



Established 1971
Registered as a Private Training Establishment
by the New Zealand Qualifications Authority
Pursuant to the Education Amendment Act 1990

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PO Box 980, Christchurch, New Zealand
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APPLICATION FOR ENROLMENT AT CANTERBURY LINK COLLEGE

PRIVACY OF PERSONAL INFORMATION

The personal information you provide in this application is protected by the Information Privacy Principles set out in the Privacy Act 1993. The information will be disclosed only to employees of Canterbury Link College and to members of any official panel or committee directly involved in assessing applications for enrolment. The information will be held on Canterbury Link College's Student Management System and will be confirmed with you on enrolment.

PERSONAL DETAILS

Family Name: _____ First Name/s: _____
Preferred Name: _____ Gender: Male Female
Date of Birth: _____
Passport Number: _____ NZIS Client Number: _____
 NZ Citizen NZ Resident Other country of citizenship: _____
Mother's Name: _____ Father's Name: _____

Students must have current visa

Home country address: _____
Phone Number: _____ Mobile Number: _____
Email address: _____ Fax Number: _____

New Zealand address (if known): _____
Phone Number: _____ Mobile Number: _____
Email address: _____ Fax Number: _____

In case of emergency:
Home Country contact: _____ Contact Number: _____
NZ Contact if known: _____ Contact Number: _____

How did you hear about our college:
 Agent Friend Family Advert Website Other (specify)

MEDICAL AND TRAVEL INSURANCE

I have not yet taken out insurance, but agree to do so. I will then provide proof of this to Canterbury Link College upon acceptance of this application for enrolment
 Yes, I have insurance and I have provided a copy for Canterbury Link College with this application
 I would like Canterbury Link College to arrange medical and travel insurance on my behalf and bill me for this together with the tuition fees and course costs

International students must have insurance

ACCOMMODATION ARRANGEMENTS

Please tick one:
 I require Canterbury Link College to assist with accommodation.
 I will make my own arrangements and advise Canterbury Link College of type of accommodation on arrival.

Accommodation Type

To be confirmed on arrival

We need to know where you are living at all times

COURSE SELECTION

Please indicate the programme in which you wish to enrol. Tick the box ().
 (Note: All fees quoted are in New Zealand dollars and include Goods and Services Tax – GST)

| | | | |
|--|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> IELTS : Start date: _____ Finish date: _____ # of weeks: _____ | | | |
| | Hours per week | Weekly Fee | |
| Tuition Fees | Full time 23 hrs Part time 15 hrs | Full time \$330.00 | Part time \$295.00 |

| | | | | |
|--|--------------------------|-----------------------|--|---|
| OCCUPATIONAL ENGLISH TEST | | | | |
| Start date: _____ Finish date: _____ # of weeks: _____ | | | | |
| | Total study weeks | Hours per week | Total course Fee | |
| <input type="checkbox"/> O.E.T | On Request | Full time 20hrs | \$360 per week | Includes: Tuition, HET fee, Initial MRSA and Enrolment fee, |
| <input type="checkbox"/> O.E.T Package | 26 | | \$8,700.00 (\$330 per week) | |

| Business Course : Start date: _____ Finish date: _____ # of weeks: _____ | | | | | |
|--|---------------------|-------------------|--|---------------------|-----------------------|
| Course | Hours per week | Total study weeks | Total Course Fee | Course fee per term | |
| <input type="checkbox"/> National Diploma in Business Levels 5 | Full time 20 hrs | 40 | \$14,645.00 | \$4,021.00 | For the 1st Term |
| | | | Includes: Registration Fee, NZQA Fees, Study Guides, Printing & Software | \$3,541.00 | Per remaining 3 terms |
| <input type="checkbox"/> National Diploma in Business Levels 6 | Full time 20 hrs | 40 | \$14,645.00 | \$4,021.00 | For the 1st Term |
| | | | Includes: Registration Fee, NZQA Fees, Study Guides, Printing & Software | \$3,541.00 | Per remaining 3 terms |
| <input type="checkbox"/> Certificate in Tertiary Studies Preparation (University Entrance & Foundation Studies) | Full time 20 hrs | 40 | \$14,645.00 | \$4,021.00 | For the 1st Term |
| | | | Includes: Registration Fee, NZQA Fees, Study Guides, Printing & Software | \$3,541.00 | Per remaining 3 terms |

| Healthcare Training : Start date: _____ Finish date: _____ | | | | |
|---|----------------|-------------------|-------------------|---|
| Course | Hours per week | Total study weeks | Total Course Fee | |
| <input type="checkbox"/> Healthcare Training (ACE) | Full time | 12 | \$5,695.00 | Includes: HET fee, Enrolment fee and NZQA fee |
| <input type="checkbox"/> ACE and IELTS Package | 23 hrs | 26 | \$9,985.00 | |

DECLARATION

- I agree that any information relating to my achievements while a student at Canterbury Link College can be collected and passed on to other agencies, such as the Ministry of Education and the New Zealand Qualifications Authority, as may be required by these agencies.
- I have read and accepted the conditions of enrolment and acknowledge receipt of the information.

