

English Language Application Form



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

ACADEMIC ENGLISH (CAEL/CAAE)

Tuition Fees

\$4,900 per block *plus University levies up to \$455 per year*

Course Dates 2015

Intensive 5 January – 27 February (conditions apply)

Block 1 23 February – 15 May

Block 2 25 May – 7 August

Block 3 17 August – 30 October

Block 4 9 November – 5 February 2016

GENERAL ENGLISH

Tuition Fees

Full-time (23 hours/week) \$450 per week*

Part-time (15 hours/week) \$330 per week*

**Pay for five weeks and get the sixth week free*

Course Dates 2015

5 January to 30 November – Minimum 3 weeks enrolment.

5, 19 January 6, 20, 27 July

2, 9, 16, 23 February 10, 24 August

2, 16, 30 March 7, 21 September

13, 20 April 5, 19 October

11, 25 May 2, 16, 30 November

8, 22 June

IELTS EXAMINATION

Hamilton Test Fee

\$385.00

IELTS 2015 Test Dates

17, 31 January 9, 16 May 12, 26 September

14, 28 February 6, 13, 27 June 10, 31 October

14, 28 March 11 July 7, 21 November

18 April 8, 29 August 5, 12 December

OTHER CHARGES

Application Fee

Payable once for each new enrolment \$220.00

Accommodation Registration Fee

Payable once on each new application \$275.00

Homestay

3 meals per day per week \$259.00

Auckland International Airport Transfer

One way \$90.00

Insurance

Premiums start from \$100.00

Bank Fee

Charged when applicable \$27.00

Under 18 Designated Caregiver Assessment Fee

Charged when applicable \$200.00

Prices apply for study from 1 January 2015. Fees are correct at the time of printing.
All prices are quoted in New Zealand dollars, are applicable to international students and include New Zealand Government GST (goods and services tax) of 15% where applicable.
Prices are subject to change and in this case reasonable effort will be made to notify agents and students in advance.

VISIT THE WAIKATO
PATHWAYS COLLEGE
WEBSITE FOR MORE
INFORMATION



INFORMATION FOR INTERNATIONAL STUDENTS

Code: The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Qualifications Authority website at www.nzqa.govt.nz/studying-in-new-zealand

Immigration: Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz

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 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 www.acc.co.nz

Medical and Travel Insurance: International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. For information on the medical and travel insurance policies the University of Waikato will accept please refer to www.waikato.ac.nz/international/insurance

Terms and Conditions of Enrolment

The following Terms and Conditions of Enrolment are effective from 1 January 2015. Terms and Conditions are subject to change and in this case reasonable effort will be made to notify agents and students in advance. Please refer to www.waikato.ac.nz/pathways/programmes/enrolment/termconditions.pdf for amendments and updates. Definitions of abbreviations used throughout the Terms and Conditions are as follows:

WPC = Waikato Pathways College; UoW = University of Waikato; 'CAEL = Certificate of Attainment in English Language; 'CAAE = Certificate of Attainment in Academic English; GE = General English; INZ = Immigration New Zealand; NZ\$ = New Zealand Dollar; T&C = Terms and Conditions of Enrolment.

1. ENROLMENT

- 1.1 A student applies for and is offered a place at the WPC based on a Study Programme.
A Study Programme consists of one or more of any of the following:
 - 1.1.1 An agreed number of blocks of CAEL/CAAE
 - 1.1.2 An agreed number of weeks of GE
 - 1.1.3 Any combination of GE and CAEL/CAAE
- 1.2 A student applying to study at the WPC must fill in a WPC application form and submit this to the WPC by fax, email, post or via the WPC website.
- 1.3 Each student must sign the Student Declaration on the application form to confirm his/her understanding and acceptance of the T&C. Submission of an application via the WPC website is deemed to show understanding and acceptance of the T&C. Any student who has applied via the WPC website will be required to sign the Student Declaration on arrival at the WPC.
- 1.4 An application fee is payable for every new Study Programme a student enrolls in.
- 1.5 After an application is received by the WPC, a student may be offered a place. This offer is confirmed upon:
 - 1.5.1 Issue of receipt for payment of fees in full; and
 - 1.5.2 A place being available at the time that a receipt is issued for payment of fees.
- 1.6 As places are limited, priority may be given to a student intending to enrol in a UoW qualification.
- 1.7 The WPC reserves the right to decline an enrolment.
- 1.8 Any student who has enrolled through an agent may not change to another agent at any time during his/her first enrolment period unless the WPC receives written confirmation that the original agent agrees to the change.
- 1.9 In special circumstances the WPC Director may allow a change or deferment (including holidays) to a confirmed programme of study. All applications to amend a programme of study must be made no less than 2 weeks before the requested dates of the change. Students will be liable for any fees or charges that may occur as a result of this change and payment must be made in full before the new programme of study can be undertaken. In the case of a credit no refunds are possible. The WPC reserves the right to charge a Change of Enrolment fee on any second or subsequent amendments.
- 1.10 Failure to pay any outstanding fees may result in exclusion from class and usual student privileges until such fees are paid.
- 1.11 If a holiday falls during a student's study period, 3 or 4 days of classes still constitutes a full week.

