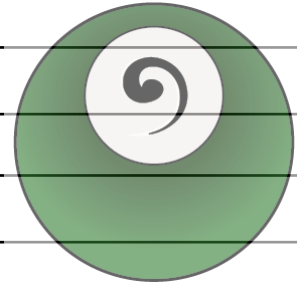


REGISTRATION FORM

Coromandel Outdoor Language Centre

Given Name:		Family Name:	
Male/Female:		Date of Birth:	
Nationality:		First Language:	
Occupation:			
Home Address:			
Telephone:		Fax:	
Email:			
How did you hear about Coromandel Outdoor Language Centre?			
Contact name, address and telephone number in case of emergency.			



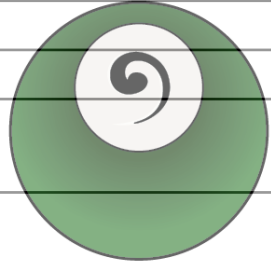
Level of English Tick one	Beginner	Elementary	Intermediate	Advanced
You will be given a small test and interview on your first day				
Reading/Writing				
Speaking/Listening				

COURSE - refer to Price List (Courses start on Mondays except Public Holidays)	Tick (✓)	Course Start Date	End Date	Weeks
Morning Lessons				
General Course				
General Plus Course (Friday Activity)				
Morning Lessons with Activities				
English Plus 3 Course (Tues, Wed, Fri Activities)				
English plus Surfing/Body Boarding				
Environmental Course				
Examination Preparation Course - IELTS				
Examination Preparation Course - FCE				
Private Lessons Number of lessons per week: _____				
English Plus (Bone Carving, Golf, New Zealand Cooking)				

Coromandel Outdoor Language Centre Registration Form Page 2

1. ACCOMMODATION - HOMESTAY	YES	NO
Do you want us to arrange homestay accommodation? <small>Accommodation, with breakfast and dinner, Monday - Friday and 3 meals on Saturday and Sunday</small>		
Number of weeks: First night (date): Last night (date):		
Departure date:		

TO HELP US ARRANGE A SUITABLE HOST FAMILY FOR YOU PLEASE ANSWER THE FOLLOWING QUESTIONS	YES	NO	EITHER
Do you smoke?			
Do you prefer children in your host family?			
Do you prefer cats in your host family?			
Do you prefer dogs in your host family?			
Do you have any special food needs? If yes please give details:			
Do you have any special medical problems/allergies? If yes please give details:			
Your sporting interests/hobbies:			
Special Requests:			



2. INTERNATIONAL LODGE - accommodation only, no meals provided	YES	NO
Do you want us to arrange lodge accommodation? - Minimum age 18 years		
Number of weeks: First night (date):		
Last night (date): Departure date:		

TRANSFER - Please inform us of your travel plans as soon as possible Arrival transfer from Auckland Airport is free to students enrolled for 12 weeks or more	YES	NO
Do you want us to meet you and organise your transport from Auckland to Whitianga?		
Arrival Day: Arrival Date:		
Flight Number: Arrival Time at Auckland Airport:		

RETURN TRANSFER (not offered unless under 18 or specially requested) assistance will be given	YES	NO
Do you want us to organise your return transfer?		
Departure Day: Departure Date:		
Departure Time at Auckland Airport: Flight Number:		

MEDICAL AND TRAVEL INSURANCE All International Students studying in New Zealand must have an appropriate and current Medical and Travel Insurance Policy. Please refer to our Conditions of Enrolment	YES	NO
Do you want us to organise an insurance policy with Uni-care for you?		
First Date of Travel: Final Date of Travel:		

CONDITIONS OF ENROLMENT

REGISTRATION is necessary at least 2 weeks before the course commences.

FULL PAYMENT OF ALL FEES IS DUE before the course commences.

NO TRANSFER OF FEES.

COURSE CHANGES only at the discretion of the Director or, in his absence, the School Manager.

DISCIPLINARY PROCEDURES: Students will normally be given two verbal warnings and one written warning in an attempt to remedy the problem prior to expulsion. In any case where a student is in breach of New Zealand law then expulsion can be immediate. Immigration authorities will then be informed that the student is no longer enrolled at Coromandel Outdoor Language Centre. If students are absent for 2 weeks without prior approval, expulsion can be automatic.

STUDENT COMPLAINTS

1. Students should first complain to their teacher.
2. If necessary students can later approach the Director of Studies.
3. If necessary students can later approach the School Director or, in his absence, the School Manager.
4. If necessary students can later approach English New Zealand – PO Box 2577, Auckland.
5. If necessary students can later approach the New Zealand Qualifications Authority (NZQA) – PO Box 160, Wellington, telephone 0800 QA HELP (0800 697296), email: helpdesk@nzqa.govt.nz.
6. If necessary students can later approach the International Education Appeal Authority, Tribunals Unit, Private bag 32001, Panama Street, Wellington 6146

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 Coromandel Outdoor Language Centre 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 Coromandel Outdoor Language Centre received the monies.