Student's name: _____ Student's signature: _____ Date: _____

CONDITIONS OF ENROLMENT

Enrolment is subject to the following conditions and becomes a legal contract on acceptance of a student by Canterbury Link College. Canterbury Link College reserves the right to modify its courses and programmes from time to time without prior notice.

WITHDRAWAL AND REFUND OF FEES PRIOR TO COURSE COMMENCEMENT:

1. All notices of cancellation, withdrawal and refund requests must be made in writing and are not effective until they are received by Canterbury Link College.
2. If a student wishes to withdraw from a programme prior to its start date, a full refund less an administration cost of 10% of the fee or \$500, whichever is lesser, will be made.
3. Refunds are made by cheque or by bank draft in New Zealand dollars or the foreign currency equivalent at the time of the refund, nett of the bank's fee. They will be made out to the person from whom the fees were originally received and sent to that person's home country address, unless other arrangements have been approved by Canterbury Link College.
4. Payment of tuition fees indicates acceptance of a place in a programme at Canterbury Link College. By accepting a place in a programme at Canterbury Link College, a student enters a contract with Canterbury Link College for the period that tuition fees have been paid.
5. If an international student is on a Canterbury Link College student visa/permit and fails to enroll there will be no refund for the period the visa/permit was granted.

WITHDRAWAL AND REFUND OF FEES AFTER COURSE COMMENCEMENT:

1. Tuition fees are held in a Trust Account and are protected as required by NZQA.
2. A summary of the protection of fees is set out in the accompanying Tuition Agreement.
3. The amount of the refund depends on two factors: how long the course in which you are enrolled is; how long you have been on the course before you withdraw.
4. Information on how much your refund will be if you withdraw after the course starts is set out in the Student Handbook and on the College noticeboard.

PLACEMENT, ASSESSMENT AND ATTENDANCE

1. Students' level of language proficiency may be assessed on arrival, in order to place students in an appropriate class.
2. Students enrolled in the Business and Healthcare courses, who do not meet minimum English Language proficiency requirements on arrival, will be placed in an appropriate class to assist them to reach the required standard.
3. Students are assessed throughout the courses in order to measure progress in all learning areas.
4. Students must attend regularly. Unsatisfactory attendance may result in the student not meeting course requirements.

GENERAL

1. Canterbury Link College reserves the right to alter its fees, conditions, course times, timetables, class locations, class sizes and course commencement dates at any time and without notice.
2. **Liability:** Canterbury Link College shall not be liable if the services contracted for cannot be provided for reason beyond its control.
3. **Code:** Canterbury Link College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request in various languages from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international
4. **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
5. **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
6. **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
7. **Medical and Travel Insurance:** International students must have appropriate and current medical and travel insurance while studying in New Zealand.

HOW TO ENROL

1. Complete this Application for Enrolment form or download the form from our website at www.canterburylink.com.
2. And either present it in person or send it by post or fax or email to:
The Principal
Canterbury Link College
PO Box 980
Christchurch
New Zealand.
Facsimile 64 3 377 0013
admin@canterburylink.com , Isaac@canterburylink.com ,
Or deliver to your nearest Canterbury Link College Agent.
3. We will then send you an Offer of Place and an invoice for the fees.
4. Pay your fees in person at Canterbury Link College, or to your authorised agent, or by telegraphic transfer in New Zealand Dollars to:
Account Name: Canterbury Link College Student Holding Account
Bank: BANK OF NEW ZEALAND
Branch: BNZ House, 129 Hereford Street, Christchurch, New Zealand
Account Number: 02 0800 0745086 02
5. We will then issue you with receipt of payment.
6. Take the Offer of Place and receipt to the nearest New Zealand Embassy or Consulate Office and check any visa requirements that might apply.
7. Make your air travel bookings and send us details of your arrival date and time.

**TUITION AGREEMENT
AGREEMENT BETWEEN *CANTERBURY LINK COLLEGE* AND THE APPLICANT**

The Applicant is the Student aged 18 years or over.

Student's Full Name: _____ Aged 18 yrs+/under 18 yrs.