2. HOMESTAY ACCOMMODATION

- 2.1 The minimum period of homestay is 4 weeks, unless your period of study is less than this. If students cancel their enrolment or homestay at any point up to 7 days after their entry date, and their homestay has been arranged by UoW or its contracted agent, then the students will receive a refund of living expenses paid less 4-weeks homestay fees.
- 2.2 If students do not advise of late arrival, they will be required to pay homestay fees from the originally advised arrival date.
- 2.3 If students do not advise of non-arrival, they will be required to pay one week's homestay fees from the originally advised arrival date.
- 2.4 If students cancel their enrolment or homestay before UoW has arranged their homestay, they will receive a refund of living expenses paid.
- 2.5 Student may receive a full refund of living expenses paid to UoW if we cannot find them a placement.
- 2.6 After the required 4-week period, a minimum of 7 days notice is required to cancel homestay accommodation. Where less than 7 days notice is provided, up to 7 days homestay fees will be charged.
- 2.7 After the required 4-week period, students over the age of 18 will be required to pay their homestay fees directly to the family. After the required 4-week period any living expenses paid to UoW for the purposes of homestay will be refunded to students over the age of 18.
- 2.8 If the course of study is 12 weeks or fewer, students may contact the Homestay Co-ordinator to request the University of Waikato continue paying the host family directly. Students must advise the Homestay Co-ordinator before the end of the required 4-week period.
- 2.9 Request for homestay accommodation is processed once homestay fees have been receipted and we have received your arrival details.
- 2.10 Once the placement process has begun, the homestay placement fee is non-refundable.

3. REFUNDS

- 3.1 The application fee is non-refundable, except in the circumstance detailed in 3.2.3 below.
- 3.2 Full refunds will only be given if:
 - 3.2.1 INZ has refused to grant a student visa for study in New Zealand prior to a student's arrival. A refund of the remaining fees will be given. Students from the People's Republic of China are advised not to pay before INZ has granted approval in principle.
 - 3.2.2 A visa extension is refused by INZ. A refund of tuition fees and the accommodation registration fee will be given.
 - 3.2.3 The WPC is unable to provide a place for the student. A refund of tuition fees, the accommodation registration fee and the application fee will be given.
- 3.3 Partial refunds will be given if a student cancels his/her Study Programme before their course start date. The amount of the refund will be the unused portion of the tuition fee less an administration charge of NZ\$500.
- 3.3.1 Partial refunds will be given if a student cancels his/her Study Programme by 4pm on the first Friday after his/her Monday start date, or by 4pm five working days from and including the start date. The amount of the refund will be the unused portion of the tuition fee less an administration charge of NZ\$2000.
- 3.4 Students who are accepted into a University of Waikato qualification can apply to have the fees from any future CAEL/CAAE block or future weeks of General English transferred to the University of Waikato without penalty.

- 3.5 In special circumstances the Director, SASD may approve a partial refund on compassionate grounds.
- 3.6 Approved refunds will be paid as follows:
 - 3.6.1 Students who have a student visa for the duration of their original Programme of Study must provide evidence of a revised student visa in line with their new Programme of Study before any refund can be processed.
 - 3.6.2 Where a student with an approved refund is to attend an institution in New Zealand, the University of Waikato will transfer the refund portion to the institution, upon receipt of a formal letter of offer or invoice which confirms the student's acceptance into a qualification. If the student has already paid his/her tuition fees at the other institution, the University of Waikato will refund the fees upon written confirmation from the other institution that the fees have been paid. It is the student's responsibility to provide the necessary documentation from the other institution. The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.
 - 3.6.3 Where a student is not enrolling in another institution and cannot obtain a revised student visa, an overseas bank draft will be posted to the nominated overseas address at the conclusion of their revised Programme of Study. The University of Waikato will notify INZ that the student has not fulfilled the obligations of their visa by completing their enrolment at the University of Waikato.

