

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"/> Elementary | <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 back packers 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 email to english@rela.co.nz
- 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. Information about visas can be found on the Immigration New Zealand website www.immigration.govt.nz
- 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 (RELA) collects and stores information from this form to manage the business (including internal reporting and administrative processes), to comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding, and to supply information to government agencies and other organisations as set out below. RELA may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

Supply of information to government agencies and other organisations

RELA supplies data collected on your enrolment to government agencies, including the Ministry of Education, the New Zealand Qualifications Authority, the Tertiary Education Commission, Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents. These agencies use the data supplied by tertiary education organisations to administer the tertiary education system, including allocating funding, develop policy advice for government and conduct statistical analysis and research. The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes. When required by law, RELA releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC). Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Student Fee Trust Account Application Form (Agent Authority)

A) All students enrolling in a course with total fees of \$500 or more 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 with this Enrolment Form.

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, on their Facebook pages and on Instagram.

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