



Main Campus, 28a Linwood Avenue,
 Mt Albert, Auckland 1025, New Zealand.
 Postal Address: PO Box 2995, Auckland 1140, New Zealand.

Telephone: (64-9) 815 1717
 Fax: (64-9) 815 1802
 Freephone (NZ only): 0800 788 392
 Email: enquiry@ais.ac.nz Internet: www.ais.ac.nz

**Welcome to AIS St Helens. Please read the instructions below carefully
 before you complete this enrolment application form.**

INSTRUCTIONS

The purpose of this enrolment form is to obtain the information we need to offer you a place at AIS St Helens. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. The form also specifies the legal conditions of your enrolment with AIS St Helens.

The applicant (prospective student) must complete the Enrolment Application Form by:

- COMPLETING Sections A-K of this form by printing answers clearly in pen, or ticking the box that applies;
- SIGNING the form and attaching any additional documentation that is required.

A QUALIFICATION

1	Please write the name of the qualification/s you wish to enrol in:		
		Start date	Duration/length
		Start date	Duration/length
		Start date	Duration/length
2	Have you studied at AIS St Helens before?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If YES, what was your Student ID number?		

B PERSONAL DETAILS

	PRINT your full legal name (as per passport):	1	Family Name
2	First Name(s)	3	Preferred First Name
4	Preferred title Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (specify):		
5	Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> day month year	6	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
7	Applicant's Home Address	8	Mailing address for documents/communications (if different from home address e.g. agent's address)
	Phone Mobile		Phone Mobile
	Fax Email		Fax Email
9	If you know your NSN (National Student Number) , please write it here:		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10	Were you in New Zealand or overseas when you first received information about AIS St Helens?		NZ <input type="checkbox"/> Overseas <input type="checkbox"/>

11	Disability		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have a disability that you wish to advise us of so that we can facilitate your studies at AIS St Helens? The information you supply is confidential. If YES, please describe the disability.			
C EMERGENCY CONTACT DETAILS				
Please provide the details of your parents/ next of kin whom we can contact in case of an emergency. If you are an international student, this must be a person whom we can contact in your home country.				
1	Name of Parents / Next of Kin		2	Relationship to applicant
3	Address in Home Country			
4	Phone	5	Mobile	
6	Fax	7	Email	
D CITIZENSHIP / RESIDENCY				
1	What is your citizenship ?		2	Passport Number:
3	Do you have Permanent Residency in New Zealand ? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	A certified copy of my Residency Permit is attached. Yes <input type="checkbox"/> No <input type="checkbox"/>			
E ETHNICITY				
1	What ethnic group(s) do you belong to?			
2	Iwi If you identified yourself as a New Zealand Maori, with which Iwi do you identify? You may enter more than one Iwi.			
F DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF				
1	If you are a Domestic student and have a Student Loan, or will be getting one, you may be entitled to have the interest written off for the period of study. IRD Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>			
G ACADEMIC INFORMATION				
1	Studies in English (for those who have English as a Second Language) How long have you studied English? years. In which countries? Where did you study English? Secondary School <input type="checkbox"/> Private Language School <input type="checkbox"/> University/Institute/College <input type="checkbox"/> Name and result of examinations or qualifications in English (if any) What is your language level? Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>			
2	Secondary / High School What was the name of the last secondary / high school you attended? _____ Country _____ How many years did you attend secondary / high school? <input type="text"/> years What year was your final year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total NCEA Credits Achieved (from New Zealand High School): Level 1 <input type="text"/> Level 2 <input type="text"/> Level 3 <input type="text"/> Name your highest Secondary / High School qualification			
3	Tertiary Study Have you ever previously enrolled in a tertiary education institution ? Yes <input type="checkbox"/> No <input type="checkbox"/> Name of University / Institute / College _____ Country _____ What year was your first year in tertiary education? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> How many years did you attend tertiary education? <input type="text"/> <input type="text"/> years Name the qualification(s) gained			

4	<p>Prior Activity What was your main activity or occupation at 1 October last year?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Secondary school student <input type="checkbox"/></td> <td style="width: 33%;">University student <input type="checkbox"/></td> <td style="width: 33%;">Overseas (irrespective of occupation) <input type="checkbox"/></td> </tr> <tr> <td>Non-employed or beneficiary (excluding retired) <input type="checkbox"/></td> <td>Polytechnic student <input type="checkbox"/></td> <td>Private Training Establishment student <input type="checkbox"/></td> </tr> <tr> <td>Wage or salary worker <input type="checkbox"/></td> <td>College of Education student <input type="checkbox"/></td> <td>Wananga student <input type="checkbox"/></td> </tr> <tr> <td>Self-employed <input type="checkbox"/></td> <td>House person or retired <input type="checkbox"/></td> <td></td> </tr> </table>	Secondary school student <input type="checkbox"/>	University student <input type="checkbox"/>	Overseas (irrespective of occupation) <input type="checkbox"/>	Non-employed or beneficiary (excluding retired) <input type="checkbox"/>	Polytechnic student <input type="checkbox"/>	Private Training Establishment student <input type="checkbox"/>	Wage or salary worker <input type="checkbox"/>	College of Education student <input type="checkbox"/>	Wananga student <input type="checkbox"/>	Self-employed <input type="checkbox"/>	House person or retired <input type="checkbox"/>	
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Self-employed <input type="checkbox"/>	House person or retired <input type="checkbox"/>												

H SERVICES

1	<p>Accommodation Do you wish to apply for accommodation (dormitory or homestay)? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please complete the Accommodation Application Form.</p>
2	<p>Medical Insurance Do you wish to purchase our travel and medical insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please complete the Insurance Application Form. If NO, please provide a copy of your Medical Insurance. Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> Note: Travel/Medical Insurance is compulsory for international students in New Zealand</p>
3	<p>Airport Transfer/Pick up Do you want an AIS St Helens representative to meet you at Auckland Airport when you arrive in NZ? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, you must notify AIS St Helens two weeks in advance of your arrival date.</p>
4	<p>Marketing How did you hear about AIS St Helens? Friend/Family <input type="checkbox"/> Agent <input type="checkbox"/> Advertisement <input type="checkbox"/> (Where was the advertisement?) Other</p>

I DOCUMENTATION

1	<p>You must provide CERTIFIED COPIES of the following Attached (please tick)</p> <ul style="list-style-type: none"> ● Birth Certificate or Passport <input type="checkbox"/> ● Academic Certificates and Transcripts <input type="checkbox"/> ● Evidence of a legal change of name if the name on your application form is different to your relevant evidence e.g. marriage certificate, deed poll declaration <input type="checkbox"/> <p>“CERTIFIED COPY” means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Notary Public, or approved Representative of AIS St Helens.</p>						
2	<p>You must sign and attach Attached (please tick)</p> <p>Acknowledgment of AIS St Helens Trust Account form <input type="checkbox"/></p>						
3	<p>Please list here any other documents that you have attached to this enrolment form.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30px;">1</td> <td style="width: 60%;">Accommodation Application Form (if required)</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Medical Insurance Application Form, or copy of current Medical Insurance Certificate (International Students)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	1	Accommodation Application Form (if required)	<input type="checkbox"/>	2	Medical Insurance Application Form, or copy of current Medical Insurance Certificate (International Students)	<input type="checkbox"/>
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2	Medical Insurance Application Form, or copy of current Medical Insurance Certificate (International Students)	<input type="checkbox"/>					

J PAYMENT DETAILS

1	<p>Please send fees as follows:</p> <p>a) By Bank Draft payable to “Jolly Duncan & Wells Trustees Ltd, AIS St Helens Student Trust”, forwarded to AIS St Helens, PO Box 2995, Auckland 1140, New Zealand. Attention: Academic Registrar,</p> <p>b) By NZ Dollars Telegraphic Transfer (T/T) to: Jolly Duncan & Wells Trustees Ltd, AIS St Helens Student Trust. Account No: 12-3237-0004134-01 Address: ASB Bank Ltd, East Tamaki Business Banking, 588 Chapel Road, East Tamaki, Auckland International Swift Code: ASBBN22A</p> <p>Note: Payments may be made by cash, cheque, EFTPOS, Student Loan, bankdraft, direct credit, telegraphic transfer or selected credit cards (VISA, Mastercard). All bank charges must be paid by the applicant.</p>
2	<p>Credit Card Payments</p> <p>Cardholder’s Name:</p> <p>Name of Issuing Bank:</p> <p>Cardholder’s Address:</p> <p>Cardholder’s Telephone No.</p> <p>Please charge my Credit Card the amount of NZ\$.....</p> <p>VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Expiry Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Signature.....</p>

K STUDENTS DISCLOSURE INFORMATION

Enrolment, Payment, Withdrawal and Refund Policy, Complaints Procedures and Declaration

ENROLMENT, PAYMENT, WITHDRAWAL AND REFUND POLICY, AND COMPLAINTS PROCEDURES

(a) Application Procedure

- (i) Applicants must complete all sections of the AIS St Helens Enrolment Application Form, attach all relevant certified information, and when completed forward to the Academic Registrar, AIS St Helens. Applications are assessed and upon acceptance an Invoice and Offer of Place will be provided.
- (ii) **International Students Only.** Please contact the nearest Immigration New Zealand office for information on applying for a visa to study in New Zealand. Upon receipt of our Offer of Place, you may undergo "Pre-Visa Assessment" by applying for a visa, and you should receive Approval In Principle prior to paying tuition fees. Alternatively, forward full payment to the Academic Registrar, AIS St Helens. All fees are converted to New Zealand Dollars at the time of receipt. After your payment is processed, you will be sent a Receipt for fees paid and a Confirmation of Enrolment document including accommodation guarantee if required. You must send the Receipt and Confirmation of Enrolment document when applying for the Student Visa to be issued. If you require Airport Pick-up and/or accommodation you must inform AIS St Helens two weeks in advance of your arrival in New Zealand.
- (iii) **Domestic Students Only.** Forward payment of fees to the Academic Registrar, AIS St Helens, prior to the commencement of your programme. If you are funding your course through Student Loans you should finalise your Student Loan Application with StudyLink and arrange for any balance of fees to be paid to AIS St Helens prior to commencement of studies. Successful applicants will be sent an Invoice and a Receipt will be issued when payment is made.

(b) Fees Protection

- (i) **Trust Account.** All student fees are deposited directly into an independent Chartered Accountant's Trust Account and are released to AIS St Helens in the following manner:
 - Tuition fees - 15% of tuition fee on the ninth (9th) day of the programme, and the remaining amount periodically in arrears on a pro rata basis in relation to the tuition delivered.
 - Accommodation or living costs - periodically in advance on a pro rata basis.
- (ii) If necessary, the Trustee can be contacted at: Jolly Duncan & Wells Ltd., 127 Main Highway, Ellerslie, Auckland (P.O.Box 1053, Ellerslie, Auckland). Tel: (64-9) 579 7096 Fax: (64-9) 525 1169 Attention: Murray Wells Email: murraywells@jdw.co.nz

(c) Arrival at AIS St Helens

On arrival at AIS St Helens, bring evidence of identity, citizenship or immigration status (student permit/visa or permanent residence). For international students a copy of your Visa / Permit and Medical Insurance Certificate must be supplied to AIS St Helens upon arrival in Auckland.

(d) Payment

- (i) Students who are not up to date with payments of fees will not be entitled to continue the qualification or to graduate from it.
- (ii) AIS St Helens includes an International Administration Fee in the fees for international students for the first enrolment period.
- (iii) If payment is overdue AIS St Helens will charge penalty interest on any overdue amount at the rate of 2.5% per month from the overdue date until payment in full is received by AIS St Helens.
- (iv) The student will upon demand pay all AIS St Helens expenses and legal costs (on a solicitor/agent/representative/client basis) in the collection of all overdue fees, plus debt collection agency costs (usually a surcharge of 25% of the amount due plus GST).

(e) Withdrawal and Refund Procedures:

- (i) For programmes over three months, all payments exceeding NZ\$500.00 or 10% of the fees paid, whichever is the lesser, will be refunded if the student withdraws prior to or within the first seven days after the first day the student is required to be at AIS St Helens and commence the programme of studies enrolled in. After this, fees paid are non-refundable.
- (ii) For programmes of five weeks or more but less than three months, 75% of the fees paid will be refunded if the student withdraws prior to or within the first five days of the programme commencement. After this, fees paid are non-refundable.
- (iii) For programmes under five weeks, 50% of the fees paid will be refunded if the student withdraws prior to or within the first two days of the programme commencement. After this, fees paid are non-refundable.
- (iv) Any applications for withdrawal with refund must be made on the Tuition Fees Refund Request form, and must state reasons in full. Written confirmation from the student's parents, guardian or agent is required if the enrolment was made through them. If the student is transferring to another institution, a copy of the new student permit must be provided.
- (v) Two weeks notice must be given for cancellation of accommodation arrangements.
- (vi) Full refunds will be given in the case of cancellation by AIS St Helens of a course/qualification before or during the course/qualification.
- (vii) Withdrawals from courses within the programme received after the fifth week of the semester will incur course results of 'E' (Failure to complete).
- (viii) Refund requests outside the above criteria should be submitted in writing to the Academic Registrar for special consideration.
- (ix) Fees are not adjusted if an international student's immigration status changes to Permanent Resident during the enrolment period paid for.

(f) Student Grievances:

In the first instance, issues should be discussed with the Student Services Officer, teacher, another staff member, or a Student Representative. Failing satisfactory resolution, students may make an appointment with or write to the Head of Programme, Student Services Director or the President. If necessary, complaints may be submitted in writing to the following external authorities:
The Quality Commission Scheme, the International Education Appeal Authority, the New Zealand Qualifications Authority, or English New Zealand.
Full contact details are contained in the AIS St Helens Student Handbook.

(g) AIS St Helens reserves the right to decline an application from any applicant without explanation.

Note: (a) Withdrawal and refund procedures are in accordance with the Education Act 1989 and its subsequent amendments.
(b) Where an IRD number has been supplied for the purposes of a student loan interest write-off, that information is being collected to provide to the Ministry of Education who will forward that information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

DECLARATION BY APPLICANT (PROSPECTIVE STUDENT)

- (a) I declare that the information supplied in this application and the attached documents is true and complete.
- (b) I have read and accept the Enrolment, Payment, Withdrawal and Refund Policy above.
- (c) In signing this enrolment form I undertake to pay all fees as they become due, and to meet any late fees and collection charges.
- (d) In signing this enrolment form I undertake to comply with the published rules and policies of AIS St Helens with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.
- (e) I undertake to provide up-to-date address and contact details at all times, and up-to-date copies of my Visa / Permit and Medical Insurance Certificate and any renewal.
- (f) Privacy Act 1993. I authorise any person or company to provide to AIS St Helens such information as required in response to credit and enrolment enquiries. I further authorise AIS St Helens to furnish to any Governmental organisation or agency and to any other third party, including my parents/guardian, details of my enrolment application and subsequent dealings. Such information includes attendance and academic records that I may have as a result of my application being actioned and accepted by AIS St Helens. I give this authorisation on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, and that I may see any information held about me and amend any errors in that information by contacting the Academic Registrar.
- (g) I acknowledge that if I am an international student I must have travel and medical insurance while I am studying in New Zealand.

◀ Please make sure that you sign and date below ▶

Signature and name of applicant (prospective student)

Signature	Print name	Date
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If not signed by prospective student, please sign and give name, and relationship to applicant

Signature	Print name	Relationship	Date
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Signature of parent or guardian of applicant (if applicant is under 18 years old. Please fill out and attach Under 18s Consent Form).

Signature	Print name	Date
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Application Approval: Programme(s)

Approved Declined Academic Registrar Date / /

Comments / Conditions

ACKNOWLEDGMENT OF AIS ST HELENS TRUST ACCOUNT



AIS ST HELENS
AUCKLAND NEW ZEALAND
TE WHARE WANANGA KI HATO HERENA

<u>APPLICANT'S NAME:</u>	
<u>ADDRESS:</u>	DATE OF BIRTH:
	TELEPHONE:
	EMAIL:
<p>1. I am enrolling as a student of "AIS St Helens" and wish to pay my Student Fees to "Jolly Duncan & Wells Trustees Ltd" as trustee to be held in the Trustee's Trust Account, as an individual trust for the protection of my Student Fees paid to AIS St Helens.</p>	
<p>2. I will pay my Student Fees to "Jolly Duncan & Wells Trustees Ltd" and authorise the Trustee to apply the Student Fees (and any interest) in accordance with the provisions and terms of the "Deed" and in the matter set out in the periodic payment schedule produced by AIS St Helens from time to time.</p>	
<p>3. I understand that after I sign this document I cannot withdraw this authorisation to the Trustee. I acknowledge and agree that:</p> <ul style="list-style-type: none"> a) if a Course Closure Event occurs and I transfer to an Alternative Provider with the approval of the New Zealand Qualifications Authority (NZQA), an amount agreed by me, up to the amount of Student Fees held on trust attributable to me will be transferred from the Trust Fund to that Alternative Provider; b) in the event that I withdraw from the course or a Course Closure Event occurs and I owe money to a Loan Provider in respect of that course, the Trustee is authorised to repay the amount of Student Fees held on trust attributable to me, less any amount transferred to an Alternative Provider, directly to that Loan Provider to the extent required to settle the amount due to the Loan Provider; c) subject to 3 b) above, in the event that I withdraw from the course the Trustee will refund such Student Fees to me in accordance with the provisions of the Education Act 1989 and the AIS St Helens refund policy; d) in the event that I withdraw from the course or a Course Closure Event occurs and the Trustees refunds any amount directly to me, the Trustee will refund the amount attributable to me by way of direct credit to my bank account or cheque posted to my last know postal address notified to that Trustee; e) if another party is entitled to receive any the amount attributable to me, I will provide the Trustee with the contact details of that party (as required by paragraph 5 below) to which the refund should be sent; f) personal information about me and information about my Student Fees may be supplied by AIS St Helens to the NZQA, Auditor and the Trustee and by the Trustee or Auditor to the NZQA; g) after the payments contemplated in (a) (b) (c) and (d) above have been made, the trusts on which the Trustee was holding the Trust Fund will have been discharged; h) any interest earned on the Trust Account prior to payment under (a) (b) (c) or (d) above will vest in and be payable to AIS St Helens for its own benefit, and I will have no claim to such interest; i) <u>I am / am not</u> 18 years of age or older (delete which ever is not applicable. If Student is under 18, Parent / Guardian also sign) 	
<p>4. Capitalised terms used in this agreement shall have the meaning as defined in the Student Fee Protection Standard Trust Deed between AIS St Helens and the Trustee, a copy of which has been made available to me by AIS St Helens and the Trustee (the "Deed").</p>	
5. Details of any third party entitled to receive any refund of Student Fees:	
Name:	
Address:	Telephone:

**BOTH SIDES OF THIS FORM MUST BE COMPLETED AND SIGNED BY APPLICANT
AND RETURNED WITH THE AIS ST HELENS APPLICATION FORM**

6. TRUSTEE ACCOUNT DETAILS

Jolly Duncan & Wells Trustees Ltd, AIS St Helens Student Trust

Bank: ASB Bank Ltd, East Tamaki Business Banking, 588 Chapel Road , East Tamaki, Auckland
Bank Account No: Account No: 12-3237-0004134-01 Swift Code: ASBBNZ2A

PAYER DETAILS (Name of Student):

EXECUTION

This agreement is executed as a Deed and is dated the _____ day of _____ 200()

SIGNED by the Student: _____	SIGNED by the student's Parent or Guardian (if the Student is under 18 years of age) _____
Name of the Student: _____	Name of the Parent or Guardian: _____ Occupation: Address:
In the presence of: Witness: _____	Witness's Name: _____ Occupation: Address:
Executed as a Deed by AIS St Helens: _____ Director / Authorised Signatory _____ Director / Authorised Signatory	