



2018 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

DO YOU HAVE ANY LEARNING DISABILITIES e.g. DYSLEXIA, HEARING DIFFICULTIES ETC?
 YES NO

VISA:
 VISITOR STUDY WORKING HOLIDAY OTHER

AGENT NAME:

2. COURSE DATE

Start date

End date

Number of weeks

3. COURSES

GENERAL ENGLISH COURSES

1 Super-Intensive Intensive Part-Time Conversation
 Super-Int. + Guided Self Study Super-Int. + Individual English Individual

EXAM COURSES

2 Cambridge First Certificate Cambridge Advanced
 Cambridge Proficiency IELTS

ENGLISH FOR ACADEMIC PURPOSES

3 EAP 1 EAP 2

TEACHER TRAINING COURSES

4 TESOL TECSOL J-Shine

BUSINESS ENGLISH

5 Part-time afternoons

TOEIC

6 Part-time afternoons

TEENAGE COURSES

7 English Plus Activities Super-Intensive English High School Combi

4. ACCOMMODATION

HOME STAY *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 conditions? NO YES

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

OTHER ACCOMMODATION *please arrange*

Furnished Apartment Self-catering motel

ACCOMMODATION	AIRPORT TRANSFERS
<input type="radio"/> Auckland	<input type="radio"/> On arrival <input type="radio"/> On departure
Date in <input type="text"/>	Date in <input type="text"/>
Date out <input type="text"/>	Date out <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 02-0144-0058826-000.
 (Sender pays all bank charges)

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

AUCKLAND

8th Floor | 155 Queen St | P.O.Box 4217 | Auckland | New Zealand
 p (+64) 9 377 3280 | f (+64) 9 377 3473 | e english@dominion.school.nz

ENROLMENT CONDITIONS

TO ENROL: Visit your local agent OR complete the enrolment form and email to: english@dominion.school.nz OR fax to: +64 9 377 3473 OR go to 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. It is recommended that insurance policies provide for unlimited health cover. The student must provide details of what the insurance covers and provide the dates of the insurance cover. Students should be sure to disclose any pre-existing medical or health issues. Failure to do so may affect their insurance coverage. 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. Dominion may take photographs and create videos of students during their time at the school. These photographs and videos remain the property of Dominion English Schools and may be used for marketing purposes. Dominion reserves the right to verify students' immigration status with Immigration New Zealand.

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.

DOMINION CANCELLATION AND REFUND POLICY 2017

CANCELLATION POLICY: (Before arrival in NZ and including students whose visa applications are declined) All fees received are refunded, except for the Registration Fee and the Accommodation Placement Fee (if the placement has been made).

TERMINATION OF ENROLMENT: if the Student, for health reasons, is unable to continue their studies, enrolment will be terminated and all appropriate fees will be refunded. This termination is at the discretion of the Principal.

VOLUNTARY CLOSURE OR COURSE CESSATION: if Dominion voluntarily closes, or ceases to offer a course in which students are enrolled, a Pro Rata Refund will be made to affected students within five working days of the closure or cessation.

COURSE CLOSURE EVENT: students affected by a Course Closure Event will receive Pro Rata Refunds according to Rule 7 of the Student Fee Protection Rules 2013.

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 applications for refunds must be accompanied by the original documents issued by Dominion, along with evidence that the documents were not used to obtain a visa to come to New Zealand. All refunded monies must go to the person from whom Dominion received the monies. Students will be notified of the result of their refund application within 7 days of receipt and refunds will be paid within fifteen days.

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 10 working days of the course. Students will be refunded in full less costs incurred up to a maximum of 25% of the fee total paid. We will give you the details of fees deducted.
4. All other refunds are possible only in special circumstances approved by the Principal. The application for this refund must be made at least 2 weeks before the course is to end. Students will receive as a refund all the relevant fees less 30% handling fee. It is the responsibility of the student to contact their Agent or Dominion regarding the result of any application for such a refund.

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.nzqa.govt.nz/providers-partners/education-code-of-practice/)

Full Name:

Address:

Telephone:

Date:

Signature (parent or guardian):

STUDENTS 18+ YEARS MUST SIGN BELOW

I accept the Enrolment Conditions and I have read the Code of Practice (www.nzqa.govt.nz/providers-partners/education-code-of-practice/)

Signature:

Date: