

Student ID No:



Photo

## QUEENS ACADEMIC GROUP

### INTERNATIONAL STUDENT ENROLMENT FORM

*This form should be used for all programmes. All sections of the form must be completed. Please attach original copies of additional documents to support entry requirements for qualifications programmes. Failure to provide these documents may cause your enrolment to be delayed.*

Section A - Personal Details			
Family Name:		Given Name[s]:	
Preferred Name:			
Date of Birth:	Nationality:	Gender:	Male/Female
Passport Number :		Immigration Client Number:	
Contact Details			
New Zealand Contact Details		Home Country Contact Details	
Address:		Address:	
Phone/Mobile:		Phone/Mobile:	
Email Address:		Email Address:	
Contact Person:		Contact Person:	

Emergency Contact Details	
Contact Person's Name& Address:	Relationship
Contact Number :	Email:

Section B - Programme of Studies	
Name of Programme:	Start Date:
Level (For Diploma's):	Number of Weeks (For English Programmes) :

Section C- Medical & Travel Insurance (including Medical Records)
<i>International Students must have appropriate and current medical and travel insurance while studying in New Zealand.</i>
I require medical insurance: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <i>(Please tick applicable one)</i>
[If answer is NO - please attach copy of current medical cover. - If this is not available then Medical cover will be charged automatically.]

<b>Medical Record:</b> <b>This section must be completed by all students.</b> <i>(Please tick appropriate box/es.)</i>
<input type="checkbox"/> I have no medical problems which the school needs to know about
<input type="checkbox"/> I have a medical problem which the school must consider. <i>Please attach the medical report</i>
<input type="checkbox"/> I have a severe allergy to _____ and could need medical attention in the future.
<input type="checkbox"/> I am taking medication. <i>Please name the medicine:</i>

<b>Section D - Accommodation &amp; Airport Pick Up</b>				
Would you like us to arrange airport pick up for you? ( <i>Charges Applicable</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Flight Number:		Arrival Date:		Departure Date:
Would you like us to arrange accommodation for you? ( <i>Charges Applicable</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>If yes, for how many weeks you require us to arrange the accommodation for?</b> _____				
<i>We arrange our own Homestay accommodation only. We can suggest other accommodation if this is wanted. Students under 18 years of age must be in approved Homestays.</i>				
<b>Section E - Marketing Information</b>				
How did you find out about us?				
<input type="checkbox"/> Friends	<input type="checkbox"/> Agent	<input type="checkbox"/> Family Member	<input type="checkbox"/> Advertising	<input type="checkbox"/> Sign outside
<b>Agent Details:</b> What is the name of the agent / company you have been referred by? -			Agency Seal:	
Phone:		Email:		
<b>Section F - Entry Information Academic Programmes only</b> ( <i>This MUST be completed for assessment of meeting entry criteria</i> )				
<b>Part 1: English Language Proficiency</b> *Attach evidence.				
IELTS / TOEFL / TOEIC (Circle)	<b>Date of Test:</b>	<b>Entry Test Required?</b>		<b>Enter Score:</b>
Enter Score:		Yes	No (Circle)	
<b>Part 2: Academic Background:</b> *Attach evidence.				
<b>Educational Record</b>	<b>Name of Institution</b>	<b>Qualification</b>	<b>Year of Completion</b>	<b>Country</b>
Secondary Education				
Tertiary Education				
<b>Part 3: Work Experience (If any):</b> *Attach evidence.				
<b>Name of the Company</b>		<b>Designation</b>	<b>Tenure of Employment</b>	
<b>Part 4: Cross-credit Application:</b> *Attach evidence.				
<i>Please attach relevant documents if you wish to be considered for cross credits of previous studies</i>				
<input type="checkbox"/> I have completed previous studies which I wish to be considered for cross credits for my new studies at this school. I have completed the QAG Cross-credit Application Form, and attached the completed form and the relevant evidence to this.				
<b>Part 5: Assessment of Proficiencies Against Career Intention of Student</b> ( <i>Marketing/Student Counsellor to complete after assessment</i> )				
<input type="checkbox"/> Student's career goal match programme of Study				
<input type="checkbox"/> Academic proficiencies match programme of Study				
<b>Acceptance of Conditions of Enrolment</b>				
<input type="checkbox"/> I have read, understood and accept the Conditions of Enrolment listed in this Enrolment Form, which includes payment of fees, Withdrawal/Refund Policy, Delay to Start Date, Holidays & Sickness, Attendance, Immigration, Off-site Visits, and School Rules/ Code of Conduct, Eligibility of Health Facilities, Course Change Plan, Cross Credits, Accident, Medical and Travel Insurance.				
<input type="checkbox"/> I authorise Queens Academic Group to gain information on my previous academic/enrolment status if required.				
<input type="checkbox"/> I authorise Immigration NZ and the Department of Labour [if applicable] to provide Queens Academic Group with any personal details regarding my immigration status, including any information that I have submitted to Immigration NZ in the course of any visa or visa application. Queens Academic Group to advise me of any other educational opportunities electronically and to allow other agencies access when this is deemed appropriate.				
<input type="checkbox"/> I authorise Queens Academic Group to make use of my testimonials and/or photographs for the purpose of advertisements and/or as promotion materials for the school.				
<b>Signed by Student:</b>			<b>Date:</b>	
<b>Signed by Parent if student is under 18 years:</b>			<b>Date:</b>	
<b>Signed by Agent:</b>			<b>Date:</b>	

## CONDITIONS OF ENROLMENT

The policies and procedures of Queens Academic Group may be amended from time to time. All current students will be informed of changes via 'My Queens' student email, Staff, Student Notice-boards, and the QAG Website - [www.queens.ac.nz](http://www.queens.ac.nz).

