

PO Box 6172 Wellesley Street Auckland New Zealand	Phone +64 9 377 8017 Fax +64 9 309 7466 Email info@fernenglish.co.nz Internet www.fernenglish.co.nz
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Welcome to Fern School of English (Fern). Please read the instructions below carefully before you complete this Enrolment Form. Once completed, either fax (and then post) or post pages 1-3 to us directly; alternatively, return them to your Education Consultant/Agent. Please keep a copy for your own records.

### INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a programme at FERN and/or New Zealand Management Academies (NZMA). We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing and dating the form.
- Attaching to the form any additional information required. A description of the required documentation is provided on Page 3.

### A QUALIFICATION

1	Please write the name of the course(s) in which you wish to enrol	1.		
		2.		
	Course Start Date		Number of weeks	

### B PERSONAL DETAILS

2	Family Name			
	First/Given Name(s)			
3	Date of birth	4	Gender	
		5	Citizenship	6
7	Disability	Do you live with the effects of significant injury, mental or physical illness, long term illness or disability? The information you supply is confidential. Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>		
8	Additional Information	Is there any other information that we need to be aware of that may impact on your study? The information you supply is confidential. Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>		

### C CONTACT DETAILS

9	Student address and contact details in New Zealand	Address:	<input type="checkbox"/> Homestay <input type="checkbox"/> Apartment <input type="checkbox"/> Hostel <input type="checkbox"/> Living with Family <input type="checkbox"/> Living with Friends <input type="checkbox"/> Own the house
		Post Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		Phone:	Mobile:
		Fax:	Email:
New Zealand Emergency Contact	Name:	Home Address:	
	Phone:		
Parents' address and contact details	Address:	Phone:	
		Mobile:	
		Email	

## D DECLARATION AND STUDENT ACKNOWLEDGEMENT

**10 Privacy** – Fern, NZMA and its related companies collect and store information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Department of Immigration and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, Fern, NZMA and its related companies release information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that Fern, NZMA and its related companies will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact your Student Support Advisor or Fern Administrator.

**NB:** The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institution to collect, hold, handle, use and discloses personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

**Fees** – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Fern’s policy on withdrawal and refund of fees may be obtained from the Student Support Advisor and is also listed in the Student Handbook and the “Important Information” section of this Enrolment Form.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of the Academy with regard to attendance, academic progress, standard of dress, health and safety, behaviour, and to provide Fern with an up-to-date copy of your student permit and any renewal, changes to your contact details, next of kin, accommodation type and residential address.

**Student Acknowledgement** - Fern School of English Limited (Fern) wishes to ensure that you understand what will happen to the unused portion of your fees in the unlikely event of a course closure event. The unused portion of any fees you pay in advance (the Entitled Student Amount) to Fern is protected by a bank bond or static trust fund (the Trust Fund) administered by Bendall & Cant Trustee Company Limited, an independent trustee.

By signing this enrolment form, you understand that if your course closes (a Course Closure Event), it will be the trustee’s duty to make sure the correct amounts of any refunds owing are distributed in accordance with the Student Fee Protection Bank Bond Trust and Static Trust Deeds and the New Zealand Qualifications Authority Policy. You acknowledge and agree that:

- a) if a Course Closure Event occurs and you transfer to an Alternative Provider with the approval of the Qualifications Authority, any amount agreed by you, up to the Entitled Student Amount attributable to you will be transferred from the Trust Fund to that Alternative Provider;
- b) if a Course Closure Event occurs and you owe money to a Loan Provider in respect of that Course, the Trustee is authorised to repay the Entitled Student Amount attributable to you, less any amount transferred to an Alternative Provider, directly to that Loan Provider to the extent required to settle the amount due to the Loan Provider;
- c) if another party is entitled to receive any refund of the Entitled Student Amount attributable to me, you will provide the Trustee with the contact details of that party to which the refund should be sent;
- d) subject to (b) above, if a Course Closure Event occurs and the Trustee refunds any amount directly to you, the Trustee will refund the Entitled Student Amount attributable to you by way of direct credit to your bank account or cheque posted to your last known postal address notified to that Trustee;
- e) any interest earned on the Trust Fund prior a Course Closure Event will vest in and be payable to Fern for its own benefit, and you will have no claim to such interest;
- f) personal information about you and information about your Student Fees may be supplied by Fern to the Qualifications Authority, Auditor or the Trustee and by the Trustee or Auditor to the Qualifications Authority;
- g) after the payments contemplated above have been made, the trusts on which the Trustee was holding the Trust Fund will have been discharged;
- h) the Bank Bond does not cover any Accommodation Expenses, Travel and Health Insurance and Living Expenses. These will be covered by a Static Trust.
- i) I am/am not 18 years of age or older (delete whichever is not applicable, if Student under 18, Parent/Guardian to also sign).

