



# 2011 WORLDWIDE SCHOOL OF ENGLISH ENROLMENT FORM

Fax to: (64-9) 302 5299 or post to: Worldwide School Limited, P.O. Box 1802, Auckland 1140, New Zealand or scan and email to [info@worldwideschoolofenglish.com](mailto:info@worldwideschoolofenglish.com)

**1 PERSONAL DETAILS**

Family Name .....

Given Names.....

Date of Birth ..... / ..... / ..... Male  Female   
DAY MONTH YEAR

Nationality .....

Passport No..... Expires.....

Address .....

.....

.....

Telephone..... Fax.....

Email.....

Home/Family Contact.....

Address .....

.....

.....

Telephone.....

Where did you learn of Worldwide School of English? .....

**2 COURSE DETAILS**

Start Date ..... / ..... / .....  
DAY MONTH YEAR

**1. GENERAL ENGLISH**

Intensive / Full time .....weeks

General / Morning .....weeks

Afternoon / Part time .....weeks

**2. Cambridge / Full time\***  FCE  CAE

**3. IELTS / Full time\***

**4. COMBO**

Super Combo

Full Time  Part Time

Worldwide School of English .....weeks

New Horizon College of English .....weeks

LSNZ Christchurch .....weeks

LSNZ Queenstown .....weeks

**5. AFTERNOON OPTIONS**

Business English\*  TOEIC\*

**6. ENGLISH PLUS**

Au Pair  Environmental Volunteer  Farm

International Flight Attendant / Travel & Tourism  Internship

WHV Support

**7.  TESOL + TKT\***

*\*This class has set starting dates throughout the year. Please see the course information sheet. All other courses begin every Monday. There may be extra fees for this class.*

**3 ACCOMMODATION DETAILS**

I wish to stay at Worldwide House apartments (minimum age 18 years)

Share apartment

Single apartment

Studio apartment

I wish to stay at a City Apartment

I wish to stay with a Host Family

Type of homestay you prefer (tick one only)

We will do our best to meet your requirements

Family with children

Adults with no children

Can you eat most foods?  Yes  No

I cannot eat:.....

.....

Do you smoke?  Yes  No

Do you have any health problems or allergies?  Yes  No

What are they?.....

Accommodation required:

From: ..... / ..... / .....  
DAY MONTH YEAR

To: ..... / ..... / .....  
DAY MONTH YEAR

For: .....weeks

Your interests:

Hobbies/Sports.....

.....

I will make my own accommodation arrangements

**4 OTHER DETAILS**

INSURANCE: (Please note - insurance for all students is compulsory)

I will arrange my own insurance and I will send proof

Please arrange for me and add to invoice

Do you intend to study in New Zealand on completion of your course?

Yes  No

If yes, where do you want to study?.....

Do you need airport pick-up?  Yes  No

What are your flight details?.....

**5 AGENT'S NAME**

.....



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## 6 CONDITIONS OF ENROLMENT

### 1. ENROLMENT

- 1.1 Enrolment is subject to the following conditions and becomes a legal contract on acceptance of a student by Worldwide School of English.
- 1.2 Worldwide School of English reserves the right to modify its course arrangements and to alter its specifications without prior notice.

### 2. FEES

- 2.1 Fees must be paid in advance, and in full.
- 2.2 All tuition fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation can be given for any days when school is closed due to public holidays.
- 2.3 In the event of late arrival, absence or early departure from a course, no refund of fees or free extension of the course can be granted.

### 3. CANCELLATIONS AND TUITIONS REFUNDS

- 3.1 Before the student arrives in New Zealand.  
If the student is unable to come to New Zealand for any reason we will return the fees in full less a cancellation charge of NZ\$500 of the total amount paid.
- 3.2 After arrival the full policy on refunds is here  
<http://www.worldwideschoolofenglish.com/187/refunds/>  
Refunds are calculated in NZ\$ based on the Recommended Retail Rate on the official Worldwide School fees forms.
- 3.3 Refunds, if approved, are returned to the account/person that made the original payment and not direct to the student.
- 3.4 Admin fees and PLUS fees are not refunded.

### 4. COURSE CHANGES

- 4.1 After arrival in NZ students cannot shorten courses or transfer afternoon classes to extra morning classes and are not able to transfer their tuition fees to another student.
- 4.2 Students can extend their studies without paying another enrolment fee.
- 4.3 Changes may not be possible at times because of visa regulations.
- 4.4 The change of course fee is NZ\$300.

### 5. ACCOMMODATION

- 5.1 Changes of accommodation can be made only after 14 days notice.
- 5.2 If suitable notice is not given, the remaining accommodation fees must be paid in lieu.
- 5.3 Accommodation pre-paid for the first four weeks cannot be refunded.

### 6. SCHOOL RULES

- 6.1 A full list of school rules is in the student handbook.
- 6.2 Should a student not comply with the School Rules and/or the laws of New Zealand, or fail to attend the course in which he/she is enrolled, the school reserves the right to expel the student, without refund and is legally bound to advise the NZ Immigration Service.
- 6.3 Students are required at all times to inform the school of their current contact details in Auckland.

### 7. LIABILITY

- 7.1 Worldwide School of English shall not be liable if the services contracted for cannot be provided for reasons beyond its control.

### 8. CODE OF PRACTICE

- 8.1 Worldwide School of English 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>

### 8.2 ELIGIBILITY FOR HEALTH SERVICES

- 8.2 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>

### 8.3 ACCIDENT INSURANCE

- 8.3 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>

### 8.4 MEDICAL AND TRAVEL INSURANCE

- 8.4 International students must have appropriate and current medical and travel insurance while studying in New Zealand.

### 8.5 IMMIGRATION

- 8.5 Full details of visa and permit requirements, advice on rights to 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>

## 7 FEES

Tuition Fee	(	weeks)	\$ .....
Enrolment Fee			\$ .....
English Plus Fee			\$ .....
Accommodation Placement Fee			\$ .....
Homestay Fee	(	weeks)	\$ .....
Apartment Fee	(	weeks)	\$ .....
Worldwide House Bond		(NZ\$250)	\$ .....
Medical Insurance			\$ .....
<b>TOTAL PAYMENT DUE</b>			<b>\$ .....</b>

## 8 HOW TO PAY

- Pay your agent
- or
- Pay in person at the Worldwide School office in Auckland in cash in NZ dollars
- or
- Use our secure online payment option
- or
- Pay by Visa or Mastercard. Send card number and expiry date, with 2% extra charge
- or
- Use Telegraphic Transfer to:  
**WORLDWIDE SCHOOL LIMITED**

**A/C 030104 - 0241810 - 00**

**WESTPAC TRUST BANKING CORPORATION  
79 QUEEN STREET, AUCKLAND, NEW ZEALAND**

## 9 DECLARATION

I have read and accept the conditions of enrolment

.....  
SIGNATURE

...../...../.....  
DAY MONTH YEAR

## 10 ENROLMENT CHECKLIST

Please complete and return

- COMPLETE ENROLMENT FORM
- SIGN DECLARATION
- PAY FEES
- ONE PHOTO
- SCAN AND EMAIL OR POST TO:  
"THE REGISTRAR"  
WORLDWIDE SCHOOL  
P.O. BOX 1802, AUCKLAND 1140,  
NEW ZEALAND

PLEASE ATTACH  
A RECENT  
PASSPORT TYPE  
PHOTOGRAPH