

Ph: +64 9 3072968; E:info@awi.ac.nz; W: [www.awi.ac.nz](http://www.awi.ac.nz); Level 2, 520 Queen Street, Auckland 1010, NZ; PO Box 56-525 Dominion Road, Auckland 1446, NZ

Please read the form and student declaration carefully before you sign the form.

If you apply through an approved AWI Agent, all correspondence regarding your application will be forwarded to that agent and to the parents/legal guardian for the students under 18.

Please fill the form clearly in English using **CAPTIAL LETTERS**

**OFFICE USE ONLY:**

► **Personal details**     Mrs     Ms     Miss     Mr     Other - Specify

Last name     First name(s)

Citizenship     Gender     Male     Female     Other

Passport No.     Date of Birth  (dd/mm/yyyy)

Address in Home Country		Current contact details (NZ)	
Address: _____ _____		Address: _____ _____	
Postal code: _____		Postal code: _____	
Phone: _____	Mobile: _____	Phone: _____	Mobile: _____
Email: _____		Email: _____	


► **Emergency contact**

Name: _____	Relationship: _____
Address: _____ _____	
Postal code: _____	
Phone: _____	Mobile: _____
Email: _____	

► **Student's UNDER 18 years of age ONLY**

Do you require parent Guardian Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please provide details of your Guardian in New Zealand	
Name: _____	Relationship: _____
Address: _____ _____	
Postal Code: _____	
Phone: _____	Mobile: _____
Email: _____	

► **Agent Details**

Company: 	Contact person: _____
Phone: _____	Mobile: _____
Email: <a href="mailto:Study.Work.Travel.Visa@nzmentor.com">Study • Work • Travel • Visa</a>	

► **Academic programme**

*Tick the programme you would like to study. And we will assess your eligibility for that programme.*

**General English**  **IELTS preparation**  Start Date: \_\_\_\_\_

Full time: Mon – Thurs 9.00am – 3.00pm, Fri 9.00am – 12.00pm

Part time: Mon – Fri 9.30am – 12.30pm

Part time: Mon – Thurs 1.00pm – 3.00pm

8 weeks

12 weeks

16 weeks

24 weeks

48 weeks

Other: \_\_\_\_\_

**Business programme:** Start Date: \_\_\_\_\_

Level 5 New Zealand Diploma in Business (Leadership and Management)

Level 7 Diploma in Business General Management Level 7

**Healthcare programme:** Start Date: \_\_\_\_\_

Level 7 Diploma in Business Healthcare Administration Level 7

**Project Management programme:** Start Date: \_\_\_\_\_

Level 7 Diploma in Business Project Management Level 7

**Computing Programme:** Start Date: \_\_\_\_\_

Level 5 Diploma in Information Technology Technical Support

Level 7 Diploma in Computer Science and IT

Level 7 Diploma in Information Technology

► **Education history**

**Level of highest education achievement**

*(Please tick appropriate box)*

Year 12/high school or equivalent

University/College/Diploma undergraduate

University/College graduate

Post Graduate/Master level

**English language proficiency**

IELTS  CAE  NZCEL

TOEFL  Pearson Test

ESOL  AWI ELPA

others, please specify: \_\_\_\_\_

Overall score: \_\_\_\_\_

► **Student Services**

Would you like us to arrange airport pick-up for you?

Yes

No

*If YES, you must update us of the status of your travel. Also, indicate details below:*

Flight No.:  Arrival Date:  Arrival Time:   
*(NZ date) (NZ time)*

Would you like AWI to arrange your accommodation?

Yes

No

*If YES, please indicate details below:*

Number of days/weeks required: \_\_\_\_\_

Check in date:  Check out date:

Please state any special requirements you may have: \_\_\_\_\_

## ► Health details

The following information is confidential and will help us improve our services. Disclosure of information will not influence your acceptance on the programme.

Do you live with the effects of any injury of long-term psychological illness or disabilities?

