

ENROLMENT FORM

International Students

PERSONAL INFORMATION

Family Name:	First Names:
Date of Birth (DD/MM/YY):	<input type="checkbox"/> Male <input type="checkbox"/> Female Nationality:
Address:	
Email:	
Phone 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 boxes.
Please also WRITE the name of any EnglishPRO Course you want in the space provided (eg. English + Flight Attendant, IELTS, TOEIC, etc.).

COURSE NAME	✓	CODE	START DATE	NO. OF WEEKS
EnglishPLUS - Standard - Part time (AM only)		N/A		
EnglishPLUS - Intensive - Full time (AM + PM)		N/A		
EnglishPRO - _____		N/A		
Study and Internship		Please use 'Study and Internship Enrolment Form'.		
CIP30 or CIP42 / VSA or VYA				
Business				
Hospitality				
Travel and Tourism				

ACCOMMODATION & TRANSFERS

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

- Homestay HomestayPLUS No accommodation
 Empire Studio Empire Apartment YMCA Single Room

How many weeks? _____ FROM _____ (check-in date) TO _____ (check-out date)

If you are choosing Homestay or HomestayPLUS, what type of family would you like? (Please TICK ✓ **one** box only)

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

Do you have any medical conditions/allergies? _____ Do you smoke? Yes No

Is there any food you cannot eat? _____ What are your hobbies? _____

Do you have any other homestay requirements? _____

Would you like Crown to arrange your airport transfer (NZD 110 each way)? From airport To airport

Would you like Crown to arrange your travel and medical insurance? Yes No, I will arrange my own

DECLARATION:

Print Name: _____

Signature: _____

Date: _____

Education Consultant Stamp

I understand and accept the enrolment conditions set out on the reverse of this form (Please TICK ✓ box).

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/gato/international
NZQA EER rating: Not Yet Confident in Educational Performance and Self-Assessment - Category 3

0800 357 316

www.crown.ac.nz

Transforming Lives Through Education

+64 9 357 3191 • info@crown.ac.nz • 80 Anzac Avenue, Auckland 1010 • PO Box 1094, Auckland 1140

ENROLMENT FORM

International Students

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
80 Anzac Avenue, 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 weeks' 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
ANZ, 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. Courses of three months or more

If the course is of three months duration or more and the withdrawal occurs up to the end of the tenth working day after the first day on which Crown requires you to attend the classes, you will be entitled to receive a full refund less a deduction for costs incurred by Crown, up to a maximum of 25% of fees paid (if entering NZ on a Crown visa) or up to 10% of tuition fees for the cancelled weeks (if not entering NZ on a Crown visa).

If your visa is declined before entering New Zealand and you have paid all tuition fees, your fees will be refunded in full, less NZD 200.

(As per section 235A (1) (a) and (b) of the Education Act and as set out in the Education (Refund Requirements for International Students) Notice 2012.

2. Courses of five weeks or more but less than three months

If the course is of five weeks or more but less than three months and the withdrawal occurs up to the end of the fifth day after the start of the course, you will be entitled to receive a full refund less a deduction for costs incurred by Crown, up to a maximum of 25%.

3. Courses shorter than 5 weeks

If your course is shorter than 5 weeks, you may withdraw up until the end of the second day and receive a refund of at least 50% of any amount paid. However, if two days constitutes the full amount of tuition paid for by the student, the PTE may retain 100 per cent of the payment

4. If you cancel all or part of your course after the refund period, you will not be entitled to a refund and Crown may retain 100% of tuition fees for the cancelled weeks.

5. The refund period ends at 5:00 pm on the tenth working day of your course. If you cancel your course within the refund period, you must return in good condition any textbooks you have received.

6. 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.

7. 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, 3rd floor, 80 Anzac Avenue, Auckland (english@crow.ac.nz).

8. 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.

9. If you pay by Credit Card (either directly or through a Crown retailer) and cancel your course, the refund amount will have the merchant fee deduction included.

Partner schools

If Crown does not have a suitable option for your English skill level or course, we will place you in a class at one of our two quality partner schools, Worldwide School of English (located at our premises in Anzac Avenue) or at Languages International (located a short distance away in Princes Street). You will remain under Crown's welfare and accommodation care.

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 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.

0800 357 316

www.crown.ac.nz

Transforming Lives Through Education

+64 9 357 3191 • info@crow.ac.nz • 80 Anzac Avenue, Auckland 1010 • PO Box 1094, Auckland 1140