

## 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 or  Father Phone No. \_\_\_\_\_

Family	Father	Mother
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Name	_____	_____
Date of Birth	_____	_____
Profession	_____	_____
Email	_____	_____

Siblings	Male (Ages)	Female (Ages)
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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**

**Wellington Campus**       **Auckland Campus**

1-week Orientation + 12 week English Course & Demi Au Pair = 13 weeks

1-week Orientation + 12 week English Course + 12 week just Demi Au Pair = 25 weeks

1-week Orientation + 24 week English Course & Demi Au Pair = 25 weeks

1-week Orientation + \_\_\_\_ week English Course & \_\_\_\_ Demi Au Pair = \_\_\_\_ weeks

**Course Selection**

General English

IELTS Preparation

Cambridge Exam Prep CAE (**Wellington only**)

**Education achieved**

Completed High School       University Diploma

Vocational Training School or College       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**

Yes  No

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

Yes  No   
Yes  No

**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 are the children's ages you would like to look after**

\_\_\_\_\_

**Do you have a full Driver's Licence**

Yes  No  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: \_\_\_\_\_

**What sports do you play**

\_\_\_\_\_  
\_\_\_\_\_

**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

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> 2 childcare references    | <input type="checkbox"/> A letter to the host family                  | <input type="checkbox"/> CV               | <input type="checkbox"/> Police report | <input type="checkbox"/> Medical certificate |
| <input type="checkbox"/> 1 clear photo of yourself | <input type="checkbox"/> Photo collage (Include photos with children) | <input type="checkbox"/> English pre-test |  |  |

## **Terms and Conditions of study at The Campbell Institute**

The Campbell Institute has agreed to observe and be bound by The Education (Pastoral Care for International Students) Code of Practice 2016. Copies of the Code are available on request from this institution or from the New Zealand Qualifications Authority website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

### **ACCEPTANCE OF TERMS AND CONDITIONS**

On payment of fees, the terms and conditions will be deemed to have been accepted in full, whether or not this form has been signed by the student.

### **COURSES**

- 1.1 The General English, IELTS and High School Preparation course start dates are any Monday (or, if Monday is a public holiday, the next business day). For start dates of other courses, please refer to The Campbell Institute website: [www.campbell.ac.nz](http://www.campbell.ac.nz)
- 1.2 The Campbell Institute reserves the right to change course arrangements without prior notice.
- 1.3 Student placement in any course is subject to English language proficiency, which will be tested upon arrival.
- 1.4 At the end of their course students will receive a Certificate of Course Completion. This is subject to the students' attendance rate, and students with an attendance lower than 90% may not receive a certificate.

### **PAYMENT OF FEES**

- 2.1 Course related fees must be paid in full, prior to the commencement of the course that the student is enrolled in.
- 2.2 All course related fees are calculated in complete weeks and no discount is given for weeks which include public holidays or part weeks.
- 2.3 The Campbell Institute complies with NZQA requirements to protect student fees.

### **CANCELLATION AND REFUNDS**

- 3.1 Force Majeure  
The Campbell Institute is not liable for failure to perform its obligations if such failure is as a result of Acts of God that are beyond the reasonable control of the parties (including, but not limited to: fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics, loss of electricity, internet or telephone service).  
If The Campbell Institute sites Force Majeure as an excuse for failure to perform its obligations, then it must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent, etc.) was, where possible, notified of the likelihood or actual occurrence of the event.
- 3.2 Withdrawal by a student:  
Once the course has started:  
**For enrolments of up to five weeks:** If the student withdraws within the first two days of the course, The Campbell Institute will refund 50% of the unused weekly tuition fees.  
**For courses between 5 and 12 weeks inclusive:** Withdrawal by a student at any time up until the end of the fifth working day of the course will result in a refund of 75% of total course-related fees paid. Withdrawal from a course after the end of the fifth day will not result in any refund.  
**For courses of 3 months and greater:** Withdrawal by a student at any time up until the end of the tenth day of the course will result in a full refund of tuition fees minus no more than 25% of course related fees paid. Withdrawal from a course after the end of the tenth day of the course will not result in any refund.
- 3.3 After the above withdrawal deadlines, The Campbell Institute will not refund any fees except for unused homestay fees.
- 3.4 The Enrolment Fee, Materials Fee and Accommodation Placement fee are non-refundable.
- 3.5 We do not refund fees or give a free extension of the course if the student:
  - Arrives later than the course start date without notifying The Campbell Institute
  - Takes time off during the course (excluding approved holidays)
  - Leaves before the course end date
- 3.6 Under the following circumstances, refunds are given at the discretion of the Director, taking into account the circumstances and any costs already incurred by the school;
  - Failure by a student to obtain a visa
  - The signatory ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency
  - The signatory ceasing to be a signatory
  - The signatory ceasing to be a provider
 If directed by the student, the code administrator or the agency responsible for fee protection mechanisms, The Campbell Institute agrees to transfer the amount to another signatory as agreed with the student (or the student's parent or legal guardian).
- 3.7 Students enrolled in private tuition must notify The Campbell Institute at least 24 hours in advance to cancel a lesson, otherwise there is no entitlement for a refund or option to reschedule the class without further payment.
- 3.8 The Campbell Institute will notify Immigration New Zealand of students who withdraw from their course.