Yes  No

If YES, please state:


Do you have allergy that requires medical attention?  Yes  No

If YES, please specify: \_\_\_\_\_ Do you

take any regular medication?  Yes  No

If YES, what do you take and what is for? \_\_\_\_\_

## ► Please read the following terms and conditions carefully before signing the application form

### ENROLMENT PROCEDURE:

- Complete an Enrolment Form through the following sources;  
Download from our website [www.awi.ac.nz](http://www.awi.ac.nz), email to [info@awi.ac.nz](mailto:info@awi.ac.nz) or contact your education agent
- Attach the following documents;  
Certified copy of your passport, certified copy of your English Test (Academic IELTS, TOEFL or equivalent) if applicable, certified copy of your academic documents and any evidence of relevant work experience if applicable
- Send your completed Enrolment Form and Certified documents to;  
Your Agent (if applying through an agent) or to AWI International Education Group
- We will assess your application. If you are required to attend an interview, we will contact you to arrange a date and time. Once approved, we will send you a letter offering you a place on the programme of your choice.
- On arrival at AWI, a tuition agreement (Public Trust Enrolment Form) will be signed by both parties; the student or parents(if student is under 18 years old) and AWI.
- Accommodation with a Home-stay or Designated Caregiver (compulsory for students under 18) will be arranged.

### FEES:

All fees and charges are payable in advance, unless otherwise negotiated and agreed with the manager. Refunds of fees in the case of withdrawal from AWI courses will be made in accordance with the Educational Amendment Act (1991) and are detailed below under Cancellation.

The AWI Student Fee Trust Account protects all students' fees. All funds are paid to the AWI Trust Account with the Trustee as the sole signing authority. Funds are drawn to AWI after 10 days after the start of the course. Drawdowns are limited to tuition fees in arrears for courses attended. The unused accommodation deposits are returned to students upon their arrival in New Zealand.

### ACCOMMODATION REQUIREMENTS:

Should a student require accommodation to be provided by the school, the School has the obligation to ensure that the accommodation is of an acceptable standard. This will mean that the following requirements are met before any student is placed in such accommodation: The accommodation meets the requirements of being a Homestay or is provided by a recognised Caregiver. The suitability of the people whose accommodation is being used. This will be accomplished with a visit from a school representative who will assess the suitability of the living conditions, the physical and emotional environment of the location.

**Students under 18 years of age will be interviewed with regard to their accommodation satisfaction at least 4 times a year and the premises will be visited twice a year.**

### CODE OF PRACTISE (The Code):

AWI International Education Group has agreed to observe and be bound by the Code of Practise for the Pastoral Care of International Students published by the NZQA. Copies of the Code are available on request from the institution or from the New Zealand Qualification Authority (NZQA) website.

### 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 cost of the treatment. Full details on entitlement to publicly funded health services are available through the Ministry of Health.

### ACCIDENT INSURANCE:

The Accident Compensation Corporation (ACC) 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.

**TRAVEL INSURANCE:** International Students must have appropriate and current medical and travel insurance while studying in New Zealand. Acceptance at AWI is subject to evidence that insurance is held.

## STUDENT DECLARATION AND AUTHORISATION FORM

To complete the enrolment process you must read and confirm that you fully understand the information contained within this declaration. If you require further explanation, translation or assistance please contact us and we will be happy to arrange. By signing this form you are attesting that you understand the requirements/information/your obligations outlined below.

### Applicant/Student Details

Surname/Last Name	
First Name(s)	
Date of Birth	
Student ID	

### 1. Full Disclosure of Information

In order for AWI International Education Group (the School) to support you we require you provide all information about you that could impact on your study in New Zealand or with the School. This is extremely important especially in the cases of medical history, medications, insurance cover, at risk students and or have special learning needs or other needs to ensure the School provides or organises the support or assistance you may require.

On accepting enrolment with AWI International Education Group I agree to disclosure all information necessary prior to accepting a placement with the School.

### 2. Admission and Enrolment

I declare that the information submitted by me to complete my enrolment process (whether in a physical form, entered electronically, or in any supporting documents) is true and correct to the best of my knowledge.

