

ENROLMENT FORM - DEMI AU PAIR PROGRAMME

Your Details

First/Family Name _____

Date of Birth _____ Male Female

Nationality _____

Passport Number _____ Expiry Date _____

Contact Details

Address _____

Province / State _____

Country _____ Postal Code _____

Home Phone _____ Mobile _____

Email _____ Skype _____

Emergency Contact

Mother Father Phone No. _____

Family

Father

Mother

Name _____

Date of birth _____

Profession _____

Email _____

Siblings Male (Ages) Female (ages)

Start Date

Preferred Start Date	Earliest Start date available	Orientation Week
_____/_____/20____	_____/_____/20____	<input type="checkbox"/> Yes <input type="checkbox"/> No
DD MM YY	DD MM YY	

Programme Selection

<input type="checkbox"/> Wellington Campus <input type="checkbox"/> 12 week Demi Au Pair Programme <input type="checkbox"/> 24 week Demi Au Pair Programme <input type="checkbox"/> 12 week course + 12 wk Demi Au Pair <input type="checkbox"/> Other _____	<input type="checkbox"/> Auckland Campus <input type="checkbox"/> 12 week Demi Au Pair Programme <input type="checkbox"/> 24 week Demi Au Pair Programme <input type="checkbox"/> 12 week course + 12 wk Demi Au Pair <input type="checkbox"/> Other _____
---	---

Course Selection

<input type="checkbox"/> General English <input type="checkbox"/> IELTS Preparation <input type="checkbox"/> Cambridge Exam Prep CAE	<input type="checkbox"/> General English <input type="checkbox"/> IELTS Preparation
--	--

Education achieved

<input type="checkbox"/> Completed High School <input type="checkbox"/> Vocational Training School / College	<input type="checkbox"/> University Diploma <input type="checkbox"/> University Degree
---	---

Employment

Do you currently have a job _____

Demi Pair Experience

Domestic Abilities

Please tick

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------------|
| Cleaning | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Ironing | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Laundry | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Vacuum Cleaning | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Cooking | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Snacks - Toasted Sandwiches | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Light meals - Salads, Soup, Hamburgers | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Meals from a recipe | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Pasta Meals | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |
| Baking | Yes <input type="checkbox"/> | No <input type="checkbox"/> | A Little <input type="checkbox"/> |

Are you a vegetarian

If yes, are you willing to cook meat for the family
are you willing to make your own meals

- | | |
|------------------------------|-----------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Special Dietary requirements

Yes No Details _____

Are you willing to live with a family that has

Dogs Yes No **Cats** Yes No

Are you willing to live with a single parent

Mother Yes No **Father** Yes No

Childcare experience

- | | | | |
|---------------------------|------------------------------|-----------------------------|---------------|
| Babysitting | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Details _____ |
| Internship / Kindergarten | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Details _____ |
| Coaching / Tutor | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Details _____ |

What age children do you feel most confident looking after

Do you have a full Driver's Licence

No Yes If yes, since when: _____

Please indicate any allergies you have

Details _____

Do you have any other health problems

Details _____

Do you smoke cigarettes

No Yes If yes, how many per day: _____

Do you play sport

Do you play a musical instrument

What other hobbies or interests do you have

Check List

Please note the application will only be processed if the following documents are RECEIVED

- 2 Childcare references A letter to the host family CV police report Medical certificate English pre-test
 1 clear photo of yourself Photo collage (Include photos with children)

Terms and Conditions

Conditions of Enrolment

PLEASE REFER TO DEMI AU PAIR PROGRAMME INFORMATION FOR FURTHER PROGRAMME-SPECIFIC ENROLMENT CONDITIONS

- 1.1 All fees must be received before enrolment can be officially accepted.
- 1.2 The General English course start days are any Monday (or, if Monday is a public holiday, the next business day). For start dates of other courses please refer to our website – www.campbell.ac.nz.
- 1.3 Student placement in any class is subject to English language proficiency, which will be tested on arrival.
- 1.4 All enrolments must be made on this official enrolment form, which must be completed in full and signed by the applicant
- 1.5 Students arriving in New Zealand on a student visa must start their studies as soon as possible after their arrival, as the student visa term commences on their Day of arrival in New Zealand
- 1.6 Students agree to follow all rules and regulations of the Campbell Institute, and Changes that are made to them from time to time
- 1.7 If a student does not comply with all rules and regulations of The Campbell Institute, this may lead to a warning or, in some cases, expulsion of the student.
- 1.8 In the event of serious misconduct, The Campbell Institute reserves the right to immediately expel a student (terminate his or her enrolment)

Fees

- 2.1 All fees should be paid on receipt of an invoice from The Campbell Institute or no later than 1 month prior to the student's arrival date.
- 2.2 Campbell course fees are calculated on complete weeks and no discount is given for weeks which include public holidays.
- 2.3 Campbell reserves the right to change its fees with reasonable notice.
- 2.4 There will be no refund of tuition fees for absence during a course or early termination of a course.
- 2.5 There will be no refund of tuition fees if a student has been expelled (his or her Enrolment has been terminated by the school).

