



1st Floor, 43 Station Street
 P.O. Box 66, Napier, New Zealand
 Telephone: 64-6-835-6423
 email: office@newhorizon.ac.nz
<http://www.newhorizon.ac.nz>

Application Form

Retailer / Details: _____

Personal Details:

Name: **Mr / Ms** _____
 (First name) (Family name)

Name: _____
 Parent / Guardian / Emergency Contact: (circle)

Address: _____
 (In your country)

Address: _____

Telephone: _____ Telephone: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Date of Birth: ____/____/____ Nationality: _____
 (Day) (Month) (Year)

Passport Number: _____

Course Details: Start Date: ____/____/____ Finish Date: ____/____/____
 (Day) (Month) (Year) (Day) (Month) (Year)

How long do you wish to study? Weeks Study Full time If part time, when? Morning Afternoon
 Options: Part time

Special Courses (Check start dates) Working Holiday Cambridge Exams 40+Year-olds
 English & Activities for Under 18s High School Holiday English

English Level:** Beginner Elementary Pre- Intermediate
 Intermediate Upper Intermediate Advanced

**** Note the enrolment conditions regarding class placement.**

Travel and Medical Insurance is compulsory for international students:

I will arrange my own insurance and provide proof that it meets New Horizon's requirements.

Please arrange insurance for me with Southern Cross. (See the Southern Cross website at www.southerncross.co.nz for more information.)

Declaration of Medical Conditions:**

Do you have additional needs that may affect your ability to study, such as a physical, mental or intellectual disability or health problem? (Please specify) _____

Do you have any allergies? (Please specify) _____

Are you taking any prescription medicine? (Please specify) _____

****Note the enrolment conditions regarding the potential consequences of non-disclosure in this section.**

Student Declaration (Privacy Act 1993)

I consent to the information which I have provided to New Horizon College of English being used to determine my suitability as a student and to assist in placing me in a suitable homestay. I understand that I have the right to see and if necessary to correct the information which I have provided. I have read and agreed to the conditions of enrolment set out on the reverse of this application form and I consent to New Horizon College of English authorising medical treatment in an emergency or seeking medical advice. New Horizon College of English is contracted by the student to offer English tuition as specified above.

Student's signature _____ Date _____

I consent to my son/daughter going on trips and activities organised by New Horizon or one of their providers.
 Parent's signature _____ Date _____
Parent or legal guardian to sign if student is under 18 years old

N.H.C.E. signature _____ Date _____
Signed on behalf of New Horizon College of English

Enrolment Procedure and Conditions

Check that your passport is valid for the whole time you will be away from your country. Contact the nearest New Zealand Embassy or Consulate and enquire about getting a Visa. Please allow sufficient time for Visa processing and ensure that the Visa you apply for is appropriate and valid for your course of study. Complete the application form and send it to us.

Class Placement

We cater for all levels of English, however placement in a class is subject to your English language proficiency which will be tested on arrival, and student numbers. We reserve the right to transfer your fees to a proportional number of 1 to 1 hours if there is no class available for your level. Once a class becomes available, you can go into that class.

Declaration of Medical Conditions

Failure to disclose information in this section that results in harm to yourself or to another person may result in the termination of your enrolment with full loss of fees.

Payment of Fees

The first day of each course is the Monday of that week and attendance is required from then. Payment of fees is required 14 days before the course starts. Fees are calculated in calendar weeks, regardless of any public holidays that fall during a week. Three or more days count as one week. N.H.C.E reserves the right to adjust its fees. In the case of late entry to a course, or absence or early departure from a course, no refund of fees can be guaranteed. In the case that your visa application is declined, all fees will be refunded except fees for services that have already been provided.

Delay of Start Date

In the case of a student requesting permission to delay their start date, this will only be given if New Horizon College of English has received and approved such a request prior to 5.00pm New Zealand time on the Friday before the original start date.

Cancellation or Course Reduction

For courses 3 months or longer: Cancellation or changes must occur before the start date or during the first ten working days of the course for which attendance is required. N.H.C.E will refund all fees, less a deduction for costs incurred by N.H.C.E. up to a maximum of 25% of your fees. We refund any unused portion of your accommodation fees. After ten working days no refund can be guaranteed.

For courses 5 weeks to less than 3 months: Cancellation or changes must occur before the start date or within the first five days of the course for which attendance is required. N.H.C.E. will refund 75% of your fees minus fees for other services that have already been provided. We refund any unused portion of your accommodation fees. After five days no refund can be guaranteed.

