



WORLDWIDE SCHOOL OF ENGLISH ENROLMENT FORM

6 CONDITIONS OF ENROLMENT

1. ENROLMENT

- 1.1 Enrolment is subject to the following conditions and becomes a legal contract on acceptance of a student by Worldwide School of English.
- 1.2 Worldwide School of English reserves the right to modify its course arrangements and to alter its specifications without prior notice.

2. FEES

- 2.1 Fees must be paid in advance, and in full.
- 2.2 All tuition fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation can be given for any days when school is closed due to public holidays.
- 2.3 In the event of late arrival, absence or early departure from a course, no refund of fees or free extension of the course can be granted.

3. CANCELLATIONS AND TUITIONS REFUNDS

- 3.1 Before the student arrives in New Zealand.
If the student is unable to come to New Zealand for any reason we will return the fees in full less a cancellation charge of NZ\$500.
- 3.2 After arrival the full policy on refunds is here

Refunds are calculated in NZ\$ based on the Recommended Retail Rate on the official Worldwide School fees forms.

- 3.3 Refunds, if approved, are returned to the account/person that made the original payment and not direct to the student.
- 3.4 Admin fees and PLUS fees are not refunded.

4. COURSE CHANGES

- 4.1 After arrival in NZ students cannot shorten courses or transfer afternoon classes to extra morning classes and are not able to transfer their tuition fees to another student.
- 4.2 Students can extend their studies without paying another enrolment fee.
- 4.3 Changes may not be possible at times because of visa regulations.
- 4.4 The change of course fee is NZ\$300.

5. ACCOMMODATION

- 5.1 Changes of accommodation can be made only after 14 days notice.
- 5.2 If suitable notice is not given, the remaining accommodation fees must be paid in lieu.
- 5.3 Accommodation pre-paid for the first four weeks cannot be refunded.

6. SCHOOL RULES

- 6.1 A full list of school rules is in the student handbook.
- 6.2 Should a student not comply with the School Rules and/or the laws of New Zealand, or fail to attend the course in which he/she is enrolled, the school reserves the right to expel the student, without refund and is legally bound to advise the NZ Immigration Service.
- 6.3 Students are required at all times to inform the school of their current contact details in Auckland.

7. LIABILITY

- 7.1 Worldwide School of English shall not be liable if the services contracted for cannot be provided for reasons beyond its control.

8. CODE OF PRACTICE

- 8.1 Worldwide School of English 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 <http://www.minedu.govt.nz/goto/international>

8.2 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 <http://www.moh.govt.nz>

8.3 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 <http://www.acc.co.nz>

8.4 MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

8.5 IMMIGRATION

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>