4. AIRPORT TRANSFERS

- 4.1 All airport pick-ups must be booked at the time of application or at least 10 days prior to arrival in New Zealand.
- 4.2 Pick-up will only be arranged if transfer fees have been paid prior to arrival in New Zealand.

5. ATTENDANCE

- 5.1 If a student is going to be absent from class, he/she must advise the WPC reception.
- 5.2 If a student is absent from class after three consecutive days for medical reasons, he/she must provide a medical certificate.

6. COMPULSORY MEDICAL AND TRAVEL INSURANCE

- 6.1 All International Students must have appropriate and current Health and Travel Insurance. Your insurance must be continuous for your full period of time in New Zealand. Without appropriate insurance you will not be able to enrol. This is a requirement of New Zealand Qualifications Authority's Code of Practice for the Pastoral Care of International Students (the Code). The Code is very specific about students' requirements for cover while they are in New Zealand and can be viewed on www.nzqa.govt.nz/studying-in-new-zealand

7. VISAS

- 7.1 An international student has the responsibility to ensure he/she has the correct visa to study at the WPC. It is the student's responsibility to change his/her visa status with INZ if necessary, and advise the WPC of any changes.
- 7.2 Where an international student cancels or withdraws from his/her enrolment and does not transfer to another UoW qualification, the WPC will advise INZ. Students must be aware that cancelling their enrolment will affect their visa status.
- 7.3 INZ will be advised of any student whose enrolment is terminated.

8. DISCIPLINE

- 8.1 A reasonable standard of behaviour is required of students of the WPC. Misconduct, including damage to the UoW property, cheating, harassment, disruption in class and/or in homestay, any activity that is likely to discredit the UoW, or any other serious misconduct may lead to termination of enrolment by the WPC and forfeiture of fees. When this occurs the Discipline Regulations, as set out in the UoW Calendar, will be applied (see <http://calendar.waikato.ac.nz/> for details).
- 8.2 Students are also expected to comply with the laws of New Zealand. Failure to do so and/or failure to comply with applicable UoW rules and WPC procedures may lead to the expulsion of the student and forfeiture of tuition fees.
- 8.3 Termination of Enrolment – The UoW reserves the right to terminate any students' enrolment where the ability of the student to effectively participate is compromised.

9. THE PRIVACY ACT 1993

- 9.1 Personal information requested by the WPC is required to enable it to fulfill its functions under the Education Act 1989. Within the UoW relevant personal information about students will be available to those members of the UoW staff responsible for functions as set out on the UoW Application to Enrol (ATE) form (see www.waikato.ac.nz/sasd/guide/#enrol for details), including providing support and welfare to students in emergency situations. Relevant information will also be made available to external agencies as set out in the UoW Application to Enrol (ATE) form and in the Code of Practice for the Pastoral Care of International Students, including homestay families, recruitment agents and parents.
- 9.2 The UoW will collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. The UoW will make available to students on request the personal information it collects, and it will make any appropriate corrections to that information to ensure it is correct. Any further questions about the implications of collection, holding, use and disclosure by the UoW of any of students' personal information should be directed to the University Privacy Officer, c/- The Vice-Chancellors Office, UoW, Private Bag 3105, Hamilton 3240.

10. EXPIRY

- 10.1 These T&C replace all previous T&C published by the WPC.
- 10.2 These T&C will expire on 31 December 2015.

English Language Application Form

PERSONAL DETAILS

Name

Family Name _____

First Name(s) _____

English Name _____

Gender Female Male

Date of Birth _____ dd/mm/yyyy

Residency Status

Are you a New Zealand resident? Yes No

(If yes, please attach certified copies of your NZ residence or citizenship documentation, otherwise international fees will apply)

Nationality _____

Postal Address

Number and Street _____

Suburb _____

City/Town _____ Postcode _____

Country _____

Phone and Email

Phone _____

Mobile _____

Email _____

Emergency Contact Details

Name _____

Relationship to you _____

Number and Street _____

Suburb _____

City/Town _____ Postcode _____

Country _____

Phone/Mobile _____

Email _____

MEDICAL INFORMATION

Are there any foods or medicines that you must never take or come into contact with (allergies etc)?