The Applicant has made application for tuition of the Student in New Zealand and wishes the Student to attend Canterbury Link College. If Canterbury Link College accepts the Student, the following terms and conditions shall apply:

Canterbury Link College's Obligations

1. Canterbury Link College will observe and be bound by the Ministry of Education's Code of Practice for the Pastoral Care of International Students("code"). Copies of the Code are available on request from the college or from the ministry of Education website at <http://www.minedu.govt.nz/goto/international>
 - 1.1. The College shall provide tuition in accordance with that accorded to domestic students.
 - 1.2. The College will accept only those International Students aged 18 or over
2. The College shall use its best endeavors to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 2.1. Any damage or harm caused to the Student outside college hours with the exception of college events for which his/her parents/legal guardian have given consent for him/her to attend.
 - 2.2. Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation.
 - 2.3. Any damage or harm caused to the Student's property outside normal college hours.

The Applicant's Obligations

3. The Applicant shall:
 - 3.1. Pay to the College the tuition fees in the manner agreed to by both parties.
 - 3.2. Agree to provide the college with academic, medical or other information relating to the well-being of the Student as may be requested from time to time by the college.
 - 3.3. Ensure the Student accepts and abides by the college's rules and all instructions given by members of staff.
 - 3.4. Ensure the Student attends college on all occasions when it is open unless prevented by illness or other urgent cause.
 - 3.5. Inform the college of any changes to the Student's full name, current contact details, current occupation and emergency contact details.

Authorizations

4. The Applicant irrevocably appoints and authorises the Principal of Canterbury Link College to:
 - 4.1. Receive information from any person, authority or corporate body concerning the Student including, but not limited to, medical, educational or welfare information.
 - 4.2. Provide consents in respect of any activity carried out and authorised by the college.
 - 4.3. Provide consents that may be necessary to be given on the Student's behalf in the event of a medical emergency.
 - 4.4. If applicable, advise the Student's Designated Caregiver of all matters and information required to be provided to parents of any student and agree to appoint the Designated Caregiver as their agents in New Zealand to receive such information in substitution for the Applicant.
 - 4.5. To take whatever steps are necessary to ensure the Student complies with College rules and policies as set down by the College.
 - 4.6. To obtain at any time from any person or entity any information required to process and/or accept the application for tuition or to perform or complete the College's various obligations under this agreement. The Applicant authorises any such person to release to the College any personal information that person holds concerning

the Student/Applicant.

- 4.7. To provide information to parents and/or agents as may be applicable.

General

5. Either party may terminate this agreement at any time upon written notice. If the agreement is terminated the Refunds Policy, as outlined in the application for Enrolment form, shall apply.
6. Notices given under this agreement must be in writing and given to the addresses set out in the Application for Enrolment form. Those sent by post shall be deemed to have been received 5 days after posting.
7. Canterbury Link College's liability in relation to the supply of services to the Students, is limited to the amount of fees paid by the Applicant for the provision of the services in respect of which liabilities arise.
8. Nothing in this agreement limits any rights the Applicant and/or the Student may have under the Consumer Guarantee Act 1993.
9. If a Student is de-enrolled from the College for reasons specified in the De-Enrolment Policy, then this agreement shall be terminated and the Refunds Policy shall apply. The Student or Applicant shall have no claim in damages or for any compensation if this agreement is terminated in these circumstances.
10. Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
11. This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Applicant irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 with New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
12. This agreement shall consist of the Application for Enrolment, application for home stay (if required) and this Tuition Agreement, including any attached Schedules. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements. The terms of the agreement may be changed by the College in writing to the Applicant and shall continue in force while the Student is enrolled with the College.
13. The Applicant acknowledges that:
 - 13.1 Personal information of the Applicant and/or Student collected by the College may be held, used and disclosed to third parties to enable the College to process the application for tuition, provide tuition and home stay services to the Student, provide the Student and/or Applicant; and to enable Canterbury Link College to communicate with the Student and/or Applicant for any purpose.
 - 13.2 All personal information provided to Canterbury Link College will be held by the College at **Level 1/176 Hereford Street, Christchurch**, phone 64 3 377 0012, fax 64 3 377 0013.
 - 13.3 Failure to provide any information in the application for tuition may mean the College is unable to process the application.
 - 13.4 The Student/Applicant has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the College concerning them.

I have read and understood the terms set out in this agreement, including any attached schedule and agree to them.

Signature of Applicant (Student aged 18 years or over): _____ Date: _____

For Canterbury Link College: _____ Designation: _____ Date: _____

FEES PROTECTION DOWNLOAD SCHEDULE

In order to provide protection of student fees, they are held by the Trust in individual accounts and downloaded into the Canterbury Link College account in the following manner as required by NZQA:

- * Day 1: \$500 or 10% - whichever is the lesser
- * Day 8: 15% of the remaining fees
- * Weekly thereafter: a proportion of whatever is left
– based on the number of weeks that are left, plus one week in arrears.