



STUDENT OVER 18 APPLICATION FORM/TUITION AGREEMENT

PERSONAL DETAILS OF STUDENT

First Name Last Name

Preferred Name Date of Birth (dd/mm/yy) Gender Male Female

Country of Birth First Language

Visa Type Visa Expiry Date

International Student Domestic Student

Citizenship NZ National Student Number (NSN)
(If applicable)

Passport Number Passport Expiry Date

Address in Home Country Address in New Zealand

Mobile No Phone No Email

Have you studied/attended any other school/institution in New Zealand? NO Yes

COURSE INFORMATION

Campus preference Albany, Auckland

Please tick the box of the course you wish to study

Kiwi College English Courses

- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper-Intermediate
- Advanced & IELTS Preparation

High School Preparation Courses

- Upper-Intermediate
- Advanced

New Zealand Certificate in English Language (NZCEL)

- Level 3 (Applied)

Short Term Group Programmes

- 1 - 12 Weeks Study Tour

Preferred Start Date

Total Lengths (Weeks)

Why do you wish to study this course and what do you plan to do after completion of this course?

Kiwi Hospitality Courses

- Certificate in Coffee Appreciation (Level 2) - 2 to 4 weeks
- Coffee Skills Training Course (Level 2) - 7 days
- Hands-on Skills Coffee Training Course - 3 days
- Coffee Experience Course - Half day
- Licence Controller Qualification (LCQ) - 2 to 9 days

University Foundation Certificate (UFC)

- Level 3
- Level 4

Campus preference for UFC level 4

- Albany, Auckland
- Distance learning: Full-time
- Distance learning: Part-time

Preferred End Date

ACADEMIC BACKGROUND

Name of School/Institution	Qualification Achieved	Country	Date (mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCOMODATION REQUIREMENTS

I wish to have a homestay organised by Kiwi College Yes NO

LAPTOP/IT REQUIREMENTS

Online students must meet the below laptop/IT requirements. Onshore students may have the same requirements in case of a lockdown due to COVID-19:

- Laptop, desktop or tablet with camera and microphone
- Windows 10 or Mac OS or iOS or similar
- 4GB RAM
- 320GB or greater hard drive
- Wireless capability 802. 11n dual band
- Unlimited broadband Wi-Fi data
- Up-to-date antivirus software

MEDICAL & TRAVEL INSURANCE

Do you wish to purchase medical & travel insurance through us?

Yes NO

If no, please give us your current insurance policy information and attach copy

Copy	Provider	Number
<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>

Please state clearly any medical condition or illness, physical or mental, the student is suffering from that we should be aware of and that may require medical attention

Does the student have any special learning needs?

Yes NO

If YES please give us details

Does the student have an allergy to anything?

Yes NO

If YES please give us details

Please outline any further relevant information that we should be aware of

Name of Family Doctor

Family Doctor Phone Number

Address

Who should we contact in the event of an emergency

Emergency Contact Phone Number

Address

USE OF IMAGE FOR SCHOOL OPERATION

Please choose an option for the image use. We will comply with relevant privacy laws and respect your preferences.

Full Usage: We may use the student's photograph in our promotional materials, website, or social media platforms without any modification or alteration.

Mosaic or Sticker Usage: We may use the student's photograph, but with a mosaic or sticker added to obscure the student's face or any other identifying features.

TERMS AND CONDITIONS

1 Code of Practice

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 prescribes the required outcomes education providers and their agents need to deliver for their students. Kiwi College has clearly introduced and explained it to you.

2 Fees

In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges assorted with debt recovery. Kiwi College policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

3 Visa

All international students are required to have a valid visa for the duration of their study at Kiwi College. If a valid visa is not provided, they will not be allowed to attend classes until they have provided a copy of their visa to Kiwi College. For programme renewals and extensions, international students will be required to provide an updated copy of their visa. Students are required to maintain their visa conditions while studying at Kiwidotcom.

