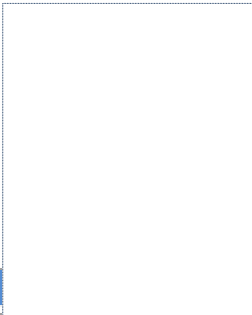




# Christchurch International College Enrolment Application Form

Please tick relevant box



**Personal Details:**

Family Name:		Date of Birth:	
Given Name:		Passport Number:	
Preferred Name:		Telephone:	
Nationality:		Mobile:	
Male/Female		Email:	

NZ Address:

Home Country Address:

Parents Details:	Name	Occupation	Phone
Father			
Mother			

Emergency Contact:	Relation	NZ Address	Phone

**Course Selection:**

Course Selection:	Start Date	Duration of the Course
<input type="checkbox"/> Diploma in Marketing, Level 7		
<input type="checkbox"/> National Diploma in Business, Level 6		
<input type="checkbox"/> National Diploma in Business, Level 5		
<input type="checkbox"/> National Diploma in Small Business Management, L 5		
<input type="checkbox"/> Diploma in e-Commerce, Level 5		
<input type="checkbox"/> National Diploma in Tourism,(Management) Level 5		
<input type="checkbox"/> National Certificate in Business, Level 4		
<input type="checkbox"/> NCEA Level 3 - University entrance		
<input type="checkbox"/> NCEA Level 2 - Academic preparation		
<input type="checkbox"/> Full-time English Language Programmes		

If you have been tested in English ,please give results **IELTS, TOEFL...**

Agent details:	Name	Phone	Email

**Accommodation:**

Do you need the college to arrange Homestay accommodation for you?  Yes  NO

If **yes**, please fill out the Homestay Form at CIC Administration Office.

If **no**, what accommodation do you use currently?  Flat  Homestay  other

Have you received CIC Student Handbook? If not, please ask for copy  Yes  NO

**Declaration and signature:** I have read and accepted the conditions of enrolment. I agree that the information in this application may be used for purposes relating to my enrolment as a student at CIC. I acknowledge that the information may be used for external purposes when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required, in New Zealand, to comply with the Privacy Act 1993. I acknowledge that I have the right to see and correct if necessary the information I have provided. **I declare** that I am enrolling as a Student at CIC ("PTE") and I wish to pay my Student Fees to Public Trust ("Trustee") as trustee to be held in the Trustee's Trust Account, as an individual trust for protection of my Student Fees paid to the PTE. If the student is under 18 years a parent or guardian must sign this declaration

<b>Signature of Applicant:</b>		<b>Date:</b>	
<b>Signature of Parents/Guardian:</b> (if the student is under 18 years)			

## Conditions of Enrolment

### Enrolment

1.1 Christchurch International College (CIC) shall provide tuition and support in accordance with the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.

1.2 The "Student or Parent" irrevocably appoint and authorize the Principal of CIC (or such other person as may be appointed by CIC to carry out the Principal's duties) to:

1.2.1 Receive information from any person, authority or corporate body concerning the student including, but not limited to, medical, educational or welfare information.

1.2.2 Provide consents in respect of any activity carried out and CIC authorized

1.2.3 Receive financial information relating to the student including bank account, debts or income of the student while in New Zealand.

1.2.4 Provide consents that may be necessary to be given on the student's behalf in the event of a medical emergency where it is not reasonably practical to contact the "Parent/Guardian".

1.3 If the student is aged under 18 years of age the legal responsibility and legal Guardianship of the student shall remain with the "Parent/Guardian". The "Parent/Guardian" shall be ultimately responsible for the important decisions for the student while s/he is in New Zealand.

1.4 The "Parent/Guardian" agrees to provide CIC with academic, medical or other information relating to the well-being of the student as may be requested from time to time by CIC.

1.5 CIC shall use its best endeavours to ensure the safety, health and well-being of the student but shall not be liable for any damage or harm caused to the student or the student's property arising out of the student's accommodation arrangements or while attending CIC or outside of normal college hours.

1.6 CIC's liability in relation to the supply of goods and services to the "Student" is limited to the amount of fees paid for any one year's, or part thereof, tuition.

1.7 The "Student or Parent" agrees to pay all tuition fees and additional charges as may from time to time be levied by the college.

### 2. Protection of Student Fees

2.1 CIC seeks to comply with S.239A(2) of the Education Act, 1989, with regard to the protection of student fees:

2.1.1 All student fees (unless fees are \$500 or less, courses are of 5 days or 50 hours duration or less, or students do not pay fees themselves) are required to be initially deposited in the Student Fees Trust Account protected and managed by Public Trust, a Government Owned Entity which is New Zealand's largest trustee organisation.

2.1.2 Funds held in this trust account can only be released after the student has been at CIC for 8 days and after the Trustee has given his/her permission for the funds to be so released.

2.1.3 In the unlikely event that CIC withdraws a course or closes students should consult the websites of the New Zealand Qualifications Authority ([www.nzqa.govt.nz](http://www.nzqa.govt.nz)) or the Public Trust ([www.publictrust.co.nz](http://www.publictrust.co.nz)).

