

HOW TO APPLY

- Print this form and complete it as a hard copy.
- Send the completed form to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP, with your supporting documents.

Supporting documents required for application:

1. A photocopy of the personal details page of your passport
2. Original certificates for your school (and any other) academic qualifications, for example, GCSE, A Level, BTEC Diploma
3. Original certificates for any professional qualifications you would like included in the assessment
4. A copy of your CV

Application fees

Study Options can waive applications fees for qualified candidates, so please do not enter any payment or card details on this form.

Application notes

1. If any further material or documents are required for your application, Study Options will be in touch to request these after we have received and checked your application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or mail@studyoptions.com

How to complete this Application Form

- Read the information on all pages carefully. Select the course or course combination best suited to you.
- Complete the application form on pages 9 to 14. Please complete all spaces and boxes to ensure prompt processing of your application.
- Please note that the declaration on page 13 must be signed by you and a parent (if you are under the age of 20 at the time of completing the application).
- Send the 6-page application form, a copy of your most recent school report or other qualifications, a copy of your passport and any documentation confirming that you have met the English language requirements to ACG by email (scanned), post, or in person.

Procedures	Step 1 Application	Step 2 Enrolment	Step 3 Completion
Action by Student	<ul style="list-style-type: none"> • Send the 6-page application form • Send a copy of your most recent school report or other qualifications • Send a copy of your passport • Send any documentation confirming you have met the English language requirements 	<ul style="list-style-type: none"> • Pay all fees (registration, tuition, accommodation placement, accommodation, medical insurance and airport greeting & transfer fees)* • Send enrolment acceptance form • Send subject requests (if applicable) 	<ul style="list-style-type: none"> • Apply for student visa* • Inform ACG of arrival flight details
Action by ACG	<ul style="list-style-type: none"> • Receive application • Review application • Email letter of offer and schedule of fees 	<ul style="list-style-type: none"> • Issue receipt and confirmation letter • For students under the age of 18, a Code of Practice compliant accommodation confirmation is issued (for visa application) 	<ul style="list-style-type: none"> • Arrange accommodation and send accommodation details • Await student arrival • Airport greeting and transfer to accommodation, if requested

* Students from certain countries, such as India, China, Vietnam, Russia and Turkey, should not pay fees until a Visa Approval in Principle has been obtained from Immigration New Zealand.

Please forward your completed application form via:

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610

MAIL@STUDYOPTIONS.COM

Post

ACG

International Centre
PO Box 6199, Wellesley Street
Auckland 1141, New Zealand

Email

Scan and email to:
admissions@acgedu.com

In person

ACG City Campus
345 Queen Street, Auckland City
Phone +64-9-307 5399

You can also apply online at acgedu.com/enrol

ACG's industry partnership with Immigration New Zealand

ACG is one of a small number of New Zealand education providers selected to participate in a new industry partnership initiative with Immigration New Zealand (INZ).

ACG is authorised to issue Visa Support Letters to students who have genuine intentions to study at ACG; have access to funds to maintain themselves while enrolled at ACG and who meet ACG's entry requirements.

Nomination for streamlined visa application processing is only available to students who provide INZ with a complete application and required documentation, and who are

applying from outside New Zealand. They must also be applying for one of the following student visa types;

- Full Fee Paying;
- Fee Paying, English Language; or
- Full Scholarship

INZ will provide priority visa processing to students who attach an ACG Visa Support Letter to their student visa application.

**IMMIGRATION
NEW ZEALAND**



The Visa Support Process is currently available for these schools: ACG Senior College, ACG Parnell, ACG Sunderland, ACG Strathallan, ACG New Zealand International College and ACG Norton College.

1 ACG Application Form for International Students

You can also apply online at
acgedu.com/enrol

Student details

Please use a black pen and write in BLOCK CAPITALS

Family name
(as appears in your passport)

Given name/s

Known name

Birth date DAY MONTH YEAR

Gender Male Female

Religious affiliation

First language

Does the student have allergies or medical conditions? Yes No

Please disclose any medical condition or allergies that require medication or supervision

Student home address

Street no. and name

Suburb

City

Province

Country

Postcode

Home telephone ()

Student's mobile ()

Student's email

Father / Guardian

Mr Other

Family name

Given name

Address Same as student

Employer

Profession

Mobile ()

Email

Official representative

ACG Agent Code (if known)

Company **Study Options**

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

Mother / Guardian

Mrs Miss Ms Other

Family name

Given name

Address Same as student

Employer

Profession

Mobile ()

Email

Friend / Family in New Zealand

Explain relationship to student

Mr Mrs Miss Ms Other

Family name

Given name

Address Same as student

Home telephone ()

Mobile ()

Email

Student's education

Present school/college/polytechnic/university

Present class/course being studied

What was your last year of secondary school?

