

ACADEMIC ENGLISH / CERTIFICATE OF ATTAINMENT IN ENGLISH LANGUAGE (CAEL)

Tuition Fees

1 Block	\$4,790.00
2 Blocks	\$8,782.00
3 Blocks	\$12,774.00
4 Blocks	\$16,766.00

Pay the full fee for your first block and receive 3 weeks free GE before starting the CAEL study.

Study for any additional blocks of CAEL and receive a discount of \$798 per block.

Special conditions apply. Please see below.

Course Dates

2009

Block J Monday 9 November – 17 February 2010

**Please note there is a Christmas break from Wednesday 16 December 2009 and classes will recommence on Thursday 7 January 2010.*

2010

Block E Monday 1 March – Tuesday 18 May

Block G Thursday 3 June – Tuesday 17 August

Block I Monday 30 August – Friday 12 November

Block J Thursday 18 November – Tuesday 15 February 2011

GENERAL ENGLISH*

Tuition Fees

Full-time (23 hours / week)	\$386.00 per week
Part-time (15 hours / week)	\$288.00 per week

**For every four weeks of General English paid, you will receive one free week of General English.*

Course Dates

2010

Any Monday from the 11 January – 6 December 2010 except for New Zealand public holidays. (1 February, 5 & 6 April, 7 June and 25 October)

Minimum 2 weeks enrolment.

IELTS PREPARATION

See Academic & General English fees and dates.

INDIVIDUAL TUITION

Tuition Fees

\$80.00 per hour

Course Dates

Arranged on individual basis



OTHER CHARGES

Application Fee

Payable once for each new enrolment \$200.00

Accommodation Registration Fee

Hamilton \$275.00

Tauranga \$200.00

Homestay

Hamilton (3 meals / day) \$210.00 per week

Tauranga (3 meals / day) \$210.00 per week

Airport Transfer – one way

Hamilton \$80.00

Tauranga \$90.00

Bank Fee

Charged when applicable \$25.00

Special Conditions for the CAEL Promotion

1. The payment of \$4,790 for the 1st block of CAEL is the fee for up to 15 weeks study. (Up to 3 weeks of GE plus the 12 weeks of CAEL).
2. Our standard refund policy applies to this fee. The student has the option of cancelling their enrolment by 9am on the 7th day of his/her GE study. The amount of the refund will be the unused portion of the \$4,790 fee less 10% or \$1,000, whichever is less. The student may also cancel their CAEL enrolment by 9am on the 7th day of the CAEL course. The amount of the refund will be the unused portion of the \$4,790 fee less 10% or \$1,000, whichever is less.

Prices apply for study from 1 August 2009. The special promotion will end on 31 December 2010.

For any students starting a course in 2010, new fees will apply. All prices are quoted in New Zealand dollars, are applicable to international students and include NZ Government GST (goods and services tax) of 12.5% where applicable. Prices are subject to change and in this case reasonable effort will be made to notify agents and students in advance.

Terms and Conditions of Enrolment

The following Terms and Conditions of Enrolment are effective from 1 November 2009. Terms and Conditions are subject to change and in this case reasonable effort will be made to notify agents and students in advance. Please refer to <http://www.waikato.ac.nz/pathways/programmes/enrolment/terms.shtml> for amendments and updates. Definitions of abbreviations used throughout the Terms and Conditions are as follows:

UWPC = University of Waikato Pathways College; UOW = University of Waikato; CAEL = Academic English (Certificate of Attainment in English Language); GE = General English; INZ = Immigration New Zealand; NZ\$ = New Zealand Dollar; T&C = Terms and Conditions of Enrolment.

1. ENROLMENT

- 1.1 A student applies for and is offered a place at the UWPC based on a Study Programme. A Study Programme consists of one or more of any of the following:
 - 1.1.1 an agreed number of blocks of CAEL
 - 1.1.2 an agreed number of weeks of GE
 - 1.1.3 any combination of GE and CAEL
 - 1.1.4 Summer School
- 1.2 A student applying to study at the UWPC must fill in a UWPC application form and submit this to the UWPC by fax, email, post or via the UWPC website.
- 1.3 Each student must sign the Student Declaration on the application form to confirm his/her understanding and acceptance of the T&C. Submission of an application via the UWPC website is deemed to show understanding and acceptance of the T&C. Any student who has applied via the UWPC website will be required to sign the Student Declaration on arrival at the UWPC.
- 1.4 An application fee is payable for every new Study Programme a student enrolls in.
- 1.5 After an application is received by the UWPC, a student may be offered a place. This offer is confirmed upon:
 - 1.5.1 issue of receipt for payment of fees in full; and
 - 1.5.2 a place being available at the time that a receipt is issued for payment of fees.
- 1.6 As places are limited, priority may be given to a student intending to enrol in a UOW qualification.
- 1.7 The UWPC reserves the right to decline an enrolment.
- 1.8 Any student who has enrolled through an agent may not change to another agent at any time during his/her first enrolment period unless the UWPC receives written confirmation that the original agent agrees to the change.
- 1.9 In special circumstances the UWPC Manager may allow a deferment of a confirmed place. In this case no subsequent refunds are possible and an application fee will be charged.
- 1.10 Failure to pay any outstanding fees may result in exclusion from class and usual student benefits until such fees are paid.
- 1.11 If a holiday falls during a student's study period, 3 or 4 days of classes still constitutes a full week.