Cancellation by Campbell

Cancellation by Campbell is when a course is withdrawn from offer before or after tuition begins.

- 3.1 **Cancellation or Course Reduction before the end of the tenth course day**
The Campbell Institute will refund all fees, minus 10% of tuition fees or NZ\$500.00 (whichever is the lesser). Please note that the service fee is Non-refundable once the fee is paid
- 3.2 **Cancellation or Course Reduction after the end of the tenth course day**
The Campbell Institute will refund any unused portion of tuition fees – *pro rata* – minus 10% of the total tuition fees or \$500 (whichever is the lesser), and less 13% of the remainder of the tuition fees.

Withdrawal and Refund Regulations

Please note that all refunds will be in \$NZ and will not take into account any fluctuations in currency exchange rate between the time of enrolment and the time of refund.

- 4.1 **Tuition Withdrawals and Refunds**
Withdrawal from a programme is when a student voluntarily withdraws before or after commencing studies.
For courses of 3 months and greater:
 1. Withdrawal by a student at any time up until the end of the eighth day of the course will result in a full refund of tuition fees; minus a reasonable administration fee (not more than 10% of course related fees paid, or \$500, whichever is the lesser).
 2. Withdrawal from a course after the end of the eighth day of the course will not result in any refund; however withdrawal on compassionate grounds may result in a partial refund at the discretion of Head of School. Compassionate grounds include major illness or accident, bereavement, or other major trauma. In such a case the maximum refund will be 75% of tuition fees. Enrolment fees will not be refunded.
- 4.2 **Expulsions**
In the case of a student's expulsion from The Campbell Institute, there will be no refund of fees. Expulsions may be enforced for non-compliance with the school policies as outlined in the student handbook and on The Campbell Institute website www.campbell.ac.nz/SCHOOL/school-policy
- 4.3 Demi Au Pair Placement and Management fees are non-refundable.

Withdrawal and Refund Procedures	<p>In order to claim a refund, an Application for Refund of Tuition Fees must be made in writing to the Institute The application must include the reason for withdrawal or cancellation. The application must be submitted to the Head of School.</p> <p>The Institute will consider the following factors when awarding a refund:</p> <p>5.1 The circumstances and reasons for withdrawal. 5.2 The costs already incurred by the school, including teachers' salaries, resources committed to the delivery of the course, and administrative costs.</p>	
Holidays	6.1 6.2	<p>Campbell is closed the last week of December, the first week of January and on all New Zealand public and local holidays</p> <p>Any holidays taken by students are subject to the Campbell holiday policy.</p>
Insurance	7.1 7.2 7.3 7.4	<p>Health and travel insurance is compulsory for all Campbell students.</p> <p>Campbell does not take any responsibility for any injury to students or damage / loss of student property.</p> <p>If a student has purchased their own insurance, they must provide a certificate of cover (English translation) for consideration at the time of enrolment.</p> <p>If a student has purchased an insurance policy that does not meet the Requirements of the New Zealand Code of Practice, The Campbell Institute Reserves the right to arrange insurance and apply the insurance charges to the Student's invoice accordingly.</p>
Validity	8.1	These conditions take effect as of 1 st January 2007 and were revised on 21/12/11.
Acceptance of Terms and Conditions	9.1	On payment of fees, the terms and conditions on this enrolment form will be deemed to have been accepted in full, whether or not this form has been signed by the student.

The Campbell Institute is registered as a Private Training Establishment and courses are approved by the New Zealand Qualifications Authority (NZQA) pursuant to and under the provisions of the Education Amendment Act 1990.

Code: The Campbell Institute has agreed to observe and be bound by the Code of Practice for 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: www.minedu.govt.nz/goto/international

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 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 cost 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: www.moh.govt.nz

Accident Insurance: The Accident Compensation Corporation (ACC) 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 treatment and related costs. Further information can be viewed on the ACC website at: www.acc.co.nz

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

Signatures	
The applicant confirms that the information given in this enrolment form is true and correct. I accept the Terms and Conditions of enrolment set out above and wish to apply under these terms.	
Student's Signature _____	Date _____
OR	
Authorised Representative _____	Date _____