



# Aspiring Language Institute Enrolment Form Diploma Courses

Mail: P.O. Box 5037, Wellesley St. Auckland, New Zealand. Ph. +64 9 282 4622 Email: study-at@aspiring.ac.nz

## STUDENT INFORMATION

Surname: \_\_\_\_\_  Mr  
First name: \_\_\_\_\_  Ms  
Date of birth (dd/mm/yy) \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Passport No: \_\_\_\_\_  
Address: (street) \_\_\_\_\_  
(City) \_\_\_\_\_ (Postal code) \_\_\_\_\_  
(Country) \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Where did you hear about the institute? \_\_\_\_\_

## QUALIFICATION DETAILS

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Which course would you like to enrol in:  
 New Zealand Diploma in Business Level 5, Leadership and Management  
 New Zealand Diploma in Business Level 6, Leadership and Management

## CAMPUS

Auckland City Campus  Botany Campus  
*Please note that not all courses are available at both campuses; please check with Aspiring before making any decision*

## ACADEMIC INFORMATION

Is English your first language?  YES  NO  
*if NOT:*  
Name of the English proficiency test you are submitting  
 IELTS (Academic)  PTE Academic  Other  
 TOEFL  Cambridge FCE \_\_\_\_\_  
What was the score? \_\_\_\_\_  
What is your highest level of education? (i.e. high school, bachelor, etc.) \_\_\_\_\_  
Have you studied at another institute/college in New Zealand?  
 YES  NO

*If YES:*  
Name of the institute \_\_\_\_\_  
Name of the programme \_\_\_\_\_  
Have you completed that programme?  YES  NO

**Check the back of this application form for a checklist of the documents you must provide with your application**

## ACCOMMODATION

Do you require accommodation:  YES  NO  
**if YES:**  Homestay  Student Residences  
From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## HOMESTAY PREFERENCES

Family with younger children  YES  NO  
Family with older children  YES  NO  
Young family with no children  YES  NO  
Old family with no children  YES  NO  
Family with pets  YES  NO  
Do you smoke  YES  NO  
Do you require Halal food (extra charge)  YES  NO  
Do you have any allergy  YES  NO  
If yes, please specify: \_\_\_\_\_

## STUDENT RESIDENCES (only over 18 years old students)

Single room  Triple room  
 Double room  Quadruple room

### Notes:

- Minimum stay in homestay is 4 (four) weeks
- Two weeks notice is required when you wish to leave a family/residence
- Arrangement will be only made when the school receives the fee

## ARRIVAL INFORMATION

Do you require airport pick up:  YES  NO  
**if YES:**  
Arrival day: \_\_\_\_\_  
Arrival time: \_\_\_\_\_  
Flight number: \_\_\_\_\_

## HEALTH AND MEDICAL INSURANCE

***It is a condition of enrolment to have medical and travel insurance. We use and recommend the Southern Cross Travel Insurance. This policy may also refund your school fee. Please ask for details***

I would like the Southern Cross Travel Insurance Policy  
 I am organising my own insurance fully covering my medical costs, travel expenses and school fees:

**(Aspiring requires students to purchase "unlimited" cover for at least medical expenses and medical evacuation. aspiring has the right to ask student to purchase further insurance if the student's own insurance is not adequate in the regard)**

Do you have any health/medical condition which the school should be aware of:  YES  NO  
If YES, please tell us the details: \_\_\_\_\_

**I have read and accepted the conditions overleaf (signature of parent if the student is under 18 years of age)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

"To sign this application form means you have fully understood the information we have provided, such as fee structure or course structures, in order to make a final decision to enrol at Aspiring Language Institute"

**All information given in this application form is correct and the school has the right to cancel the application if this information is not true**

## REFUND AND CANCELLATION POLICY

A: Before the course commencement date:

Students who cancel their course before its commencement date will be refunded the tuition fee in full.  
The application fee and accommodation administration fee will not be refunded.  
If the school has already organised the insurance for the student, the insurance fee is also not refundable.

