



# Enrolment Application Form



Please complete this form and give it to your local Linguis International agent or post/ email form to: Linguis International Institute  
Auckland Campus: Level 9, 300 Queen St, Auckland Phone: +64 (9) 354 4107  
Christchurch Campus: 71 Beresford Street, New Brighton, Christchurch, New Zealand Phone: 64 3 388 4433;  
Emails:  
[office@linguisinternational.ac.nz](mailto:office@linguisinternational.ac.nz) - Christchurch  
[admin@linguisinternational.ac.nz](mailto:admin@linguisinternational.ac.nz) - Auckland

## PERSONAL PARTICULARS

Family name: \_\_\_\_\_  
Given name: \_\_\_\_\_  
Preferred name: \_\_\_\_\_  
Gender:  Male  Female  
Date of Birth: day / month / year \_\_\_\_\_  
Nationality: \_\_\_\_\_ Passport No. \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
NZ address: \_\_\_\_\_  
Address in your country: \_\_\_\_\_  
Visa status:  
 Student  Visitor  Working Holiday  
 PR  Other:

## PARENT/LEGAL GUARDIAN DETAILS

Family name: \_\_\_\_\_  
Given name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_

## EMERGENCY CONTACT IN NEW ZEALAND

Family name: \_\_\_\_\_  
Given name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_

## DECLARATION

I, \_\_\_\_\_ declare that:

- (1) The information filled is accurate and true.
- (2) I understand and accept the Conditions of Enrolment.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parents/Guardian: \_\_\_\_\_  
(If the student is under 18 years)

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

## COURSE INFORMATION

- National Diploma in Business (Level 5)
- National Diploma in Business (Level 6)
- Diploma in Business (Level 7)
- General English:  Full time  Part time
- IELTS/Academic Preparation:  Full time  Part time

Which campus would you like to study at?  
 Auckland  Christchurch

Course duration (Month): \_\_\_\_\_

Course start date: day / month / year \_\_\_\_\_

Course finish date: day / month / year \_\_\_\_\_

## WHAT ARE YOUR CAREER GOALS

E.g. Marketing Manager

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## HOMESTAY INFORMATION

Do you require our school arrange Homestay for you?  
 Yes  No

If Yes: \_\_\_\_\_ week from day/month/year to day/month/year

If No: your own accommodation information

Homestay  Flat  Other \_\_\_\_\_

## MEDICAL INSURANCE

Do you have medical insurance?

Yes  No

If Yes: please attached the copy with your enrollment

If No: please purchase at Linguis or others

# Conditions of Enrolment

## 1. Enrolment & Acceptance

- 1.1 All enrolments to Linguis International Institute of Language & Culture Limited (Linguis)
- 1.2 Linguis reserves the right to accept or decline any student.
- 1.3 Enrolment is made only when Linguis received and accepts full payment of fees.
- 1.4 Upon enrolment, students must provide details of accommodation and telephone numbers of both New Zealand and overseas addresses. You are required to notify us of any change of address during your course.

## 2. Fee

- 2.1 Fees include enrolment, tuition, homestay placement, bank transaction and accommodation fees. All fees must be paid in full before the course starts.
- 2.2 Tuition fees are worked out in complete weeks, including weeks with public holiday.
- 2.3 Tuition fees include the NZ Government Goods and Service Tax (GST) of 15%.
- 2.4 Fees paid are not transferable to other institutions or to another student.
- 2.5 If you did not pay the fee within a specified period of time, it may result in suspension of service by Linguis.

## 3. Protection of Student Fees

Our institute seeks to comply with S.239A of the Education Act, 1989, with regard to the protection of student fees:

- 3.1 All Student fees are required to be initially deposited in the Student Fees Trust Account of the Institute.
- 3.2 Funds held in this trust account can only be released after the student has been at the Institute for 10 days and after the Trustee has given his/her permission for the funds to be so released.
- 3.3 It is compulsory for all students enrolled at the Institute to take out insurance cover under our insurance plan for the duration of the time they are studying at the Institute. This plan covers – among other risks – the loss of student's fees in the (unlikely) event of financial insolvency or bankruptcy of the Institute.
- 3.4 The Student will pay their Fees into the Public Trust account and authorises the Trustee to administer the Student Fee and any accumulated interest according to the Trust's provisions and terms and in accordance with the payment schedule produced by the Institute. The student should also understand that after signing this document this authorisation cannot be revoked. The student acknowledges and agrees that:
  - a. In the occurrence of a course Closure Event and the student transfers to an Alternative Provider with the approval of NZQA then the balance of Student Fees held in trust will be transferred to that Alternative Provider.
  - b. If the student withdraws from a course and owes money to a third party Loan Provider in respect of that course then the Public Trust is authorised to repay fees directly to the third party.
  - c. If the student withdraws from a course or a Closure Event occurs and the Trustee refunds the balance of the funds directly to the Student, this will be carried out in accordance with the provisions of the Education Act 1989 and the Linguis International Institute of Language & Culture Limited's Refund Policy.
  - d. If a third party is entitled to receive any part of the Student Fees refund then the Student will provide the Trustee with contact details for that party (as is a requirement of paragraph 2.3 below).
  - e. Personal information regarding the Student and their Student Fees can be released to NZQA and the Institute for the purpose of monitoring both the Trustee and the Institute in terms of compliance.
  - f. Once the payments outlined in the above (a, b, c & d) have been made then the obligations and duties of the Trustee will have been discharged.
  - g. The student understands that any interest that has accumulated on the Trust account before any payments made under the above (a, b, c & d) will be payable to the Institute e for its own purposes and the student will have no claim to this interest.

## 4. Cancellation, Withdrawals & Refunds

(As per S235A of the Education Act.)

<http://www.legislation.govt.nz/regulation/public/2012/0312/latest/whole.html>

### Courses three months or more

- 4.1 Cancellations made in writing before the course commencement will result in a refund of all fees, less a deduction of up to 25% of the total course fees.
- 4.2 Students who withdraw from the course within the first ten working days of the course will be refunded in full, less a deduction of up to 25% of the total course fees. No refund will be made after the first ten working days of the course, except at the discretion of the Director and Management.

### Courses five weeks or more but less than three months

- 4.3 If the withdrawal occurs up to the end of the fifth day of the start of the course, the student will receive a 75% refund of the total course fees.

### Courses under five weeks

- 4.4 If the withdrawal occurs up to the end of the second day of the start of the course, the student will receive a 50% refund of the total course fees. However, if two days constitutes the full amount of tuition paid for by the student, the PTE may retain 100 % of the payment.

### All courses

- 4.5 Refunds or course extensions will not be given to students taking time off during the course, unless by prior agreement and recorded and signed by the student and Linguis at least two weeks in advance. Subject to legal requirements, refunds and/ course extensions will only be given upon reasonable grounds in circumstances not foreseen by the student at the time of paying their course fees.
- 4.6 In the event of a course being cancelled by Linguis, all unused fees will be refunded.
- 4.7 Refund may be granted for compassionate or medical reasons at the discretion of the Director. An administration fee of up to 25% of the total course fees may be charged.
- 4.8 No refund will be made to a student who is expelled from the school. The New Zealand Immigration Services (NZIS) will also be informed.

## 5. Homestay Accommodation

- 5.1 Homestay accommodation includes morning and evening meals from Mondays to Fridays and all meals on weekends and public holidays.
- 5.2 Linguis will refund the homestay charges if you wish to cancel or change an existing Homestay arrangement; but both your host family and Linguis must be informed at least two weeks before the required cancellation or change.
- 5.3 Linguis cannot be held responsible for any accident, illness or damage to a student or property. All students are advised to insure themselves against such risks.

## 6. Attendance

- 6.1 The Linguis rules exist to help the Institute run smoothly. All Linguis students must accept and comply with these rules and the laws of New Zealand.
- 6.2 Linguis reserves the right to issue warning letter to a student who breaks the rules or behaves badly, and expel the student if there is no improvement in behaviour.
- 6.3 Students are expected to obey the laws of New Zealand. Any student who is convicted of an offence may be expelled from Linguis without written warning.

## 7. Liability

- 7.1 Linguis is not liable for any damages, loss or injury to any students or property, however caused except within the framework of New Zealand Laws.
- 7.2 It is your responsibility to ensure that you have adequate medical and travel insurance to cover against accident, illness, theft, loss or damage to personal property. You should also insure against the loss of fees through non-arrival or unexpected absence/termination of their course.
- 7.3 Linguis is not liable to any student if contracted services cannot be provided for any reason beyond our control.
- 7.4 Linguis reserves the right to alter the course if deemed necessary.