Where there is a difference in meaning or interpretation in any translations of Queens Academic Group information or conditions the English version shall apply.

### Payment of Fees

1. All fees must be paid in full in advance for the period of tuition. All student fees are protected in the School's Trust Account which is controlled by an independent company [Public Trust]. Payments are made in arrears to the school.
2. All fees are calculated in full weeks. Study for any portion of the week will incur the full week's fee. No compensation is given for public holidays when the school is closed.
3. Enrolment and Offer of Place documentation must be signed and stamped with the school's seal and be on the school's SMS for these to be valid. Promises made by agents must be backed up by formal documentation for these to be valid. Students' valid permit must reflect the programme in which the student is enrolled.
4. Students enrolling in two programmes will require two Offers of Place – the first offer may be the programme in which the student gains his/her student visa/permit. This will need to be changed when enrolment in the second programme commences. This will be an additional cost.
5. Offers of Place will be subject to availability of places and the verification of documents required to meet entry standards that may apply for any course. Students who do not meet English standards will be placed in an alternative English programme.
6. Offers of Place will be withdrawn if the student fails to provide documentation required/produces false documents/refuses to obtain medical insurance/fails to present the passport within the first week.
7. Students who have special needs which were not declared at the time of application will be charged additional fees if additional services are required/provided to enable the student to continue in his/her studies. The school reserves the right to cancel enrolment if the student refuses to bear the cost of any additional services deemed necessary by the school.

### Cancellations, Withdrawals, Refund

8. The Queens Academic Group reserves the right to cancel any course due to insufficient demand, unavailability of suitable staff or facilities, or any other reason. In all cases students will be offered alternative course dates. Where possible students will be offered alternative course dates or an alternative suitable study programme. Where this is not available students will be offered the choice between an alternative provider or will receive the unexpired portion of fees determined on a pro rata basis relating to the time elapsed in the course.
9. If a student cancels before his/her course commences he/she will be refunded fees paid in accordance with the statutory refund provisions. All requests for cancellation/withdrawal must be completed in writing by the student.

10. Students must advise the school in writing if unable to commence classes on the date agreed.

### Statutory Refund Provisions

11. Students who withdraw during the statutory period will be entitled to the following refunds:
  - a. If the course is up to 5 weeks and the student cancels in the first 2 days we will refund 50% of any tuition fees paid. A request for cancellation/withdrawal must be completed in writing by the student.
  - b. If the course is between 5 and 13 weeks and the student cancels in the first 5 days we will refund 75% of tuition fees paid. A request for cancellation/withdrawal must be completed in writing by the student.
  - c. If the course is over 12 weeks and the student cancels in the first 10 working days we will refund tuition fees less a deduction up to 25% of total actual incurred costs by the school. A request for cancellation/ withdrawal must be completed in writing by the student.

### Other Refund Provisions

12. For students not in NZ, refunds of tuition fees will be made to the agent/person who has made the payment. A request for cancellation/withdrawal must be completed in writing. Immigration NZ will be advised immediately if a student withdraws under Sections 6-11.
13. Refunds of accommodation fees will be made after the student has moved out of the school's accommodation and all payments owing are cleared. Two weeks notice is required when leaving school accommodation and the placement fee is not refunded.
14. Students cannot take time off from a course or end a course earlier without permission from the school. NZ Immigration will be advised in all cases where the student is in NZ on a Student Permit.
15. In the event of early withdrawal, beyond the period indicated in Clause 11 above, no refunds will be given.
16. Students who are expelled for any reason will not be entitled to any refund.

### Delay to Start date

17. Students who wish to delay their start date\*, must discuss this with QAG. This is important, as a delay to the start date may require a change of Student Visa.
18. Delayed start date must be applied for no later than the first day of the student's official commencement date. A Delay to Start Date Form must be completed and submitted. The date the Delayed Start Date application is received by Queens Academic Group, will be used to assess whether it has been lodged within the required timeframe.

19. Approval will take a maximum of 3 days, and the student will be informed verbally and in writing of the outcome.
20. Students who have **not been approved** for a Delayed Start Date, will be deemed to have commenced their enrolment and the Statutory Refund period will apply from the official commencement date.
21. Students who have **been approved** for a Delayed Start Date, will be required to commence their studies on the new start date as approved by Queens Academic Group.
22. The new commencement date must be no later than:
  - a. For Academic Programmes: the next intake date after the original commencement date.
  - b. For English Programmes: 28 days\*\* after the original commencement date.

The Statutory Refund period will apply from the new commencement date.

