

**THE CAMPBELL INSTITUTE**  
**Enrolment Form 2017**



**1. Student Details**

First Name(s) \_\_\_\_\_ Male  Female

Family Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

**2. Contact details (for this applicant)**

Agent  Student

Company Name and contact person (if applicable) \_\_\_\_\_

House Number & Street \_\_\_\_\_

City \_\_\_\_\_

Province / State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

**3. Student's Contact Details**

**(Please Note: You must notify The Campbell Institute of any change of address or other contact details)**

Student's Mobile/Phone (if different) \_\_\_\_\_

Student's Email \_\_\_\_\_

**4. Emergency Contact (Parent, spouse or sibling – NOT AGENT)**

Name \_\_\_\_\_

Phone (HOME) \_\_\_\_\_ (MOBILE) \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Person - Relationship (Please tick one)  Father  Mother  Other Family (please specify \_\_\_\_\_)

**5. Course Selection**

**Wellington Campus**

- General English
- IELTS Exam Preparation
- Cambridge Exam Preparation
- Campbell Direct
- High School Preparation
- Holiday Booster
- Other (Please Specify) \_\_\_\_\_

**Auckland Campus**

- General English
- IELTS Exam Preparation
- High School Preparation
- Holiday Booster
- Other (Please Specify) \_\_\_\_\_

Full Time                       Mornings Only                       Afternoons Only

Do/will you hold a Working Holiday Visa?     Yes     No

**6. Duration**

Preferred Start Date

Number of Weeks

\_\_\_\_/\_\_\_\_/20\_\_\_\_  
DD            MM            YY

\_\_\_\_\_

**Add on courses:**

- Barista Training\*     Internship Programme\*     Volunteer Programme\*     Rugby\*     Sailing\*  
 Campus connect\*\*

*\*Please note conditions may apply please contact a staff member for more information*

*\*\* Campus Connect is a FREE Transfer service between Auckland and Wellington and is for students studying General English for longer than 6 weeks and wishing to study at both campuses. For full terms and conditions: [www.campbell.ac.nz/english](http://www.campbell.ac.nz/english)*

**7. Current English Level of applicant and study pathway**

*(Please tick one)*

- No English     Some English     Advanced English

My current IELTS/TOEFL/TOEIC level is \_\_\_\_\_

What is your plan after your study at Campbell?

- Travel     Return to my home country  
 Further study in New Zealand

Where? \_\_\_\_\_

What programme? \_\_\_\_\_

**8. Accommodation**

| UNDER 18 YEARS OLD   | OVER 18 YEARS OLD   |
|--|---|
| <input type="checkbox"/> Homestay (Go to <b>Section 9</b> )              | <input type="checkbox"/> Homestay (Go to <b>Section 9</b> )             |
| <input type="checkbox"/> Designated Caregiver (Go to <b>Section 10</b> ) | <input type="checkbox"/> Apartment/Hostel (Go to <b>Section 12</b> )    |
| <input type="checkbox"/> Living with Parents (Go to <b>Section 11</b> )  | <input type="checkbox"/> Private Arrangement (Go to <b>Section 13</b> ) |

**9. Homestay**

Number of weeks required \_\_\_\_\_                      Check in date \_\_\_\_\_                      Uncertain

- Full board (3 meals/day. Monday to Sunday)

Do you smoke?                       Yes     No     Only sometimes

What are your hobbies and interests? \_\_\_\_\_

Please indicate food requirements     None (I eat anything)     Vegetarian (I don't eat meat)     Halal  
 Other \_\_\_\_\_

How often do you eat an evening meal at home?     Every night                       Sometimes                       Not often

Can you live with house pets?     Yes     No (please give details \_\_\_\_\_)

Please indicate any allergies you have  Food \_\_\_\_\_  
 Animals \_\_\_\_\_  
 Medicine \_\_\_\_\_  
 Other \_\_\_\_\_

Please indicate any other Homestay requirements \_\_\_\_\_

Do you help with housework at home?  Yes  No  Only sometimes

Do you have any family living in New Zealand?  No  Yes (please give details \_\_\_\_\_)

**10. Designated Caregiver (Under 18 years old only)**

I wish my child to stay with the following person:

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Relationship to student \_\_\_\_\_

I understand and agree that The Campbell Institute reserves the right to Police Vet and visit the above caregiver. I declare that the caregiver is not my agent, and is a relative or close friend of my family, and is known to my child. I also understand that if The Campbell Institute considers the caregiver to be an unsuitable carer for my child, that The Campbell Institute will enforce the right to place my child with an appointed Homestay family.

Parents to complete

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

**11. Living with Parents (Under 18 years old only)**

**PARENTS ONLY – NOT AGENT** - My child will live with me at the following address

Street \_\_\_\_\_  
City \_\_\_\_\_  
Phone \_\_\_\_\_

I agree to inform The Campbell Institute if I leave the country without my child, or if our contact details change.

**PARENTS ONLY – NOT AGENT**

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

**12. Apartment/Hostel (Over 18 years old only)**

Number of weeks required \_\_\_\_\_ Check in date \_\_\_\_\_ Uncertain

**13. Private Arrangement (Over 18 years old only)**

Please tick one:

I will arrange my own accommodation and will inform The Campbell Institute of my contact details at all times.