What was your highest secondary school qualification?
(please provide a copy)

Where did you hear about ACG?

- Education agent ACG website Education fair Internet search
 Students at ACG Facebook / Social media Open Day Advertising
 Family / Friends Embassy / New Zealand Education Centre

Other (please specify)

English evidence

What is your first language?

What is your most recent IELTS (Academic) score (or alternative)?
(please provide a copy)

If English is not your first language please tick the box which best describes your English levels

Conversation: Fluent Intermediate BeginnerReading: Fluent Intermediate BeginnerWriting: Fluent Intermediate BeginnerWill you study English at another school before commencing at ACG? Yes No

Intended English school

Length of study months

Citizenship and family (applicant)

Country of birth

Country of citizenship

 If you are a NZ Permanent Resident or NZ Citizen, please tick and provide evidence

Current country of residence

How many years have you lived in this country?

Passport and visa information for the student (applicant)

Passport number

Please attach a copy of the student's passport

Are you currently in NZ or have you studied in NZ? Yes No

If yes please attach a copy of the most recent Student or Visitor Visa

If you have visited or studied in NZ have you ever had your place of study or visa terminated/cancelled? Yes No

If yes, please provide the reasons for the termination or cancellation

Have you ever been refused a NZ visa? Yes No

If yes, please provide the reasons INZ gave for the refusal

Have you ever been refused or had a visa cancelled by any other country?

 Yes No

If yes, please provide the reasons for the refusal

Financial details for the student (applicant)

How will you be funding your studies in NZ?

 Privately funded:
 Parent or yourself Family or friend Education Loan (own country) I am applying for a scholarship - please provide details

 I have been awarded a scholarship - please attach the scholarship letter and provide details

ACG reserves the right to request additional information and/or evidence supporting the financial details to provide a Visa Support Letter

The section below is only to be completed by students who will study a post-school qualification.**Previous tertiary education**

Will this be the first year you have ever attended a tertiary institute since leaving school?

 Yes No

If you answered "No", please enter the name of the institution you studied at and the year of your first enrolment

Name of institution Year

What is the full name of the highest tertiary qualification you hold?

Have you studied at a New Zealand School? Yes No

Do you know your New Zealand National School Number (NSN)?

Did you achieve Unit Standards? Yes NoDo you wish to apply for the Recognition of Prior Learning or Cross Credits/Credit Transfers? Yes No Don't knowIf you answered "Yes", please contact the New Zealand Qualifications Authority (NZQA) at nzqa.govt.nz for more information

If you answered "Don't know", please discuss this at your enrolment interview with an ACG approved agent or with ACG.

Do you expect to complete a qualification this year? Yes No

If you answered "No", what year do you expect to graduate?

YEAR **Employment experience (if applicable)**

Please include your resume with your application

Name of Company

Position and duties

Duration from MONTH YEAR to MONTH YEAR

Name of Company

Position and duties

Duration from MONTH YEAR to MONTH YEAR **Education - census information**

What was your MAIN activity or occupation on 1 October 2015?

 Secondary school student Polytechnic student University student
 Wage or salary earner House-person or retired Self-employed
 Overseas Private training establishment

Copies of a recent school report and any details of qualifications should accompany this application. Please ensure that ACG is advised of any change in the details supplied.

2 ACG Programme Selection - ACG English and University Pathways

You may apply for one or more programmes, for example, Intensive Academic English and The University of Auckland Certificate in Foundation Studies, or one of our diploma programmes.

