



Application for Enrolment

St George Institute of Learning

Please read this form carefully and complete all relevant sections

PERSONAL DETAILS

1. Have you been a student at the St George Institute of Learning (SGIL) before? Yes No
2. Family Name _____ Given Names _____
3. Date of Birth ____ (day) / ____ (month) / ____ (year) Gender Male Female
4. Citizenship _____ Country of Birth _____
Passport Number _____ Country of Issue _____
Type of visa Visitor Student Other (Please specify) _____
What ethnic group(s) do you belong to? _____
5. Do you have a disability that you wish to advise us of so that we can facilitate your studies? Yes No
If yes, please describe the disability: _____
6. Are you a citizen/permanent resident of New Zealand? Yes No
If yes, please fill in the following information:
When have you been granted the Permanent Resident Permit? ____ (day) / ____ (month) / ____ (year)
What is your IRD number: --
7. Address in New Zealand _____
Phone _____ Fax _____ Email _____
Address in your home country: _____
Phone _____ Fax _____ Email _____
8. Emergency contact in New Zealand
Name _____ Phone _____ Relationship to applicant _____

PROGRAMMES

- General English / Academic English / IELTS Preparation**
 - No. of weeks of study: 6 weeks 12 weeks 24 weeks 48 weeks
 Other (Please specify) _____
 - Your level of English: Beginner Elementary Intermediate
 Upper- intermediate Advanced
 - Start Date: ____ (day) / ____ (month) / ____ (year)
 - Fees: (NZ\$) Registration fee - \$150 (non-refundable) Tuition fee \$_____/ per week
**IELTS Preparation programme is only available for students who have reached the level required.*
- New Zealand Diploma in Business (NZDipBus) – 12 papers**
 - I wish to start in Year 200__ in Semester 1(February) Semester 2(July)
 Semester 3(November)
 - Fees: (NZ\$) Registration fee - \$240 (non-refundable) Tuition fee \$13,500 / year
- Certificate in Business Administration & Computing (Level 2 & 3) – 6 months**
 - I wish to start in Year 200__ in ____ (month)
 - Fees: (NZ\$) Registration fee - \$180 (non-refundable) Tuition fee \$_____
- Certificate in Business (Level 4) – 1 year**
 - I wish to start in Year 200__ in Semester 1(February) Semester 2(July)
 - Fees: (NZ\$) Registration fee - \$180 (non-refundable) Tuition fee \$_____

ACCOMMODATION DETAILS

Airport – pickup

Do you require airport – pickup? Yes No

If yes, please state your arrival details:

Date: ____ (day) / ____ (month) / ____ (year) Time: _____ Flight No. _____

Homestay

Do you smoke? Yes No

Would you prefer a homestay with pets? Yes No Don't mind

Do you prefer to live with: A family with young children; A family with older children;
 Older adults, children left home.

Do you have any allergies? Yes No

If yes, please give details _____

Do you have any special dietary requirements? Yes No

If yes, please give details _____

Other requests and/or health problems, please specify:

**The institute provides homestay placement service. The fee to arrange a homestay and be met at the airport is \$250. The cost of homestay per week during 2004-2005 is approximately \$200.*

I will arrange my accommodation myself.

EDUCATION BACKGROUND

What is the highest level of qualification you have achieved?

Name of the school / institution where you have got the above qualification

What was the last year you attended? Year _____. Was it in New Zealand overseas

ENGLISH LANGUAGE PROFICIENCY

Please state all English Language examinations (e.g. IELTS / TOEFL) completed with details of scores achieved and attach a copy of the test result:

Name of the test: _____ Name of the test: _____

Date last attempted: _____ Date last attempted: _____

Score / Grade: _____ Score / Grade: _____

INSURANCE

I wish to purchase travel and medical insurance at St George Institute of Learning.

I have already had travel and medical insurance. A copy of my insurance is attached. Yes No

Note: Travel and Medical Insurance is compulsory for international students in New Zealand.

APPLICATION SUPPORTING INFORMATION

Please supply certified copies of the following:

Birth Certificate or Passport Academic Certificates and Transcripts

Evidence of your English skills (e.g. IELTS), if applicable

Please add further information or comments if you wish. (e.g. Health or Disability)

_____ _____

_____ _____

DISCLOSURE INFORMATION

Enrolment:

Applicants need to complete all sections of the Application For Enrolment Form, attach all requested information, and forward to St George Institute of Learning. Upon acceptance an Invoice and Offer of Place will be provided.

Payment:

The student will upon demand pay all expenses and legal costs (on a solicitor/agent/representative/client basis) in the collection of all overdue fees. If payment is overdue SGIL may charge interest on any overdue amount from the overdue date until payment in full is received by SGIL.

