



Talent  
International  
Institute

Christchurch  
282 Durham Street North  
Christchurch

Date: \_\_\_/\_\_\_/\_\_\_

Student ID: \_\_\_\_\_

## APPLICATION FORM

**Important: When filling this form, please write clearly using CAPITAL LETTERS.**

### Student details

First Name (as in passport): \_\_\_\_\_

Family Name (as in passport): \_\_\_\_\_

Other Name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_/\_\_\_/\_\_\_\_\_

Age: \_\_\_\_\_

Gender\*: Male

Female

\*Are you (or your partner) planning for maternity leave while studying in NZ?

Yes.

No.

Nationality (as in passport): \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport expiry date: \_\_\_/\_\_\_/\_\_\_\_\_

Visa type:  Visitor  Student  Work  PR

Visa expiry date: \_\_\_/\_\_\_/\_\_\_\_\_

### Student Contact Details While in New Zealand

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Emergency Contact \*\*\*

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Are there any specific situations you would like TII to contact the above person? If yes, please give details:

### Student's Home Country Details

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Post Code: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

### Course Information

Campus: Christchurch

**Important: Please, note that English classes begin every Monday.**

Have you ever studied English in New Zealand before? Yes.  No.

If yes, when? \_\_\_\_\_. Where? \_\_\_\_\_. Length of study \_\_\_\_\_.

*Notes: Students may be required to undergo a Talent International Institute internal assessment and interview to qualify for the admission). The courses are offered subject to minimum student enrolments.*

**English Programmes:**

**Part-time      Full-time**

Certificate of English Proficiency for Academic Purposes: Level 1 (Beginner/Elementary)	<input type="radio"/>	<input type="radio"/>
Certificate of English Proficiency for Academic Purposes: Level 2 (Intermediate)	<input type="radio"/>	<input type="radio"/>
Certificate of English Proficiency for Academic Purposes: Level 2 (Upper Intermediate)	<input type="radio"/>	<input type="radio"/>
Certificate of English Proficiency for Academic Purposes: Level 3 (Advanced)	<input type="radio"/>	<input type="radio"/>
Certificate in Academic Critical Discourses: Level 4	<input type="radio"/>	<input type="radio"/>
NZCEL Level 3	<input type="radio"/>	
NZCEL Level 4	<input type="radio"/>	

**Construction Programmes:**

New Zealand Diploma in Construction (Quantity Surveying) Level 6	<input type="radio"/>
New Zealand Diploma in Constructin (Construction Management) Level 6	<input type="radio"/>

**IT Programmes:**

New Zealand Diploma in IT (Technical Support) Level 5	<input type="radio"/>
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**Intake**

July 2023     October 2023     February 2024     June 2024     October 2024

**English Programmes:**

Number of weeks: \_\_\_\_\_. Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_. End date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

**Agent Details**

Company Name: \_\_\_\_\_

Agent name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you authorise your agent to communicate and deal with Talent International Institute on your behalf with regards to your admission? Yes.  No.

**Medical Insurance:** All international Students enrolled at TII must have current Medical and Travel Insurance

Please, organize insurance for me.

Orbit Protect Prime Cover

Orbit Protect Lite Cover

Southern Cross

Please specify which date you want your insurance to start: From now: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Course start date: \_\_\_/\_\_\_/\_\_\_\_\_

From departure date: \_\_\_/\_\_\_/\_\_\_\_\_

I will arrange my own insurance. [You must give a copy of your insurance to Talent International Institute.]

Insurance number: Expiry

date:

*Note: Talent International Institute arranged insurance is purchased from OrbitProtect. Unless otherwise specified TII will purchase OrbitProtect Lite Cover. Please visit [https://orbitprotect.com/en\\_NZ/insurance-products/international-student-insurance/download-brochure/](https://orbitprotect.com/en_NZ/insurance-products/international-student-insurance/download-brochure/) for information in different language translations.*

*All international students are required to have medical insurance at all times whilst they study in NZ. The insurance cover must start when students begin their travel from their home country. TII shall arrange insurance cover for students if they have not provided a copy of their insurance cover. Students shall be required to pay for their insurance cover prior to commencing their studies at Talent International Institute.*

### Medical Information

Do you have any health related issues which might affect your ability to study?