ACG English School

- Intensive Academic English - entry every week
 24 hours per week 30 hours per week

Start date DAY MONTH YEAR
 End date DAY MONTH YEAR
 No of weeks

The University of Auckland Certificate in Foundation Studies

- Fast-track (8/9 months) - IELTS 5.5
 Extended (18 months) - IELTS 4.5
 Standard (1 year) - IELTS 5.0
 Post-foundation (6 months)

Proposed starting date:

- 2016** 28 January (Standard / Post-foundation / Extended)
 2 May (Fast-track)
 25 July (Standard / Post-foundation / Extended)
 10 October (Fast-track)
2017 25 January (Standard / Post-foundation / Extended)
 1 May (Fast-track)
 24 July (Standard / Post-foundation / Extended)
 16 October (Fast-track)

At the time of application I intend to study the following degree:

AUT University Certificate in Foundation Studies

- Fast-track: 6 months - IELTS 5.5/6.0 entry (see page 7)
 Standard: 8/9 months - IELTS 5.5
 Standard Plus: 1 year - IELTS 5.0
 Academic English for Foundation: 1 term - IELTS 4.5

Proposed starting date:

- 2016** 26 January*
 2 May
 25 July*
 10 October
2017 25 January*
 1 May
 24 July*
 16 October

At the time of application I intend to study the following degree:

*Fast-track starts in January and July, while Standard, Standard Plus and Academic English for Foundation have four starting dates per year

ACG Programme Selection - ACG School Education Programmes

School / College education

Select the School:

- ACG Parnell College
 ACG Strathallan
 ACG Sunderland
 ACG Tauranga (Years 1 to 10 from 2016)

Select the level:

- | | | |
|---------------------------------|-----------------------------------|-----------------------------------|
| Primary | Middle | Senior |
| <input type="checkbox"/> Year 1 | <input type="checkbox"/> Year 7 | <input type="checkbox"/> Year 11* |
| <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 8 | <input type="checkbox"/> Year 12* |
| <input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 9* | <input type="checkbox"/> Year 13* |
| <input type="checkbox"/> Year 4 | <input type="checkbox"/> Year 10* | |
| <input type="checkbox"/> Year 5 | | |
| <input type="checkbox"/> Year 6 | | |

*Students in Year 9 to Year 13 will be offered places at ACG New Zealand International College, taught by ACG Parnell College
 - Enquiry for Kindergarten - please contact ACG

Start date DAY MONTH YEAR

ACG Senior College: Years 11 to 13

Cambridge International IGCSE and A-Levels

Proposed entry level:

- Year 11 Year 12 Year 13

International Baccalaureate (IB)

- | | 2016 | 2017 |
|---|-------------------------------------|-------------------------------------|
| 6-month Intensive Pre-IB Diploma | <input type="checkbox"/> 21 January | <input type="checkbox"/> 19 January |
| 1-year Pre-IB Diploma | <input type="checkbox"/> 25 July | <input type="checkbox"/> 24 July |
| IB Diploma | <input type="checkbox"/> 25 July | <input type="checkbox"/> 24 July |

Start date DAY MONTH YEAR

2 ACG Programme Selection - ACG Tertiary and Careers Programmes

DETACH APPLICATION FORM SECTION AND COMPLETE

ACG Yoobee School of Design 2016 Starting Dates

Certificate in English & Digital Design
Intakes every two weeks. Auckland campus only.

Preferred start date DAY MONTH YEAR

	Auckland	Wellington	Christchurch
Certificate in Digital Media (iCreate)*	<input type="checkbox"/> 18 January	<input type="checkbox"/> 18 January	<input type="checkbox"/> 15 February
	<input type="checkbox"/> 9 May	<input type="checkbox"/> 9 May	<input type="checkbox"/> 30 Mar
	<input type="checkbox"/> 5 September	<input type="checkbox"/> 5 September	<input type="checkbox"/> 5 September
Diploma in Animation & Digital Video	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February	-
	<input type="checkbox"/> 9 May	<input type="checkbox"/> 9 May	-
	<input type="checkbox"/> 18 July	-	<input type="checkbox"/> 18 July
Diploma in Digital Media * and Design*	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February
	<input type="checkbox"/> 18 July	<input type="checkbox"/> 18 July	<input type="checkbox"/> 18 July
Diploma of Computer Graphic Design	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February
	<input type="checkbox"/> 18 July	<input type="checkbox"/> 18 July	-
Diploma of Web Development	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February	-
	<input type="checkbox"/> 9 May	<input type="checkbox"/> 9 May	-
	<input type="checkbox"/> 18 July	-	<input type="checkbox"/> 18 July
Diploma of Animation (Advanced)*	<input type="checkbox"/> 11 April	<input type="checkbox"/> 30 March	<input type="checkbox"/> 11 April
Diploma of Filmmaking (Advanced)*	<input type="checkbox"/> 11 April	<input type="checkbox"/> 30 March	-
Diploma of Game Art (Year one)*	-	<input type="checkbox"/> 9 May	-
Diploma of Game Art (Year two)*	-	<input type="checkbox"/> 9 May	-
Diploma in Digital Media (Advanced)	<input type="checkbox"/> 15 February	<input type="checkbox"/> 15 February	-
	<input type="checkbox"/> 18 July	<input type="checkbox"/> 18 July	-
Diploma in Advanced 3D Graphics*	<input type="checkbox"/> 7 March	-	-

NZMA 2016 Starting Dates

All NZMA programmes have the same starting dates.

