



STUDENT APPLICATION FORM UNDER 18

PERSONAL DETAILS OF STUDENT

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Preferred Name	Date of Birth (dd/mm/yy)	Gender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth	First Language	
<input type="text"/>	<input type="text"/>	
Visa Type	Visa Expiry Date	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> International Student	<input type="checkbox"/> Domestic Student	
Citizenship	NZ National Student Number (NSN)	
<input type="text"/>	<input type="text"/> (If applicable)	
Passport Number	Passport Expiry Date	
<input type="text"/>	<input type="text"/>	
Address in Home Country	Address in New Zealand	
<input type="text"/>	<input type="text"/>	
Mobile No <input type="text"/>	Phone No <input type="text"/>	Email <input type="text"/>
Have you studied/attended any other school/institution in New Zealand? <input type="checkbox"/> NO <input type="checkbox"/> Yes		

PARENTS DETAILS (* must be filled for Student Under 18)

Mother's Detail		Father's Detail	
Full Name	<input type="text"/>	Full Name	<input type="text"/>
NZ Mobile Number	Home Country Mobile Number	NZ Mobile Number	Home Country Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	Email Address	<input type="text"/>
Address in New Zealand	Address in Home Country	Address in New Zealand	Address in Home Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 **level4**

- 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
- I wish to organised my own accommodation (Designated Caregiver) Yes NO
- I will be living with my parent(s) Yes NO

LAPTOP/IT REQUIREMENTS

Online students must meet the below laptop/IT requirements. Onshore students may have the same requirements in the event of a lockdown due to emergency cases, such as COVID-19 or floods:

- 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

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.

MEDICAL & TRAVEL INSURANCE

Do you wish to purchase medical & travel insurance through us? We purchase the medical & travel insurance policy from Orbit Protect Ltd (Orbit) for our students.

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?	If YES please give us details
<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="text"/>

Does the student have an allergy to anything?	If YES please give us details
<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="text"/>

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

Name of Family Doctor	Family Doctor Phone Number
<input type="text"/>	<input type="text"/>

Address

Who should we contact in the event of an emergency	Emergency Contact Phone Number
<input type="text"/>	<input type="text"/>

Address

EMERGENCY CONTACT

Full Name	Relationship
<input type="text"/>	<input type="text"/>

Mobile Number	Email Address
<input type="text"/>	<input type="text"/>

Address in New Zealand or Home Country

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 Kiwi College. Kiwi College can arrange insurance on your behalf with Orbit Protect Ltd. 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.

8 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.

9 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.

10 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.

11 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, Kiwi College 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.

12 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.

UNDER 18 STUDENT CODE OF CONDUCT

I am under 18 years old and I understand that

- New Zealand law states anyone under the age of 18 is considered to be a minor. It is illegal for anyone under 18 to be sold alcohol or cigarettes.
- I must comply with the Kiwidotcom rules and procedures.
 1. I will attend class every day.
 2. I will come to school before 9am every day.
 3. I will not smoke and drink alcohol.
 4. I will not use bad language and hand gestures.
 5. I will be actively engaged in class at all times.
 6. I will not bully and assault students and school staff.
 7. I will be polite at school and homestay and follow the rules.
 8. I will return home by 6pm during weekdays.
 9. If I wish to stay out late, I will ask for permission from the school and my parents. The school requires my parents to confirm by sending an email to admin@kiwi.ac.nz.
 10. I understand that I may be given a warning letter for breaking the school rules, repeated lateness, frequent absence, or unacceptable behaviour at homestay or school.

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 www.kiwi.ac.nz.

Student Name	Student Signature	Date (dd/mm/yy)
Parent's Name (If student is under 18 years old)	Parent's Signature (If student is under 18 years old)	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			
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):



Under 18 Designated Caregiver Form

Instructions – read this before proceeding

- Please complete all sections and print neatly.
- Your acceptance and enrollment at Kiwi College will not be processed until you have returned this completed and signed guardianship form to the Administration Manager.
- The responsibilities and expectations of the designated caregiver are printed overleaf.

