



AOTEAROA CAREER AND MANAGEMENT INSTITUTE

STUDENT ENROLMENT APPLICATION FORM

Please read carefully and refer to the information in ACMI's International Student Prospectus and on the ACMI website

Student No:

(To be filled out by ACMI)

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Family name: _____

Given name(s): _____

Date of Birth(dd/mm/yyyy): _____ Gender: Male /Female

Citizenship: _____ Place and Country of birth: _____

Passport number: _____ Issue date: _____ Expiry date: _____

Home address:

Phone/Cell: _____

Email: _____

Agent (if applicable):

Name: _____

Address: _____

Agent's Phone/Cell:

Agent's Email:

Emergency contact (Home country):

Name: _____

Relationship: _____

Phone/Cell: _____

Email: _____

Emergency contact (New Zealand):

Name: _____

Relationship: _____

Phone/Cell: _____

Email: _____

Start date of study at ACMI (any Monday) (dd/mm/yyyy): _____ **No. of hours per week:**

End date of study at ACMI (any Friday) (dd/mm/yyyy): _____

Level 6, 290 Queen Street, Auckland 1010, New Zealand

Ph + 64 9 302 2266 Email info@acmi.ac.nz

acmi.ac.nz



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Please circle the course you wish to enroll for: **General English (Level 2)** **General English (Level 3)**
IELTS Preparation (Level 3)

Duration of study (number of weeks) _____ First Language _____

Level of English (please underline one of the following): **Beginner** **Elementary** **Pre-Intermediate**
Intermediate **Upper-Intermediate** **Advanced**

IELTS / TOEIC / TOEFL scores (if applicable) _____

Reason for studying English: _____

Airport pick up: Do you require pick up from the airport? (*This service is free but conditions apply*) **Yes /No**
If **Yes**, please advise in writing or via email of your arrival details (date, flight number, time etc.)

Accommodation: Do you require accommodation to be arranged on your arrival? **Yes /No**
If you request, ACMI will arrange accommodation, please specify your preference: *Homestay / Backpacker / Other:*

Student Medical and Travel Insurance:

Under the Education (Pastoral Care of International Students) Code of Practice 2016 it is compulsory for all students to have adequate insurance (see the ACMI website. Details are also provided on the coverage and cost of ACMI-arranged insurance). Do you wish ACMI to arrange insurance for you? **Yes /No**

Declaration

- I confirm I have read and understood this application form with its terms and conditions and all information provided by ACMI on the website and included in the International Student Prospectus relating to: programme fees structure, administrative fees, approximate cost of living in New Zealand, withdrawals and refunds, student fee protection, rules and disciplinary processes.
- I confirm I have read and understood all the information about the programme that I am applying for and the costs involved.
- I understand that providing any information that is false or intentionally withheld may lead to this application being rejected.
- I will inform ACMI immediately if any changes to this application are required.
- I permit ACMI to contact emergency contacts listed in this application in the event of an emergency.
- I confirm that all the information provided is, to the best of my knowledge, true, correct and accurate.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

(If the applicant is under 18 years old, please fill out and attach an under 18's Consent Indemnity Form)

Have you read, understood and completed all sections of the form including the Declaration? **Yes / No**

Have you attached a certified copy of your main passport page? **Yes / No**

How did you find out about ACMI? Internet Friend/relative Newspaper Radio Others

(Please comment e.g. Website, Radio Station etc.): _____

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Terms and Conditions

New Zealand Privacy: The collection, storage, use and distribution of personal information you provide to ACMI meets all requirements of the Privacy Act 1993. Relevant information will be available to ACMI staff in the conduct of their legal duties in relation to your enrolment and will be released to New Zealand government agencies such as the Ministry of Education, NZQA, ITOs, Immigration New Zealand, IRD, ACC, the New Zealand Police and other statutory agencies when required by legislation and Gazetted Rules established under legislation. You may access your file held by ACMI at any time to confirm or correct any information.

Student Fees Trust Account: All student fees and other payments are held in our trust account (**Account Name: Public Trust – Aotearoa Career and Management Ltd. Bank Account: 020536030586501. Swift Code: BKNZ222**) that is operated by public trust. The student fees are released periodically in arrears on a pro rata basis in relation to the tuition delivered.

