



Wellington Business School

20 Raroa Rd, PO Box 30 531 Lower Hutt 5040

Wellington, New Zealand

ph+644 939 7615 fax+644 939 6514 www.wbs.ac.nz info@wbs.ac.nz

Registration Form

Personal Details

Family Name: _____ First Name: _____ Preferred English Name: _____

Date of Birth: _____ Sex: M / F Nationality: _____ Passport no: _____

Applicant's Home Address: _____

_____ Emergency Contact Person _____

City _____ Country _____ Phone _____ Email _____

Course Details — Course to enrol in (please tick): (programme details on page two)

General English

OET (Occupational English)

Cambridge ESOL CAE

Business English

IELTS

Cambridge ESOL FCE

Maori Culture

TOEIC

Cambridge TKT/TESOL

TOEFL iBT

Cambridge ICALT

Start Date: _____

Full Time

Duration of Course: _____ weeks/months

AM Only

PM Only

Your English Level (please tick): Elementary Pre-Intermediate Intermediate Upper Intermediate

Accommodation Details (please tick one of the following)

Homestay Check In Date _____ Duration of Stay _____

(please circle your preference for Homestay)

Are you a: Smoker: Y/N

Can you live with: Pets: Y/N

Vegetarian: Y/N

Children (under 10 years old): Y/N

Other needs (eg special diet): _____

Independent Accommodation Type: Flat Other _____

Address: _____ Phone: _____

(If you have accommodation already, please provide the address. This information is for emergency contact purposes.)

Airport Pickup (For student safety, airport pickup by WBS staff is compulsory)

Flight Details: Airline: _____ Arrival Date & Time: _____ Flight No: _____

Relevant Medical History:

Fitness level: low medium high

Allergies: None/ Yes. Please state _____

Do you have any health problems, allergies, illness or diseases that the School or your programme co-ordinator should know

of? No _____ Yes _____ (if yes, please list them) _____

Health Insurance

By New Zealand law international students MUST have appropriate and current medical and travel insurance while studying in New Zealand. Students cannot start classes without proof of medical and travel insurance.

I have insurance. (Please attach proof of existing insurance)

Please arrange insurance for me.

How did you find out about Wellington Business School? (please tick one)

Website Friend Advertisement Internet Other _____

Agent Agent details: _____

Official Use Only Student Number _____ Invoice Number _____

Application Date: _____ Registration Date: _____ Programme Code: _____

Insurance Duration: _____ Registered By: _____

Which programme(s) are you registering for?

- Paid:** Hotel Paid Care Work Working Holiday Vineyard work
- Unpaid:** Business Internship Conservation Volunteer Farm Assistant
- Kindergarten Internship Teacher’s Assistant 50+
- English and Farmstay Demi Pair (please complete separate form)

Programme 1. _____ Start ___/___/___ duration _____ weeks / months
 Programme 2. _____ Start ___/___/___ duration _____ weeks / months

Education History: Please state your highest form of Education and subjects studied:

Subject: _____ Level: _____ year: _____
 Subject: _____ Level: _____ year: _____
 Subject: _____ Level: _____ year: _____

Work History: Please state any relevant work experience:

Job: _____ duration _____ from _____ to _____
 Job: _____ duration _____ from _____ to _____
 Job: _____ duration _____ from _____ to _____

Other Experiences: Please state any other relevant experiences, your hobbies and interests:

Future Career Plan: Briefly state your future career plans after the completion of your programme at WBS

Preferred Job type: Some programmes offer a range of different jobs. If your programme is listed below, please state your preferred job type. While we will try to find you a placement in the area you have selected, placements are based on many things such as English level and so your first choice cannot be guaranteed.

Paid Care work (eg Elder care, special needs etc) _____
 Paid Work / Working Holiday (eg fruit picking, coffee shop etc) _____
 Business Internship (eg tourism, event management, accounting etc) _____
 Conservation Volunteer (eg flora, fauna, eco tourism etc) _____
 Farm Assistant (eg sheep, dairy, horse etc) _____
 Teacher’s Assistant (please give age range of children) _____

Send Enrolment Application to:
 ♦Wellington Business School ♦20 Raroa Rd, PO Box 30 531 Lower Hutt 5040 Wellington, New Zealand
 ♦Fax +64 4 939 6514 ♦email: info@wbs.ac.nz

Terms and Conditions

Enrolment

1. All enrolments must be made on the WBS (hereafter referred to as The School) registration forms, which must be completed in full and signed by the applicant. If the applicant is under 18, the applicant's parents or legal guardian must sign the form.
2. All applicants are recommended to have their own laptop computer with wireless capability.

Fees

1. Fees should be paid in full before a course commences and/or an extension to a course commences.
2. Fees are calculated in complete weeks. No compensation is given for public holidays when the school is closed or when a student wishes to take part of a week off.
3. Once a student's application for a full time course is accepted and a visa has been issued accordingly, the course cannot be changed to part-time; hence there is no refund for the difference in fees.
4. Fees cannot be transferred to other institutions or other students unless previous arrangements have been made.

Cancellations and Refunds

1. All cancellations must be in writing.
2. Registration and accommodation arrangement fees are non-refundable.
3. If students cancel within 5 days of the course commencement date: a refund of tuition and homestay fees, minus \$500 or 10% of tuition which ever is the lesser.
4. After the days stated above there is no refund of fees (except for accommodation fee).
5. There will be no refund for late entry to, absence from, or early departure from a course.
6. There is no refund of fees paid for course extensions.
7. After the days stated above, the School reserves the right to require certain documentation proving the reason given for cancellation before any refund is considered.
8. All refunds are made in NZD. The School is not responsible for any changes in the value of currencies or for student's bank fees.
9. A refund will only be made through the original authorised office or our representative at the original office of payment.