Capitalised terms used in this acknowledgement shall have the meaning as defined in the Student Fee Protection Bank Bond Trust and Static Trust Deeds between Fern and the Trustee, copies of which are available from Fern and the Trustee on request.

**Student Declaration** – I confirm that I am enrolling as a Student at Fern School of English Limited. I declare that to the best of my knowledge all the information supplied on, and with, this form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

I also agree to the use and disclosure of my information to my parent or student-appointed representative for any purpose related to my education or well-being both before and after admission.

I authorise Immigration New Zealand and the Department of Labour to provide Fern with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

I understand that I may be required to attend organised Fern excursions and activities as part of my course. I also authorise Fern to obtain medical treatment for me should such action be deemed necessary by Fern or a staff member acting on behalf of Fern. I agree to indemnify Fern for any expense, loss, damage or liability of whatsoever nature as a result of authorising and arranging such emergency medical treatment.

I agree that I am responsible for my own books, equipment and personal items and I hereby release Fern from all liability and claims for loss or damage to such terms, howsoever caused.

I have read and understood the important information on the following pages of this Enrolment Form.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's signature (if student is under 18 years of age): \_\_\_\_\_

Please ensure the following: All sections of this form are completed

A copy of my passport and visa are enclosed

## E IMPORTANT INFORMATION

<b>11</b>	Code of Practice	Fern School of English has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from Fern or from the New Zealand Ministry of Education website at <a href="http://www.minedu.govt.nz/educationSectors/InternationalEducation/">http://www.minedu.govt.nz/educationSectors/InternationalEducation/</a>
	Refund Policy	<p>The refund policy is as follows:</p> <p>(Students may be allowed to join a course as a late arrival after the scheduled commencement date. The provisions of Fern's Refund Policy apply from the scheduled commencement date and not the date on which late Students arrive.)</p> <ol style="list-style-type: none"> <li>1. Withdrawal before course commencement</li> </ol> <p>In the event of withdrawal from the course after fees have been paid but before the commencement of the course, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.</p> <ol style="list-style-type: none"> <li>2. Withdrawal from courses less than three months</li> </ol> <p>2.1 For courses lasting less than 5 weeks (34 days):</p> <p>If a student withdraws within the first two days after and including the scheduled start date of their course, 50% of the tuition fees will be refunded.</p> <p>2.2 For courses lasting between 5 and 12 weeks:</p> <p>If a student withdraws within the first 5 days after and including the scheduled start date of their course, 75% of the tuition fees will be refunded.</p> <ol style="list-style-type: none"> <li>3. Withdrawal from courses of 13 weeks or more</li> </ol> <p>3.1 Withdrawal within the first eight days after and including the course start date: If a student withdraws within eight days after and including the scheduled start date of their course, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.</p> <p>3.2 Withdrawal on day nine or later of the course: If a student withdraws from their course of study before the completion date, they would only be eligible for a refund of tuition fees in exceptional circumstances. This will be at the discretion of the Executive Team and will be considered on a case by case basis. Students should provide documentation to support any such application which must be made within one month of the last day of attendance.</p> <ol style="list-style-type: none"> <li>4. On Day Nine or Later, The Executive Team will make no refund:</li> </ol> <p>4.1 Where a student has been expelled</p> <p>4.2 Where a student wishes to transfer to another school</p> <p>4.3 Where the enrolment application is found to be inaccurate in any way and the contract is terminated</p> <ol style="list-style-type: none"> <li>5. Written Confirmation of Withdrawal</li> </ol> <p>5.1 Before processing a refund of fees, Fern may require a student to provide written confirmation of the withdrawal from the student's parents or guardian (if under 18 years old).</p> <ol style="list-style-type: none"> <li>6. If a refund is appropriate pursuant to the Fern Refund Policy: (a) If Fern receives student fees via an Education Consultant or directly from a member of a student's family, Fern will endeavour to refund fees to the party that paid the fees to Fern; or (b) If Fern is aware that a student has obtained a bank loan for the purpose of attending Fern, Fern will endeavour to refund fees to the relevant lending bank unless otherwise instructed by that bank.</li> <li>7. For a refund of their homestay fees, students are entitled to either give two weeks notice or forfeit two weeks of homestay fees. The remainder of the fees will then be refunded to the student.</li> </ol>

