

# Application Form

APPLICATION CHECKLIST	HAVE YOU PREVIOUSLY STUDIED AT AEA, BRIDGE OR ICL GRADUATE BUSINESS SCHOOL?
<p>Information and documents you must supply</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed, signed application form. (Pages 1-4)</li> <li><input type="checkbox"/> Copy of Passport with photo, signature and personal information pages</li> <li><input type="checkbox"/> Copy of valid Visa*</li> <li><input type="checkbox"/> Personal statement (ICL Graduate Business School Students)</li> <li><input type="checkbox"/> Copy of Insurance Policy*</li> </ul> <p>*A copy of your valid visa and insurance must be provided by the first day of your course.</p>	<p>If YES, Please provide details below:</p> <p>School  <input type="text"/></p> <p>Student ID Number  <input type="text"/></p> <p>Course/Programme  <input type="text"/></p>

**I AM ENROLING IN: (please tick)**



**ICL Graduate Business School**

**Auckland English Academy**

**Bridge International**

**PERSONAL DETAILS**

Family Name <input type="text"/>	Given Name <input type="text"/>
Date of Birth (dd/mm/yy) <input type="text"/>	Nationality <input type="text"/>
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Passport No <input type="text"/>	Expires <input type="text"/>
Address in New Zealand <input type="text"/>	Address in Home Country <input type="text"/>
Phone in Home Country <input type="text"/>	Phone in New Zealand <input type="text"/>
Email <input type="text"/>	
Next of Kin/Emergency Contact <input type="text"/>	Next of Kin/ Emergency Contact Number <input type="text"/>

## ICL GRADUATE BUSINESS SCHOOL

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Master of Business Informatics Level 9                                   | <input type="checkbox"/> Graduate Diploma in Business (International Hospitality Management) Level 7         | <input type="checkbox"/> New Zealand Diploma in Early Childhood Education and Care Level 6 |
| <input type="checkbox"/> Postgraduate Diploma in Business Informatics Level 8                     | <input type="checkbox"/> Graduate Diploma in Business (International Tourism Management) Level 7             | <input type="checkbox"/> New Zealand Diploma in Early Childhood Education and Care Level 5 |
| <input type="checkbox"/> Postgraduate Diploma in Business Level 8                                 | <input type="checkbox"/> New Zealand Diploma in Business (with strands in Leadership and Management) Level 6 | <input type="checkbox"/> Diploma of Information Systems Level 5                            |
| <input type="checkbox"/> Diploma in Business Computing Level 7                                    | <input type="checkbox"/> New Zealand Diploma in Business (with strands in Leadership and Management) Level 5 | <input type="checkbox"/> New Zealand Certificate in English Language Level 4               |
| <input type="checkbox"/> Diploma in Computing Level 7   |  |  |
| <input type="checkbox"/> Graduate Diploma in Business (International Business Innovation) Level 7 |  |  |

Start Date  /  /  End Date  /  /  Length of Course  Weeks



## AUCKLAND ENGLISH ACADEMY

- |   |   |  |   |
|---|---|--|---|
| <b>Communication English</b>  | <input type="checkbox"/> Intensive Full time (Day time)               | <input type="checkbox"/> Employment Skills English                                 | <b>IELTS Preparation</b>                      |
| <input type="checkbox"/> Standard Full time (Evening)                 | <input type="checkbox"/> Part time (9am-12pm)                         | <input type="checkbox"/> AEA Barista Course  | <input type="checkbox"/> Intensive (Day time) |
| <input type="checkbox"/> English Plus Activities (2 Activities /week) | <input type="checkbox"/> English Plus Activities (5 Activities /week) | <input type="checkbox"/> AEA TESOL (Optional J-Shine Course for Japanese Students) | <input type="checkbox"/> Standard (Evening)   |
|   |   | <input type="checkbox"/> KiwiKindy Internship                                      | <input type="checkbox"/> Part time            |
|   |   |  | Saturday Workshop                             |
|   |   |  | <input type="checkbox"/> General Training     |
|   |   |  | <input type="checkbox"/> Academic Training    |

Start Date  /  /  End Date  /  /  Length of Course  Weeks



## BRIDGE INTERNATIONAL COLLEGE

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> English for Academic Purposes - EAP | <input type="checkbox"/> Pre - EAP | <input type="checkbox"/> New Zealand Certificate in English Language Level 5 |
|--|------------------------------------|--|

Start Date  /  /  End Date  /  /  Length of Course  Weeks



## ACCOMMODATION

Would you like a homestay arranged by ICL?  Yes  No

If YES, choose one  ICL Homestay  Rocklands Student Accommodation

How many weeks?  From  To

Do you smoke?  Yes  No

Family with children?  Yes  No

With pets?  Yes  No

Any health problems or allergies?  Yes  No

If YES (to allergies or health), what are they?