Yes.

No.

If yes, please specify:

Are you on any medication for a health issue at the present time (optional)?

Yes.

No.

If yes, please specify (optional):

### Special personal or educational needs

Do you have any special personal or educational needs you would like Talent International to know about?

If yes, please specify:

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### Accommodation

Do you require us to make homestay arrangements?  Yes. Number of weeks: \_\_\_\_\_.  No.

First night in Homestay: \_\_\_/\_\_\_/\_\_\_\_\_

Last night in Homestay: \_\_\_/\_\_\_/\_\_\_\_\_

### Pick-Up

Would you like Talent International Institute to pick you up from the airport?  Yes.  No.

If yes, please give us more information:

Date of arrival: \_\_\_/\_\_\_/\_\_\_\_\_

Time of arrival:

### Use of Personal Information for Talent International Institute Promotion

Talent International Institute may use students' personal information, such as name, photo, video footages for TII promotion. This might include, but is not limited to, media advertisements, social media promotions (Facebook, LinkedIn, WeChat and similar social media), website content, marketing seminars, posters, flyers, prospectuses, noticeboards and various similar promotional channels in New Zealand and other countries.

Do you provide your consent to TII to use your personal information for TII promotion?  Yes.  No.

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent or legal guardian signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(for under 18`s)

### Terms and Conditions

We will endeavor to provide you with education and accommodation services in accordance with the selection of services made by you on the registration form.

We will from time to time, following commencement of your placement, provide you with activity services or introduce you to third party activity service providers, on such additional terms as shall be agreed on an activity-by-activity basis.

We will provide the above services selected by you in accordance with these terms and conditions; and our policies, operating standards and student rules and regulations; and the Ministry of Education's New Zealand Code of Practice for the Pastoral Care of International Students and Circular 99/03 Rules for Student Enrolment Records. You will comply with all terms, conditions, policies, operating standards, rules, or regulations that apply to you including, but not limited, to our published school "rules and regulations".

#### **Fees and Courses**

Our fees will be charged in accordance with the fee schedules current at the time of our processing of your registration form.

All course fees shall be paid in full 10 working days prior to the commencement of the course. If fees are not paid in such time, then we reserve the right to decline the course placement.

If you wish to change your course from full-time to part-time you must do so before your course starts. No changes of this nature will be allowed after your course has started.

The school has the right to make the final decision as to which class and/or level is suitable for you.

The school has the right to change courses and fees without prior notice.

The school will not be open on Public Holidays, nor will any credit be given for these days.

#### **Homestay fees**

If you are enrolled for a course of less than 12 weeks, full payment of your homestay fees shall be made prior to commencement of your course.

If you are enrolled for a course of more than 12 weeks, payment of a sum equivalent to 12 weeks' homestay fee shall be made prior to commencement of the course. Thereafter, homestay fees shall be payable in advance in 12-week instalments.

#### **Refund or withdrawal**

Should you withdraw from your course prior to its commencement, we will refund to you all course fees received, less the Enrolment fees.

Should you withdraw from your homestay prior to its commencement, we will refund to you all homestay fees received, less the Homestay Placement Fee.

If the course is of three months duration or more and you cancel part or your entire course during the first 10 working days of your enrolment you are entitled to receive a full refund less a deduction for costs incurred by the school. Up to a maximum of 25% of fees paid. If you cancel or change your course after you have completed the first 10 working days of your enrolment, or finish your course early, no refund will be given.

If the course is of five weeks or more but less than three months, and you cancel part or your entire course during the first 5 days of your enrolment you are entitled to receive a fund of at least 75% of any amount paid.

If you cancel after the 5th day of your enrolment, no refund will be given.

If the course is of more than two days but under five weeks and you cancel part or your entire course by the end of second day of your enrolment you will receive a fund of at least 50% of any amount paid. If you cancel after the 2nd day of your enrolment, no refund will be given.

