

APPOINTMENT OF AGENT

Are you using an Edenz Colleges authorised agent to handle your application?

Yes

No

If yes, I authorise Edenz Colleges to release personal information to the following agent:

PROPOSED STUDY

The qualification I am applying for is (choose one option and fill in the start date) :

Name of Programme	Location	Duration	
Demi Pair Programme	Auckland	12 weeks	<input type="checkbox"/>
		24 weeks	<input type="checkbox"/>
	Tauranga	12 weeks	<input type="checkbox"/>
		24 weeks	<input type="checkbox"/>

Start Date (Day/Month/Year)

ENGLISH LANGUAGE COMPETENCE

Demi Pair must have a minimum of Intermediate level English.

What is your English level?

IELTS

TOEFL

TOEIC

Other

Please attach the copy of the result.

PREVIOUS DEMI PAIR EXPERIENCE AND HOST FAMILY INFORMATION

Do you have older / younger brothers and sisters?

Yes (If yes, how old are they:)

No

What experience do you have in domestic work? (cleaning, housework, etc)

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What experience do you have in dealing with children?

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What age groups do you feel most confident looking after?

Infant – 2 years old

3 years – 5 years old

6 years – 10 years old

11 years – 13 years old

14 years old and above

Do you have a full Driver's Licence?

Yes (If yes, since when:)

No

Please indicate any food requirements

None (I eat anything)

Vegetarian

Halal

Other

Please indicate any allergies you have

Food

Animals

Medicine

Other

Do you have any other health problems?

Do you smoke cigarettes?

Yes (If yes, how many per day:) No

Do you play sport?

Yes (If yes, please give details:) No

Do you play a musical instrument?

Yes (If yes, please give details:) No

What other hobbies or interests do you have? Please give details:

Do you like house pets?

Yes (If yes, please specify:) No

Do you have any preference for a Host family?

Yes (If yes, please specify:)
 No

TYPE OF VISA: STUDENT MEDICAL & TRAVEL INSURANCE

You will travel / study on a :

- Working Holiday Visa
 Student Visa

Note: • Applicants for a Student Visa must prove to Immigration New Zealand that they have sufficient funds to support themselves while in New Zealand, even though in this case, the Host Family will be providing support.

• By law, all students are required to have medical and travel insurance for the period of study in New Zealand.

Do you need Edenz Colleges to arrange medical and travel insurance for you?

Yes No

If yes, the insurance will cover the whole of your period of study in New Zealand.

CODE OF PRACTICE

Edenz Colleges has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry 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

PRIVACY

Personal information is protected by the New Zealand Privacy Act 1993

The information collected and held by Edenz Colleges will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

Edenz is also required by the Privacy Act 1993, to provide some personal information (this typically may be name, current address, date of birth, ethnicity or academic details) to specified agencies. The agencies that may require Edenz to provide this information include the Ministry of Education, Work and Income New Zealand, Inland Revenue Department, Department of Immigration (where students are not New Zealand citizens or permanent resident) and the Department of Justice.

REFUND INFORMATION

Tuition & Course Related Fees Refund

If students want to withdraw from the course, they must apply for it in writing on a Refund of Fees form, downloaded from the Edenz website or obtained from the Registrar. Refunds are payable to the student, and are NOT transferable to another student.

The following refund arrangements apply (as required by NZQA):

For courses of 12 weeks

Up until the end of the fifth day of the course	75% refund less costs already incurred to a third party on behalf of the student
After 5 days of the course	No refund after this date

For courses of 24 weeks

Within the first 10 working days of the course	Full refund less a deduction for costs incurred by the PTE, up to a maximum of 25% of the fee total paid
After more than 10 days of the course	No refund after this date

All students are liable for the cost of any additional services requested if these have already been incurred for on behalf of the student, or rendered and/or completed prior to a cancellation. These would be subject to their cancellation policy.

NO refund of fees or extension of course will be given if the student:

- Arrives late for their course without notifying the school in writing.
- Takes time off which exceeds approved holiday.
- Leaves before the course is finished. Edenz requires two weeks notice for a holiday.

TUITION CONTRACT between EDENZ COLLEGES and THE DEMI PAIR STUDENT

This agreement, subject to acceptance into the Demi-Pair programme, is between Edenz Colleges and the student whose name and signature appears below.