2. HOMESTAY ACCOMMODATION

- 2.1 The minimum period of homestay is 4-weeks, unless your period of study is less than this. If students cancel their enrolment or homestay at any point up to 7 days after their entry date, and their homestay has been arranged by The University of Waikato or its contracted agent, then the students will receive a refund of living expenses paid less 4-weeks homestay fees.
- 2.2 If students do not advise of late arrival, they will be required to pay homestay fees from the originally advised arrival date.
- 2.3 If students do not advise of non-arrival, they will be required to pay one week's homestay fees from the originally advised arrival date.
- 2.4 If students cancel their enrolment or homestay before The University of Waikato has arranged their homestay, they will receive a refund of living expenses paid.
- 2.5 Student may receive a full refund of living expenses paid to The University of Waikato if we cannot find them a placement.
- 2.6 After the required 4-week period, a minimum of 7 days notice is required to cancel homestay accommodation. Where less than 7 days notice is provided, up to 7 days homestay fees will be charged.
- 2.7 After the required 4-week period, students over the age of 18 will be required to pay their homestay fees directly to the family. After the required 4-week period any living expenses paid to The University of Waikato for the purposes of homestay will be refunded to students over the age of 18.
- 2.8 If the course of study is 12-weeks or fewer, students may contact the Homestay Co-ordinator to request the University of Waikato continue paying the host family directly. Students must advise the Homestay Co-ordinator before the end of the required 4-week period.
- 2.9 Request for homestay accommodation is processed once homestay fees have been received.
- 2.10 Once the placement process has begun, the homestay placement fee is non-refundable.

3. REFUNDS

- 3.1 The application fee is non-refundable, except in the circumstance detailed in 3.2.3 below.
- 3.2 Full refunds will only be given if:
 - 3.2.1 INZ has refused to grant a student visa for study in New Zealand. A refund of tuition fees and the accommodation registration fee will be given. Students from the People's Republic of China are advised not to pay before INZ has granted approval in principle.
 - 3.2.2 a visa extension is refused by INZ. A refund of tuition fees and the accommodation registration fee will be given.
 - 3.2.3 the UWPC is unable to provide a place for the student. A refund of tuition fees, the accommodation registration fee and the application fee will be given.
- 3.3 Partial refunds will only be given if a student cancels his/her Study Programme by 9.00am on the seventh day after his/her start date. The amount of the refund will be the unused portion of the tuition fees less a cancellation fee of 10% or NZ\$1,000, whichever is less. A student cancelling after 9.00am on the seventh day after his/her start date is not entitled to any refund, transfer or deferment of their Study Programme.
- 3.4 Where a partial refund is granted to a student cancelling his/her GE Study Programme, the amount of the refund will be the unused portion of the tuition fees from the Monday following the student's final date of tuition, less a cancellation fee of 10% or NZ\$1,000, whichever is less.
- 3.5 In special circumstances the UWPC Manager may approve a partial refund on compassionate grounds.

3.6 Refunds will be paid as follows:

- 3.6.1 A student who has enrolled at the UWPC directly will be sent a cheque within 28 days of the refund being granted.
- 3.6.2 A student who has enrolled at the UWPC through an agent will have the refund either credited to that agent's bank account or a cheque will be sent to that agent within 28 days of the refund being granted. It is the student's responsibility to negotiate the refund with his/her agent.

3.7 TRANSFERS

- 3.7.1 If, while enrolled in a UWPC Study Programme, a student meets the requirements for a firm offer to another UOW qualification, the UWPC Manager may approve the transfer of the unused fees portion (taken from the next CAEL or GE entry date – whichever is applicable) to enrolment in that UOW qualification without penalty. In this case a firm offer must be presented to the UWPC and the UOW qualification must commence in the subsequent UOW teaching period.
- 3.7.2 In special circumstances the UWPC Manager may approve a transfer from one UWPC centre to another UWPC centre. An additional application fee and accommodation registration fee may apply.
- 3.7.3 In special circumstances the UWPC Manager may approve an application to transfer between GE and CAEL.