If the school has to cancel a course you are specifically enrolled for, you will receive a full refund of fees received by the school.

If you withdraw from your course for medical or family reasons, we, in our sole discretion, may refund to you a portion of your course fees upon application by you.

For reasons of your proficiency in English language, we, in our sole discretion, may refund to you a portion of your course fees upon application by you.

In the event where the student commences studies on an interim visa, TII refund policy would apply. However, TII may make a decision on case-by-case basis and consider partial refund of fees solely on TII discretion.

All fees will be held in accordance with our Fee Protection policy.

### **Homestay arrangements**

You may seek to vary your homestay arrangements provided you do so through us. We, at our sole discretion, may vary your homestay arrangements if we see fit to do so.

If you request more than two host family changes over a 12-week period, this will incur a fee equivalent to the current published Homestay Placement Fee.

In addition to our rules and regulations, you will comply with the rules set down by your homestay family.

### **Holidays**

The school will be closed on all Public Holidays and for 2 weeks or more (depending upon the program of study) over Christmas and New Year.

### **Student Fee Protection Policy**

As part of the registration of the school under New Zealand law it is required that your fees are kept in a trust account operated independently of Talent International Institute. This trust has been approved by NZQA. In the unlikely event that the school ceases to operate, your fees are protected and will be returned to you. Talent International Institute uses the Public Trust – a trust organisation owned by the New Zealand Government.

All fees over \$500 will be paid directly into Public trust. Your fees are then paid in fortnightly intervals to Talent International Institute once you have completed the following days of study:

- 5 calendar days for all courses under 13 weeks.
- 8 calendar days for domestic students on courses of 13 weeks or more.
- 10 working days for international students on courses of 13 weeks or more.

Also see our refund policy.

Any fees \$500 and under will be paid directly by students to Talent International Institute.

### **Misconduct/disciplinary procedures**

You will comply with our disciplinary procedures, and we reserve the right to terminate this agreement at our sole discretion if we are dissatisfied with your conduct, behavior or willingness to comply with disciplinary procedures.

### **Behavior Expectation**

#### **GENERAL**

- To aim for the highest standards in all aspects of School life.
- To co-operate with the staff and to accept the School's authority and rules of conduct.
- To consider and respect the feelings and property of other people in the School.
- To care for the grounds, buildings, furniture, equipment, books and other items provided by the School.

#### **ATTENDANCE AND PUNCTUALITY**

- To attend School, on time, ready to learn and to take part in all activities.
- Absence for reasons other than sickness/emergency situations should be requested in advance by contacting the Office Manager

#### **ALCOHOL, SMOKING & ILLEGAL SUBSTANCES**

- No student is allowed to smoke or possess cigarettes or matches anywhere while in School or at a homestay.
- No student is allowed to drink or possess alcohol.
- No student is allowed to possess, use, or sell illegal substances, drugs or solvents at School.
- Any intentional damage done to School property or to the belongings of others will be punished and the cost of reparation placed on disbursements.
- It is an individual's responsibility to ensure the security and safety of his belongings.
- The property of others and of the school must be respected.
- Students must follow our internet safety policy.
- Students must not be a disruptive influence without regard for the welfare of other members of the School community.
- Students must not participate in, or initiate Bullying behavior where a person or group is intimidated, humiliated, frightened, excluded, hurt, discomfited by a sustained pattern of behavior directed at them.
- Students must not be violent against or harm others physically, emotionally or verbally.
- Students must not prevent others from learning.
- Students must follow all rules or procedures concerning behavior or safety in current practice in the School.
- Students must not use abusive and/or inappropriate language.

### **Privacy**

We will hold personal information about you so that we may carry out our responsibilities under this agreement and otherwise. The information you supply to us must be true and correct.

You will have the right to correct personal information held about you. You and we agree that information held

by us as to your academic progress is evaluative material and not personal information.

We may check or disclose the personal information we hold about you with or to such persons as credit agencies, homestay providers, local schools, activity providers and the New Zealand Immigration Service and you consent to and authorize the same.

#### **Warranty/consents**

You warrant that as a party to this agreement you are a person aged over 18 years and/or have legal capacity to execute this agreement in respect of the student.