I authorise AWI International Education Group to request official records or related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that AWI International Education Group reserves the right to change or withdraw any decision regarding admission or enrolment on the basis of incorrect or incomplete information provided by me.

I confirm that I am or will be 16 years of age on or before the first day of study commencing.

### 3. Appropriate Selection of Programme of Study

I accept responsibility for ensuring my suitability for the course of study selected by me. I understand that my course must comply with Programme Regulations and that I must not undertake a course involving unresolved timetable Regulations. I acknowledge that in finalizing my course and in making any subsequent changes I must abide by

requirements of the programme and NZQA. I acknowledge that my entitlement to receive any Diploma or another award is subject to ongoing checks that I have met all applicable requirements of the relevant Programme and subsequent qualification requirements.

#### **4. Changes to the Programme or Course**

If the Programme or any of its components (courses) for which I have sought enrolment changes or is amended (because of my failure in any examinations or assessment, or because the regulations for the Programme concerned changes) I agree that AWI International Educational Group may make any necessary changes to my course. I understand that I will be informed in writing of any such changes or will have the opportunity to revise my course in consultation with the relevant authority.

#### **5. Privacy**

I understand that AWI International Education Group will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier (Student ID No.) will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on AWI's website (<http://www.awi.ac.nz/general-information/>). I acknowledge that I have the right to access and seek correction of personal information or if I provide false or misleading information to AWI International Education Group my enrolment may be terminated immediately.

#### **6. Computer Use**

I understand that AWI International Education Group may monitor computer usage and data entered or changed by computer users and reserves the right to take disciplinary action in cases involving false, misleading, or offensive data, and that the AWI International Education Group accepts no responsibility for consequences arising from the divulging of usernames and passwords to others.

#### **7. Copyright**

I understand that I must observe the Copyright Act 1994 in relation to any teaching materials supplied to me in the course of study at AWI International Education Group and that I may not make any unauthorized sound recording of lectures or audio conferences.

#### **8. Immigration New Zealand Requirements (for non-residents)**

I agree to comply with all relevant Immigration New Zealand requirements and understand that, unless I am entitled to be recognized as a domestic student, I must at all times hold a current Student Visa or other type of study visa authorizing me to study in New Zealand.

I undertake to comply within my visa conditions and all relevant New Zealand requirements while working within New Zealand. I authorize AWI International Education Group and the Department of Labour (including Immigration New Zealand and the New Zealand Qualifications Authority) to share information about me to each other if it is considered to be relevant to my immigration status, enrolment with AWI International Education Group or study in New Zealand.

#### **9. Regulations**

I acknowledge that as an enrolled student at AWI Education Group I will be bound by the statutes, regulations and other requirements established by or under the authority of AWI International Education Group.

I acknowledge that my attention has particularly been drawn to:

**a. Attendance & Timekeeping**

It is a requirement of AWI International Education Group, the New Zealand Qualifications Authority and the New Zealand Immigration Service that attendance records are maintained and monitored. Attendance is critical to ensure you meet the requirements of your programme and study visa. If you do not comply with attendance requirements, i.e. are consistently absent from class (or late) without a valid explanation or evidence not only are you at risk of not completing your qualification but INZ will be notified and your visa will be cancelled resulting in you having to return home. Please refer the student handbook or our website for more details on attendance requirements.

**b. Code Of Practice for the Pastoral Care of International Students**

The Code is in place to protect International students studying in New Zealand. AWI International Education is a signatory to the Code and is committed to enforcing the Code to ensure that everything possible is done to ensure you have a safe and enjoyable stay whilst studying with us.

You are aware of the school's Pastoral Care Team and how to access support 24 hours per day, 7 days per week if required.

As an enrolling student you are familiar with the Code and understand your rights or these have been explained to you.

**c. Medical Conditions**

Prior to arriving in New Zealand, you advised AWI International Education Group of any medical condition(s) you have. You have also checked prior to enrolling with us that any medications you require are available in New Zealand. This information is important for us to provide you with the necessary support and help should you become ill. You must have medical insurance covering you from the date you depart your home country until the date you return to your home country.