Fees	<p>All international students are required to pay their course fee prior to beginning their programme of study. Please make Bank Drafts payable to: <b>"FERN English Academy Ltd."</b> with Westpac Bank, Queen Street Branch, New Zealand, Account Number: <b>03-0104-0707318-00</b></p> <p><b>We assume no responsibility for funds made out to persons or consultancies other than payments made out to the above mentioned account.</b> Where possible, the Bank Draft must be made out for New Zealand Dollars. If the amount is less than that required, we will not issue a receipt until the correct amount is deposited into our bank.</p>																																																								
Immigration	<p>Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand, and can be viewed on their website at <a href="http://www.immigration.govt.nz">http://www.immigration.govt.nz</a></p> <p>Students must notify Fern, in writing, of any change of address or accommodation type otherwise they are in breach of their Student Permit and the Code of Practice for the Pastoral Care of International Students.</p> <p>No student will be allowed to change to a Visitor Visa until they have completed their course of study and have a letter from their institution to that effect to give to Immigration New Zealand.</p>																																																								
Medical and Travel Insurance	<p>International students must have appropriate and current medical and travel insurance for the duration of their planned period of study. Fern School of English provides medical and travel insurance through Uni-Care. Fern has assessed the policies provided by Uni-Care and determined that they meet the standards set out by the Code of Practice for the Pastoral Care of International Students. <b>Uni-Care Insurance is compulsory for all international students studying at Fern School of English and will automatically be charged for unless an alternative insurance compliant with the Code of Practice has already been arranged.</b> We receive an administration fee from the insurer for arranging this insurance. We have no liability in respect of claims which are a matter between you and the insurer. The following is a summary of their New Zealand Premier Partnership Plan (PPP).</p> <p><b>More information, including full policy wording and premium calculators, can be found on their website at <a href="http://www.uni-care.org">www.uni-care.org</a></b></p> <table border="1" data-bbox="403 701 1401 1608"> <thead> <tr> <th>SCHEDULE OF BENEFITS PAYABLE (per individual)</th> <th>PPP \$NZ</th> </tr> </thead> <tbody> <tr> <td><b>Medical Expenses including:</b> Medical evacuation, hospitalisation, surgery, doctors visits, prescription medicines, dental injury and pain relief</td> <td>Unlimited</td> </tr> <tr> <td>Mental illness</td> <td>\$20,000</td> </tr> <tr> <td>Optical Aids and Optometry</td> <td>\$300 per year</td> </tr> <tr> <td><b>Additional Expenses including:</b></td> <td></td> </tr> <tr> <td>Repatriation and Cancellation</td> <td>Unlimited</td> </tr> <tr> <td>Expatriation (return overseas following repatriation)</td> <td>\$30,000</td> </tr> <tr> <td>Accompanying Relatives (emergency travel)</td> <td>\$100,000</td> </tr> <tr> <td>Funeral Expenses</td> <td>\$100,000</td> </tr> <tr> <td>Loss of non refundable Deposits (incl.Education Provider fees)</td> <td>\$100,000</td> </tr> <tr> <td>Death or Disablement by Injury</td> <td>\$50,000</td> </tr> <tr> <td>Personal Liability</td> <td>\$2,500,000</td> </tr> <tr> <td>Missed Transport Connection</td> <td>\$25,000</td> </tr> <tr> <td>Travel