



Study and Internship NZ

PERSONAL INFORMATION

Family Name: _____ First Names: _____

Date of Birth (DD/MM/YY): _____ Male Female

Address: _____

Email: _____ Nationality: _____

Phone Number: _____ Passport number: _____

Occupation: _____ How did you first hear about Crown? _____

ENGLISH LANGUAGE LEVEL

My English language level is (please TICK ✓ one):

- Elementary Pre-intermediate Intermediate
- Upper-intermediate Advanced I don't know my level

INTERNATIONAL ENGLISH TESTS

Have you sat any of the following international English tests? If yes, please tick ✓ and tell us your score(s).

- TOEIC – score: _____ IELTS – score: _____
- Cambridge Advanced – score: _____ Cambridge FCE – score: _____
- TOEFL – score _____ Other test – score: _____

COURSES

Please TICK ✓ the package you want (A, B, C, D or E) and the start date in the section below.

Name	Courses Start	✓	No. of Wks	Start Date
Package A – ENGLISH Set	1 st and 3 rd Monday each month		5	
Package B – TOURISM Set	1 st and 3 rd Monday each month		7	
Package C – HOSPITALITY Set	1 st and 3 rd Monday each month		7	
Package D – KIWI Set	1 st and 3 rd Monday each month		7	
Package E – FULL Set	1 st and 3 rd Monday each month		12	
Special Package (customise your own)	Please contact Crown			

STUDY HISTORY AND WORK EXPERIENCE

Please tell us about your study history, qualifications and work experience by providing a CV (Curriculum Vitae). Also provide a Cover Letter for your ideal position.

INTERNSHIP PLACEMENT

Please tick ✓ your top three intern industry choices. If you have a request, please tick “Other” and let us know your preference.

- | | |
|---|--|
| <input type="checkbox"/> Hotel & Service | <input type="checkbox"/> Travel & Tourism |
| <input type="checkbox"/> Sales & Marketing | <input type="checkbox"/> Food & Catering |
| <input type="checkbox"/> Charity & Volunteer | <input type="checkbox"/> Education & Childcare |
| <input type="checkbox"/> Other (Please state your choice below) | |

ACCOMMODATION and TRANSFERS

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Homestay | <input type="checkbox"/> HomestayPLUS | <input type="checkbox"/> No accommodation |
| <input type="checkbox"/> Empire Studio | <input type="checkbox"/> Empire Apartment | |

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)

- | | | | | |
|---|---|--------------------------------------|---|---|
| <input type="checkbox"/> Young children | <input type="checkbox"/> Older children | <input type="checkbox"/> No children | <input type="checkbox"/> Retired family | <input type="checkbox"/> 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: I understand and accept the enrolment conditions, which are attached to 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.

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

APPLICATION CHECKLIST

Please check that you have included all the documents required for your application. (Please TICK ✓ each box)

- | | | |
|---|---|--|
| <input type="checkbox"/> Enrolment form | <input type="checkbox"/> Registration Fee | <input type="checkbox"/> Personal photo |
| <input type="checkbox"/> English Test result copy | <input type="checkbox"/> Passport copy | <input type="checkbox"/> CV (Curriculum Vitae) |
| <input type="checkbox"/> Cover Letter | | |

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	sandi@crow.ac.nz
Auckland 1140, NEW ZEALAND	Web	www.crown.ac.nz

Registration

A registration fee of NZ Dollars (NZD) 350 is payable when you enrol for "Study and Internship". This is a once-only payment and is non-refundable. 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. We refund any unused portion of your Homestay or HomestayPLUS fee. You must give two weeks' notice to Crown if you wish to leave your homestay early. There are no refunds if you move out of a studio or apartment early. If you wish to leave your homestay temporarily and then return, there is a weekly fee to reserve your place.

