



# ENROLMENT FORM 2024

WORLDWIDE  
SCHOOL OF  
ENGLISH  
SINCE  
1989

Scan and email info@worldwideschool.nz  
or post to: Worldwide School Limited, P.O. Box 1802, Auckland 1140, New Zealand

### 1 PERSONAL DETAILS

Family Name.....  
SAME AS NAME IN PASSPORT

Given Names.....  
SAME AS NAMES IN PASSPORT

Date of Birth ..... / ..... / .....    Male  Female   
DAY      MONTH      YEAR

Nationality.....

Passport Number.....

Address.....  
.....  
.....

Telephone.....

Email.....

Home/Family Contact.....

Address.....  
.....  
.....

Telephone.....

Where did you learn of Worldwide School of English? .....

### 2 COURSE DETAILS

Start Date ..... / ..... / .....  
DAY      MONTH      YEAR

1. ENGLISH COURSES

Full-time General (20 hours per week) .....weeks  
.....weeks

Part-time Morning (13.5 hours per week) .....weeks

**Promotion:**

2. CAMBRIDGE\* (Full-time Intensive 20 hours per week)  
 FCE       CAE

3. IELTS\*\*  
 IELTS

4. ENGLISH PLUS  
 Internship        
 Pathway     

\*\*Please see Course sheet for dates

### 3 ACCOMMODATION DETAILS

I WISH TO STAY AT AN APARTMENT

Shared bedroom

Single bedroom

Double bed w/ ensuite

I WISH TO STAY AT A HOMESTAY

Family with children

OR

Adults with no children

Can you eat most foods?  Yes  No

I cannot eat .....

Do you have a special diet (e.g vegetarian)?.....

Do you have any health problems or allergies?  Yes  No

What are they?.....

Do you smoke?  Yes  No

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**ACCOMMODATION REQUIRED**

From: ..... / ..... / .....  
DAY      MONTH      YEAR

To: ..... / ..... / .....  
DAY      MONTH      YEAR

For: ..... weeks

Your interests/hobbies/sports?.....  
.....  
.....

**All accommodation options and requirements are subject to availability**

I WILL MAKE MY OWN ACCOMMODATION ARRANGEMENTS

### 4 OTHER DETAILS

INSURANCE (Please note – insurance for all students is compulsory)

I will arrange my own insurance and I will send proof

Please arrange for me and add to invoice

Do you intend to study in New Zealand on completion of your course?  
 Yes       No

If yes, where do you want to study?.....

Do you need airport transfer?      Pickup  Drop-off

What are your flight details?.....

### 5 AGENT'S NAME

.....

Scan and email [info@worldwideschool.nz](mailto:info@worldwideschool.nz)  
or post to: Worldwide School Limited, P.O. Box 1802, Auckland 1140, New Zealand

## 6 CONDITIONS OF ENROLMENT

### 1. ENROLMENT

- 1.1 Enrolment is subject to the following conditions and becomes a legal contract on acceptance of a student by Worldwide School of English.  
1.2 Worldwide School of English reserves the right to modify its course arrangements and to alter its specifications without prior notice.

### 2. FEES

- 2.1 Fees must be paid in advance, and in full.  
2.2 All tuition fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation can be given for any days when school is closed due to public holidays.  
2.3 In the event of late arrival, absence or early departure from a course, no refund of fees or free extension of the course can be granted.

### 3. CANCELLATIONS AND TUITIONS REFUNDS

- 3.1 The full policy on refunds is here  
<http://www.worldwideschoolofenglish.com/187/refunds/>  
Refunds are calculated in NZ\$.  
3.2 Refunds, if approved, are returned to the account/person that made the original payment.

### 4. COURSE CHANGES

- 4.1 After arrival in NZ students cannot shorten courses or transfer afternoon classes to extra morning classes and are not able to transfer their tuition fees to another student.  
4.2 Students can extend their studies without paying another enrolment fee.  
4.3 Changes may not be possible at times because of visa regulations.  
4.4 The change of course fee is NZ\$300.

### 5. ACCOMMODATION

- 5.1 Changes of accommodation can be made only after 14 days notice.  
5.2 If suitable notice is not given, the remaining accommodation fees must be paid in lieu.  
5.3 Accommodation pre-paid for the first four weeks cannot be refunded.

### 6. SCHOOL RULES

- 6.1 A full list of school rules is in the student handbook.  
6.2 Should a student not comply with the School Rules and/or the laws of New Zealand, or fail to attend the course in which he/she is enrolled, the school reserves the right to expel the student, without refund and is legally bound to advise the NZ Immigration Service.  
6.3 Students are required at all times to inform the school of their current contact details in Auckland.

### 7. LIABILITY

- 7.1 Worldwide School of English shall not be liable if the services contracted for cannot be provided for reasons beyond its control.

### 8. CODE OF PRACTICE

- 8.1 Worldwide School of English 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 from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

### 8.2 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 <http://www.moh.govt.nz>

### 8.3 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 <http://www.acc.co.nz>

### 8.4 MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

### 8.5 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 <http://www.immigration.govt.nz>

### 9. INFORMATION

- 9.1 All supplied data is held securely by Worldwide School Ltd. Data will be treated confidentially and will not be disclosed to external organisations except for legitimate reasons. The data will be used, unless you tell us otherwise, for a full range of school activities. By signing this, I authorise Worldwide School of English to share my personal information with the NZ Ministry of Education, Immigration New Zealand and English NZ for statistical purposes (UIP) and to assist me with the enrolment and visa applications.

## 7 FEES

Tuition Fee	(weeks) \$.....
Enrolment Fee	\$.....
Airport transfers (\$130 each way)	\$.....
Material Fee	\$.....
Accommodation Placement	\$.....
Fee Homestay Fee	(weeks) \$.....
Apartment Fee	(weeks) \$.....
Medical Insurance	\$.....
<b>TOTAL PAYMENT DUE</b>	<b>\$.....</b>

## 8 HOW TO PAY

- Pay your agent
- or
- Pay in person at the Worldwide School office in Auckland in NZ dollars
- or
- Pay by Credit Card. Send card number and expiry date, with 2.5% surcharge
- or
- Use Telegraphic Transfer to:  
Account Name: WORLDWIDE SCHOOL LIMITED  
Account No: 03-0104-0241810-00 Swift Code: WPACNZ2W  
Bank Name: WESTPAC BANKING CORPORATION  
Branch Address: 79 QUEEN STREET, AUCKLAND, NEW ZEALAND

## 9 DECLARATION

I have read and accept the conditions of enrolment

.....  
SIGNATURE

...../...../.....  
DAY MONTH YEAR

## 10 ENROLMENT CHECKLIST

Please complete and return

- COMPLETE ENROLMENT FORM AND SIGN DECLARATION
- SEND PASSPORT PHOTO PAGE
- PAY FEES
- SCAN AND EMAIL OR POST TO WORLDWIDE SCHOOL:

"THE REGISTRAR"  
WORLDWIDE SCHOOL  
P.O. BOX 1802, AUCKLAND 1140,  
NEW ZEALAND