

# 2010 Enrolment

## 1. PERSONAL DETAILS

FAMILY NAME:

GIVEN NAME:

ADDRESS:

COUNTRY:

TELEPHONE:

EMAIL:

DATE OF BIRTH:

SEX:  MALE  FEMALE

NATIONALITY:

NAME OF EMERGENCY CONTACT:

MOBILE NUMBER:

EMAIL:

DO YOU HAVE TRAVEL & MEDICAL INSURANCE:  
 YES  NO, PLEASE ARRANGE FOR ME

VISA:  
 VISITOR  STUDY  WORKING HOLIDAY  OTHER

AGENT NAME:

## 2. COURSES REQUESTED

<input type="radio"/> AUCKLAND	<input type="radio"/> CHRISTCHURCH
Start date <input type="text"/>	Start date <input type="text"/>
End date <input type="text"/>	End date <input type="text"/>
Number of weeks <input type="text"/>	Number of weeks <input type="text"/>

## PAYMENT

Either pay your local agent

or Telegraphic Transfer (NZ\$) to Swift address  
 Bank of New Zealand BKNZNZ22100  
 for BNZ Auckland - Client Dominion Teaching Associates Ltd:  
 Account Number 020100-0875701-00. Sender should pay all bank charges

or Send Credit Card details to registrar@dominion.school.nz

## 3. COURSES

**GENERAL ENGLISH COURSES**

1  Full-Time  Intensive  Part-Time  Full-Time Plus Individual English  
 Conversation  Individual

**ENGLISH FOR ACADEMIC PURPOSES**

2  EAP 1  EAP 2  EAP 3

**EXAM COURSES**

3  Cambridge First Certificate  Cambridge Advanced  Cambridge Proficiency  
 IELTS

**TEACHER TRAINING COURSES**

4  TECSOL  J-Shine

**TEENAGE COURSES**

5  English Plus Activities  Full-Time English

**ENGLISH PLUS COURSES**

6  English Plus Activities  New Zealand Studies

**50 PLUS COURSES**

7  Integrated into any of our General English or Exam courses

**FAMILY COURSES**

8  A separate enrolment is required for each person

## 4. ACCOMMODATION

HOME STAY *please arrange*  AIRPORT TRANSFER *please arrange*

1. Do you smoke?  NO  YES

2. Do you want cats/dogs in your home?  NO  YES

3. Is there any food you cannot eat?  NO  YES

4. Do you require special foods?  NO  YES

5. Do you have religious observances?  NO  YES

6. Do you have any special medical problems?  NO  YES

7. Do you want children in your host family?  Older children  Younger children  No children

OTHER ACCOMMODATION *please arrange*

Furnished Apartment  Hostel

Backpacker  Self-catering Motel

<input type="radio"/> AUCKLAND	<input type="radio"/> CHRISTCHURCH
Date in <input type="text"/>	Date in <input type="text"/>
Date out <input type="text"/>	Date out <input type="text"/>

### AUCKLAND CHRISTCHURCH

## ENROLMENT CONDITIONS

**TO ENROL:** Visit your local agent OR complete the enrolment form and email to: [english@dominion.school.nz](mailto:english@dominion.school.nz) OR fax to: +64 9 377 3473 OR go to [www.dominion.school.nz](http://www.dominion.school.nz)

**ACCOMMODATION** is arranged only for the duration of the studies, except in special circumstances.

**ALL STUDENTS UNDER THE AGE OF 18 YEARS OLD** who have no legal guardian permanently resident in New Zealand, must stay at Dominion arranged accommodation. Dominion must be provided with the Parent/Guardian's contact details.

**CLASSES:** While students can start any Monday of the year, at DOS discretion fees may be transferred to the equivalent of individual tuition if a suitable class at the appropriate level is unavailable.

**STUDENT FEES PROTECTION POLICY:** Dominion English School has placed in a Static Trust, managed by the Public Trust, the sum of all tuition and accommodation fees paid in advance, by our current and future students. The Static Trust is managed by the Public Trust, which is owned by the New Zealand Government. When making a claim under this policy, students should contact the Trustee for all unused portions of monies paid: Public Trust, Level 3, 205 Great South Road, Greenlane, Auckland.

**STUDENT PERSONAL (TRAVEL, HEALTH & MEDICAL) INSURANCE:** Students must have comprehensive insurance from the date of their departure from their native country to the date of their return. If students arrange their own they must provide a copy of their insurance policy on their first day. The insurance policy must be from a reputable and established travel insurance company, with a credit rating no lower than A from Standard & Poors, or B+ from AM Best. The insurer must provide emergency 24 hour / 7 day per week insurance cover. The student must provide details of what the insurance covers and provide the dates of the insurance cover. Dominion can assist and invoice for New Zealand Government approved insurance if requested.

**PRIVACY:** In terms of the Privacy Act, information is collected as part of the essential information the school holds on the student. The records made from this information may be viewed on request at the school. The school may transfer this information to other educational authorities.

**PUBLIC HOLIDAYS:** No compensation is given for days the school is closed. The normal weekly rate is payable for weeks in which there are holidays.

**CANCELLATION & REFUNDS:** All fees are converted to NZ\$ on the day of receipt and the refund is the equivalent of the NZ\$ value on the day of receipt. All refunded fees must go to the person from whom Dominion received the fees.

1. For courses LESS than 5 Weeks: Students may withdraw within the first 2 days of starting the course. Students will receive as a refund, 50% of all fees paid.
2. For courses from 5 Weeks to 12 Weeks: Students may withdraw within the first 5 days of starting the course. Students will receive as a refund, 75% of all fees paid.
3. For courses MORE than 12 Weeks: Students may withdraw within the first 7 days of starting the course. Students will receive as a refund all the fees received which exceed NZ\$500 or 10% of the amount paid, which ever is the lesser.
4. All other refunds are possible only in special circumstances approved by the Director.

**LIABILITY:** Dominion cannot be held responsible for any sickness, injury, damage or loss incurred within the school or on school activities. It is the responsibility of the student to arrange personal insurance. Dominion can provide information about insurance. Dominion cannot be held responsible for any school closure due to circumstances outside Dominion's control. There is no refund in such circumstances. If the weather is unsuitable for any activity an alternative activity will be arranged (at Dominion's discretion).

**ACCIDENTS AND EMERGENCIES:** Dominion staff are responsible during any accident or emergency. Dominion staff instructions must be followed. The school will take necessary action in the case of any sudden illness or emergency.

**PERSONAL LIABILITY:** The Law concerning personal liability in New Zealand is entirely contained in the Accident Compensation Act of 1982. No personal injury claim can be made against Dominion English Schools or any other company, organisation or any individual.

### STUDENTS UNDER 18 YEARS PARENT OR GUARDIAN MUST SIGN BELOW

I accept full legal responsibility for the student while the student is in New Zealand, I accept the Enrolment Conditions and I have read the Code of Practice ([www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international))

Full Name

Telephone

Date

Signature (parent or guardian)

Address

### STUDENTS 18+ YEARS MUST SIGN BELOW

I accept the Enrolment Conditions and I have read the Code of Practice ([www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international))

Signature

Date