For courses less than 5 weeks: Cancellation or changes must occur before the start date or within the first two days of the course for which attendance is required. N.H.C.E. will refund 50% of your fees minus fees for other services that have already been provided. We refund any unused portion of your accommodation fees. After two days no refund can be guaranteed.

School Rules

Students will be in class on time at 9am and after every break. Students will attend school unless ill. If a student is ill then he/she will notify the school at the start of the day. Students will co-operate with staff and other students and study seriously. Students are expected to speak English at all times while on campus. Students will not use rude words in English or in their own language. Students will behave in a way that safeguards themselves and others. Students will show consideration to others at all times. Students will keep the house rules of the Homestay family. If students wish to spend any night(s) away from their Homestay family they must: (a) notify their Homestay family, and (b) notify New Horizon College of English. Students must not drink alcohol on campus. *Students will obey New Zealand Laws, which include:* Students must not use illegal drugs. Students must not drive a car or motorcycle unless they have an International Driver's Licence, or their own country's licence with an official English translation, or they obtain a New Zealand Licence. Students must wear a safety helmet when cycling and wear seatbelts in any vehicle. Students must not use the Internet service to illegally download copyrighted materials. Students must not use the Internet service to view pornography or other objectionable material.

Grievance Procedure

The N.H.C.E internal and external grievance procedures are detailed on the student noticeboard.

Liability and Insurance

N.H.C.E shall not be liable for any damage, loss or injury to persons or property either at the school, on school activities or at the homestay, except where this is expressly imposed by law. Students must obtain personal insurance to cover themselves against accident or illness, theft, loss of or damage to their personal property. Insurance Policies are available through N.H.C.E.

N.H.C.E shall not be liable to any student if contracted services cannot be provided for reasons beyond its control. N.H.C.E reserves the right to cancel or amend courses as necessary. In the event of cancellation, students may be offered an alternative course or refund of their fees.

Fee Protection

All tuition and accommodation fees of N.H.C.E students are protected by a Static Trust Account administered by an independent Trustee. In the unlikely case of closure please contact the Trustee, Napier Trustee Services 601 Limited, BDO Spicers Chartered Accountants, PO Box 944, Napier, Phone +64 6 835 3364.

These conditions remain in force until replaced. If these conditions are translated into another language, the English version is the correct version.



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Application For Homestay Accommodation

Name: **Mr / Ms** _____
(First name) (Family name)

Date of Birth: ____/____/____ Occupation: _____
(Day) (Month) (Year)

Would you like a homestay with children? Yes / No / I don't mind

Would you like a homestay with a student from another country? Yes / No / I don't mind

Do you smoke? Yes / No (If yes, you must be willing to smoke outside the house)

I am under 18 years old and I would like my homestay to provide lunch for me on school days.

What food can you not eat due to religious or medical reasons? _____

Interests/hobbies: _____

Student Declaration (Privacy Act 1993)

I consent to the information which I have provided to New Horizon College of English being used to assist in placing me in a suitable homestay. I understand that I have the right to see and if necessary to correct the information which I have provided. I have read and agreed to the conditions of homestay arrangement set out on this application form. New Horizon College of English will arrange for me, within as far as possible, homestay accommodation as specified above.

Student's signature _____ Date _____

I consent to my son/daughter going on trips and activities organised by New Horizon or one of their providers.

Parent's signature _____ Parent or legal guardian to sign if student is under 18 years old Date _____

N.H.C.E. signature _____ Signed on behalf of New Horizon College of English Date _____

Homestay Arrangement Conditions

New Horizon College of English pays the homestay on behalf of the student. There is a once only payment (an accommodation finding fee) for arrangement of your accommodation. This is not refundable after your accommodation has been reserved.

You must give at least one week's notice of any cancellation or changes to accommodation arrangements. If you change your homestay there is a fee of \$100 for each change. If a change of homestay is required as a result of you or your representative failing to provide relevant information, you will be charged a change fee.

If you decide to take a holiday away from your homestay, a weekly retainer fee is required.

We try to place all students who require homestay accommodation; however, if you have requirements for which we have no homestay available, we can arrange for you to stay at a backpacker hostel instead.

There is a compulsory weekly surcharge for students under 15 years old for supervision and transport to and from school.

Students under 18 must stay in homestay accommodation arranged by New Horizon, or in designated caregiver accommodation that has been inspected and approved by New Horizon, or with a parent.

Your homestay is not obliged to supply you with internet access. You must comply with their rules for internet use and be considerate. You may need to pay for your Internet use.

Payment of your accommodation fees is required in advance. If you pay your accommodation fees in instalments, for each instalment you pay, there will be a surcharge added.