Proposed 2016 starting date: 22 February 28 March 9 May
 13 June 5 July 29 August
 10 October 14 November

Location:

Hospitality	Auckland	Hamilton
Diploma in Hospitality Management	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in Applied Hospitality Management	<input type="checkbox"/>	-
Diploma in Tourism & Hotel Management*	<input type="checkbox"/>	-
Cookery		
National Certificate in Hospitality (Cookery)	<input type="checkbox"/>	-
Diploma in Professional Cookery	<input type="checkbox"/>	-
Business		
Diploma in Business (Advanced)	<input type="checkbox"/>	-

New Zealand Career College (NZCC) 2016 Starting Dates

Business	Auckland
Diploma in Applied Management	<input type="checkbox"/> 1 February <input type="checkbox"/> 11 April
	<input type="checkbox"/> 11 July <input type="checkbox"/> 26 September
Early Childhood Education Auckland	
Diploma in Early Childhood Education (Pasifika)	<input type="checkbox"/> 1 February

New Zealand School of Tourism		Auckland		Hamilton	Rotorua	Wellington		Christchurch	Dunedin
		Airport	Britomart	Queen St		Courtney Pl	Willis St		
The Tourism, Travel & Airline Industry	18 January	<input type="checkbox"/>							
	1 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7 March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tourism, Hotel & Airline Operations	18 January		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	29 August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate in International Flight Attending	29 February	<input type="checkbox"/>							
	5 September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3 October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in Tourism & Travel	8 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9 May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel & Tourism Management Diploma	18 January	<input type="checkbox"/>							
	1 February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7 March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18 July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5 September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Limited places available for International Students **Subject to NZQA approval

3 Other Costs

Additional services required

- | | |
|---|--|
| <input type="checkbox"/> Medical insurance \$500 per year | <input type="checkbox"/> Student Care Plus \$6,000 per year, optional |
| <input type="checkbox"/> Airport greet and transfer service on arrival \$110 (one way), optional | <input type="checkbox"/> Family settlement service \$3,500 (one off) |
| <input type="checkbox"/> Return airport transfer at the end of the course \$110 (one way), optional
(usually only requested for U18 students) | |

4 Acceptance of Terms

The application form must be signed by a parent or guardian when the student is under 20 years of age.

Declaration: I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to abide by the Contract of Enrolment.

I/We note and accept that the School/College* has arranged to protect student fees by entering into an agreement with the School/s/College's nominated Trust Account.

I/We wish that the student fees be held in Trust with the nominated Trust Account to protect the student fees.

I/We agree that I/we will sign the request for payment schedule for the draw-down of funds from the nominated Trust Account and any subsequent payment schedules as the case may be.

I/We agree that the School/College may contact the student's current/previous school in order to obtain or verify information relating to this enrolment.

I/We have disclosed to the School/College all information related to past disciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.

I/We are aware that I must immediately advise the School/College if any information provided is incorrect or changes or there are changes in my circumstances that are relevant to my application or to my student visa application or to my ability to support myself.

I/We agree that the student concerned will board with one of the School/College's approved homestay families or live in accommodation that is approved by the School/College while enrolled at the School/College (applies to students aged under 18 years).

I/We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided upon application or in an interview (either at the college or by telephone/Skype) would now be different.

I/We agree to the use (including disclosure) of student information by the Staff of the School/College and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission.

I/We hereby authorise the School/College to release, or make available through electronic or other means, to the student and the parents and/or guardians of the student any information about the student which it

creates, or receives in the course of the student's enrolment with the School/College, including course results and personal information relating to the student's well-being.

I/We understand that the final decision on whether ACG will provide INZ visa nomination will be made by ACG based on my application and information on this form.