## HEALTH

Do you have a medical condition, or taking any medication, have a disability or require special assistance (epilepsy, asthma, depression, dyslexia, allergies, require wheel chair access etc.)?

Yes  No

If YES, please provide details below

## CRIMINAL OFFENCE / INVESTIGATION (ECE PROGRAMMES ONLY)

Have you ever been convicted of a criminal offence, and/or been subject to disciplinary proceedings of a tertiary institution or professional body (please include all criminal matters including traffic offences)?

Yes  No

If yes, please give details, including dates of any disciplinary proceedings, convictions and any sentence imposed.

## AIRPORT TRANSFER

Do you require Airport transfer?  Yes  No

If YES, Arrival Date   
Arrival Time  AM/PM  
Flight No

## INSURANCE

Please note insurance is compulsory (2 weeks and more in NZ)

a. Do you have insurance?  Yes - Go to b  No - Go to d

b. Does your insurance cover the following?

- Travel to, from and within New Zealand, all medical care
- Hospitalisation while in New Zealand, emergency evacuation for treatment or repatriation to your home country
- Cover for accompanying relatives.

Yes - Go to c  No - You are required to buy a new insurance policy or update your existing policy

c. Your insurance details:

Policy Number

Provider

From  To

d. Do you require the school to arrange

Yes  No - Your insurance must cover section b

If yes, how many months?

From  To

## TERMS AND CONDITIONS

**1** ICL Graduate Business School, NZQA provider #7548 (ICL), Auckland English Academy, NZQA provider #7940 (AEA) and Bridge International College provider #7375 (Bridge) are part of ICL Education Group and are referred to as 'the Schools'. Students applying for Business, Computing, ECE and IELTS Preparation Course will be enrolled at ICL. Students applying for Communication English, English Plus Activities, KiwiKindy and the AEA TESOL Instructor Course will be enrolled at AEA. Students applying for EAP will be enrolled at Bridge.

### **2** Enrolment Conditions

- a. Enrolment is subject to meeting the academic and English language requirements of the programme of study, payment of full fees in advance for the whole course, proof of a valid visa and appropriate insurance cover (see below), the provision of all requested documentation by the Schools and attendance at Orientation. Students who do not meet the above requirements will not be enrolled and will not be eligible to attend classes.
- b. Agreement to provide up-to-date address and contact details at all times.

### **3** Fee Protect Policy

In compliance with the Education Amendment Act 2011 (section 234E). The Schools provide fee protection for all student tuition fees, accommodation fees and living expenses paid to the School through Public Trust. This meets the requirements of NZQA and the Education (Pastoral Care of International Students) Code of Practice 2016.

### **4** Withdrawal and Refund Policy

The following refund scheme applies below:

- a. If your course is less than five weeks, you have until the end of the 2nd day of the course to withdraw and receive a refund of at least 50% of the tuition fees. If you withdraw two or more days after the same start date you are not entitled to a refund.
- b. If your course is between five and twelve weeks you have up until the end of the 5th day of the course to withdraw and receive a refund of at least 75% of the tuition fees. If you withdraw five or more days after the same date you are not entitled to a refund.
- c. If your course is more than three months you have up until the end of the 10th working day to withdraw and receive a full refund of tuition fees less any costs incurred by the Schools up to a maximum of 25%. If you withdraw on the 11th working day or more after the same date, you are not entitled to a refund.
- d. The Schools may retain up to the specified amount above (c) provided the cost is justified.
- e. The enrolment and insurance fees are non-refundable.
- f. Expenses incurred offshore on student recruitment and visa applications are non-refundable
- g. If requested the Schools will provide you with details of the cost components for the purpose of working out the maximum deductible percentage. In the event of a dispute over the amount deducted, you can refer the matter to the Disputes Resolution Scheme by contacting NZQA on 0800-697-296 or Fairway Resolution on 0800-774-422.
- h. Conditions a-c also apply if you are unable to get a visa, or if you cancel your application before you arrive in NZ or before the first date of the course for which attendance of students at the establishment is required. The Schools will consider applications for refunds in exceptional circumstances. Any refund will be made at the discretion of the Principal.
- i. If the Schools are for some reason unable to offer your course, or the School ceases to be a provider or a signatory to the Education (the Code) you are entitled to a full refund of all fees paid. In the event that your course is cancelled after its commencement date, you will be refunded all unused fees proportional to the number of weeks not delivered. Every attempt will be made by the School to enrol you in another course suitable to your needs.
- j. Domestic students are entitled to a refund if they withdraw from a programme or course as per section 235 of the Education Act 1989, and if the course is of three months (thirteen weeks) duration or more and the withdrawal occurs up to the end of the eighth day after the start of a course.
- k. The refund amount must equal to the sum of the amount paid less a deduction of the lesser of 10% of the fees paid or \$500.
- l. Domestic students withdrawing from courses of less than three months duration (thirteen weeks) refer to the same refund policy of international students (paragraphs a, b).

### **5** Homestay Policy

Two weeks' notice must be given to book a homestay or student residence. If the School arrange homestay accommodation for you, the minimum period will be four weeks or the full course if shorter. All homestay fees must be paid in full before placement in accommodation. Students who have not paid the homestay fees in full will not be placed in a homestay. The homestay placement

fee, homestay fee and the ongoing administration must be paid two weeks in advance. The administration fees and the placement fee for this period are non-refundable. All homestay students must follow the Homestay Rules as set out in the Student Handbook.

If the student moves out of the homestay, both the host family and the Schools must receive 2 weeks' notice of the student's intention to leave. The balance of the pre-paid homestay fee which remains refunded, minus any costs recoverable by the Schools.

If a student goes on an approved holiday and wishes to return to the homestay, 50% of the weekly fee will be charged. Two week's notice is required before going on holiday.

### **6** Students Under the Age of 18

Students under the age of 18 must stay either in a homestay approved by the Schools, with their parent or with a designated caregiver. Parents of U18 students must sign the U18 Application Pack (Indemnity, health and medical disclosure, student code of conduct and handover plan). All students U18 must read, agree to and sign the U18 student code of conduct in the pack.

### **7** Airport Pickup

3 working days' notice and flight details are required for pick up/ drop off from the airport. Please note that airport pick up may be a shared ride. For airport transfer cancellations, more than 48 hours' notice is needed to receive a refund. Refunds will not be given for cancellations if less notice is given.

### **8** Visa

All international students are required by law to have a valid visa for the duration of their study at the Schools. Student visas must be updated for programme renewals/extensions and a copy provided to the Schools before the visa expiry date. International students without a valid visa are not entitled to attend classes until they have provided a copy of their visa to the Schools before the first day of their programme of study. Students are required to maintain their visa conditions while studying at the Schools. Immigration New Zealand will be informed of students who do not hold a valid visa, breach their visa conditions or have a change in circumstances.

### **9** Insurance

All international students studying at the Schools are required to have appropriate insurance in accordance with the Code. Travel and medical insurance must cover travel to, from and within New Zealand, all medical care and hospitalization while in New Zealand, if travel is part of the course, outside of New Zealand; and emergency evacuation for treatment or repatriation or expatriation to the student's home country, cover for accompanying relatives and funeral costs.

The Schools provide insurance with Southern Cross's Premiums, which gives more comprehensive cover. Please see the ICL price list and <http://www.scti.co.nz/international-student/> for full details. For renewal/extensions of courses, a copy of the updated insurance policy must be provided before the policy expiry date. Students who have not provided an up-to-date insurance policy will not be eligible to attend classes until an appropriate policy is provided.

Furthermore, students will be fully liable for all medical costs incurred in NZ as a result of injury or illness except for any amount covered by Accident Compensation until such a policy is provided.