**d. Working in New Zealand**

Anyone working here will need a personal IRD number from the New Zealand Inland Revenue Department. To apply for an individual IRD number, download the form IR742 from [www.ird.govt.nz](http://www.ird.govt.nz) and take the completed form, together with originals and copies of two identification documents (e.g. passport and student ID card) to an Inland Revenue-appointed verifier such as New Zealand Post Shops or AA Driver Licensing agents. Once the process is completed IRD will provide you with a personalized IRD No.

**e. Plagiarism**

Plagiarism is a form of cheating when you attempt to pass off the work or the ideas of another person as your own work. This is not permitted. The consequences of plagiarism and cheating will result in either, your dismissal from the programme, a re-submission or taking a supplementary/exam, or you may be required to retake the entire paper/course. In the event of a re-sit, retake or re-enroll, you will be charged according to market fees. Action taken will be at the discretion of management and on a case by case basis.

If I cheat or have been found to have plagiarized then I accept the disciplinary action deemed necessary by the School and in accordance with the School's policies and

practices.

#### **f. Refund Policy Information**

##### **Course Length 1 to 35 days**

Withdrawal Time: Within 2 days from start date of the course 50% Fee Refund

##### **Course Length 35 days to 3 months**

Withdrawal Time: Within 5 days from start date of the course 75% Fee Refund

##### **Course Length Over 3 months**

Withdrawal Time: Within 10 days from start date of the course 75% Fee Refund

#### **g. Refund Process**

The refund process is quick and easy process, however, you must complete the refund process and provide all required documentation otherwise the School is unable to process the refund process causing unnecessary delays. Our staff can support/assist you with the process.

- a) Notify your withdrawal from the programme in writing.
- b) Complete a Refund Request and submit along with your bank statement or your verified bank account number and your original passport.

Providing all refund documentation is complete and evidence provided AWI will process any entitled refund within 1-2 working days.

#### **h. Personal Property and Belongings**

Although we do our best to ensure the security and safety of all property on our premises, AWI does not accept responsibility for your property and personal belongings. Students are responsible for ensuring the safety of their personal property. AWI accepts no responsibility for the loss or damage to students' personal property. (Published in the AWI student Handbook & AWI's website)

#### **i. Disciplinary Action**

As an enrolling student you fully understand that if you breach the School's regulations/requirements eg, the Code of Conduct, Programme or Course Requirements or other, that disciplinary action may be taken against you. In most cases a series of warnings will be initiated. However in the serious misconduct, instant dismissal from the programme may result depending on the situation. Specific disciplinary actions are outlined in your programme handbook or student handbook.

#### **j. Termination of Enrolment**

In some cases (usually serious breaches of code or enrolment or programme requirements – also see examples given below) the School can terminate your enrolment. The School treats these matters very seriously and will give you the opportunity to respond however, the final decision is the sole responsibility of the School. Should you be terminated from the programme the School is obligated to inform the Immigration New Zealand office immediately. This may result in the cancellation of your visa and you returning to home.

##### ***Examples which may result in termination***

- Continued and/or unexplained absenteeism
- Providing false or misleading information by the student on enrolment
- Inadequate progress by the student

- In the event of disruptive or criminal behavior by the student (including such behavior outside your premises)
- Any breach of disciplinary regulations
- An inability to attend for reasons such as illness or family obligations, where the student cannot make up the missed programme time and needs to re-enroll if they wish to complete the programme.

## Verification Section

### Student to Complete

<b>Declaration Statement</b>	
I declare that the information contained or referred to in this declaration has been explained to me and I fully understand the requirements of enrolling with AWI International Education Group.	
<b>Authorization Statement</b>	
I hereby authorize AWI International Education Group to share my personal information with any agent I may specify in connection with my enrolment or prospective enrolment.	
<b>Student Signature</b>	
<b>Date</b>	

### For student (18 & above)

Student Signature:	Date:
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### For student (Under 18) only

Parent/Guardian /designated caregiver's Signature:	Date:
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### Staff Member to Complete

<b>Staff Member's Full Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	