.govt.nz)).

### **Entry Requirements**

Students must be at least 18 years of age.

Programme-specific requirements can be found in the prospectus.

English Language students will take an admission test to determine the level of English language comprehension and study.

### **Programme**

Kauri Academy shall not be liable, if for any reason, the published programmes cannot be offered. Kauri Academy reserves the right to change programmes and fees without prior notice, or to cancel programmes due to insufficient demand, unavailability of suitable staff or facilities. The student shall be offered alternative training dates or refunds.

### **Accommodation**

Kauri Academy does not arrange accommodation for students. You may however contact Malcolm Morrison or the manager if you have any concerns regarding your accommodations.

### **Attendance and Behaviour**

Your enrolment may also be terminated in case of breach of Kauri Academy academic and disciplinary rules. Kauri Academy is required by New Zealand Immigration to notify them about violations of student visa conditions. Termination of enrolment is considered to be such a violation. No refund is available in cases where enrolment is terminated. Kauri Academy has a 100% attendance policy.

### **Student Fee Protection Policy**

All programme fees paid by students are deposited in a trust account managed by the Public Trust ([www.publictrust.co.nz](http://www.publictrust.co.nz)). In the event that Kauri Academy ceases to operate for any reason including insolvency or regulatory closure, students are entitled to a refund of the fees equivalent to the remaining tuition that Kauri Academy failed to provide. Remaining tuition fees mean less the 15% administration charges based on Public Trust fee drawdown schedule.

If a student is not granted a visa to study in New Zealand, Kauri Academy will refund all programme fees less the registration fee of \$200.

**Student Withdrawals And Refunds** This information can be found at: <http://www.nzqagovt.nz/providers-partners/registration-and-accreditation/student-fee-protection/student-withdrawals-and-refunds/>

### **Domestic Students**

Domestic students are entitled to a refund if they withdraw from a programme as per section 234(C) of the Education Act 1989, and if:

- The programme is of three months duration or more
- The withdrawal occurs up to the end of the eighth day of the start of a programme.

The private training establishment (PTE) must refund an amount equal to the sum of the amount paid less a deduction of the lesser of 10 per cent of the fees paid or \$500.

Domestic students withdrawing from programmes of less than three months duration should refer to the PTE's refund policy.

### **International Students**

If a student visa has been granted and a student subsequently wishes to withdraw before or after arriving in New Zealand, Kauri Academy will refund fees on the following basis.

- Programmes three months or more
  - ▶ The withdrawal occurs up to the end of the tenth working day of the start of the programme:
  - ▶ In such cases the PTE may deduct up to 25% of the fees paid, provided the PTE incurred costs to this amount and can justify these costs.

- Programmes five weeks or more but less than three months
  - ▶ The withdrawal occurs up to the end of the fifth day of the start of the programme:
  - ▶ In such cases, the PTE must pay an amount equal to the fees paid less 25%.

- Programmes under five weeks
  - ▶ The withdrawal occurs up to the end of the second day of the start of the programme:
  - ▶ In such cases, the PTE must pay an amount equal to the fees paid 50%. However, if two days constitutes the full amount of tuition paid for by the student, the PTE may retain 100 per cent of the payment

### **PTE's own refund policy**

No refunds are provided or withdrawals made after the periods stated other than on compassionate grounds (e.g. death of a close family member, serious illness, accident). All such refunds will be at the discretion of Kauri Academy. Students are required to complete and file a withdrawal form for the processing of withdrawals and refunds.

Kauri Academy will make no refund:

- When a student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- Where a student has been stood-down, suspended or excluded
- Where a student returns home for any reason other than serious illness, accident or death of a close family member
- If the enrolment application is found to be inaccurate in any way and the contract is terminated
- If a student wants to transfer to another school or educational institution

Kauri Academy is required to provide New Zealand Immigration written notice of programme withdrawals made by international students. The notice shall include the name of the student, the programme and the day on which the student withdrew.

A student permit/visa is conditioned on a student undertaking a particular programme of study at a specified institution. Withdrawing from the programme before it is completed is considered to be violation of that condition.

### **The Privacy Act**

The Privacy Act acknowledges that personal information of the Applicant and/or Student collected by Kauri Academy and may be held, used and disclosed to third parties to enable Kauri Academy to process the application for tuition; provide tuition to the Student; provide the Student and/or Applicant with advice or information concerning products and services Kauri Academy believes may be of interest to the Student and/or Applicant; and to enable Kauri Academy to communicate with the Student and/or Applicant for any purpose.

Failure to provide any information in the application for enrolment may mean that Kauri Academy is unable to process the application. The Student/applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by Kauri Academy concerning them. The student agrees to notify Kauri Academy of any change in contact details, accommodation type, and residential address.

### **Immigration**

It is your responsibility to obtain and maintain the appropriate immigration documentation. 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 [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **Health, Travel and Accident Insurance**

#### **Medical & Travel Insurance**

International students (including group students) must have appropriate and current medical and travel insurance while studying in New Zealand.

Any student who arrives on their first day of study at Kauri Academy without appropriate insurance will be required to purchase insurance before commencing their programme.

#### **Eligibility for Health Services**

Most international students are not entitled to public -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 <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 costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

**Appropriate Insurance for International students**

Student travel insurance cover should provide cover into and out of New Zealand at the beginning and/or the end of their study, and/or during any holiday breaks of the study. ACC does not cover injuries and accidents happening overseas, and the risk associated with holiday trips outside New Zealand should also be covered by the student insurance policy.

Students are free to purchase insurance from any insurance provider. However, student travel insurance policies must cover all the following aspects:

**Health cover while in New Zealand**

- Medical expenses incurred for the treatment of illness and/or injury (in excess of ACC cover) that requires surgery and/or hospitalisation – unlimited sum insured
- Medical evacuation related to serious illness and injuries – unlimited sum insured
- Emergency dental treatment
- Costs for family members' travel in the event that the student suffers a serious illness or injury.

**Repatriation, search and rescue**

- Repatriation and expatriation in the event a student has to return home following an injury or illness which

interrupts their study plans

- Return of mortal remains/funeral expenses - including travel costs for family members, repatriation of remains, and funeral costs
- Search and rescue operation to locate the insured.

**Travel into and out of New Zealand**

- Missed flights or delays for travels into and out of New Zealand
- Medical expenses incurred for the treatment of an illness and injury incurred during the travel.

**Personal liability**

- Negligence causing bodily injury (including death) of another person or loss of or damage to property
- False arrest and wrongful detention.

Kauri Academy will require evidence of an appropriate insurance policy at enrolment. In addition to the insurance policy Kauri Academy will also require the student to provide (in English) a written attestation from their insurance provider that the student's travel insurance policy is consistent with the above guidelines for appropriate insurance for international students.

Kauri Academy recommends one of the following New Zealand insurance providers as their travel insurance policies cover all the required aspects of appropriate insurance for international students. Students will not be required to provide the additional attestation if purchasing international student travel insurance from the following recommended providers.