### 3. Refund and Withdrawal Policy

#### Definition

The Refund Policy is based on a student's "Path of Study".

Path/Course of Study is defined as the length of the programme as detailed in the statement of fees and accepted by payment and enrolment.

In accordance with S.228(2) of the Education Act, 1989, CIC published fees include the following:

- Application costs; tuition costs; workbook (but not textbooks), stationary and resource costs; insurance (if using CIC's policy).

Note: This does not include NZQA credit loading and certificate fees.

3.1 NZQA also requires CIC to have withdrawal and refund policies that cover both student and course or CIC withdrawal. The formula for calculating a refund is as follows:

#### Courses Three Months and over: International Students

##### 3.1.1 Prior to commencement of study

If notice of cancellation is received in writing before the start of the course, full tuition fees will be refunded. However, CIC is entitled to deduct 25% of the fees paid, provided costs were incurred to this amount and can be justified.

##### 3.1.2 Withdrawal within the first ten days of study

A student is entitled to a refund of an amount equal to the fees paid, less a 25% deduction, as long as he/she withdraws from the course within ten days of starting that course.

##### 3.1.3 After ten days

No refunds will be made to a student who wishes to withdraw from CIC after the first ten days of starting the course. The only exceptions, as required by the Education Act, are when CIC either withdraws a course or closes. If a course is withdrawn a student has the option of taking another course offered by CIC. A student is able to transfer to another college or receive a refund (minus the time studied) as a result of closure.

### Domestic Students

3.1.4 Are entitled to a refund of an amount equal to the sum paid less a deduction of the lesser of 10% of the fees paid or \$500. This is provided that the course is of three months duration or more and the withdrawal occurs up to the end of the eighth day after the start of a course.

### Withdrawals and refunds for courses of less than three months delivered to all students

#### For courses of up to and including four weeks and six days:

3.1.5 Where a student withdraws up to the end of the second day of the course CIC shall refund an amount equal to the fees paid less a deduction of 50%.

3.1.6 If two days constitutes the full amount of tuition paid for by the student, CIC may retain up 100% of the payment made for the course.

#### For courses of five weeks or more but less than three months:

3.1.7 Where a student withdraws up to the end of the fifth day of the course CIC shall fund an amount equal to the fees paid less a deduction of 25%.

3.1.8 Students who withdraw before the course commences will also be subject to the above criteria. That is, they will be entitled to a refund less any amounts allowed to be retained by CIC as noted above.

#### 3.2 These further conditions apply:

3.2.1 In order to be eligible for any refund the student or parent (if the student is under 18 years of age) must apply in writing to CIC, and be signed and dated.

3.2.2 No refunds will be made to a student who is asked to leave CIC because of misbehaviour, poor attendance or violation of New Zealand law.

3.2.3 If the student is transferring to another institution in New Zealand, which meets the Foreign Student Policy requirements of Immigration New Zealand, the refund will then be transferred to this institution on presentation of a copy of an admission letter that includes the institution's back account details.

### 4. Insurance

4.1 It is a requirement of the New Zealand Qualifications Authority (NZQA) for all students enrolled at CIC to take out insurance cover for the duration of the time they are studying at CIC. This insurance policy should cover medical expenses; evacuation and repatriation; cancellation and changes to a planned journey; personal accident; personal liability; rental car excess; money and travel documents; baggage and personal items.

### 5. Homestay Accommodation

5.1 Students must agree to abide by the rules and conditions of homestays as described in the homestay application form.

### 6. CIC Rules

6.1 Students must abide by the laws of New Zealand.

6.2 Students must be at College punctually by 9:30am every day, and complete all assignments and homework set by teaching staff, on time.

6.3 Students must contact the CIC office and ask prior permission if they are going to be absent for any reason (other than illness). Repeated absenteeism may result in the student's dismissal from CIC. A registered doctor's certificate is required for any absences longer than one day.

6.4 Students are to comply with CIC instructions.

6.5 Offensive or disruptive behaviour will not be tolerated.

6.6 In accordance with New Zealand law and in the interests of student's safety all road rules must be obeyed, including the wearing of safety helmets while cycling.

6.7 For the protection of students' interests and safety, students can only drive with a valid New Zealand license.

6.8 Valuable items such as radios, MP3 players, skateboards etc, are not to be brought to CIC. Sums of money should not be left in bags but can be left at the CIC office.

6.9 Smoking is not permitted inside CIC premises at any time.

6.10 No alcohol is permitted on the CIC premises at any time.

6.11 No illegal drugs are permitted on the CIC premises at any time. CIC management will also take a very serious view of students being involved with drugs outside the college. The student visa can and will be revoked if the student is caught in possession of illegal drugs

6.12 Visiting nightclubs and gambling places is not permitted

6.13 All students aged less than 18 years of age must stay in homestay accommodation, monitored by CIC. Students cannot change their host family without CIC's permission.

6.14 The student or "Parent/Guardian" must advise CIC of any change of address, phone number or home circumstances.

6.15 Students must respect term dates. All holiday travel must be within CIC holiday time only.

6.16 The student acknowledges that CIC may from time to time amend or add to these Rules in the interest of CIC and the student, and the "Parent/Guardian/Student" is bound by such amendments.