3.8 SHORTFALL AND SURPLUS FEES

- 3.8.1 If there are fluctuations in the exchange rate between the time that monies are remitted to the UWPC and the time that monies are received by the UWPC, the receipted NZ\$ amount is deemed to be the actual amount remitted.
- 3.8.2 The UWPC is not responsible for any bank fees charged when money is remitted into the UWPC bank account.
- 3.8.3 Any shortfalls in fees owed must be paid to the UWPC within 7 days of notification of the shortfall.
- 3.8.4 Any monies remitted that are surplus to the invoiced amount will be refunded in the usual manner.

4. AIRPORT TRANSFERS

- 4.1 All airport pick-ups must be booked at the time of application or at least 10 days prior to arrival in New Zealand.
- 4.2 Pick-up will only be arranged if transfer fees have been paid prior to arrival in New Zealand.

5. ATTENDANCE

- 5.1 If a student is going to be absent from class, he/she must advise the UWPC reception.
- 5.2 If a student is absent from class after three consecutive days for medical reasons, he/she must provide a medical certificate.

6. COMPULSORY MEDICAL AND TRAVEL INSURANCE

- 6.1 All International Students must have appropriate and current Health and Travel Insurance. Your insurance must be continuous for your full period of study in New Zealand. Without appropriate insurance you will not be able to enrol. This is a requirement of New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students (the Code). The Code is very specific about students' requirements for cover while they are in New Zealand and can be viewed on <http://www.minedu.govt.nz/>

7. VISAS

- 7.1 An international student has the responsibility to ensure he/she has the correct visa to study at the UWPC. It is the student's responsibility to change his/her visa status with INZ if necessary, and advise the UWPC of any changes.
- 7.2 Where an international student cancels or withdraws from his/her enrolment and does not transfer to another UOW qualification, the UWPC will advise INZ. Students must be aware that cancelling their enrolment will affect their visa status.
- 7.3 INZ will be advised of any student whose enrolment is terminated.

8. DISCIPLINE

- 8.1 A reasonable standard of behaviour is required of students of the UWPC. Misconduct, including damage to the UOW property, cheating, harassment, disruption in class and/or in homestay, any activity that is likely to discredit the UOW, or any other serious misconduct may lead to termination of enrolment by the UWPC and forfeiture of fees. When this occurs the Discipline Regulations, as set out in the UOW Calendar, will be applied (see <http://calendar.waikato.ac.nz/> for details).
- 8.2 Students are also expected to comply with the laws of New Zealand. Failure to do so and/or failure to comply with applicable UOW rules and UWPC procedures may lead to the expulsion of the student and forfeiture of tuition fees.

9. THE PRIVACY ACT 1993

- 9.1 Personal information requested by the UWPC is required to enable it to fulfil its functions under the Education Act 1989. Within the UOW relevant personal information about students will be available to those members of the UOW staff responsible for functions as set out on the UOW Application to Enrol (ATE) form (see <http://www.waikato.ac.nz/sasd/guide/#enrol> for details), including providing support and welfare to students in emergency situations. Relevant information will also be made available to external agencies as set out in the UOW Application to Enrol (ATE) form and in the Code of Practice for the Pastoral Care of International Students, including homestay families, recruitment agents and parents.
- 9.2 The UOW will collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. The UOW will make available to students on request the personal information it collects, and it will make any appropriate corrections to that information to ensure it is correct. Any further questions about the implications of collection, holding, use and disclosure by the UOW of any of students' personal information should be directed to the University Privacy Officer, c/- The Vice Chancellors Office, UOW, Private Bag 3105, Hamilton 3240.

10. EXPIRY

- 10.1 These T&C replace all previous T&C published by the UWPC.
- 10.2 These T&C will expire on 31 December 2010.

English Language Application Form



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

PERSONAL DETAILS

Family name: _____

First name(s): _____

English name: _____

Male Female

Date of birth:

Day	Month	Year			

Age: **AA Education Network**

Are you a New Zealand resident? YES NO
(If yes, please attach certified copies of your NZ residence or citizenship documentation, otherwise international fees will apply)

Nationality: _____ Ethnicity: _____

Address in home country: _____

Phone: _____ Email: _____

Name of emergency contact: _____ Relationship to you: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

OCCUPATION

Secondary school student Wage or salary worker University student Not working

Other (please describe): _____

MEDICAL INFORMATION

Are there any foods or medicines that you must never take or come into contact with (allergies etc)? YES NO

(If YES, please specify): _____

Do you take any medication? YES NO (IF YES, please specify): _____

Do you suffer from any condition or illness, physical or mental? (Please note this information will be kept confidential) YES NO

(If YES, please specify): _____

COMPULSORY INSURANCE

Waikato Pathways College requires all international students to have comprehensive insurance that covers travel, medical, personal effects and personal liability. We can arrange insurance for you or you can purchase one of the alternate approved policies. Please visit <http://www.waikato.ac.nz/international/policies/insurance.shtml> for a list of approved policies.