I/We understand the "Acceptance of Terms", the relevant Contract of Enrolment (on page 15 or 16) and the "Enrolment and Acceptance Form" will collectively advise ACG that when signed by you (and your parents when you are Under 18) that you agree to ACG's terms and conditions.

I/We acknowledge that ACG can archive, display, or utilise any artistic material generated by the student during the programme of study for use in ACG publications, advertising, publicity and promotions.

* School/College refers to all ACG New Zealand Schools/Tertiary Colleges.

Signature of Student

Signature of Parent / Legal Guardian

Date DAY MONTH YEAR

Date DAY MONTH YEAR

I/We agree that any images or videos taken of the student throughout the period of enrolment may be used by the School/College for promotional purposes.

Consultant Declaration: I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation

Signature of Consultant

Date DAY MONTH YEAR

5 Health Information

All prior previous medical conditions should be declared - failing to declare could impact on medical insurance cover.

Do you live with the effects of significant injury, long-term illness, mental health issues, learning disorders or disability? (information provided is strictly confidential) Yes No

If yes, how would you describe your impairment, disability or long-term medical condition?

In an emergency do you require personal assistance to evacuate a building? Yes No

Are you taking medication that we should be informed of? Yes No

If yes, please list the medication you will bring with you to New Zealand

(You are advised to carry a medical certificate from your doctor listing your prescribed medicines with you when you travel to New Zealand)

Is there any other information that we may need to be aware of that may impact on your study? Yes No

If yes, please provide details

Payment of fees for international students

Payable in NZ Dollars, US Dollars or Euros to:

Account Name
ACG Student Fees Trust

Account No
03-0104-0954562-00

Bank
Westpac, 79 Queen Street, Auckland, New Zealand

Or by credit card
ACG accepts payments by American Express, Visa or Mastercard. Please note that payments by credit card attract an additional fee of 2.0 percent. Please contact admissions@acgedu.com to obtain a credit card payment form.

6 Accommodation Selection

Please return when completed together with the programme selection form.

DETACH APPLICATION FORM SECTION AND COMPLETE

Student details

Family name
(as appears in your passport)

Given name/s

Known name

Date of birth

Gender Male Female

ACG student number
(if previously enrolled at ACG)

Student information

Religious affiliation

Does your religion require any special consideration? Yes No

If yes, please list

Please list your interests and hobbies

Do you have any other accommodation requirements? (please list)

Flight details

ACG requires your flight details at least 2 weeks prior to your arrival. Please provide the confirmed flight details:

Flight details: Date of arrival

Time of arrival Flight number

City of arrival Airline

If flight details are not available at the time of application, please provide at least 2 weeks before arrival.

Other accommodation arrangements

Live with my parents while enrolled at ACG (ACG will provide a form which must be completed and signed by the parent/s once an Offer of Place has been received. ACG must approve the accommodation. The U18 Accommodation Guarantee and Services Fee will apply).

Live with a family friend / relative (The person must be known by the student. A Designated Caregiver Form must be completed and returned, signed by the parents and the designated caregiver). ACG must approve the accommodation. The U18 Accommodation Guarantee and Services Fee will apply).

Independent accommodation arrangements (Students aged 18 years and older. Parental consent is required for students under the age of 20).

Type of accommodation selected

Student apartments (for students 18 years & over) self-catering

Homestay

Which type of homestay accommodation arrangement do you prefer?

ACG Homestay **ACG Homestay Plus**

Do you object to staying with a homestay family household that:

Has cats? Yes No

Has dogs? Yes No

Has young children? Yes No

Are you allergic to animals? Yes No

If yes, please give details

Fill in section below *only* if you are applying to stay in homestay accommodation

Do you smoke? Yes No

Do you have any food allergies? Yes No

If yes, please list which foods you are allergic to

Is there any food you cannot eat? Yes No

If yes, please list the food you cannot eat

Do you require any special food? Yes No

If yes, please list what special food

Signature of Student

Date

Signature of Parent / Legal Guardian

Date

Contract of Enrolment

ACG English School, ACG Senior College, ACG Senior College, ACG Strathallan, ACG Sunderland, ACG Tauranga and ACG New Zealand International College



Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment, then subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarized on page 5 (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees will be retained by the School/College.
- All Funds received will be held in trust to protect student fees as more particularly described in the Statutory Terms.
- Payments may be made in New Zealand Dollars, US Dollars or Euros to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the ACG Student Fees Trust Account. The student's name and identification number must be entered on the document and quoted by the remitting bank.
- When payments are made by telegraphic transfer, the bank charges are debited to the student.
- On receipt of a payment in US Dollars or Euros, the student will be credited with the NZ Dollars equivalent amount based on the prevailing Westpac Telegraphic Transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.
- Payments by ACG approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the ACG Credit Card Payment Form.
- In certain circumstances approved by the ACG Registrar (in his or her sole discretion), fees may be payable in instalments. Where the ACG Registrar permits fees to be paid in instalments, additional fees of up to 15 percent of the advertised fee may be payable.