**HOLIDAY DURING COURSES**

- 4.1 Students may take a maximum of one week’s holiday for each 12 weeks of study without loss of tuition, subject to visa conditions. The Campbell Institute will not give refunds or course extensions for holidays over this allowance.
- 4.2 Students must give at least one week’s notice of the holiday request. If not, The Campbell Institute may not grant the request and the student will lose any related tuition fees.

**ATTENDANCE AND BEHAVIOUR**

- 5.1 Students agree to behave considerately and follow all rules and regulations as outlined in the Student Handbook, and changes that are made to them from time to time. If a student does not comply with all the rules and regulations, this may lead to a warning, or in serious cases, expulsion (termination of enrolment).
- 5.2 All students allow The Campbell Institute permission to contact parents, guardians and agents regarding any matter of concern such as academic performance, attendance and physical/mental health issues.
- 5.3 Students are required to attend all programmed tuition hours and arrive at class on time.

**LIABILITY AND INSURANCE**

- 6.1 Each student must have adequate medical and travel insurance.
- 6.2 Students must provide evidence of appropriate and current medical and travel insurance on enrolment. This insurance must cover the full length of time spent in New Zealand and must be compliant with the insurance requirements of The Education (Pastoral Care for International Students) Code of Practice 2016, which states that students enrolling in an institution must have appropriate insurance covering:
  - 1. the student’s travel —
    - a. to and from New Zealand;
    - b. within New Zealand; and
    - c. if the travel is part of the course, outside New Zealand; and
  - 2. medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
  - 3. repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
  - 4. death of the student, including cover of —
    - a. travel costs of family members to and from New Zealand; and
    - b. costs of repatriation or expatriation of the body; and
    - c. funeral expenses.
- 6.3 Failure to provide or acquire appropriate insurance cover within an appropriate amount of time will result in termination of enrolment.
- 6.4 The Campbell Institute will not be held responsible for any damage or loss incurred (including loss of fees) as a result of any sickness, injury or accident.
- 6.5 The Campbell Institute requires the written confirmation from the parent or legal guardian outlining plans after enrolment at The Campbell Institute has finished and written agreement to any major decisions or changes, of any international student under 18 years old.
- 6.6 Failure to disclose any medical conditions on the Enrolment form may result in termination of enrolment.

**IMMIGRATION REQUIREMENTS**

- 7.1 The Campbell Institute will take and keep a photocopy of a student’s passport and current visa through their enrolment.
- 7.2 Students must comply with the conditions of his/her visa to stay in New Zealand. For immigration information, please contact the nearest Immigration NZ office, or visit the website: [www.immigration.govt.nz](http://www.immigration.govt.nz)

**USE OF STUDENT IMAGES**

- 8.1 All students (or parents/guardians for students under 18) grant The Campbell Institute, its licensees, agents and successors the right to use the student’s image or voice for promotion of The Campbell Institute, including, but not limited to digital video, social media, brochures and advertisements.

<b>Signatures</b>	
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 _____
<b>OR</b>	
Authorised Representative _____	Date _____