



# WAIKATO INSTITUTE OF EDUCATION APPLICATION FORM

Please complete ALL sections

## 1. PERSONAL DETAILS

Family name: \_\_\_\_\_  
 First name(s): \_\_\_\_\_  
 Date of birth:     /     /      Male  Female  
DD MM YYYY  
 Nationality: \_\_\_\_\_  
 Country of birth: \_\_\_\_\_  
 Passport number: \_\_\_\_\_  
 Home country address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address in NZ (if known): \_\_\_\_\_  
 \_\_\_\_\_

## 2. ENGLISH LANGUAGE PROFICIENCY

How long have you studied English? \_\_\_\_\_ years  
 What is your current level of English?  
 None  Low  Medium  High  
 Highest level of education you have achieved:  
 High School  Undergraduate  Postgraduate  
 Date completed:     /     /      
DD MM YYYY  
 Have you sat an international English test?  No  Yes:  
 IELTS  TOEIC  OET  TOEFL  Other  
 Date of test:     /     /     Results: \_\_\_\_\_  
DD MM YYYY

## 3. ACCOMMODATION & PICK UP

Do you need WIE to arrange accommodation?  No  Yes\*  
 Date required from:     /     /     For \_\_\_\_\_ weeks  
DD MM YYYY  
 Is Airport pick-up required?  No  Yes  
 \*If yes, please complete the Accommodation Application Form.

## 4. INSURANCE

All international students MUST have medical/travel insurance.  
 I will arrange my own insurance (proof required).  
 I want WIE to organise my insurance for me:  
 Starting from:     /     /      
DD MM YYYY

(Agent stamp here)

## 5. COURSE DETAILS

Preferred start date:     /     /      
DD MM YYYY  
 Length of study: \_\_\_\_\_ weeks (minimum of 2 weeks)  
 **General English**  
 Full time (25 hours/week)  
 Part time morning (15 hours/week)  
 Part time afternoon (10 hours/week)  
 Part time evening (4 hours/week)  
 **IELTS Preparation**  
 Full time (25 hours/week)  
 Part time afternoon (10 hours/week)  
 Part time evening (4 hours/week)  
 **OET Preparation**  
 Full time (25 hours/week)  
 Part time afternoon (10 hours/week)  
 **English for Work**  
 Full time (25 hours/week)  
 Part time afternoon (10 hours/week)  
 Part time evening (4 hours/week)  
 **High School Preparation** (25 hours/week)  
 **TOEIC Preparation** (25 hours/week)  
 **One-to-One Tuition for** \_\_\_\_\_ **hours** (minimum 10 hours)  
 **Other Programme:** \_\_\_\_\_

## 6. 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 understood the Institute's Withdrawal and Refund 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:** \_\_\_\_\_  
*(Signed by parents/guardian if applicant is under 18 years)*

Date:     /     /      
DD MM YYYY

Where did you hear about Waikato Institute of Education?

- Friend/Relative  Website  Newspaper  
 Past student  Agent  Other: \_\_\_\_\_

Waikato Institute of Education

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Ph: +64 7 838 2450 • Fax: +64 7 838 2453 • Email: [info@wie.ac.nz](mailto:info@wie.ac.nz) • Web: [www.wie.ac.nz](http://www.wie.ac.nz)

# TERMS & CONDITIONS

## 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

1. Complete the Application Form and send to WIE by email or fax, or forward your application through a WIE approved agent.
2. You will be sent an invoice for the fees payable, a Letter of Offer quoting fees and confirming the dates of your course.
3. Send your payment to WIE and then fax WIE the receipt if you paid by telegraphic transfer.
4. If required, 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 areas: reading, writing, listening, and speaking, grammar and vocabulary.

## Attendance Rules

The required attendance in classes is 100%. Immigration will be informed if you do not meet attendance requirements which may affect your visa.

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 are required to provide a medical certificate from your doctor.

## Discipline

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

## Refund Policy

1. 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 fee, less 10% or NZ\$500, whichever is lower. If you are an international student, the Offer of Place document MUST be returned to Waikato Institute of Education in order for the refund to be processed.
2. If you are an **international student** and you are enrolled in a course that is **less than three months** and withdraw (i.e. decide not to continue your studies) after your course starts, the following refund entitlement will apply:
  - a) If you withdraw within **TWO** days of the start of your course for courses of up to and including **four weeks and six days** you will be entitled to a 50% refund of tuition fees.
  - b) If you withdraw within **FIVE** days for courses between **five and twelve weeks** you will be entitled to a 75% refund of tuition fees.
3. If you are a **domestic student** and you are enrolled in a course that is **less than three months** there is no set period of withdrawal and any refund will be at the discretion of the Principal.
4. If you are enrolled in a course that is **three months or longer** and withdraw (i.e. decide not to continue your studies) within the first TEN days of the course, you will be entitled to a refund. However, an amount equal to 25% will be retained (deducted) from your total fee payment to cover costs incurred in your enrolment.
5. If you are enrolled for a course that is three months or longer and withdraw after ten 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 Accountants On London LTD (0064-7-838 0119).

## 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

1. If you have any complaints about the Institutes enrolment and selection process you should talk to WIE staff responsible for that area first.
2. 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.
3. 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. WIE requires all students to have medical insurance. This can be arranged by Waikato Institute of Education or you can arrange this yourself (proof required).

## 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 students must hold a valid visa 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](http://www.immigration.govt.nz). Students can also ask for advice from a student support advisor.

## Students under 18

You must advise the Institute if you are under 18 years old. Parents of students under 18 will be asked to complete an 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

All students pay a resource fee to cover textbooks and 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.

BY SIGNING THIS FORM THE APPLICANT ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THEIR ENROLMENT AT WAIKATO INSTITUTE OF EDUCATION.