4 Medical and Travel Insurance

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>. 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>. It is a requirement of Immigration New Zealand (INZ) that international students must have appropriate and current medical and travel insurance while studying in New Zealand. Evidence of this must be produced when the full fee is paid. Your insurance policy must be in English and compliant with INZ's requirements and be approved by Kiwidotcom. Kiwidotcom can arrange insurance on your behalf with Southern Cross. The cost of this will be included in your invoice. Immigration: "Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements, are available through the INZ, and can be viewed on their website at <http://www.immigration.govt.nz>.

5 Withdrawal and Refund Policy

1. Courses of 3 months or more for international students:
 - Withdrawal up until the end of the 10th working day from the first day of the course: The student will receive a refund less a deduction for costs incurred by Kiwi College, up to 25 per cent of the fees paid.
 - Withdrawal from the 11th working day onwards: No refund.
2. Courses of 5 weeks or more but less than 3 months for international students:
 - Withdrawal up until the end of the first 5th day from the start of the course: The student will receive a refund of 75% of the fees paid.
 - Withdrawal from day 6 onwards: No refund.
3. Courses less than 5 weeks for international students:
 - Withdrawal up until the end of the second day from the start of the course: The student will receive a refund of 50% of the fees paid.
 - Withdrawal from day 3 onwards: No refund.
4. Courses of two days or less for international students:
 - No refund once the course has started on the scheduled start date.
5. Expelled students:
 - If a student is terminated or expelled from the course, he or she will not be entitled to a refund.
6. Cancellation by Kiwi College:
 - Kiwi College reserves the right to cancel courses due to insufficient demand, unavailability of suitable training staff or facilities or other substantial reasons. In all cases the student will be offered alternative training dates or a refund.
7. Cancellation prior to course commencement:
 - Withdrawal prior to course commencement will be entitled to a refund less a deduction of NZ\$500 or 20% of the fees paid, whichever is lesser.
8. Decline of student or other eligible visa:
 - Should a student who has applied for enrolment into one of the courses or programmes of study have had his/her student or other eligible visa application declined then all tuition and resource fees received is refunded. The visa decline letter has to be submitted as evidence to qualify for the refund. The refund will be made within five working days from the date of receipt of the application for refund and evidence.
9. Courses of 3 months or more for Domestic students:
 - Withdrawal up until the end of the 8th working day from the first day of the course: Kiwi College will refund an amount equal to the sum of the amount paid less a deduction of the lesser of 10% of the fees paid or \$500.
 - Withdrawal from the 9th working day onwards: No refund.
10. Courses less than three months duration (thirteen weeks) for Domestic students:
 - Refer to the same refund policy of international students (see paragraphs 2,3,4).

6 Homestay Policy

Minimum period for the Kiwi College homestay arrangement will be four weeks or more. All homestay fees must be paid in full to Kiwi College and will be held for payment of accommodation expenses.

Either party may terminate the homestay arrangement, without the need to provide reasons, upon giving to the other party two weeks' notice. If the student moves out of the homestay, the balance of the pre-paid homestay fee will be refunded, minus the placement fee and any cost recoverable by Kiwi College.

Kiwi College cannot be held liable for any damage or loss to property a student has caused in the homestay house. Students must notify the homestay family immediately if any incident occurs to the property; otherwise, they could be held liable for the repair cost.

Cancellation of the homestay arrangement 8 days or more prior to commencement of the homestay, Kiwi College will retain the placement fee and refund the homestay fees paid. Cancellation of the homestay arrangement within 7 days prior to commencement of the homestay, Kiwi College will retain the placement fee and 1 week's homestay fee, and will refund the balance of Homestay fees paid.

7 Students Under 18 Years Old

Students who are under 18 years old must live with a parent or a designated caregiver approved by the school, or stay with a homestay family arranged by the school. Parents' full contact details and signature are required on the Kiwi College student application form. Parents of all students under 18 must read, agree to and sign the Kiwi College Under 18 Student Code of Conduct and Handover.