**OR**

I have arranged the following accommodation for myself:

Street \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Type of Accommodation  Flat / Apartment / House  Private homestay  
 Backpackers  Hotel  
 Living with family  Other \_\_\_\_\_

**14. Pick Up on Arrival**

I require a pick up when I arrive in New Zealand  Yes  No

Please indicate your pick up location  Wellington airport  Auckland airport  
 Other \_\_\_\_\_

Please provide your flight arrival details if known Airline confirmed \_\_\_\_\_  Yet to be

Date \_\_\_\_\_

Flight Number \_\_\_\_\_

Departing from \_\_\_\_\_ Time \_\_\_\_\_

Arriving at \_\_\_\_\_ Time \_\_\_\_\_

**15. Learning and Health Information**

***\*Failure to provide full details in this section may result in termination of study without any right to a refund***

We want to make sure that we provide you with the best learning experience while you are studying with us. It is important that you tell us about .....

Do you have any of these medical conditions?  A physical disability / condition  Heart Disease  Tuberculosis (TB)  
 A mental disability / condition  Eating Disorder (e.g. Anorexia nervosa)  
 A learning dysfunction  Other

Please note that a medical condition will not necessarily exclude you from study, but our knowledge of your situation will help us to organise correct care for you if necessary. **If yes, please give details**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need to take prescription medication during your stay?  No  Yes (please give details \_\_\_\_\_)

**16. Health and Travel Insurance**

**Medical and Travel insurance is compulsory for all international students**

Do you wish The Campbell Institute to arrange insurance for you?  Yes  No (Please submit copy of insurance certificate Please refer to our website for insurance requirements)

**17. Other**

How did you find out about The Campbell Institute?  Internet  Street sign  
 Education Agent  Flyer/brochure  
 Education Fair  Magazine/newspaper  
 Trade Fair  Other \_\_\_\_\_  
 Friend/Word of Mouth



## **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 Cancellation of class by The Campbell Institute:  
Cancellation or Course Reduction before the end of the eighth course day:  
The Campbell Institute will refund all tuition fees and will also refund any unused portion of accommodation fees, taking required notice periods into account. Accommodation Placement Fee is non refundable.  
Cancellation or Course Reduction after the end of the eighth course day:  
The Campbell Institute will refund any unused portion of tuition fees – pro rata – minus any non refundable portion of fees such as administration or placement fees.
- 3.2 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.
- 3.3 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.
- 3.4 After the above withdrawal deadlines, The Campbell Institute will not refund any fees except for unused homestay fees.
- 3.5 The Enrolment Fee, Materials Fee and Accommodation Placement fee are non-refundable.



- 3.6 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
- 3.7 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;
- 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).

In the case where a student is unable to take up their enrolment due to a declined visa application, and that the student has already paid their fees, Campbell will provide a full refund, excluding:

- Administration/Enrolment Fee
- Full refund of accommodation fees, as long as notice of the visa decline is provided to Campbell at least 1 week prior to start date. Otherwise, the placement fee may not be refunded and the student will need to provide 1 week of notice to the homestay
- Any other direct costs incurred by Campbell as a result of the enrolment

This refund will be processed after receiving the letter issued by Immigration New Zealand, explaining the reason for the visa decline. Students must sign the Public Trust refund form provided by The Campbell Institute in order for the refund to be considered for approval.

- 3.8 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.
- 3.9 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.

#### ACCOMMODATION

- 5.1 Students in any form of The Campbell Institute accommodation **MUST** obey The Campbell Institute Accommodation Code of Conduct. If you breach this code, you may need to leave your accommodation immediately.
- 5.2 Accommodation arranged by The Campbell Institute is only available for the period of study at The Campbell Institute.
- 5.3 A week of accommodation is seven days and seven nights; rates for additional days will be quoted on the invoice.
- 5.4 For enrolments requiring homestay or student residence accommodation, The Campbell Institute requires booking and payment to be made with a minimum of 2 weeks' notice. Homestay information will not be released to an agent or student until full fees have been received by The Campbell Institute.
- 5.5 Failure to pay homestay fees in advance may result in a loss of homestay booking.
- 5.6 If the student leaves The Campbell Institute homestay early, both the host family and The Campbell Institute must receive one week's notice of the student's intention to leave. The Campbell Institute will refund the balance of any remaining pre-paid homestay fees, minus any costs recoverable by The Campbell Institute.
- 5.7 All The Campbell Institute student accommodation is carefully selected and monitored by The Campbell Institute staff, in accordance with the provisions set out in The Education (Pastoral Care for International Students) Code of Practice 2016.
- 5.8 The Campbell Institute reserves the right to police vet and visit the caregiver of a student under 18 years old.
- 5.9 Students must pay for their international telephone calls in homestay accommodation.
- 5.10 If the student is unhappy with their first homestay allocation, the student may change to a new homestay once only, at the student's request. More than one change will incur an additional accommodation placement fee.
- 5.11 Students will inform The Campbell Institute about any change of residence throughout their enrolment.

#### ATTENDANCE AND BEHAVIOUR

- 6.1 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).



- 6.2 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.
- 6.3 Students are required to attend all programmed tuition hours and arrive at class on time.

**LIABILITY AND INSURANCE**

- 7.1 Each student must have adequate medical and travel insurance.
- 7.2 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.
- 7.3 Failure to provide or acquire appropriate insurance cover within an appropriate amount of time will result in termination of enrolment.
- 7.4 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.
- 7.5 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.
- 7.6 Failure to disclose any medical conditions on the Enrolment form may result in termination of enrolment.

**IMMIGRATION REQUIREMENTS**

- 8.1 The Campbell Institute will take and keep a photocopy of a student’s passport and current visa through their enrolment.
- 8.2 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**

- 9.1 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.

**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**

Parent or legal guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

Authorised Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENT USE ONLY**

Company/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROMO CODE: \_\_\_\_\_