Yes No

If **Yes**, please specify: _____

Do you take any medication? Yes No

If **Yes**, please specify _____

Do you suffer from any condition or illness, physical or mental?
(Please note this information will be kept confidential)

Yes No

If **Yes**, please specify _____

COMPULSORY INSURANCE

Waikato Pathways College requires all international students to have comprehensive insurance that covers travel, medical, personal effects and personal liability. We can arrange insurance for you or you can purchase one of the alternate approved policies. Please visit www.waikato.ac.nz/international/policies/insurance.shtml for a list of approved policies.

Please arrange comprehensive insurance for me

I already have comprehensive insurance (please give details below)

Insurance company name _____

Policy reference number _____

AGENT INFORMATION

Please provide your agent's details below.

Name of agent _____

Address _____

Phone _____ Fax _____

Email _____

STUDENTS UNDER 18 YEARS OF AGE MUST COMPLETE AND SIGN THIS SECTION

You must complete this section only if you will be under the age of 18 at the time you wish to start your course. Waikato Pathways College will contact the parents of all students under the age of 18 before enrolment is completed.

Parent(s) Name _____

Parent(s) Address _____

Parent(s) Phone _____

Parent(s) Fax _____

Parent(s) Email _____

Please sign here to indicate that you agree to Waikato Pathways College contacting your parents during your period of enrolment with Waikato Pathways College. Failure to give approval to contact your parents may cause your application to be declined.

Student Signature _____ Date _____

Enrolment Details

I WISH TO ENROL IN THE FOLLOWING STUDY PROGRAMME

Academic English Number of Blocks

1 block 2 blocks 3 blocks 4 blocks

2015 entry dates

Intensive Monday 5 January – Friday 27 February (conditions apply)

Block 1 Monday 23 February – Friday 15 May

Block 2 Monday 25 May – Friday 7 August

Block 3 Monday 17 August – Friday 30 October

Block 4 Monday 9 November – Friday 5 February 2016

General English (refer to website for intake dates)

Part-time Full-time

Start date _____ Finish date _____

Number of weeks _____

AFTER WAIKATO PATHWAYS COLLEGE

After you complete your study at Waikato Pathways College, what do you intend to do?

- Study at the University of Waikato
- Study at the Bay of Plenty Polytechnic Tauranga
- Study at another New Zealand tertiary institution
- Study in your home country
- Study in another country
- Work in New Zealand
- Work in your home country
- Work in another country
- Other (please specify) _____

After finishing at Waikato Pathways College, what area do you intend to study/work in?

Do you have a conditional offer of place in a University of Waikato degree?

Yes ID Number _____

No

ARRIVAL AND ACCOMMODATION DETAILS

Do you want to be met at the airport? Yes No

Arrival date _____ Time _____

Airline _____ Flight number _____

Would you like accommodation arranged for you?

Yes No Number of weeks _____

Homestay Details

In order to assist us to find a homestay family that you will feel comfortable with, it is important that you fill out this section carefully and honestly. The University offers high quality accommodation and will endeavour to meet the criteria given, but cannot guarantee that all preferences will be met. All students are required to stay in homestay accommodation for a minimum period of four weeks, unless their course of study is for a shorter period. These first four weeks of homestay are non-refundable.

Would you prefer a homestay with children?

Infants (0-5) Yes No No preference

Children (6-12) Yes No No preference

Teenagers (13-18) Yes No No preference

Would you prefer a homestay with pets?

Cats Yes No No preference

Dogs Yes No No preference

Do you smoke? Yes No

(Smoking is uncommon in New Zealand homes and banned in most public places)

Do you have any allergies? Yes No

If **Yes**, please specify what, and how you react

(You may be required to provide a medical certificate)

Do you have any medical conditions? Yes No

(psychological, emotional or physical)

If **Yes**, please specify _____

Would you prefer a homestay of a particular religion?

Yes No

If **Yes**, please specify _____

What activities do you enjoy when you are not studying?

(Sport, hobbies, interests)

Is there any food that you cannot eat for health or religious reasons?

Yes No

If **Yes**, please specify what, and how you react

STUDENT DECLARATION

I declare the information in this application, or any attachments, to be true and correct. I have read, understand and accept Waikato Pathways College's Terms and Conditions of Enrolment. I understand that I am bound by the regulations of the University of Waikato, as published in the *University of Waikato Calendar*. I declare that I have not withheld any information that could have a material bearing on my enrolment. I understand that it may be necessary for the University to hold and use the information about me in accordance with this statement and the Privacy Act 1993. I authorise the University to collect, use and disclose personal information collected from me and appropriate institutions, subject to the provisions in the Privacy Act 1993.

Signature _____ Date _____

Apply online: www.waikato.ac.nz/pathways

