



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) NSN (if known): _____

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 being used to determine my suitability as a student. 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 authorising medical treatment in an emergency or seeking medical advice. New Horizon College 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

New Horizon. signature _____ Date _____
Signed on behalf of New Horizon College

Enrolment Conditions

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. New Horizon 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 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. New Horizon will refund all fees, less a deduction for costs incurred by New Horizon 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. New Horizon 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. New Horizon 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. 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.

New Horizon College rules are to ensure that the course runs smoothly. Acceptance of and compliance with these rules is a contractual obligation on the part of the student. Failure to comply may lead to the expulsion of the student, forfeiture of the tuition fees and notification to NZ Immigration that the student is no longer enrolled at the college.

Student Discipline Procedures

Minor infringements will be dealt with by the class teacher or the Director of Studies during or after class. The student will be given every opportunity to react to the feedback given and adjust their behaviour accordingly. Serious infringements will be dealt with by the following stages:

1. Teacher or staff member will refer the student to the Director of Studies. 2. After discussion with both parties a first warning form will be given and noted on the disciplinary form which is held in the Discipline file in the Director of Studies' office. 3. On the second occasion a second warning form will be filled in and action taken to assist the student to react to the feedback received and adjust their behaviour accordingly. 4. On the third occasion a final warning will be given to the student, parent and agent by the Director of Studies. 5. The fourth infringement will result in suspension. An action plan and time frame will result from this meeting. 6. The fifth infringement will lead to expulsion of the student and notification will be sent to NZ Immigration that the student visa has been revoked. Should the student damage school or homestay property or another person intentionally the procedure will be fast tracked to stage 4, 5 or 6.

Breaches of New Zealand law will be dealt with by the Police and may lead to expulsion.

Grievance Procedure

The New Horizon internal and external grievance procedures are detailed on the student noticeboard.

Liability and Insurance

New Horizon 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 New Horizon.

New Horizon shall not be liable to any student if contracted services cannot be provided for reasons beyond its control. New Horizon 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.

Use of Information and Privacy Statement

New Horizon collects and stores information from this form to:

- manage the business of New Horizon (including internal reporting and administrative processes)
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding
- supply information to government agencies and other organisations as set out below.

New Horizon may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

Supply of information to government agencies and other organisations

New Horizon supplies data collected on your enrolment to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, New Horizon releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that New Horizon will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

Fee Protection

All tuition and accommodation fees of New Horizon 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: **Female / Male**

(First name) (Family name)

Date of Birth: **Occupation:**

(Day) (Month) (Year)

Accommodation Start Date: **Number of weeks:**

(Day) (Month) (Year)

Homestay accommodation booking must be a for minimum of 4 weeks or the total length of course if the course is less than 4 weeks.

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?

Are you vegetarian? Yes / No

Interests/hobbies:

Student Declaration (Privacy Act 1993)

I consent to the information which I have provided to New Horizon College 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 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 _____ Date _____

Parent or legal guardian to sign if student is under 18 years old

New Horizon signature _____ Date _____

Signed on behalf of New Horizon College of English

Homestay Arrangement Conditions

New Horizon 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.