General

- This agreement is subject to the laws of New Zealand
- This agreement may be terminated with seven (7) days notice from either party
- The liability of Edenz Colleges shall not exceed an amount equal to the fees paid by the student to Edenz
- This agreement is part of the Application Form and needs to be signed and returned at the same time

Edenz Colleges agrees to:

- Provide a study place on condition that the student meets the conditions of this agreement.
- Accept information in good faith, but reserves the right to cancel an offer, reject or expel a student if false information is supplied or relevant information withheld.
- Provide full details about tuition and other fees, and protect them in a Trust Account as required by NZ law.
- Deal with refunds of fees in line with the current refund policy as stated in the Student Handbook.
- Arrange suitable accommodation in a host family, whereby the family provides meals and accommodation, and an allowance of \$60 per week.
- Monitor students' satisfaction with accommodation arrangements and monitor academic and personal welfare on a regular basis, or help the student to gain external assistance if requested.
- Provide the host family with guidelines of expected behaviour and performance by the student, and monitor host family satisfaction with the student.
- Make every reasonable effort to find an alternative host family, if it is necessary to move from the original host family, or if a host family becomes suddenly unavailable.
- Help arrange travel and medical insurance if requested.
- Provide a pleasant, safe, healthy and well equipped learning environment.
- Provide quality teaching by qualified tutors.
- Move the student to a different course or level within a course if this is in the student's best interest.
- Keep accurate records of student achievements and report them regularly to the student.
- Keep accurate records of student attendance to ensure they meet Immigration NZ requirements.
- Respect the student's rights and privacy, in accordance with NZ law, and provide in the Student Handbook and Orientation clear guidelines for study and behaviour.

The student agrees to:

- Accept the study place under the terms and conditions stated in this agreement, and of his/her visa.
- Provide true information and documentation as required in the Application Form, including any disability or additional needs.
- Pay tuition or other fees as invoiced directly, or via an agent, to the Edenz Colleges Trust Account as detailed in the invoice.
- Accept the refund conditions as laid out in the Student Handbook current at the time of a refund request.
- Make all reasonable efforts to meet the host family's requirements, including up to 20 hours per week of light housekeeping and/or childcare duties.
- Notify Edenz Colleges at once if any accommodation, academic, or personal issues may affect the students' performance or participation in the programme.
- Negotiate with the host family the duties, working hours, method of recording work done etc, and accept counselling from Edenz staff should the host family not be satisfied.
- Accept that Edenz cannot promise to find a new host within any specified time period, and that the student is therefore liable for any accommodation costs so incurred.
- Arrange appropriate travel and medical insurance.
- Respect the college premises, equipment and resources and keep them free from damage.
- Study hard and complete all requirements.
- Accept the right of Edenz Colleges to arrange course changes or adaptation.
- Dialogue about his/her progress and strive to apply any advice and guidance received.
- Attend classes regularly (at least 80%) and notify Edenz Colleges about all absences.
- Observe NZ laws and Edenz Colleges guidelines and rules; treat staff and other students with respect, and authorise Edenz Colleges to provide relevant personal, attendance or enrolment information on request to NZ government agencies.

By incorporating this contract into its' application form, Edenz Colleges accepts the conditions listed above

I accept the conditions listed above by signing the next page

CANCELLED PROGRAMMES

Edenz Colleges reserve the right to cancel or postpone any courses and/or programmes and shall not be liable for any claim other than the proportion of course/programme fee which the cancelled portion bears. Courses and programmes may be dependent upon the number of enrolments and/or any other factors.

DECLARATION AND SIGNATURE

Please read the following declaration and sign below.

- I agree to abide by the statutes, regulations and policies of Edenz Colleges. I am aware that this agreement is subject to the laws of New Zealand. This agreement may be terminated with seven (7) days' notice from either party. The liability of Edenz Colleges shall not exceed an amount equal to the fees paid by the student to Edenz.
- I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that Edenz may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. Edenz reserves the right to inform all other New Zealand education institutions, Immigration New Zealand, and the Police, of such cases including the student's name and date of birth.
- I understand that all documents submitted with this application become the property of Edenz and will not be returned to applicants. I agree to supply further documentation requested by Edenz for the purpose of my enrolment and I authorise Edenz to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where Edenz considers the information relevant to my immigration status.
- I have read and understood the outline of how the Privacy Act will be applied in Edenz, and I authorise Edenz to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- I authorise any agency holding the source of any information I have provided on this form to release that information to Edenz upon request
- I have read and fully understand the Tuition Contract between Edenz Colleges and I, the International Student.
- I am aware that the payment for my tuition and/or other fees needs to be paid in full directly, or via an agent, to the Edenz Colleges trust account as detailed in the Student Handbook by the payment date. I have also read and understood Edenz refund policy for International students.

Applicant's Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

CHECK LIST FOR STUDENTS

- Signed application form with photo attached
- Copy of the pages of your passport (Showing personal details including name, DOB, citizenship, and passport number.)
- Copy of English language results
- two (2) character references
- two (2) childcare references (not from family member, and must be authenticated)
- medical certificate stating physical and mental fitness to become a Demi Pair
- letter introducing yourself to the host family
- photos of yourself with your family
- photos of yourself with children you have looked after in the past
- CV in English
- police report or similar

02/02/2019