

consent or notification. Objections to this should be made in writing to LSI before the start of the course.

***LSI Terms and Conditions are displayed fully and according to the each governing body of each location on the LSI website, and regularly updated. Please visit <http://www.lsi.edu/en/terms.shtml> for the full Terms & Conditions.***

LSI Terms and Conditions are correct at the time of printing. LSI reserves the right to change or amend these conditions where, at minimum, a 2-week advance notice would be given.

**[www.lsi.edu](http://www.lsi.edu) and [www.lsi.ac.nz](http://www.lsi.ac.nz)**

# LANGUAGE STUDIES INTERNATIONAL NZ

## TERMS & CONDITIONS 2010



<b>LSI Auckland</b> Level 1 10-12, Scotia Place Auckland City 1010 Tel: +64 (0)9 303 3097 Fax: +64 (0)9 303 3497 E-mail: <a href="mailto:auc@LSI.edu">auc@LSI.edu</a>	<b>LSI Christchurch</b> Floor 2 114, Peterborough Street Christchurch Tel: +64 (0)3 377 7337 Fax: +64 (0)3 377 7338 E-mail: <a href="mailto:chc@LSI.edu">chc@LSI.edu</a>
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establishment as a whole, in respect of the total amount of enrolment at the establishment, as exceeds NZ\$500.00 or 10% (percent) of the amount of that payment or of the sum of those payments, whichever is the lesser.

Where a foreign student enrolled on a course of

### 1. Deposit and Confirmation

On receipt of a completed enrolment form, and a non-refundable registration fee of NZ\$130, written acknowledgement of enrolment will be given by LSI to guarantee students a place.

### 2. Fees

The course fees plus the cost of accommodation must be received no later than two weeks before the start of the course. In the event of non-payment, Language Studies International reserves the right to refuse admission. Fees cannot be transferred to another student. Our prices are in NZ dollars.

### 3. Student Fees

All student fees are to be deposited in the following account:  
Language Studies International (NZ) Ltd – Student Fees Trust Account  
The National Bank, 185 Broadway, Newmarket, Auckland.

**NZ\$ Account Number:** 060265-0101907-00 Swift Code: ANZB NZ22

In the event of insolvency, regulatory closure or withdrawal, or partial withdrawal of accreditation, LSI students may apply to Carlton DFK for a refund of unused fees.

Please post claims to LSI Student Fees Trustees, Carlton DFK, Level 3, 135 Broadway, Newmarket, Auckland, NZ

**US\$ Account Number:** LANINT-USD20 Swift Code: ANZB NZ22

Please arrange your transfer as follows: International Telegraphic Transfer/SWIFT MT103 to ANZ National Bank Ltd, Wellington, New Zealand. For the credit of Language Studies International NZ Foreign Currency account no. LANINT-USD20.

### 4. Code of Practice

LSI 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: [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### 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:

[www.immigration.govt.nz](http://www.immigration.govt.nz) Please check the website for medical certificate

requirements associated with visa applications. LSI is not liable for any decisions made by the Immigration departments of the countries concerned

### 6. Eligibility for Health Services

Most International students are not entitled to publicly funded health service while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full cost 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: [www.moh.govt.nz](http://www.moh.govt.nz)

### 7. 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 related costs. Further information can be viewed on the ACC website at: [www.acc.co.nz](http://www.acc.co.nz)

### 8. Medical and Travel Insurance

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

### 9. Cancellation

If student cancels 14 days before start date, a full refund (minus \$130 registration fee) is given. If student cancels 1 – 14 days before start date, students must pay 2 weeks accommodation plus Reg fee plus AP fee.

Students enrolled for a course over 3 months may withdraw at any time within 7 days after the first day of the course booked.

These students are refunded, without deduction, so much of any payment, or of the sum of any payments, made by the student to the establishment in respect of that course, and, if withdrawal from that course also constitutes withdrawal from the

study that is less than three

months' duration withdraws from such a course, the following minimum refund entitlement will apply:

a) For courses of up to and including **four weeks and six days**: where a student withdraws within the **first two days** of the course LSI will retain **50%** of the full amount and refund the balance to the student.

b) For courses of five weeks or more but less than three months: where a student withdraws within the **first five days** of the course LSI will retain **25%** of the full amount and refund the balance to the student.

Otherwise there are no refunds of tuition fees.

### 10. Goods and Service Tax

Please note that course fees are subject to a 15% government tax. Should this be increased, our fees will increase accordingly. Homestay accommodation fees do not include this tax.

### 11. Homestay/Homestay Cancellation

Accommodation is provided on a 7-night basis: from arrival on Sunday, 1 day prior to course commencement, until departure on the Sunday following the end of the course. Unless otherwise stated, all accommodation is with a Host family.

All cancellations, withdrawals or changes should be submitted in writing at least 2 weeks in advance and must be confirmed by LSI. Non confirmed withdrawals result in payment of two weeks homestay fee. There is a NZ\$200 Accommodation Placement Fee.

### 12. Minimum Age

The minimum age for acceptance is 16 years. Students under the age of 18 staying in family accommodation must book half-board and a return airport transfer. Unless otherwise requested by a parent or guardian, students under the age of 18 staying in family accommodation will be expected to return to their accommodation by no later than 22.00 hours each evening.

### 13. Courses/ Activities

Our courses take place from Monday to Friday, except on Public Holidays.

We offer the following lessons from Monday to Friday inclusive:

4 lessons per day of 50 minutes each for our Standard 20 Course.

6 lessons per day of 50 minutes each for our Intensive 30 Course.