Withdrawals and refunds: ACMI has a refund policy that meets the requirements of the Education Act 1989 (s.235A) and NZQA policies.

Students who withdraw from a programme of three months or more, within the first ten working days after the date when attendance is required, are eligible to a refund of at least 75% of all funds paid. Up to 25% may be deducted to cover the costs incurred by ACMI in accepting the enrolment. This also applies to students who withdraw before the programme commences.

Students who withdraw from a programme of more than five weeks but less than three months, within five days after the date when attendance is required, are eligible to a refund of at least 75% of all funds paid. Up to 25% may be deducted to cover the costs incurred by ACMI in accepting the enrolment. This also applies to students who withdraw before the programme commences.

Students who withdraw from programmes of less than five weeks within the second day of the programme commencing are eligible to receive a refund of at least 50% of all funds paid.

In all cases ACMI must be able to justify any deduction. The student has the right to lodge a complaint with NZQA if they believe the amount deducted is not justified.

If a student is not in a position to attend classes on the first day that attendance is

required (as per the date mentioned on the formal "Offer of Place"), then the student is required to notify ACMI in writing or by email with an explanation for the reason and requesting a deferral of start date. ACMI will consider the student's request and a decision will be made depending on the explanation given.

Withdrawal applications need to be made directly to ACMI in writing and must be signed by the student, not by an agent of the student. Applications for refunds received after the first ten days of the start of the course are not eligible for any refund and will only be considered by the directors of ACMI in extraordinary circumstances.

Costs: Programme fees only refer to direct study costs at ACMI. They include access to ACMI study resources and study materials provided. Other study aids such as laptops and stationery etc. are not included and need to be considered by you when budgeting your study costs. Furthermore, you need to be aware of administrative fees as stated in the International Student Prospectus and Student Handbook. You need to plan for at least NZ\$ 15,000 per year for your living costs in Auckland over and above your tuition fees. For a detailed break-down, refer to the International Student Prospectus, Student Handbook or ACMI website.

Student must be covered for the following situations in their Insurance Policy:

- (a) the student's travel
 - (i) to and from New Zealand; and
 - (ii) within New Zealand; and
 - (iii) if the travel is part of the course, outside New Zealand; and
- (b) medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
- (c) repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- (d) death of the student, including cover of
 - (i) travel costs of family members to and from New Zealand; and
 - (ii) costs of repatriation or expatriation of the body; and
 - (iii) funeral expenses.

Rules and Regulations of ACMI:

Student Conduct: All enrolled students must comply with all ACMI's terms and conditions, policies, standard procedures and rules and regulations that apply, not

limited to 'rules and regulations' that are published.

Visa Conditions: All ACMI students must meet and adhere to their visa conditions at all times. ACMI reserves the legal right to report any breaches to Immigration New Zealand.

Attendance: All student visa holders must maintain full attendance and show suitable progress. If students are late to class, they will not be admitted and may be asked to join the next session. If this behaviour persists, students will be issued a warning notice and a written reply will be required as to why their enrolment should not be terminated. If a student is absent for 3 consecutive days or more, a medical certificate needs to be produced.

Current Contact Details: Enrolled students are required to update ACMI of any changes to their personal contact details (address, email and phone numbers).

Behavioural Misconduct: All students must comply with ACMI's disciplinary procedures. ACMI reserves the right to terminate this agreement if the student's conduct, behavior or compliance with the disciplinary procedures is unsatisfactory.

Termination of Agreement: If a student fails to meet all obligations set out under this agreement, ACMI will inform the student in writing, explaining how and why the student has failed to meet the obligations and what needs to be done by when. If the student fails to comply accordingly, this agreement will be terminated.

In the event of termination of enrolment, the student will be asked to leave immediately and will not be entitled to a refund, deferral or their graduation certificate. ACMI will report all student visa holders to Immigration New Zealand about their current status and will also notify the student's agent.

Homestay & Airport Pick-up: Students need to inform ACMI at least 4 weeks prior to their arrival date in New Zealand if homestay accommodation and airport pick up need to be arranged.

Applicant Signature: _____