B: After the course commencement date:

1. For courses not longer than five weeks, 50% of the tuition fees can be refunded to a student cancelling his or her course no later than two (2) days after the course starts. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
2. For courses longer than five weeks but not longer than twelve weeks, 75% tuition fees can be refunded to a student cancelling his or her course no later than five (5) days after the course starts. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
3. For courses longer than twelve weeks, full less a deduction for cost incurred by the school minus a maximum of 25% of the fee total paid can be refunded to a student cancelling his or her course within the first ten (10) working days of their course. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
4. If, for some reason, the school has to cancel the course before the commencement date, we will refund in full the fees paid. If the course cancelled after its commencement date, we will refund pro rata for the weeks not delivered.
5. Where payment is received from an overseas study agency, we will pay tuition refund to that agency. Any such agency is considered to be the student's representative, retailing our school services.
6. Transfer of tuition entitlements between students is specifically prohibited.
7. Refunds or enrolment extensions will not be given to students:
  - taking a holiday during their course, unless approved by the
  - arriving later than the course start date, unless approved by the Institute
  - leaving the Institute before the course is finished, unless approved by the Institute
8. Students enrolled for 6 months or more may have up to 4 subsequent weeks holiday during the course, with the dates of holiday agreed on at the time of enrolment. Changes to these dates can be made at the Institute's discretion. If the planned holidays are not taken, the course will be shortened accordingly.
9. If, for some reason, the students are not able to obtain their visa, we will refund pro rata for the weeks from the date the student inform the school their visa was declined.
10. Homestay dates are from Saturday to Saturday, or Sunday to Sunday. If you are staying longer than specified above, please contact us to arrange the additional payment. Homestay fees will be refunded if you move to a private accommodation, if you give us at least two weeks' notice about the move.
11. The Institute will not be held responsible for any sickness, damage, injury or loss incurred at the Institute, at the accommodation organised by the Institute, or at any activity or trip organised by the Institute. It is the student's responsibility to have adequate insurance to cover medical expenses, repatriation and loss of school fees if the student needs to shorten the enrolment (or cancel the course) as a result of any such event described above.
12. The Institute reserves the right to amend fees and conditions at any time.

### Fee Protection Policy

Aspiring Language Institute follows NZQA's fee protection policy and uses a trust account scheme with a company approved by NZQA.

## APPLICATION CHECKLIST

- I have signed the enrolment form
- I am attaching copy of my passport
- I have included copy of my current visa (for students that are in New Zealand only)
- I am attaching academic documents that make me eligible to study the desired course (high-school diploma, bachelors degree certificate, etc.)
- I have included copy of my English proficiency test (if applicable)
- I have included progress and attendance report from previous institution (for students that are studying or have studied in New Zealand only)

**We aim to issue offer of place within 24 hours (except weekends) if all documents enlisted above are supplied; however, failing to do so will delay your application and a conditional offer may be issued until all documentation is received.**

## CONDITIONS OF ENROLMENT

1. Enrolment  
You can enrol through an education/ travel agency in your country. If you prefer to enrol directly, please complete this form and send it us by e-mail: [study-at@aspiring.ac.nz](mailto:study-at@aspiring.ac.nz).
2. Payment  
After we have received your application form, you will be sent an invoice and an offer of letter.  
All fees are due no later than 7 days before the course begins. Fees can be sent to the Institute to our trust account.
3. Attendance and Disciplinary  
3.1 You are expected to attend all lessons (100%) and to be on time. You must comply with the conditions of your permit to stay in New Zealand. If you are persistently absent from school without a valid reason, you will receive a series of warnings which may lead to the termination of your enrolment.  
3.2 Aspiring Language Institute reserves the right to expel any student who breaks the New Zealand law or the school guide rules, including persistent unexplained absence. We will not refund fees in the case of expulsion and we will notify the Immigration New Zealand.
4. Code of Practice  
Aspiring Language Institute has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand qualification Authorities website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

### IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

### 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 [www.moh.govt.nz](http://www.moh.govt.nz).

### 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 [www.acc.co.nz](http://www.acc.co.nz).

### MEDICAL AND TRAVEL INSURANCE

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

### ENTRY REQUIREMENTS:

- New Zealand Diploma in Business, (Leadership and Management), Level 5  
High school graduate certificate and an overall Academic IELTS of 5.5 with no band lower than 5.0, or equivalent
- New Zealand Diploma in Business, (Leadership and Management), Level 6  
NZDB Level 5 or equivalent and an overall Academic IELTS of 6.0 with no band lower than 5.5, or equivalent

## BANK DETAILS

Aspiring Language Institute Public Trust Account  
Bank of New Zealand, North End Branch, 100 Lambton Quay, Wellington  
Account Name: Public Trust  
Bank Account: 020536030586501  
Swift Code: BKNZNZ22  
Reference No: 9345094TR01 (Please do not forget to put this number when you make a payment)

## AGENT STAMP