Our Standard 20 Plus and Intensive 30 Plus Courses include 1 or 2 individual lessons of 45 minutes every day. Our Individual Course lessons last 45 minutes.

Social activities which are organised by our school are at extra cost.

### 14. Course Changes

Students cannot change their course to a lower specification once the course has begun e.g. students cannot change from Intensive 30 to Standard 20 Course once they have started their course. Courses have set starting and finishing dates with no course changes permitted.

No changes to course dates or type once course has begun.

### 15. Holidays

Application for a holiday must be made to the office 14 days before commencement of the holiday. Holidays must be Monday to Sunday. Not all students are entitled to a holiday. Courses with student visas: no holidays permitted.

### 16. Attendance

Once enrolled, students are expected to attend all lessons.

No fees are refundable should a student have to leave for misconduct.

### 17. Promotional Activity

Students and their parents/guardians agree that the student's photo, quotes and details of achievements may be used for LSI's promotional purposes without written

# Enrolment Form

2011 English in New Zealand



Please complete this form, either by typing directly on the form or print using BLOCK LETTERS, then follow the instructions at the end. Please refer to the LSI Brochure when filling in the form as not all course and accommodation options are available for each location.

<b>Section 1 – Personal Information (as it appears in your passport)</b>						
First name(s):		Family Name:				
<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (DDMMYY):		Nationality:			
Address:						
City/Town/Province:		Country:		Postal Code:		
Home Tel:		Work Tel:		Fax No:		
Occupation:		First Language:		Other Languages:		
How did you hear about LSI?		<input checked="" type="checkbox"/> Agency <input type="checkbox"/> Recommendation <input type="checkbox"/> Advertisement <input type="checkbox"/> Other <b>Au-Pair Agentur Dr. Mona Lietz</b> Alter Holzweg 4; 38312 Dorstadt-Germany; Tel. 0049-5337-9481019; info@au-pair-job.de; www.au-pair-job.de				
I am aware of the information on the following websites: <a href="http://www.minedu.govt.nz">www.minedu.govt.nz</a> and <a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a>						
<b>Section 2 – Course Information (please read and sign the Terms &amp; Conditions)</b>						
Language Level:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Elementary	<input type="checkbox"/> Pre-Intermediate	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Upper-Intermediate	<input type="checkbox"/> Advanced
LSI Course Centre:	<input type="checkbox"/> LSI Auckland		<input type="checkbox"/> LSI Christchurch			
Course Start Date:		Number of Weeks:		Course End Date:		
<b>General English Courses</b>		<b>Examination Courses</b>		<b>English for Specific Purposes</b>		
<input type="checkbox"/> Standard 20	<input type="checkbox"/> Afternoon Course 10	Cambridge Examination Courses		<input type="checkbox"/> English for Pilots (AUC only)		
<input type="checkbox"/> Intensive 30	<input type="checkbox"/> Intensive 30/English for Business	<input type="checkbox"/> FCE	<input type="checkbox"/> CAE *	<input type="checkbox"/> BEC *	<input type="checkbox"/> English for Nursing	
<input type="checkbox"/> Club 50+	<input type="checkbox"/> International School Year (ISY)	<input type="checkbox"/> CPE *	<input type="checkbox"/> PET *	*AUC only	<input type="checkbox"/> English for Teaching (TKT)	
<b>Plus Courses</b>		<b>Executive Courses</b>		<b>Executive Courses</b>		
<input type="checkbox"/> Plus 5 lessons/wk	<input type="checkbox"/> Plus 10 lessons/wk	<input type="checkbox"/> One-to-One		Mini-Group English for Business (AUC only)		
		Number Lessons/week:		<input type="checkbox"/> 30 lessons/week		
<b>Section 3 – Accommodation Details (please read and sign the Terms &amp; Conditions)</b>						
Arrival Date:		Number of Weeks:		Departure Date:		
Homestay		Executive Homestay (Private bathroom)		Student Residence		
Type of Room:	Type of Board:	<input type="checkbox"/> Executive Homestay Supplement		<input type="checkbox"/> Single Room/Self-Catering		
<input type="checkbox"/> Single Room	<input type="checkbox"/> HB			<input type="checkbox"/> Twin Room/Self-Catering*		
<input type="checkbox"/> Shared Room*	<input type="checkbox"/> B&B					
*When 2 students book together for the same period						
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No		Allergies/Dietary Requirements:		Are Pets OK? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please indicate any special requests:						
Airport Transfer Required?	Flight #	Arrival Airport	Arrival Date (NZ)	Arrival Time (NZ)		
<input type="checkbox"/> Arrival <input type="checkbox"/> Departure	Flight #	Departure Airport	Departure Date (NZ)	Departure Time (NZ)		
I require Student/Health Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No			Start Date:	End Date:	I have included proof of my Health/Travel insurance <input type="checkbox"/>	
Would you like to receive your course confirmation/visa/application documents by courier (express) mail for an additional fee? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>I have read, understand and accept the terms and conditions of Tuition and/or Homestay printed on the attached Terms and Conditions form</b>						
Student's Signature:				Date:		
Signature of parent/guardian (If under the age of 18):				Date:		
Emergency Contact name, address and phone number:						

Please fax this form to +64 9 303 3497, email to [auc@lsi.edu](mailto:auc@lsi.edu), or post to Language Studies International, Level 1, 10-12 Scotia Place, Auckland 1010, New Zealand

A non-refundable registration fee of NZ\$130 must be submitted with the enrolment form in order for LSI to confirm your course