### **10** Academic and English Language Assessment

The Schools have the right to decide the level of study based on the professional judgment of the Programme Leader/Tutor giving regard to what is in the best interest of the student. The Schools have the right to question the authenticity of any English-medium education, or any assessment provided. The Schools reserve the right to test applicants on arrival, and if their English does not meet the School's entry requirement, the applicant may be asked to withdraw or pay for additional English language tuition. If the applicant withdraws, the withdrawal and refund conditions apply as stated above.

### **11** Change of Programme Timetable and Content

The Schools have the right to change the programme content and dates without notice.

### **12** Materials and Book Fees - ICL Graduate Business School Only

ICL Graduate Business Students may be required to buy key texts for Business and Computing programmes, and this may cost between \$400 and \$500 per trimester. (ECE key texts, Master of Business Informatics, Postgraduate Diploma and New Zealand Diploma in Business e-texts are included in course fees).

### **13** Bring Your Own Device (BYOD) - ICL Graduate Business School Only

The Graduate Business School is a Bring Your Own Device environment and an e-learning device (laptop/notebook) is required for use in class and for self-directed learning at school. Use of the School's internal Wifi network and IT facilities is subject to the rules as set out in the School's Student Handbook.

## 14 Holidays

For students enrolling in Graduate Business School, holidays are not normally given outside of the scheduled trimester breaks. For students enrolling in English Programmes, holidays are given as per the Holiday Procedure of the School. Please check the School's Student Handbook for more details. Any students who take a leave of absence without the permission of the Programme Manager or Director of Studies will be marked as absent.

No compensation is given to any students for days the Schools are closed on public holidays. The normal weekday rate is payable for weeks in which there are holidays.

## 15 Timetables

Although the Schools take account of overall student needs when creating timetables, it is not possible to develop or adjust timetables to suit the particular needs of individual students.

## 16 Code of Conduct

All students are required to attend all of their scheduled classes, to come to class on time and to behave in a responsible while attending the Schools and in the homestay in accordance with the School's published policy (See Student Handbook). Students who breach the published rules of the Schools will receive warning letters and may be withdrawn from the School as per School's published procedure. English programme students will not receive a certificate. Immigration New Zealand will be informed of the change in circumstances and their visa may be withdrawn.

## 17 Health and Safety

- In the case of a medical emergency, I consent to my medical information being released to emergency services including ambulance staff, Police, hospitals and doctors.
- I have disclosed any preexisting medical conditions, prescribed medication being taken, disabilities or special assistance required to ICL.

## 18 Use of Information and Privacy Statement

The Schools collect and store information from this form to:

- Manage the business of the Schools (including internal reporting and administrative processes).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records such as GDPR and accountability for public funding.

- Supply information to government agencies and other organisations as set out below.

The Schools may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

*Supply of information to government agencies and other organisations*

The Schools supplies data collected on your enrolment to government agencies, including:

- The Ministry of Education
- The New Zealand Qualifications Authority
- The Tertiary Education Commission
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975 and the GDPR. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, the Schools release information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that the Schools will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation such as GDPR.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so,

## PERSONAL STATEMENT

Students who are enrolling in ICL Graduate Business School are strongly recommended to provide their opinions/decision to study at ICL. Please take some time to explain;

- Why you want to study in this programme.
- Why you believe you are suitable, how you intend to use the qualification after you graduate.
- Any other relevant ideas to help us understand your study needs.

## DECLARATION BY APPLICANT

I declare that I am a bona-fide student and that it is my intention to study at ICL. I also state that the information provided by me is correct at the time of application. I declare that I have read the ICL Terms and Conditions and I have had them explained to me. I understand and agree to the Terms and Conditions of the Schools and subsequent school policies as set out above. I also understand and accept that the above Terms and Conditions are intended to be read in the English language and are governed by the laws of New Zealand.

Student Signature (Parent/Guardian for under 18)      Date

<input type="text"/>	<input type="text"/>
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## RETAILER USE

I declare that I have explained the TERMS AND CONDITIONS to the applicant

Retailer Name      Retailer Stamp

<input type="text"/>	<input type="text"/>
Signature <input type="text"/>	
Date <input type="text"/>	

## ICL OFFICE USE

Staff Signature      Staff Name

<input type="text"/>	<input type="text"/>
Date <input type="text"/>	