

# Rotorua English Language Academy Enrolment Form

PLEASE ENTER ALL DETAILS IN ENGLISH

## Personal Details

Family name	<input type="text"/>	Date of Birth	<input type="text"/> Day / Month / Year
Given name	<input type="text"/>		
Preferred name	<input type="text"/>		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Have you studied at RELA before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passport Number	<input type="text"/>	Nationality	<input type="text"/>
Type of Visa	<input type="text"/>	Visa Expiry date	<input type="text"/>
Are you a New Zealand Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a NZ citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency name	<input type="text"/>	Emergency Number	<input type="text"/>
Emergency address	<input type="text"/>		

## Overseas Home Details

Home Address	<input type="text"/>		
	<input type="text"/>		
Home Country	<input type="text"/>	Home City	<input type="text"/>
Home Phone	<input type="text"/>		
Home Fax	<input type="text"/>	Home Postal Code	<input type="text"/>
Home Email	<input type="text"/>		

## New Zealand Details:

NZ Address	<input type="text"/>		
NZ City	<input type="text"/>	NZ Fax Number	<input type="text"/>
NZ Phone Number	<input type="text"/>	NZ Mobile Number	<input type="text"/>
NZ Email	<input type="text"/>		

## Course Details:

Start Date	<input type="text"/> Day / Month / Year	Finish Date	<input type="text"/> Day / Month / Year
Which course do you want to join?	How many hours per week do you want to study?		
<input type="checkbox"/> General English	<input type="checkbox"/> 25 hours (full time)		
<input type="checkbox"/> English with Activities	<input type="checkbox"/> 15 hours (part time mornings)		
<input type="checkbox"/> Group	<input type="checkbox"/> 8 hours (part time afternoons)		
<input type="checkbox"/> Exam Preparation if yes please tick one choice below			
<input type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC	<input type="checkbox"/> IELTS	
What is your current level of English?	<input type="checkbox"/> Beginner	<input type="checkbox"/> Pre Intermediate	<input type="checkbox"/> Intermediate
	<input type="checkbox"/> Upper Intermediate	<input type="checkbox"/> Advanced	
Why do you want to learn English?	<input type="checkbox"/> Education	<input type="checkbox"/> Career	<input type="checkbox"/> Enjoyment
How did you hear about RELA?	<input type="checkbox"/> Agent	<input type="checkbox"/> Friend	<input type="checkbox"/> Internet <input type="checkbox"/> Other
Agent Name:	<input type="text"/>		

**Accommodation (Please tick one)**

- RELA Homestay  I would like RELA to arrange optional lunches
- First Night
- Last Night
- I will make my own arrangements
- with parents  in a hostel  with relatives
- in a flat  in a backpackers  in a hotel/motel
- with family friends  in a private homestay

**Transport (Please tick only one)****Arrival**

I want RELA to arrange transport from

- Auckland International Airport
- Rotorua Airport
- Rotorua Bus Station/Tourism Rotorua
- I will arrange my own transport

**Departure**

I want RELA to arrange transport to

- Auckland International Airport
- Rotorua Airport
- Rotorua Bus Station/Tourism Rotorua
- I will arrange my own transport

**Insurance**

You must have travel and medical insurance while you are in New Zealand. This is to meet care requirements of the New Zealand Government. RELA can buy the insurance through Uni-care for you.

I want RELA to arrange travel insurance for me. Pre-existing conditions will probably not be covered  Yes  No

Do you have any health problems we should know about?  Yes  No

If yes, please explain

Please write your  
Insurance finish date

**How to enrol**

1. Fill in the enrolment form and send it to Rotorua English Language Academy, PO Box 2079, Rotorua 3040, New Zealand or email to english@rela.co.nz or fax 0064 7 349 0753
2. We will reply with a letter offering a place, and tell you how much you need to pay in fees. We will also send you information on insurance if you don't have your own.
3. Send us the fees (payment instructions will be on your invoice).
4. If your course is for 12 weeks or less, you can study with a visitor's visa. If your course is longer than 12 weeks, you must apply for a student visa at a New Zealand Embassy.
5. After we receive your fees, we send you a Certificate of Enrolment, an accommodation guarantee. We will send details of your homestay family as soon as they are available.
6. As soon as you have made your travel bookings, please write and tell us the date and time of arrival in Auckland or Rotorua

**Privacy**

Rotorua English Language Academy collects and stores information from this form to comply with the requirements of the Ministry of Education and New Zealand Qualifications Authority. The information is also used to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, Rotorua English Language Academy releases information to Government agencies such as the New Zealand Police, Department of Justice and the Accident Compensation Corporation (ACC). In signing this enrolment form you authorise such disclosure on the understanding that the Academy will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information.

Fees - In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Rotorua English Language Academy's policy on withdrawal and refund of fees may be obtained from the Academy office.

Rules - In signing this enrolment form you undertake to comply with the published rules and policies of Rotorua English Language Academy with regard to attendance, academic progress, health and safety and behaviour.

**Student Fee Trust Account Application Form (Agent Authority)**

A) All students are required to establish a Student Fee Trust Account by completing a Student Fee Trust Account Application Form (Application Form).

B) The Application Form must be signed by a student (or a student's Guardian if the student is under 18 years old) and returned to RELA.

C) If RELA does not receive a signed Application Form with this Enrolment Form and a student is under 18 years old then by signing this Enrolment Form the student's guardian agrees to appoint RELA as their agent to sign the Application Form on their behalf

D) This Agent Authority is limited as outlined above and does not permit RELA to sign any withdrawal or refund form on behalf of a student or student's guardian.

I give permission for any photos taken of me to be used by RELA for marketing purposes on their website, in their brochure or on their Facebook pages.

**Declaration** - I declare to the best of my knowledge all the information supplied on, and with this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I agree to the Conditions of Enrolment of Rotorua English Language Academy.

**Student Signature**

(If you are under 18, your parent must sign for you)

**Date**