



Waikato Institute of Education
Application Form

FORM 51

Office Use Only						

Please complete all details

1. Personal Details

Family Name _____ First Name _____ Other Names _____
 Preferred Name _____ Male Female Date of Birth

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Day Month Year

Contact Address For Correspondence

Home Country Address (if different from Correspondence address)

Phone _____ Fax _____ Mobile _____ Email: _____
Are you a Permanent Resident of New Zealand? Yes No (Complete below)
 Country of permanent residence _____ Passport Number _____

2. Previous Study

How long have you studied English? _____ Years
 Highest level of education: _____
 Date Completed _____ / _____ / _____
Month Year

3. English Language Proficiency

Have you attended any international English test?
 IELTS TOEFL Other (please specify)
 Score _____ Test Date _____

4. Course Details

Which course are you applying for?
 ★ General English Full time Part time
 ★ English for Work Full time Part time
 ★ Office/Business English Full time Part time
 ★ IELTS Full time Part time
IELTS Foundation IELTS Preparation
IELTS Advanced
 Date you wish to start? _____ / _____ / _____
Day Month Year
 How long do you wish to study for? _____ Weeks

5. Accommodation & Airport Pick-up

Do you need WIE to arrange your homestay?
 Yes No
 Is airport pick-up service required? Yes No
 ★ If yes, please complete homestay application form & pick-up form

6. Insurance

International students are required to have medical/travel insurance.
 I will send proof of insurance arranged by myself.
 Please organise insurance for me for _____ months
 from _____ to _____.

7. Declaration and Signature

- I declare that the information set out in this application is correct and complete and I have not withheld any information.
- I will observe the regulations and rules of conduct while studying at Waikato Institute of Education. I understand that my tuition may be terminated if I do not abide by the Rules and Regulations.
- I have read and understand the Institute Tuition Fees Refund and Withdrawal Policy.
- I understand that any personal information provided to the institute and my academic performance may be made available to the New Zealand Qualifications Authority or to other government or Ministry of Education Agencies.

Signature of Applicant _____ Date _____
(Signed by parents if the applicant is under 18)

Where did you find out about Waikato Institute of Education

Friend/Relative Internet Advertisement
 Former Student Agent

Agent Stamp

Terms and Conditions of Enrolment

Entry Requirements

To study at WIE, you must be at least 14 years of age. You don't have to have a minimum level of English to be accepted on our General English Course.

Application Procedures

Complete the Enrolment Form and send to WIE by post or fax, or forward your application through an approved agent of WIE.

You will be sent an invoice for the fees payable, an Offer of Place quoting fees and confirming the dates of your course.

Send your payment to WIE and then fax WIE the evidence if you have paid by telegraphic transfer.

WIE will arrange your accommodation and airport pickup after getting your arrival information.

Placement

Each student is given a placement test at the beginning of your program and is placed into the class appropriate to your level of English language. Placement in the appropriate level will depend on your ability in these skills: reading, writing, listening, and speaking, grammar and vocabulary.

Attendance Rules

A minimum requirement of attendance in classes is 85%. NZIS will be informed if you do not meet attendance requirements and your visa may be cancelled.

If you cannot attend the Institute because of illness or another reason, you must let us know. If you are away sick for more than 3 days, you may be asked for a medical certificate.

Discipline

You are bound by the school's Rules and Regulation and the laws of New Zealand. Failure to do so may lead to the expulsion from the institute and homestay and forfeiture of all fees.

Refund Policy

If you wish to withdraw your application **before your course starts**, you must apply in writing to the Principal and include any relevant or supporting documents. You will be entitled to a full refund of tuition fees less 10% or NZ\$500, whichever is smaller. If you are an international student, Offer of Place documents **MUST** be returned to Waikato Institute of Education so that refund can be processed.