Payment of fees

We must receive all fees before your course commences. You can pay your fees by bank draft, approved credit card (a 2.5% surcharge applies), 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 all classes punctually and to behave in a responsible manner at Crown and at your internship placement. If your attendance does not meet Crown's requirements or if your behaviour is detrimental to the school, school staff, counsellors, accommodation providers, intern companies, 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. The Registration Fee is not refundable. All other fees are refundable if you cancel the programme before you arrive in New Zealand.
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 the programme after the first two weeks, no fees are refunded. The refund period ends at 5:00 pm on the tenth working day of your programme. If you have received course material as part of the programme, you must return this in good condition before you receive a refund.
5. 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, or by emailing us at: sandi@crow.ac.nz.
6. If your fee was received from a Crown retailer, any refund will be made to that Crown retailer. Unused homestay fees may be refunded directly to you.
7. If you pay (directly or through a retailer) by Credit Card and cancel your course, we will deduct the merchant fee from the final refund amount.
8. Cancellation of your course in the event of financial problems at Crown: The full value of your outstanding 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 another institution to enable you to complete your course.

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.

QUESTIONS and ANSWERS

1) What are the conditions for enrolling on Study and Internship?

You must be at least 18 years at the date of starting the course. You must have a minimum of Lower Intermediate English ability. This is equivalent to Crown Level 4+, or IELTS 4.0+ or TOEIC 400+.

2) How do I enrol in Study and Internship?

You can enrol through your local education retailer or agent. If you do not have a retailer or agent, please email us at sandi@crowns.ac.nz. You can write to us in your own language if you like.

3) I am not sure of my English language level. What can I do?

Your local education retailer or agent can arrange a simple Crown test. This takes about 30 minutes. We may interview you to check your speaking and listening ability. We can do this by phone or Skype.

4) Do I need a visa to take part in Study and Internship?

You do not need a visa. You can also take this course if you have a Working Holiday visa or a Work visa.

5) What sort of intern job will I be able to get? Who will I intern for, and will I get a Certificate?

Your job will depend on your skills, experience and English language ability, and job availability in Auckland. Your job could be in customer service, administration and support and will involve interaction with New Zealand people.

Crown is a leading vocational college, so our students have worked and interned for many international and NZ companies, including: Air NZ, Qantas, Function Staff, Fonterra, Our Pacific Tours, Hilton Hotel and other leading hotels, Toyota NZ, STA Travel, Singapore Airlines, Avis Rent-A-Cars, Just Water, Fullers Auckland and many others.

6) What if I do not like my intern placement? Can I try another company?

If the internship placement is not successful for reasons beyond your control, we may place you with another company. This will be at Crown's sole discretion. There is no additional fee for this service.

7) Can I take an additional English language course before I start Study and Internship?

Yes, you can take one or more weeks of special English for Work Purposes to prepare for Study and Internship. The cost of additional full time English tuition is NZD 330 per week (2018 fee).

8) What Study and Internship packages are available?

There are special packages for Japan. Please check the Study and Internship brochure pack. If you cannot find information on packages, ask your local retailer or education agent, or write to us at: sandi@crowns.ac.nz.

9) I want to combine different classes and take a customized package. Can I do this?

Yes, please let us know which classes you want to take. Classes are in two week blocks and include the following topics: General English, Special English (Exam classes, Business English), Activities, Flight Attendant, Airline Reservation Systems, Explore New Zealand, Barista, Wine Appreciation, Hotel Reception and Concierge, Management, Marketing, Human Resources (HRM), Entrepreneurship.

10) What is the cost of Study and Internship?

2018 fees: The enrolment fee is NZD 350, paid once only. The weekly tuition and intern placement fee is:
4 week packages: NZD 450 per week; 6 week packages: NZD 435 per week; 10 week packages: NZD 405 per week.
Accommodation placement is NZD 200, paid once only. Homestay is NZD 390 per week. Airport transfers are NZD 110 each way. You must have travel and health insurance. You can arrange this yourself, or we can arrange it for you.