1. If the enrollment period is **1 – 34 days**, and the withdrawal is within the first **2 days** of the course, the amount of the refund will be **50%** of total fees paid, less any fees used. After 2 days or more, there may be no refund.
2. If the enrollment period is **34 days – 3 months**, and the withdrawal is within the first **5 days** of the course, the amount of the refund will be **75%** of total fees paid, less any fees used. After 5 days or more, there may be no refund.
3. If the enrollment period is more than **3 months**, and the withdrawal is within the first **8 days** of the course, there will be a full refund less administration costs of **10%** of the total fee, or \$500.00, whichever is the lesser of the two. After 8 days or more, there may be no refund.
4. **NOTE:** Total Fee refers to all fees paid to COLC including tuition, accommodation and one off fees. Any accommodation fees paid to COLC will be refunded on a pro rata basis (that is, if the student is in homestay, the number of nights used will be deducted from any refunds. Refunds do not include registration fee, homestay placement fee or airport transfer fees, if the student withdraws after the start of the course.

PUBLIC HOLIDAYS: No compensation is given for days the school is closed due to Public Holidays. The normal weekly rate is payable for weeks in which there are holidays. The Public Holiday dates are available upon your request.

AGES ACCEPTED: Minimum age 16 years for individual students.

HOMESTAY ACCOMMODATION is arranged only for the duration of the studies, except in special circumstances. The family must be respected, their home is not a hotel. The accommodation for this student is compliant with the Code of Practice 2010.

LIABILITY: Coromandel Outdoor Language Centre cannot be held responsible for any sickness, injury, damage or loss incurred within the Language Centre or on Language Centre activities. It is the responsibility of the student to arrange personal insurance. Coromandel Outdoor Language Centre can provide information about insurance. Coromandel Outdoor Language Centre cannot be held responsible for any Language Centre closure due to circumstances outside the control of Coromandel Outdoor Language Centre. There is no refund in such circumstances. If the weather is unsuitable for any activity an alternative activity will be arranged. No refunds for cancelled/alternative activities.

ALL STUDENTS UNDER THE AGE OF 18 who have no legal guardian resident in New Zealand, must stay at Coromandel Outdoor Language Centre arranged accommodation.

AT PRESENT GOVERNMENT TAXES include 15% Goods and Services Tax (GST). If Government taxes increase, such increases will be added to fees.

PERSONAL LIABILITY: The Law concerning personal liability in New Zealand is entirely contained in the Injury Prevention Rehabilitation and Compensation Act 2001 (Section 20). No personal injury claim can be made against Coromandel Outdoor Language Centre or any other company, organisation or any individual.

CONTACT DETAILS: Students must advise Coromandel Outdoor Language Centre of all changes.

PASSPORT: Students must bring their passports to Coromandel Outdoor Language Centre on the first day of lessons.

STUDENT FEES PROTECTION POLICY:

1. The fees of all students on a student visa are placed in a Trust Fund operated by the Auckland Regional Chamber of Commerce on behalf of English New Zealand.
2. All student fees are protected with a Bank Bond held by the Trustees, Gilligan Shepherd, 253 Queen Street, Auckland telephone (09) 309 5191. In the event that an application needs to be made with the Trustees, please apply in writing.
3. Fees are protected as provided for in the Ministry of Education Code of Practice for the Pastoral Care of International Students.

IMMIGRATION: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS: COROMANDEL OUTDOOR LANGUAGE CENTRE 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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation.aspx>

ELIGIBILITY FOR HEALTH SERVICES: 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 <http://www.moh.govt.nz>

ACCIDENT INSURANCE: 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 <http://www.acc.co.nz>

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand. We are unable to accept your enrolment unless you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. You must also obtain insurance to cover your travel to and from New Zealand and any loss of luggage. Please advise if you require any help arranging travel and medical insurance. We can arrange insurance for you with Uni-care, their website is <http://www.uni-care.org>. You must bring proof of insurance documentation with you on your first day.

I accept the terms outlined in this application and understand that Coromandel Outdoor Language Centre will make every effort to accommodate my requests and acknowledge I have read the Code of Practice summary on <http://www.activity.co.nz> or, by request from Coromandel Outdoor Language Centre.

Signature of Student

Date

IF THE STUDENT IS UNDER 18 YEARS OF AGE THIS SECTION IS TO BE COMPLETED BY A PARENT OR GUARDIAN

I accept full responsibility for the student, while the student is in New Zealand.

NAME: _____

ADDRESS: _____

TELEPHONE: _____ Home _____ Work

FAX: _____ E-MAIL: _____

RELATIONSHIP TO STUDENT: _____ OCCUPATION: _____

SIGNATURE: _____ DATE: _____

PAYMENT

EITHER

Pay your local retailer

OR

Post a bank draft to Coromandel Outdoor Language Centre payable in NZ\$

OR

ACCOUNT NAME: Educational Tourism NZ Limited,
trading as Coromandel Outdoor Language Centre
BANK NAME: National Bank of New Zealand
BANK ADDRESS: 601 Pollen Street, Thames, New Zealand
BANK, BRANCH & ACCOUNT NUMBER: 06 0457 0138181 00
SWIFT CODE: ANZBNZ22

OR

Pay by VISA MASTERCARD

Card Number: _____

Expiry Date: _____ Cardholder Name: _____

Cardholder Signature: _____