Accommodation (including Homestay)

1. Accommodation arranged by WBS is only available for the period of study at the School.
2. All accommodation fees must be paid in full 2 weeks prior to the check-in date. The minimum stay for homestay is 2 weeks. Two weeks notice in writing must be given if students wish to cancel, change or leave their accommodation, otherwise a 2 week fee may be charged.
3. If a student chooses to change homestays more than two times, a new \$200 arrangement fee will be charged.
4. Other information about accommodation can be found in the School's Accommodation rules and policy guide.

Insurance

1. All international students must have appropriate medical and travel insurance while staying in New Zealand.
2. If students have their own insurance, they must give the School a copy of their policy before they begin the course.

Holidays

1. The School is closed on New Zealand public and local holidays, the last week of December, and the first week of January.
2. Any other holidays taken by students are subject to the School's holiday policy.

School Rules

1. Students must accept and follow the School's rules (including accommodation rules); a copy is displayed at the School, or the School will send a copy if required.
2. Students must make sure that the School has their current contact details at all times.
3. Students who do not follow the School's rules and the laws of New Zealand may be asked to leave the School without a refund of fees.

Visas/Permits

1. Students are responsible for making sure that they have a valid permit to study at the School.
2. Full details of visa and permit requirements and advice on rights to employment in New Zealand while studying are available through the New Zealand Immigration Service (www.immigration.govt.nz).
3. The School has the right to keep a copy of the visa obtained by the student.

Student Responsibility

1. If information requested in this application is not provided, or is false or misleading, the applicant risks expulsion and/or revocation of their visa.
2. It is the student's responsibility to cover any loss, damage, injury or sickness relating to property or people within their school activities.

Disclaimer

The School is not responsible if any services cannot be provided for reasons outside the School's control.

Programme Agreement

I understand and accept:

1. The purpose and the intention of the programme I am participating in. I will try my best to satisfy my responsibilities so that I achieve good cultural exchange with all nationalities I am in contact with.
2. I must have enough money to pay for any visa I need or associated costs, to travel to the work place and to pay for living costs until my first pay. WBS will not start looking for a job for me until I have given evidence that I have enough money for this. WBS will not loan me money for this under any circumstances.
3. Although WBS can introduce me to employers I must co-operate in order to secure a job. I accept that WBS can remove me from the programme if I am consistently unco-operative.
4. I have to be proactive in participating in the assigned work and show a good work ethic at all times.
5. If I have a valid reason to be absent, I will inform my work place of my absence at least 2 hours prior to my work starting time.
6. The consequences of cancellation of work due to my lack of work ethic and/or my behaviour at the workplace including breaking the law, house rules or workplace code of conduct.
7. Many workplaces have peak and off peak seasons so my hours of work may change.
8. I must follow the terms and conditions of WBS as well as my work place and accept any consequences given to me as the result of breaching this agreement.
9. WBS will follow job vacancies and staff employment plans of the current market. While I may request a preference for a certain location, duration of work or type of work, I understand that I may not get my first preference.
10. It is the employer's right to employ rather than the employees right to be employed, therefore I accept that there may be a gap between the time I wish to start work and the time the employer wishes me to start work (up to 3 months) and I understand that WBS and its agents are not responsible for this.
11. New Zealand Immigration Service (NZIS) changes the conditions and regulations of the Work Permit/visa from time to time and WBS must follow the most up to date NZIS policies for submitting a student's work permit application. Therefore, there may be the possibility of some discrepancy in the programme contents as advertised and the programme application conditions at the time of actual placement. I agree that I will pay any and all additional fees, in the case of any NZIS policy changes.
12. NZ Immigration Services has full authority to reject applications or extension of work permits and/or revoke it. Work permits are specific to a certain employer and as such if I leave my employment for any reason, my employer and WBS are obligated to inform NZ Immigration Service and my work permit will be revoked. At that time, I will not have the right to pursue further employment and therefore my stay in NZ will no longer be legal. Once my Work Permit is revoked, I will not be entitled to a visa/permit, then I must leave NZ. I understand and accept that any violation of NZ immigration rules can result in deportation.

Accidents:

1. In the case of accident caused by myself at my work place, I will claim on my Travel/Health insurance for any costs incurred for treatment etc, but not claim damages or compensation to WBS, or my employer or my host family.
2. In the case of a major accident, I will inform WBS and my employer as soon as possible.

English class and work duration:

1. I will not change my English course duration and/or hours per week from the original application unless WBS re-arranges my work starting date and hence the course duration due to changing conditions with my programme placement.
2. I understand and accept that WBS may suggest to me to either extend my English course or take up an alternative of seasonal work arranged by WBS, if my English level is below the acceptable level which prevents me from starting my booked programme.
3. If I do not have a minimum of 80% attendance for my English classes and/or if I am consistently late to class I will be removed from the programme and will not be entitled to a refund of fees.
4. I will not re-arrange the duration of my work or work place unless approved by WBS.
5. I understand that I am required to produce a medical certificate as proof of extended time off work.

I declare that I have no criminal records in my home country, or the country I am visiting

Signature(s)

I have read and accept the terms and conditions of this application for enrolment.

Student's Signature _____ Date _____.

Paperwork Checklist: please ensure you have attached the correct supporting paperwork for your application.

Form	Hotel	Care	Paid	W/H	Bis Intern	Con. Vol.	Farm Assist.	Kindy Intern	Teacher Assist.
Letter of motivation	X	X	X	X	X	X	X	X	X
C.V.	X	X	X	X	X			X	X
DOC registration						X			
Photo	X	X	X	X	X	X	X	X	X
Reference letters	X	X	X	X	X				X
Police clearance		X			Possibly			X	X