If you are an **international student** and you are enrolled for a course of **less than three months** and withdraw **after** your course starts you will be charged the following fees: for withdrawal **after 2 days** for courses less than 5 weeks, 50% of tuition fees – for withdrawal **after 5 days** for courses between 5 to 12 weeks, 25% of tuition fees. No refund will be given after the specified dates. Any refund for **domestic students** will be at the discretion of the Principal. See full refund policy for details.

If you are a domestic student and you are enrolled for a **course of three months or longer** and withdraw during the first **seven days** after the first day of the course commencing (ie total eight days), you will be entitled to a full refund of your tuition fees. If you are an **international student** an additional fee of 10% or NZ\$500, whichever is smaller, will be deducted from tuition fees related to your course.

If you are enrolled for a course of **three months or longer** and withdraw **after eight days** of the start of the course, you will not be entitled to a refund.

In special circumstances, any refund will be at the discretion of the Principal.

Student Fees Protection

Waikato Institute of Education complies with the legislative requirements of the Education Amendment Act 1991 for the protection of student fees. Student Fees are protected by WIE trust account monitored by Michael Hunwick, Lawyer.

Accommodation

We recommend students start with living in a Homestay arrangement and learn about the New Zealand way of life with an English speaking family. Please indicate your preference on the Application Form and Waikato Institute of Education will send you information and assist with booking a homestay. A minimum four weeks period is required if you let WIE arrange a homestay.

Complaints Procedure

If you have any complaints about the Institutes enrolment and selection process you should talk to WIE staff responsible for that area first.

If you are not happy with the result, you can fill in the 'Complaint Form' and talk to the Management Team. The Management Team will consider your complaint and let you know the result.

If you are not satisfied with the outcome or the decision made by the institute, you can write to the New Zealand Qualifications Authority, P.O. Box 160, Wellington or the International Education Appeal Authority, Private Bag 1666, Wellington or free phone 0800 QA HELP(0800 724 357).

Insurance

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

*A resident or citizen of Australia; or
A national of the United Kingdom in New Zealand; or
The holder of a temporary permit that is valid for two years or more.*

If you do not belong to one of these special categories and your visit, you will be liable for the full costs of any treatment you may require. We require all students to have medical insurance. This can be organized by the Waikato Institute of Education.

Liability

It is your responsibility to have sufficient medical, life, property and fee protection insurance before arriving in New Zealand. We can arrange this insurance for you if you choose this option on the application form.

Waikato Institute of Education will not be liable for any loss, damage or injury to you or your property while at the Institute, on an Institute trip or activity, or with a Homestay family except where this liability is imposed by the laws of New Zealand.

Code of Practice

The New Zealand government wishes to ensure international students living in New Zealand have an enjoyable and worthwhile study experience. To this end, the "**Code of Practice for the Pastoral Care of International Students**" has been published by the New Zealand Ministry of Education. Waikato Institute of Education has agreed to observe and be bound by this code. A copy of this Code is available on request from the Waikato Institute of Education or from the New Zealand Ministry of Education website at: <http://www.minedu.govt.nz>.

Immigration

An international student must hold a valid student visa/permit at all the times. Failing to do so may result in being removed from New Zealand by NZIS.

WIE keeps a copy of original visas/permits of all international students.

WIE will advise NZIS if a student has terminated his/her study before course completion and if a student doesn't meet attendance requirements.

Immigration policy is available on NZIS website, www.immigration.govt.nz. Students can also ask for advice from a student counsellor or the Administrator.

Students under 18

Please advise the institute if you are under 18. You will be asked to fill the form of Indemnity Document for Students living with a Designated Caregiver, Homestay Agreement, and Designated Caregiver Agreement.

Translation

WIE has tried to supply information on publicity brochures and the student handbook in different languages to meet the demand of students. Where there is a difference in meaning or interpretation in any translation, the English language version shall apply.

Resource Fees

We require all students to pay a resource fee to cover additional resource expenses. The Resource fee will be charged according to the number of blocks a student enrolls over, payable on invoice. For more information contact Waikato Institute of Education.