Refund Policies

Tuition Fees

Subject to the terms of the Education Act 1989, a full or partial refund of Fees may be payable by ACG (on application by the Student) in the following circumstances:

- on application, the repayment of excess prepaid fees, either:
 - at the end of their final course; or
 - before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.

- if the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989)), all tuition fees are fully refundable. As stated above, up to 25% of tuition fees may relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand. These fees will be retained by the School/College.
- if a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.
- a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the ACG Registrar, be accepted as grounds for a refund of tuition fees. The ACG Registrar may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
- if a notice of cancellation/withdrawal is made in writing to the ACG Registrar. The percentage of fees payable as a refund will be calculated in accordance with the following table:

Programme	School/College to retain 20% of tuition and course related fees paid	School/College to retain 30% of tuition and course related fees paid	No Refund
Notice received by the School/College 5 months or more prior to the course commencement	Notice received by the School/College between 2 and 5 months prior to course commencement	Notice received by the School/College between 1 and 2 months prior to course commencement	Notice received by the School/College less than 1 month prior to course commencement
Notes: • Commencement of the course is inclusive of orientation days, at which attendance is required. • For Schools/Colleges and Programmes other than ACG English School, the published course fee is used when determining the cancellation fee to be imposed.			

International Students who obtain Permanent Resident Status

- International students in Annual Programmes, who have deposited an annual tuition fee in advance and subsequently obtain permanent residency and provide evidence of their new status to the Academic Registrar prior to the Ministry of Education 1st March return, may apply for a refund of the difference in fees. The refund will be calculated for Terms 2 to 4 in cases where permanent residency is obtained after course commencement and before the end of February.
- For students of ACG English School and the NCEA Literacy course the permanent resident tuition fee is the same as the international student fee.

Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of ACG from any guarantee it has given to Immigration New Zealand.

- Living expenses held when a student leaves ACG may be refunded following a full reconciliation of that student's living expenses.

No Refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the School/College Board.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

Payment of Refunds

- Refunds will be made by bank draft / telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The bank draft / telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the ACG Registrar. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

Miscellaneous

Intellectual Property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

Infringement of Rules or Laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect / fraudulent documentation.

If a student does not comply with the School/College and Accommodation Rules (as amended from time to time), the School/College reserves the right to suspend or expel the student.

Student Accommodation

- International students under the age of 18 are required to board with homestay families registered and approved by the School/College for the duration of their study. Exceptions are only made for students who are staying with close family relatives year round. Any such arrangement must meet with the approval of the ACG Registrar.
- Students who are under 18 and who live with a parent are required to have their accommodation arrangements approved by the School/College. The U18 Accommodation Guarantee and Service Fee will apply.
- The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee ACG has been required to give to Immigration New Zealand.
- Fees for Homestay or other accommodation paid to ACG will be held by ACG Student Fees Trust for the student and released as required for payment of accommodation expenses.

Living Expenses

Money paid to ACG for student living expenses will be held by ACG Student Fees Trust and released to students at a rate of \$1250.00 per month or on such other basis as may be agreed between ACG and the student's guardian (or the student, if the student is over 18).

Conditional Acceptance

In the student's interview (where applicable), there were a series of questions under the heading of: "Disciplinary Record". This Contract of Enrolment is conditional upon the answers given being true and, further, upon there being no change to those answers up until the student's first day at the School/College.

Complaints Procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be taken to the Campus Principal or sent in writing to the ACG Registrar. If it is still not resolved then the complaint can be taken to the IEAA. For further details, please refer to the Student Handbook.

Medical and Travel Insurance

International Students must have current medical and travel insurance which meets the ACG's approved requirements while studying in New Zealand.

Obligation by the School/College

The School/College undertakes to provide tuition as set down from time to time in the prospectus.

The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School / College Board.

Liability

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to the College. Under no circumstances will the College be liable for indirect or consequential loss or damage of any kind (including loss of profits).

