

ENROLMENT FORM

PERSONAL

Family Name First Names

Date of Birth (Day/Month/Year) Nationality Male/Female

Address

..... Email Address

Telephone Number Fax Number

Passport Number Occupation

How did you first hear about Crown?

COURSES

Please TICK ✓ each course you want, and WRITE the code (eg CI 122), the start date(s) and number of weeks of each course in the box(es). Please also WRITE the name of any EnglishPRO Course you want in the space provided

Course Name	Code	✓	Start Date	No. wks
EnglishPLUS - Standard - Part time (am only)	N/A	<input type="checkbox"/>		
EnglishPLUS - Intensive - Full time (am + pm)	N/A	<input type="checkbox"/>		
EnglishPRO	N/A	<input type="checkbox"/>		
EnglishPRO	N/A	<input type="checkbox"/>		
WorksUP, HandsUP, VSA, VYA, Internship		<input type="checkbox"/>		
Business		<input type="checkbox"/>		
Hospitality		<input type="checkbox"/>		
Travel and Tourism		<input type="checkbox"/>		

ACCOMMODATION & TRANSFERS

What type of accommodation would you like Crown to arrange (please TICK ✓one box only)?

- Homestay
 HomestayPLUS
 No accommodation
 Unilodge Studio
 Unilodge Apart.
 Empire Studio
 Empire Apart.

For how long? weeks FROM First night (date) to Last night (date)

If you are choosing Homestay or HomestayPLUS, would you like a homestay family with ... (please TICK ✓one box only)?

- Young children
 Older children
 No children
 Retired family
 Doesn't matter

Do you smoke? Yes No Your interests.....

Is there any food you cannot eat? Do you have a medical condition?.....

Do you have any other homestay requirements?

Would you like Crown to arrange your travel and medical insurance? Yes No

Do you want Crown to arrange airport transfer (NZD 90 each way)? From airport To airport

DECLARATION

I understand and accept the enrolment conditions set out on the reverse of this form.

Signature:

Date:

Education Consultant Stamp

Note: Crown Institute of Studies 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 www.minedu.govt.nz/goto/international

ENROLMENT PROCEDURE AND CONDITIONS

- 1) Please see your local Crown retailer for complete details of enrolment procedure and visa requirements. Please check our website for Crown retailers: www.crown.ac.nz/internationalstudents/crown-retailers/
- 2) If there is no local Crown retailer, please complete the enrolment form and fax or email it to us. We will contact you with full details on how to enrol. Please contact:

The Registrar	Ph	+ 64-9-357-3191
Crown Institute of Studies	Fax	+ 64-9-357-3199
10-14 Lorne Street, PO Box 1094	Email	english@crow.ac.nz
Auckland 1140, NEW ZEALAND	Web	www.crown.ac.nz

Registration

A registration fee of NZ Dollars (NZD) 200 is payable when you enrol for any course at Crown. This is a once-only payment. If you extend or change your course you do not pay another registration fee.

Accommodation

There is a once-only payment of NZD 200 (accommodation reservation fee) for arrangement of your accommodation. The weekly accommodation fee varies according to the type of accommodation you reserve. If you choose homestay or HomestayPLUS, any unused portion of this fee is refunded if you find other accommodation. There are no refunds if you move out of a studio or apartment early. We must receive two week's notice of your intention to leave your homestay. If you go on holiday and wish to return to the same homestay, there will be a NZD 140 (homestay) or NZD 210 (HomestayPLUS) per week fee. This is paid to the homestay to reserve your place.

Payment of fees

All fees must be received by Crown before your course commences. You can pay your fees by bank draft by posting them to the address above, or by telegraphic transfer (T/T) from your local bank to the following bank account:

Hargrave, Munn & Teague Crown Trust
A/C: 06-0193-0328423-00
National Bank of New Zealand, Swift code: ANZBNZ22
Newmarket Branch, Auckland, New Zealand

Attendance and behaviour

You will be expected to attend classes punctually and to behave in a responsible manner at Crown. If your attendance does not meet Crown's requirements or if your behaviour is detrimental to the school, school staff, counsellors, homestays, studio and apartment operators, contractors, or to other students, you may be asked to leave the school. In this event, your tuition and resource fees will not be refunded.

Fee protection, cancellations and refunds

Pursuant to NZ government student fee protection requirements, the full value of your outstanding fees is protected in an approved trust fund. Trustee: HMT Group. Please note the following conditions:

- 1) If you cancel all or part of your course before you arrive in New Zealand, you pay a cancellation fee of 10% of tuition fees for the cancelled weeks.
- 2) If you cancel all or part of your course after you arrive in New Zealand, and up to the end of the cancellation period, you pay a cancellation fee of 25% of tuition fees for the cancelled weeks (if entering NZ on a Crown visa) or 10% of tuition fees for the cancelled weeks (if not entering NZ on a Crown visa).
- 3) If you cancel all or part of your course after the cancellation period, you pay a cancellation fee of 100% of tuition fees for the cancelled weeks.
- 4) The cancellation period ends at 5:00 pm on the tenth working day of your course. If you cancel your course within the cancellation period, you must return in good condition any textbooks you have received.
- 5) Cancellation of your course in the event of financial problems at Crown: The full value of your outstanding tuition fees is protected in an audited trust fund. In the unlikely event that Crown could not deliver your course, you would receive a full refund of all outstanding fees, or have these transferred to one of our partner institutions to enable you to complete your course.
- 6) All withdrawals, cancellations and course change requests must be received by Crown in writing. Cancellation and course change forms are available from Student Services, Crown Institute, Level 1, 10-14 Lorne Street, Auckland (english@crow.ac.nz).
- 7) If your fee was received by Crown from a Crown retailer then any refund will be made to that Crown retailer. Unused homestay fees may be refunded directly to you.

Transfers, liability and insurance

You may transfer fees between departments and courses at Crown, but your fees may not be transferred to another person. Crown will not be liable for any loss, damage or injury incurred within the school, with a homestay family or on a school excursion. In starting a course of study at Crown, you will be deemed to have accepted all of our Enrolment Conditions. You must have appropriate and current medical and travel insurance while studying in New Zealand and Crown can provide information on policies on request. Crown will not be liable if, for any reason, the published courses cannot be offered. Crown reserves the right to change courses and fees without prior notice.