



Agency Stamp:

NEW ZEALAND QUALIFICATIONS AUTHORITY  
(NZQA Category 1 Approved 2010,2014,2018 & 2023)

# APPLICATION 2024

## PERSONAL DETAILS

Title  Ms  Miss  Mr  Mrs  Other (specify):

Family Name Given Name

Date of Birth            /            /            Gender  Male  Female

Passport Number Nationality

## CONTACT DETAILS

Address(NZ)

Address(Overseas)

Email Telephone No.

**MEDICAL INSURANCE** Do you want school to arrange medical insurance for you?

Yes (        ) months  No (I have arranged my own insurance and a copy is attached)

**ACCOMMODATION** Do you require accommodation?

Yes (        ) weeks        From        /        /        to        /        /         No

**AIRPORT TRANSFERS** Do you require airport greeting and transfer on ARRIVAL?

Yes        Arrival date        /        /        Flight No.         No

**VISA TYPE**  Visitor/tourist  Student  Working Holiday  PR  Other(specify):

## COURSE OF STUDY

Course	Duration	From	To
Academic English for Primary (AP) and Intermediate (AI)		/ /	/ /
Academic English for High School (AH)		/ /	/ /
General English (GE)		/ /	/ /
IELTS Course		/ /	/ /
New Zealand Certificate in Language Teaching (Level 5)	20 weeks	/ /	/ /
English Language Teaching Course	6 weeks	/ /	/ /
Holiday Study and Activity Programme		/ /	/ /
NZ Certificate in English Language <input type="checkbox"/> Level 1 / <input type="checkbox"/> Level 2	20 weeks	/ /	/ /
NZ Certificate in English Language (Applied) Level 3	20 weeks	/ /	/ /
NZ Certificate in English Language (Academic) Level 4	20 weeks	/ /	/ /
NZ Certificate in English Language (Academic) Level 5	20 weeks	/ /	/ /

## INSURANCE IS COMPULSORY

By law you cannot start classes without proof that you have appropriate and current medical and travel insurance while studying in New Zealand. We arrange your health insurance while studying at our school. It includes cover for your international travel and loss of fees if your course is interrupted by an insurable event.

## DECLARATION

I have read and accept the conditions of enrolment overleaf all details on this form are true and correct. I agree that information on this form can be given to the trustees of the fee protection plan and to the New Zealand Qualifications Authority. I acknowledge that public trust hold fees that I have paid in advance and in the event of a course closure these will be transferred to an alternative provider or to the person who paid for my tuition.

Signed by Student	Signed by Student Agent	Date
		/ /

## CONDITIONS OF ENROLMENT

The Ministry of Education Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>. (Please refer to the summary attached)

### Conditions of Acceptance

1. All applications are subject to availability of course.
2. Fees must be paid prior to the commencement of the course.
3. All international students must hold an appropriate visa or permit.

**IMMIGRATION:** "Full details of visa/permit requirements, advice on the 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 <http://www.immigration.govt.nz>."

**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 entitlement to publicly funded health services are available through the Ministry of Health, and can be viewed on their websites 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>.

**MEDICAL AND TRAVEL INSURANCE:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.

**Rules:** In signing this enrolment form the student undertakes to comply with the published rules and regulations of the Academy with regard to attendance, academic progress, standard of dresses and health and safety, these can be viewed on website at: [http://www.nsls.co.nz/net/resources/Student\\_Handbook.pdf](http://www.nsls.co.nz/net/resources/Student_Handbook.pdf)

### Fee Protection and Indemnification

· The student's fee will be banked into a Trust account, administrated by NZ Public Trust, 205 Great South Rd, Auckland, PO Box 5149, Auckland, and will be released on a pro rata basis from the Trust account in accordance with an agreed monthly schedule on the basis of tuition delivered until the completion of the course.

· Please only make the cheque or deposit to the Public Trust – NSLS Account. (Bank: BNZ 020536-0305865-01)

· This structure is designed according to the NZQA Fee indemnification policy to protect students' interest in the event of withdrawal, insolvency, closure of the school, and cancellation by the school of a course before or during the course, de-registration or withdrawal/part withdrawal of accreditation of the school. In the unlikely event of the school going into liquidation or receivership, the trust fund will cover the claims.

### Withdrawal and Refund Policies and Procedures

· If an international student has enrolled for a course that is 3 months or longer and wishes to withdraw occurs up to the end of the tenth working day after the start of a course, the school will refund all fees paid, except for up to 25% of the total fee. Refund on compassionate ground may be granted at the discretion of the director. No refund will be given after the tenth working day.

· If a domestic student has enrolled for a course that is 3 months or longer and wishes to withdraw occurs up to the end of the eighth day after the start of a course, the school will refund all fees paid, except for \$500.00 or 10% of the tuition fee, whichever is the lesser. No refund is available after the first eight days.

· If a student has enrolled for a course that is five weeks or longer but less than three months wishes to withdraw from the course within the first five days of the course, the school will refund 75% of the tuition fee. No refund is available after the first five days.

· If a student has enrolled for a course that is up to and including four weeks and six days wishes to withdraw from the course within the first two days of the course, the school will refund 50% of the tuition fee. No refund is available after the first two days.

· All application of refund must be made to the Managing Director in writing, accompanied with all original documents and account details.

· The refund, once approved, will be paid directly to the student's account by the Public Trust.

· Tuition fees cannot be transferred to another person. If the student's tuition fee is from the bank or Study Link Loan, the amount of the refund will be refunded to the bank or Study Link.

· All fees are received and refunded in NZ dollars. The Academy is not responsible for any currency fluctuations between enrolment and issuing of refunds.

· No refund is available if the student is expelled from the Academy.

If you want to withdraw from our school to transfer to another school, you must:

- a. Get an offer from a new school
- b. Once you have this offer, you must apply to immigration New Zealand for Variation of Condition
- c. If they approve the change you can then withdraw from our school
- d. You are required to attend the course before getting the approval from Immigration New Zealand

· Students may be allowed to join a course as a late arrival after the scheduled course starting date. The provision of NSLS's refund policy applies from the scheduled course starting date and NOT the date on which the late student arrives.

**Student Handbook** The NSLS student Handbook includes all information on fees, rules and policies regarding learning at NSLS. It can be downloaded from NSLS's website at <http://www.nsls.ac.nz> or can be provided by request. English student is required to read and understand the Student Handbook.

**Privacy Statement:** The Academy will only collect information that is required by NZ law or that is required by this organization to officially enroll the student. The information will not be released to another individual or organization without the express permission of the owner of the information unless required to do so by a representative of the New Zealand government or one of its agencies in accordance with the Privacy Act 1993 and its subsequent amendments. Students may have access to all material relating to them held by this organization in order to make corrections.

## DECLARATION

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, and I agree to abide by the conditions described above. I consent to the disclosure of personal information as described above.

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Student Signature

Date / /

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Parent's Name (Under 18 students only)

Telephone Number

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Parent's Signature

Date / /

**www.nsls.ac.nz**

North Shore Language School (NZQA Registered and Accredited) & TEC Approved

**Glenfield Campus:** 122 Wairau Road Glenfield Auckland New Zealand

Tel: +64-9-4424500 Email: [education.nsls@xtra.co.nz](mailto:education.nsls@xtra.co.nz)