\*this includes, students who are still awaiting Student Visa approvals.

\*\*this can be extended on a case by case basis at the discretion of the Marketing Executive.

#### **Holidays & Sickness**

23. Students enrolled for more than 12 weeks in an English Language programme, may have one weeks holiday. These may be accumulated and taken at one time. Students need permission to take a holiday. This needs to be asked for at least one week before the first day of the holiday. Students who take holidays without permission will be marked absent. Students in qualification programmes must take holiday during course breaks.
24. Students who are sick must phone the school before 9.00am. Students who are absent for two days or more must have a medical certificate from a NZ Registered doctor. Names of doctors can be obtained from the school.
25. All students enrolled at this school must have the appropriate medical insurance before commencement of studies. This applies to all students in NZ on a temporary entry permit.

#### **Attendance**

26. Students must attend school every day and be on time for classes. Immigration NZ requires all international students enrolled with QAG to maintain 100% attendance rate at all times. Students are required to comply with the conditions of their student permit [if applicable]. Classes missed will be recorded on the student's attendance record. If a student consistently misses school Immigration NZ will be advised [where applicable].
27. Attendance is compulsory for all out of class activities which form part of the learning programme. There may be additional costs associated with these activities.

#### **Immigration NZ Status & Students OnLine**

28. International students must have the correct Immigration NZ status before commencing any studies at the school. This applies to the whole of the semester and enrolment period.
29. Students enrolled for a programme of 13 weeks or more must have a student permit for the whole of the course before the course commences.
30. Students with a Student permit must be enrolled full time and can work only if the permit indicates this.

31. Students on working holiday/work permit/visitors permit can enrol for a period of no more than 12 weeks. For any period beyond this time a student permit must be obtained.
32. The school is able to provide international students with the *Students OnLine* service to ensure the correct Immigration NZ requirements are met only for students already in NZ and with a valid permit.
33. Students who need to extend their student permit are able to do so through the school and must have all completed documentation into the school at least 3 days before the current permit expires.
34. Students with a Limited Purpose visa are unable to use the *Students OnLine* service.

#### **Application for Credit transfer/Recognition of Prior Learning**

35. All applications for Credit transfer/Recognition of Prior Learning for courses/papers must be received by the school 8 days prior to commencement for the study of the programme eg. NZDB or DITL7. No applications will be accepted after commencement of study. A fee will be charged for the application.

#### **Application for change of Study Plan**

36. All application for change of Study Plan must be approved by DAP. A fee will be charged for the application.

#### **School Rules/Code of Conduct**

37. All School Rules are outlined in the QAG Student Handbook, which is available from the school and on the Queens Academic Group website.
38. This is an adult campus and students are expected to behave as responsible adults. The school rules incorporate the cultural expectations that are usual for adults in New Zealand.
39. Special rules apply for students who are under 18 years of age at the time of application. These are available from the school.
40. Students who are Under 18 years must live in accommodation approved by the CEO.
41. Students Under 18 years will not be allowed to own a vehicle or drive one without the specific approval of the CEO.
42. Students Under 18 years must provide their passport to the CEO for safe-keeping during their studies with Queens.
43. The school will not enrol students 16 years or under.
44. Students who plan to drive in NZ are expected to have all the necessary legal documents required to do so.
  - a. Drivers Licence
  - b. Vehicle and injury insurance
  - c. Vehicle is registered
  - d. Vehicle has a warrant of fitness
45. Students must comply with the school rules and where applicable, the Homestay rules, at all times. This includes during off-site visits. These are made available at Orientation.
46. The school reserves the right to expel students for serious misbehaviour or poor attendance. Students who are expelled are not entitled to any refund.

47. Students wishing to enrol in special purpose courses [Foundation Studies/Certificates/Diploma] will be required to complete entry requirements before a firm offer of place is made.
48. Students must advise the school immediately of any changes in address/phone numbers.

#### **Liability**

49. To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the school shall under no circumstances be liable to the student or the applicant[s] or any other person for direct or indirect consequential loss or damage of any kind arising out of or attributable to, any breach by the school of its obligations under the Contract of Enrolment; negligence on the part of the school or any act or thing done or not done by the school and for the purposes of this contract of enrolment consequential loss shall include [without limitation] loss of income or profit and loss or damage to persons or property.
50. The school shall not be held liable for any damage, theft or harm caused to the student or the student's property arising out of the student's homestay or while attending the school or participating in off-site school activities.
51. The school reserves the rights to alter the terms & conditions at any time if circumstances make this necessary and with due notice to agents, parents, prospective students and current students.

#### **Code of Practice Requirements**

The Queens Academic Group has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister 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>

#### **Immigration**

Full details of visa and permit requirements, advice on rights of 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 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 [ACC] provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may 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.

#### **QUEENS ACADEMIC GROUP**

##### **Contact Details:**

Level 5 & 8, 246 Queen Street, PO Box 5452, Wellesley Street  
Auckland, New Zealand  
Telephone: +64 9-377 8118 Fax: +64 9-377 8252  
Email: [info@queens.ac.nz](mailto:info@queens.ac.nz) Website: [www.queens.ac.nz](http://www.queens.ac.nz)