Amendments

- As at August 2015, every attempt was made to present accurate information (including the fees) in this application form.
- ACG reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. ACG will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.
- For the most up to date fees and course information, please refer to our website: acgedu.com.

Unaccompanied international students are accepted into ACG Schools/Colleges from age 12.

Younger international students may apply if accompanied and supervised by a parent or a court appointed legal guardian.

Contract of Enrolment

Applies to schools and colleges registered as Private Training Establishments (PTEs)

ACG Norton College - (AUT University Certificate in Foundation Studies, English Language and Academic English for Foundation)
ACG Careers Division - ACG Yoohee School of Design, New Zealand Management Academies, New Zealand Careers College and New Zealand School of Tourism



Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment, then subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarized on page 5 (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees will be retained by the School/College.
- Payments may be made in New Zealand Dollars, US Dollars or Euros to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the ACG Student Fees Trust Account. The student's name and identification number must be entered on the document and quoted by the remitting bank.
- When payments are made by telegraphic transfer, the bank charges are debited to the student.
- On receipt of a payment in US Dollars or Euros, the student will be credited with the NZ Dollars equivalent amount based on the prevailing Westpac Telegraphic Transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.
- Payments by ACG approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the ACG Credit Card Payment Form.
- Course related fees from a student whose study plan includes a course at an ACG College will be transferred to the nominated Trust Account, where they will be held until the end of the tenth (10th) working day of the student's course, up to which refunds may be made according to the refunds policy stated below.
- In certain circumstances approved by the ACG Registrar (in his or her sole discretion), fees may be payable in instalments. Where the ACG Registrar permits fees to be paid in instalments, additional fees of up to 15 percent of the advertised fee may be payable.

Refund Policies

Tuition Fees

Subject to the terms of the Education Act 1989, a full or partial refund of Fees may be payable by ACG (on application by the Student) in the following circumstances:

- the repayment of excess prepaid fees, either:
 - at the end of their final course; or
 - before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.
- if the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989)), all tuition fees are fully refundable. As stated above, up to 25% of tuition fees may relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand. These fees will be retained by the School/College.
- if a Conditional Offer of Place is made and the academic condition is not met, tuition fees are

refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.

- a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the ACG Registrar, be accepted as grounds for a refund of tuition fees. The ACG Registrar may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
- if a notice of cancellation/withdrawal is made in writing to the ACG Registrar. The percentage of fees payable as a refund will be calculated in accordance with the following table:

Programme	Full Refund of all fees	School/College to retain 25% of tuition and course related fees paid	No Refund
For Programmes, one term, 3 months or longer in length	Notice received by the School/College 21 working days or more prior to the course commencement	Notice received by the School/College up to the 10th working day following course commencement	Notice received by the School/College from the 11th working day following course commencement
For Programmes, less than one term or three months	Notice received by the School/College 6 working days or more prior to the course commencement	Notice received by the School/College up to the 5th working day following course commencement	Notice received by the School/College from the 6th working day following course commencement

Notes:

- Commencement of the course is inclusive of orientation days, at which attendance is required.
- The Education Act 1989 provides for minimum refund thresholds in certain circumstances. As at July 2015, the refunds payable according to the table above fell within the thresholds determined by the Education Act 1989. If the minimum refund thresholds in the Education Act 1989 are adjusted downwards, the table above will be deemed to be adjusted downwards in order that the School/College's refund policy continues to comply with the relevant thresholds.

Delay to the start date of a cookery programme placement may incur penalties

Students are able to secure a place in a cookery programme by paying their tuition fees in full within 30 days of an unconditional offer being provided. If student at a later stage requests to delay their start date they must write to the ACG Registrar with reasons to obtain support for the delay. A delay may also require a change of a student visa. The penalties may be applied at the discretion of the ACG Registrar if we are unable to fill the space reserved for you. The penalties will be:

- A change received in the last 10 days before course commencement - an additional charge equivalent to 10 percent of the quoted tuition cost will apply.
- A change received within the first 3 days after the advertised course commencement date - an additional charge equivalent to 15 percent of the quoted tuition cost will apply.
- A change requested within the first 4 to 10 days after the advertised course commencement date - an additional charge equivalent to 20 percent of the quoted tuition cost will apply.

Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of ACG from any guarantee it has given to Immigration New Zealand.
- Living expenses held when a student leaves ACG may be refunded following a full reconciliation of that student's living expenses.

No Refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the College Board.
- Any excess fees or other funds that remain

unclaimed for a period of one year or more from the date of a student's final programme will be forfeited.

Payment of Refunds

- Refunds will be made by bank draft / telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The bank draft / telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the ACG Registrar. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

Miscellaneous

Intellectual Property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

Infringement of Rules or Laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect / fraudulent documentation.

If a student does not comply with the School/College and Accommodation Rules (as amended from time to time), the School/College reserves the right to suspend or expel the student.

Recognition of Prior Learning

The School/College has a policy covering the recognition of prior learning. Applications for recognition of prior learning must be made on the prescribed form and be received by the School/College 5 working days prior to the commencement of study.

No late applications will be considered.

Student Accommodation

- International students under the age of 18 are required to live with a parent, live in ACG Homestay or live with a Designated Caregiver which ACG approves.
- Designated Caregivers will be police vetted and ACG must undertake and approve a home visit. While the student is under the age of 18 ACG will undertake home visits of all students.
- Students who are under 18 and who live with a parent or with an approved Designated Caregivers are required to pay the U18 Accommodation Guarantee and Service Fee.
- The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee ACG has been required to give to Immigration New Zealand.
- Fees for Homestay or other accommodation paid to ACG will be held by ACG Student Fees Trust for the student and released as required for payment of accommodation expenses.

Living Expenses

Money paid to ACG for student living expenses will be held by ACG Student Fees Trust and released to students at a rate of \$1250.00 per month or on such other basis as may be agreed between ACG and the student's guardian (or the student, if the student is over 18).

Complaints Procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be

taken to the Campus Principal or sent in writing to the ACG Registrar. If it is still not resolved then the complaint can be taken to NZQA and the IEAA. For further details, please refer to the Student Handbook.

Medical and Travel Insurance

International Students must have current medical and travel insurance which meets the ACG's approved requirements while studying in New Zealand.

Obligations of the School/College

- The School/College undertakes to provide tuition as set down from time to time in the prospectus.
- The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School/College Board.
- The School/College does not guarantee a position of employment or internships if you have a criminal conviction which may prevent you from being offered employment with a company.
- The School/College cannot be held responsible for conditions of post study employment imposed by employers and airlines. The School/College cannot provide advice but can direct you to sources of employment advice.
- The School/College reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason beyond the control of the college, such as the withdrawal of an agreement from a supplier (e.g. an airline), political unrest, industrial action etc.
- The School/College advises that in programmes which include practical training and/or internships students must meet the requirements for English language proficiency, grooming, dress, attendance and good conduct. Please refer to the Student Handbook for more details.
- The School/College advises that in some programmes there are designated uniform/dress requirements. To be able to participate students must meet the grooming standard.
- The School/College advises that specified criteria as advised by the lecturer/teacher must be reached before students can participate in trips outside of the School/College, including field trips, work experience or complete flight attending. Failure to meet these criteria will result in students being unable to participate, with no refund payable.
- The School/College advises that if students are absent from class a medical certificate is required before a make-up class can be attended. The School/College will advise when make-up classes can be attended and who may attend. Failure to meet School/College directions will mean students cannot complete the programme.

Liability

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to the College. Under no circumstances will the College be liable for indirect or consequential loss or damage of any kind (including loss of profits).

Amendments

- As at August 2015, every attempt was made to present accurate information (including the fees) in this application form.
- ACG reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. ACG will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.
- For the most up to date fees and course information, please refer to our website: acgedu.com

STUDENT DECLARATION

Name:			
Date of birth:		Nationality:	
Mobile:		Landline:	
Email:			

Who will fund your tuition fees and living costs? Please give further details below:

Please circle your answers:

Have you ever been refused a visa for New Zealand or another country?	Yes / No
Do you have any health issues that may affect your application for a student visa?	Yes / No
Will you have any family members joining you? If so please state name, age and relationship to you in the box below.	Yes / No

- I declare that I have read and understand the information relating to the cost of living in New Zealand here:
<https://www.studyinnewzealand.govt.nz/live-work/cost-of-living/>
 And that I have access to sufficient funds to cover all associated costs with my study, travel to and from New Zealand, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in New Zealand.
- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional programme specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the College or the New Zealand government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the College reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

Student signature:	
Name:	
Date:	

Please return this declaration with your application form(s)