Fees Protection:

All student fees are deposited into our trust account – Public Trust. Tuition fees will be paid to SGIL according to NZQA rules:

- The lesser of \$500 or 10 percent of the tuition fee when the payment schedule has been completed.
- 10 percent of the balance of the tuition fee after day eight of the course as detailed in S236A of the Education Act 1989.
- The remaining balance of the tuition fee pro-rata in arrears. This period commences with the course start date and is paid over the duration of the course.
- Accommodation and living expenses will be paid to SGIL in advance.
- Fees Protect charges for each student is NZ\$25.
- If necessary, the Public Trust can be contacted at: 0800 494 733 (free phone) or visit www.publictrust.co.nz

Withdrawal and Refund Procedures:

- When you register for a course a NZ\$150 fee is required and this is not refundable.
- For programmes of one to 34 days duration, 50 percent of the full tuition fees paid will be refunded if the student withdraws within the first two days of the programme commencement. After this, fees paid are non-refundable.
- For programmes of 35 days to three months duration, 75 percent of the full tuition fees paid will be refunded if the student withdraws prior to or within the first five days of the programme commencement. After this, fees paid are non-refundable.
- For programmes of three months or more duration, all payments exceeding NZ\$500 or 10 percent of the fees paid, whichever is the lesser, will be refunded if the student withdraws prior to or within the first seven days after the first day the student is required to be at St George Institute of Learning to commence the programme of studies enrolled in. After this, fees paid are non-refundable.
- For programme of three months or more duration, full refund will be made if the student withdraws 28 or more days before course begins.
- Any applications for withdrawal with refund must be made in writing, and must state reasons in full. Written confirmation from the student's parents, guardian or agent is required if the enrolment was made through them. International students whose visa is declined must return all SGIL's registration documents, with the original letter declining the visa application from New Zealand Immigration Service.
- Two weeks notice must be given for cancellation of accommodation arrangements.

ACCEPTANCE OF TERMS

Declaration: I declare that the information provided in this enrolment application is true and correct. I have read and accept the Enrolment, Payment, Withdrawal and Refund Policy above. In signing this enrolment form I undertake to pay all fees as they become due, and to meet any late fees. I undertake to provide up-to-date address and contact details at all times, and an up-to-date copy of my student permit and any renewal. I agree to the use (including disclosure) of student information by the staff of St George Institute of Learning and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission. I authorise St George Institute of Learning to collect, hold and use information about the named applicant for educational and welfare purposes, subject to the provisions of the Privacy Act 1993. I agree that any images taken of the student throughout the period of enrolment may be used by St George Institute of Learning for promotional purposes.

Signature of Student _____ Date: ____ (day) / ____ (month) / ____ (year)

Signature of Parent/

Legal Guardian _____ Date: ____ (day) / ____ (month) / ____ (year)

I declare that the information provided in this form is true and correct. I authorise St George Institute of Learning of New Zealand to collect, hold and use information about the named applicant for educational and welfare purposes, subject to the provisions of the Privacy Act 1993. I understand that tuition fees for non-residential international students must be paid in advance.

Agent's Signature and Stamp: _____

St George Institute of Learning reserves the right to change without notice programmes, terms and conditions both before and after students' admission. For the most up to date fees and course information, please refer to our website: www.stgeorge.ac.nz

Tel: +64 9 379 8957, 379 8958, Fax: +64 9 379 8968, Email: info@stgeorge.ac.nz Website: www.stgeorge.ac.nz



Study, lectures, homework, staying awake.

The last thing you need to worry about is what happens to your fees.

Why do you need Fee Protect?

Fee Protect is a student fee trust account which ensures you receive a refund on student fees – held in trust – if your education provider is unable to complete your course. This could be because of closure, insolvency, loss of NZQA accreditation or course withdrawal.

By law, all education providers are required to have some form of protection for fees paid in advance. Your education provider has chosen to use Fee Protect. Types of fees covered include tuition fees, accommodation costs and living expenses.

What is Fee Protect and how does it work?

Fee Protect is a specially designed trust account set up by Public Trust. Your fees are deposited into the trust account with payments made to your education provider over an agreed timeframe and payment schedule.

Deposits can be made by yourself or you can have them deposited on your behalf through your education provider or organisations such as Studylink. You are encouraged to deposit the fees yourself. If you don't make the deposits, you should make sure you get a receipt or formal confirmation from your education provider that the funds have been deposited on your behalf.

Who is Public Trust?

Public Trust is a government owned trustee company and we've been helping New Zealanders for over 130 years.

When it comes to setting up and managing a trust, experience really does count. Our lawyers and advisors manage education trusts, family trusts and some of the country's largest charitable trusts.

How to get things started...

Your education provider will ask you to sign a Public Trust student application form – we'll then set up a trust account for you.

**Talk to your education provider.
Or for more information on Fee Protect,
Call 0800 494 733 or visit www.publictrust.co.nz**

Important things you should know...

Your education provider is not an agent for Public Trust. Public Trust has no responsibility for your fees unless they are paid into your Fee Protect account and you have completed an application to open the trust account.