8 IRD Number

Where you have supplied your IRD number for the purposes of a student loan interest write-off that information is being collected to provide to the Ministry of Education who will forward that information, along with your full-time or parttime study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

9 Concerns and Complaints

Students should follow Kiwi College Complaints Policy and Procedure in the first instance. If students are dissatisfied with the decision, they can contact NZQA via their website or by sending an email to qadrisk@nzqa.govt.nz who may refer the complaint to iStudent complaint the appointed operator of the International Student Contract Resolution Scheme.

10 Rules

In signing this enrolment form you undertake to comply with the published rules and policies of Kiwi College including but not limited to attendance, academic progress, standard of dress, health and safety, and behaviour and declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I have read and understand the information in relation to the cost of living in New Zealand at: <https://www.studyinnewzealand.govt.nz/livework/>.

If students fail to meet the obligations under this Terms & Conditions, Kiwidotcom will give either a verbal warning or a warning letter as a disciplinary action. If students fail to follow the appropriate procedure, Kiwi College may terminate the student's enrolment and the student will be asked to leave immediately. Kiwi College will notify the Immigration New Zealand. The student will not be entitled to any refund or deferral.

11 Study Pathway

I understand that if I plan to go on to further study after completion of my programme of study at Kiwi College, that I should consult the institution I next plan to enroll at to see if I will meet entry criteria for the next course once I successfully complete my programme of study at Kiwi College.

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I have read and understood this document and the attached the Education Code of Practice 2021; Kiwi College Tuition Agreement, Deferment, Withdraw and Refund policies and the institute's student handbooks. These documents can be found at <https://kiwi.ac.nz>.

Student Name	Signature
Date (dd/mm/yy)	

AGENT DETAILS

I declare that I have explained the TERMS AND CONDITIONS to the applicant.

Company Name

Stamp Here

Name of Contact Person

Position/Job Title

Country & Address

Phone Number

Email Address

CHECKLIST TO COMPLETE YOUR APPLICATION

Please ensure the following documents are submitted with the application.

- Completed and signed Application for Enrolment Form
- Copies of last school report (English Only) if your school report is your country language, please translate to English by officially registered translation service/company
- Copy of the photo page of the student's passport
- Student or another valid visa
- Completed and signed Tuition Agreement
- IELTS, TOEFL or other English results (if applicable)
- Secondary school or tertiary qualifications
- Previous school/institute's performance report(s)
- Details of work experience, CV and/or reference (if applicable)
- Insurance policy

Note: We may require you to get the above documents certified by a Solicitor or Justice of the Peace (JP).

OFFICE USE ONLY

Passport Copy School Report Under 18 Years Old 18 Years Old or Above

Certified information: student parents student caregiver

Date of Enrolment (dd/mm/yy):

Staff Name:

Signature:

Date (dd/mm/yy):

Image Consent Form

I. Personal Information:

Full Name: _____ Student ID Number: _____

Date of Birth: _____ Passport Number: _____

Email: _____

Address: _____

II. Consent for Photography:

I, the undersigned, hereby grant permission to KIWI College to take photographs of me to use these photographs for the following purposes:

1. Marketing and Promotional Materials: This may include brochures, flyers, websites, social media, and other promotional materials.
2. Educational Materials: This may include presentations, workshops, educational resources, and publications.
3. Archival and Historical Purposes: This may include preserving the photographs for historical or archival purposes.

III. Consent for Use:

I understand that these photographs may be used for the purposes stated above without any expectation of compensation, monetary or otherwise. I waive any right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photographs.

IV. Confidentiality and Privacy:

I understand that KIWI College will not disclose my personal information to third parties without my consent, except as required by law.

V. Right to Revoke Consent:

I reserve the right to revoke this consent at any time by providing written notice to KIWI College. If I revoke my consent, any images taken after the revocation date will not be used for the purposes outlined in this form.

VI. Agreement:

By signing below, I acknowledge that I have read and understood this consent form and agree to its terms and conditions.

Signature: _____ Date: _____