Parents Declaration

I, _____, mother/father of _____, hereby confirm that I agree for my son/daughter to study at Kiwi College and nominate _____ as his/her designated caregiver. I have read and accept responsibilities and expectations of the designated caregiver. My contact details are:

Home Address

Mobile Number Email Address

Parents Indemnity

I/We accept that the responsibilities and expectations of the designated caregiver shall cease when the enrolment of my son/daughter at Kiwi College ends.

Student Declarations

I, _____ was born on _____ day _____ month _____ year. I am/will be a student at Kiwi College. _____ will be my designated caregiver while I am studying at Kiwi College. His/her contact details are:

Home Address

Phone Number Mobile Number

Occupation Email Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Name	Student's Signature	Date (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent's Name	Parent's Signature	Date (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Designated Caregiver's Name	Designated Caregiver's Signature	Date (dd/mm/yy)

I shall be subject to Kiwi College's approval and Kiwi College is not responsible for the student's care when the student is in my custody as his/her designated caregiver.

KIWI COLLEGE expects Designated Caregivers to:

- Be a 'bona fide' adult relative/close family friend of the student's family (over the age of 25) who agrees to become a Limited Designated Caregiver by acting as a homestay and agrees to being police vetted and home visits being made by KIWI COLLEGE.
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured.
- Provide 3 meals a day.
- Care for the student as you would your own family.
- Provide a warm, comfortable room for the student, including study facilities.
- Set reasonable rules and boundaries and discuss expectations of these with the student.
- Ensure safety for students under the age of 15 years. This means they should not be left alone in the house without adult supervision.
- Attend parent/teacher conferences/interviews when held.
- Ensure that the Institute always has up-to-date parents' addresses and student's address and contact numbers.
- Contact the Institute immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.
- Inform the Institute in advance if the caregiver is going to be absent, so that alternative arrangements can be made.
- Maintain regular contact with the parents about the student's educational progress and welfare.
- The undertaking provided by the Designated Caregiver is subject to Kiwi College's International Students Accommodation Policy and Procedure.



UNDER 18 STUDENT HANDOVER

A close communication between parents and the school is required for international students under 18 years old, by The Education (Pastoral Care of International Students) Code of Practice Amendments 2021.

Each transfer of care arrangements while the student is studying at Kiwidotcom must be confirmed by the parents.

- The student is leaving the care of Kiwi College DURING enrolment and WILL RETURN
- The student is leaving the care of Kiwi College and WILL NOT RETURN

STUDENT AND PARENT DETAILS

Student Name:

Student Contact Number:

Legal Parent's Name:

Parent's Contact number:

Parent's Email Address:

SCHOOL AND CAREGIVER DETAILS

NZ Caregiver Name:

Contact Number:

Last Day at School:

Last Day with NZ Caregiver:

Return Date to NZ Caregiver (if applicable):

Return Date to School (if applicable):

HANDOVER ARRANGEMENTS

- 1. The student will return to Kiwi College and is flying directly back to their home country**

Date & Time of Departure from NZ:

Airline & Flight Number:

Date & Time of Return to NZ (if applicable):

Airline & Flight Number:

Arrangements for care from the last day of homestay to the departure date from NZ (if these are not the same) are:

- 2. The student will return to Kiwi College and remain in NZ until _____ under the care of: _____**

Name:

Relationship to Student:

NZ Address

Contact Number & Email:

- 3. The student will not return and Kiwi College is discharged from taking care of the student from _____**

CONFIRMATION

I confirm that the information provided above is true and correct and that all arrangements have been made for the safe handover of the student. I agree to notify the school in writing if the arrangements stated in this confirmation change at any time prior to the student's departure from New Zealand. I understand that the school's responsibility for the above named student ends on the end of enrolment date/date leaving homestay.

Parent's Name:

Signature:

Date:

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: _____