



St George Institute of Learning

2012 Application for Enrolment



Microsoft
Advanced Academy



Personal Details:	
Family name:	Given / First name:
English Name:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Date of birth (D/M/Y):	Nationality:
Address in New Zealand (or in your country if you are from overseas):	
Email address:	Phone:
Passport Number:	Type of visa <input type="checkbox"/> Visitor <input type="checkbox"/> Student Working holiday <input type="checkbox"/> PR <input type="checkbox"/> Other:
Where did you hear about St George? <input type="checkbox"/> Education agency (Name: _____) <input type="checkbox"/> Newspaper (which one: _____) <input type="checkbox"/> Magazine (Which one: _____) <input type="checkbox"/> TV <input type="checkbox"/> Internet <input type="checkbox"/> Radio <input type="checkbox"/> Friend <input type="checkbox"/> other	
English proficiency test score (if you apply for any diploma programmes)	
<input type="checkbox"/> IELTS (score: _____)	<input type="checkbox"/> TOEFL (score: _____)

Programmes	
<input type="checkbox"/> General English	<input type="checkbox"/> 6 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> 24 weeks <input type="checkbox"/> 48 weeks <input type="checkbox"/> Other (Please specify: _____)
<input type="checkbox"/> IELTS	<input type="checkbox"/> 6 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> 24 weeks <input type="checkbox"/> 48 weeks <input type="checkbox"/> Other (Please specify: _____)
<input type="checkbox"/> TESOL intensive	<input type="checkbox"/> 27 Feb <input type="checkbox"/> 30 Apr <input type="checkbox"/> 25 Jun <input type="checkbox"/> 10 Sep <input type="checkbox"/> 29 Oct
<input type="checkbox"/> National Certificate in Business Administration	<input type="checkbox"/> Level 2 & 3 (18 weeks)
<input type="checkbox"/> National Certificate in Computing	<input type="checkbox"/> Level 2 & 3 (18 weeks) <input type="checkbox"/> Level 4 (18 weeks)
<input type="checkbox"/> National Certificate in Business	<input type="checkbox"/> Level 2 & 3 (18 weeks) <input type="checkbox"/> Level 4 (18 weeks)
<input type="checkbox"/> NZIM Diploma in Management (Level 5)	<input type="checkbox"/> 06 Feb <input type="checkbox"/> 19 Mar <input type="checkbox"/> 30 Apr <input type="checkbox"/> 18 Jun <input type="checkbox"/> 30 July <input type="checkbox"/> 10 Sep
<input type="checkbox"/> New Zealand Diploma in Business (NZDipbus Level 6)	<input type="checkbox"/> 06 Feb <input type="checkbox"/> 19 Mar <input type="checkbox"/> 30 Apr <input type="checkbox"/> 18 Jun <input type="checkbox"/> 30 July <input type="checkbox"/> 10 Sep
<input type="checkbox"/> National Diploma in Design (Graphic Design Level 5)	<input type="checkbox"/> 13 Feb <input type="checkbox"/> 16 Apr <input type="checkbox"/> 18 Jun <input type="checkbox"/> 13 Aug
<input type="checkbox"/> St George Diploma in Computing (Level 7)	<input type="checkbox"/> 06 Feb <input type="checkbox"/> 16 Apr <input type="checkbox"/> 16 Jul <input type="checkbox"/> 24 Sep

Course starting date
(D/M/Y):

Accommodation

Homestay How long: _____ weeks, From(D/M/Y)_____ To (D/M/Y)_____
Do you smoke? Yes No
Are you OK with a homestay with pets? Yes No
Do you have any allergies? Yes No (specify: _____)
Is there any food you cannot eat? Yes No (specify: _____)
Do you have any special requests?
***** Homestay fees and arrangement fees are required to be paid prior to the student's arrival *****

Hostel / Backpacker How long: _____ weeks, From (D/M/Y)____ _ To (D/M/Y)_____

I will arrange my own accommodation myself.

Airport Pickup

Do you require airport pickup on arrival? Yes No

Insurance

I will be arranging my own travel and medical insurance.
A copy of my insurance is attached. Yes No

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

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 on the next page 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 (D/M/Y): _____

Signature of Parent/ Legal Guardian _____ Date (D/M/Y): _____
(On behalf of student under 18 years)

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 _____ Date (D/M/Y): _____

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.

Fee Protection:

- * All student fees are guaranteed by a bank bond system, for which the Public Trust acts as trustee.
- * The fee Protect charge for each student is NZ\$30.
- * If necessary, the Public Trust can be contacted on: 0800 494 733 (free phone) or visit www.publictrust.co.nz

Withdrawal and Refund Procedures:

- * 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 except for 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, a full refund will be made if the student withdraws 28 or more days before the course begins.
- * Any applications for withdrawal with a 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 visas are 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.

St George Institute of Learning
English, Business & Computing Campus

Level 15, 155 Queen St, Auckland City, New Zealand / PO BOX: 105-618 Auckland City, New Zealand

General enquiries: info@stgeorge.ac.nz / bizmanager@stgeorge.ac.nz
For more course information: www.stgeorge.ac.nz