Please arrange comprehensive insurance for me I already have comprehensive insurance

Insurance company name: _____ Policy reference number: _____

AGENT INFORMATION

Agent (please provide agent's details) Name of agent: **AA Education Network**

Address: **26 Kooringa Avenue, Cleveland QLD 4163** www.aa-education.com

Phone: **+61 7 3488 2916** Fax: _____ Email: info@aa-education.com



STUDENTS UNDER 18 MUST COMPLETE AND SIGN THIS SECTION

You must complete this section only if you will be under the age of 18 at the time you wish to start your course. Waikato Pathways College will contact the parents of all students under the age of 18 before enrolment is completed.

Parent(s) name(s): _____

Parent(s) address: _____

Parent(s) phone: _____ Parent(s) fax: _____ Parent(s) email: _____

Please sign here to indicate that you agree to Waikato Pathways College contacting your parents during your period of enrolment with Waikato Pathways College. Failure to give approval to contact your parents may cause your application to be declined.

Student Signature: _____ Date: _____

Enrolment Details

I WISH TO STUDY IN

- Hamilton Tauranga

I WISH TO ENROL IN THE FOLLOWING STUDY PROGRAMME

Academic English / Certificate of Attainment in English Language (CAEL)

- 1 block
 2 blocks
 3 blocks
 4 blocks

Proposed entry date

2009

- Block J Monday 9 November – 17 February 2010

2010

- Block E Monday 1 March – Tuesday 18 May
 Block G Thursday 3 June – Tuesday 17 August
 Block I Monday 30 August – Friday 12 November
 Block J Thursday 18th November – Tuesday 15 February 2011

General English

- Part-time Full-time

Start date: _____ Finish date: _____ No. of weeks: _____

AFTER WAIKATO PATHWAYS COLLEGE

After you complete your study at Waikato Pathways College, what do you intend to do?

- Study at the University of Waikato
 Study at the Bay of Plenty Polytechnic Tauranga
 Study at another New Zealand tertiary institution
 Study in your home country
 Study in another country
 Work in New Zealand
 Work in your home country
 Work in another country
 Other (please specify) _____

After finishing at Waikato Pathways College, what area do you intend to study / work in?

Do you have a conditional offer of place in a University of Waikato degree? YES NO

If YES, please specify the qualification and your 6-digit IS number included on your offer of place.

Qualification: _____

IS number:

ARRIVAL AND ACCOMMODATION DETAILS

Do you want to be met at the airport? Yes No

Arrival date: _____ Time: _____

Airline: _____ Flight no: _____

Would you like accommodation arranged for you? YES NO

Homestay Number of weeks: _____

Homestay Details

In order to assist us to find a homestay family that you will feel comfortable with, it is important that you fill out this section carefully and honestly. The Pathways College offers high quality accommodation and will endeavour to meet the criteria given, but cannot guarantee that all preferences will be met. All students are required to stay in homestay accommodation for a minimum period of four weeks, unless their course of study is for a shorter period. These first four weeks are non-refundable.

Would you prefer a homestay with children?

Infants (0-5) YES NO No preference

Children (6-12) YES NO No preference

Teenagers (13-18) YES NO No preference

Would you prefer a homestay with pets?

Cats YES NO No preference

Dogs YES NO No preference

Do you smoke? YES NO

(Smoking is uncommon in NZ homes and banned in most public places)

Do you have any allergies? YES NO

If YES, please specify what, and how you react:

(You may be required to provide a medical certificate)

Do you have any medical conditions

(psychological, emotional or physical)? YES NO

If YES, please specify: _____

Would you prefer a homestay of a particular religion?

YES NO

If YES, please specify: _____

What activities (sport, hobbies, interests) do you enjoy when you are not studying?

Is there any food that you cannot eat for health or religious reasons?

YES NO

If YES, please specify what, and how you react: _____

STUDENT DECLARATION

I declare the information in this application, or any attachments, to be true and correct. I have read, understand and accept Waikato Pathways College's Terms and Conditions of Enrolment. I understand that I am bound by the regulations of the University of Waikato, as published in the University of Waikato Calendar. I declare that I have not withheld any information that could have a material bearing on my enrolment. I understand that it may be necessary for the University to hold and use the information about me in accordance with this statement and the Privacy Act 1993. I authorise the University to collect, use and disclose personal information collected from me and appropriate institutions, subject to the provisions in the Privacy Act 1993.

Student signature: _____

Date: _____

This application form must have the student's original signature; otherwise it is not valid and cannot be processed further.

Please send this application to

AA Education Network

26 Koorunga Avenue, Cleveland
QLD 4163

Telephone: +61 7 3488 2916

Email: info@aa-education.com

Web: www.aa-education.com