Delay</td> <td>\$10,000</td> </tr> <tr> <td>Emergency Rental Vehicle Return</td> <td>\$1,000</td> </tr> <tr> <td>General Luggage Allowance</td> <td>\$30,000</td> </tr> <tr> <td>Accompanied Luggage lost by Transport Provider</td> <td>\$30,000</td> </tr> <tr> <td>In Hospital Personal Cash (\$100 per day)</td> <td>\$10,000</td> </tr> <tr> <td>False Arrest</td> <td>\$10,000</td> </tr> <tr> <td>Hijack Cash (\$100 per day)</td> <td>\$10,000</td> </tr> <tr> <td>Kidnap &amp; Ransom</td> <td>\$250,000</td> </tr> <tr> <td>Rental Vehicle Excess protection (collision damage &amp; theft)</td> <td>\$5,000</td> </tr> <tr> <td><b>INDICATION OF PREMIUMS (per individual)</b></td> <td></td> </tr> <tr> <td><b>Example Premiums</b></td> <td><b>PPP \$NZ</b></td> </tr> <tr> <td>1 week</td> <td>\$42</td> </tr> <tr> <td>12 weeks</td> <td>\$124</td> </tr> <tr> <td>20 weeks</td> <td>\$182</td> </tr> <tr> <td>1 year</td> <td>\$418</td> </tr> </tbody> </table>	SCHEDULE OF BENEFITS PAYABLE (per individual)	PPP \$NZ	<b>Medical Expenses including:</b> Medical evacuation, hospitalisation, surgery, doctors visits, prescription medicines, dental injury and pain relief	Unlimited	Mental illness	\$20,000	Optical Aids and Optometry	\$300 per year	<b>Additional Expenses including:</b>		Repatriation and Cancellation	Unlimited	Expatriation (return overseas following repatriation)	\$30,000	Accompanying Relatives (emergency travel)	\$100,000	Funeral Expenses	\$100,000	Loss of non refundable Deposits (incl.Education Provider fees)	\$100,000	Death or Disablement by Injury	\$50,000	Personal Liability	\$2,500,000	Missed Transport Connection	\$25,000	Travel Delay	\$10,000	Emergency Rental Vehicle Return	\$1,000	General Luggage Allowance	\$30,000	Accompanied Luggage lost by Transport Provider	\$30,000	In Hospital Personal Cash (\$100 per day)	\$10,000	False Arrest	\$10,000	Hijack Cash (\$100 per day)	\$10,000	Kidnap & Ransom	\$250,000	Rental Vehicle Excess protection (collision damage & theft)	\$5,000	<b>INDICATION OF PREMIUMS (per individual)</b>		<b>Example Premiums</b>	<b>PPP \$NZ</b>	1 week	\$42	12 weeks	\$124	20 weeks	\$182	1 year	\$418
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Eligibility for Health Services	<p>Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <a href="http://www.moh.govt.nz">http://www.moh.govt.nz</a></p>																																																								
Accident Insurance	<p>The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <a href="http://www.acc.co.nz">http://www.acc.co.nz</a></p>																																																								
On Arrival	<p>For international students, a copy of your Student Visa and Permit must be supplied to your Student Support Advisor upon your arrival in New Zealand. Student Advisors are available to assist with all matters relating to your accommodation, welfare and study while in New Zealand. Fern has Student Support Advisors available during course hours.</p>																																																								
Part-time Work	<p>If you are studying for six months or more and have an IELTS score of 5.0 or better you may be entitled to work for 20 hours per week. If you hold a working holiday visa you are entitled to work before, during and after your study as per the terms of your visa.</p>																																																								
Further Information	<p>Further information on courses, fees, entry criteria, facilities, conditions, frequently asked questions and more can be found in our website at <a href="http://www.fernenglish.co.nz">www.fernenglish.co.nz</a>.</p>																																																								