



Wellington Business School

20 Raroa Rd, PO Box 30 531 Lower Hutt 5040

Wellington, New Zealand

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Programme Registration Form

Personal Details

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

Date of Birth: _____ Sex: M / F Nationality: _____ Religion: _____

Applicant's Home Address: _____

_____ Emergency Contact Person _____

City _____ Country _____ Phone _____ Email _____

Course Details — Course to enrol in (please tick):

- General English Business English Maori Culture
 Cambridge ESOL FCE Cambridge ESOL CAE Cambridge TKT/TESOL
 IELTS TOEIC TOEFL

Start Date: _____ Full Time

AM Only

Duration of Course: _____ weeks/months 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: _____

Which programme(s) are you registering for?

Paid: Hotel Paid Care Work Paid Work Working Holiday

Unpaid: Business Internship Conservation Volunteer Farm Assistant

Kindergarten Internship Teachers Assistant

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: _____

Official Use Only Student Number _____ Invoice Number _____

Application Date: _____ Registration Date: _____ Program Code: _____

Insurance Duration: _____ Registered By: _____

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

Relevant Medical History:

Fitness level: low medium high

Allergies: None Please

state _____

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

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

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 can not 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) _____

Teachers Assistant (please give age range of children) _____

Health Insurance

By New Zealand law international students MUST have appropriate and current health insurance while studying in New Zealand. Students cannot start classes without proof that you have health 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: _____.

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.
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 can not be transferred to the other institutions or other students unless previous arrangements are made.

Cancellations and Refunds

1. All cancellations must be in writing.
2. Registration and accommodation arrangement fees are non-refundable.
3. If students cancel:

Before the start of the course:

The School will refund all fees.

After the start of the course:

a) For courses of up to and including 4 weeks and six days:

i) where a foreign student withdraws within the first 2 days of the course for which attendance of students at the WBS is required, the WBS may retain up to 50% of the full amount of any payments made by the student to the WBS in respect of the course; and must refund the balance to the student; unless

ii) 2 days constitutes the full amount of tuition paid for by the student, in which case the provider may retain 100% of the payment made in respect of the course.

b) For courses of 5 weeks or more but less than three months: where a student withdraws within the first 5 days of the course for which attendance of students at the WBS is required, the WBS may retain up to 25% of the full amount of any payments made by the student to the WBS in respect of the course; and must refund the balance to the student.

c) For courses of 3 months or more: where a student withdraws within 8 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 the dormitory is 12 weeks, however the minimum homestay is 4 weeks.
3. 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.
4. Other information about accommodation can be found in the School's *Accommodation rules and policy guide*.

Insurances

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 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

1. I understand the purpose and the spirit of the programme, I am participating in and will try my best to cover my responsibilities in order to create good cultural exchange with different nationalities and the New Zealand people.
2. I understand that I have to be proactive in participating in the assigned work and show a good work ethic.
3. I will not leave my assigned job/duties without a valid reason and without the manager's approval unless I am unable to continue working due to sickness or injury. I understand that I am required to produce a medical certificate as proof.

4. I understand and accept that, 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.
5. In the case of absence due to a valid reason from my assigned work, I will inform my work place of my absence well before (at least 2 hours prior) my work starting time.
6. In the case of a major accident, I will inform WBS and my employer as soon as possible.
7. I will not re-arrange the duration of my work or work place unless approved by WBS.
8. I must complete the agreed duration of my placement and will not leave the job before the completion of the term.
9. I understand and accept the consequences of cancellation of work due to my lack of work ethic and/or my behaviour at the workplace or breaking of NZ law, house rules and/or code of conduct of the company/organization that offered me the work opportunity.
10. I understand that many placements have peak and off peak seasons and I may be required to work over time during the peak season. I will do over time work proactively. I also understand and accept that the hours of work may be shortened during the off peak season. I understand that if I am on a paid work programme and this occurs WBS will arrange other seasonal work for me.
11. I understand and accept that WBS may suggest to me to either extend my English course or take up other type of seasonal work arranged by WBS, if my English level is below the acceptable level and this prevents me from starting my booked programme.
12. I declare that I have no criminal records in my home country, or the country I am visiting.
13. I will follow the terms and conditions of WBS as well as my work place and accept any consequences as the result of breach of this agreement.
14. I understand and accept that 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.
15. I understand and accept that WBS will follow the job vacancies and the staff employment plan 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.
16. I understand and accept that the New Zealand Immigration Service (NZIS) changes the conditions and regulations of the Work Permit/visa issuing from time to time and WBS must follow the most up-dated NZIS's 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 additional fees, in case of any NZIS policy changes, any NZIS fee, as well as any medical check related fees which may also be increased.
17. I understand and accept that 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.

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