If you are not the student, then you warrant that you have explained to the student all their obligations under this agreement.

In the event that the student suffers a personal injury or illness at any time during their course in New Zealand, you consent to the arrangement of such medical intervention as is necessary to preserve life and/or well-being by us, our agents and/or third-party service providers, and you release us from any liability in respect of such action and will indemnify and hold us harmless for all cost or liability we incur in respect of such action.

#### **Liability**

Consumer Guarantees Act - nothing in this clause shall limit or reduce your rights (if any) under the Consumer Guarantees Act 1993 unless you require our services for the purpose of business in which case you agree that the Consumer Guarantees Act will not apply.

Exclusion and Limit of Liability - We will not be liable to you for any property that has been physically damaged or lost, for any other direct loss or damage or for any indirect or consequential loss whatsoever whether caused through breach of contract or breach of any other obligation owed to you for any other reason, or through the negligent omission or any other act of a third party, or through any event beyond our control, except to the extent that we are liable under the Consumer Guarantees Act to compensate you for such loss or damage.

You will indemnify and hold us harmless in respect of all express, losses, damages and costs (on a full indemnity basis) incurred by or awarded against us arising out of any claim by any person in relation to your conduct in New Zealand.

By accepting the conditions of enrolment your image and written references by Talent International Institute for promotional material.

#### **Termination**

If you fail to meet your obligations under this agreement, we will send a written notice to you at your last known address in New Zealand explaining to you what is wrong, what needs to be done and when it must be done by. If you do not comply with that notice, we may terminate this agreement immediately.

#### **Notice of Address**

You will keep us at all times informed of your current address and phone number in New Zealand while undertaking one of our courses. You agree that this is an important term of the agreement between us, the breach of which shall entitle us summarily to terminate this agreement and to expel you from the school.

#### **Dispute resolution**

Any dispute arising out of or in connection with this agreement shall be resolved in the following manner:

By the convening of a meeting between you and the Office Manager, our Principal or his or her deputy for the time being. You may bring a support person to this meeting.

If that meeting is not successful, the dispute shall then be referred to the grievance procedure established by the International Education Appeal Authority.

#### **New Zealand Law**

The proper law of this agreement shall be New Zealand law and the parties agree that the forum convenes for any dispute not resolved under clause 9 shall be the New Zealand Courts.

#### **Visas and New Zealand Immigration**

Generally, if you wish to study in New Zealand longer than 12 weeks, you must apply for a Student Visa. However, please check with Immigration New Zealand regarding specific requirements for your country. The school can provide a receipt of payment, an offer of place, and an accommodation guarantee (if applicable). It is your responsibility to make arrangements for your visa application.

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from the New Zealand Immigration service and can be viewed on their website at <http://www.immigration.govt.nz>.

#### **Definitions:**

- **"We"** Means Talent International Institute Limited.
- **"You"** Means the person executing this agreement and, other than in clause 6, the student.
- **"Student"** Means the person who is to study with us.
- **"Conduct"** Includes but is not limited to regular attendance at class.
- **"Behavior"** Includes but is not limited to use of alcohol, drugs, vandalism or theft of property

or other act of dishonesty or violence whether on campus or elsewhere.

- **"Working Day"** Means any day excluding weekends and public and statutory holidays.

**Student Declaration:** Please, read "Terms and Conditions" before signing

Our student handbook (provided with this application form) contains a lot of important information. Please read the following sections before signing this application form:

- Talent International Institute General Information
- Summary of Code of Practice for the Pastoral Care of International students
- External support contacts
- TII's Concern / Conflict resolution process

I have read and understood the above sections of the student handbook.

I have read and understand the terms and conditions to study at Talent International Institute and I hereby accept the terms and conditions.

I have read and understand the Talent International Institute policy regarding fee protection and refunds and I hereby accept the fee protection and refund terms and conditions.

Student signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Parent or legal guardian signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(for under 18's)

*Note: The parents or legal guardians of Under 18 students are required to complete additional information and forms and attach with this application.*

**Marketing Information:** How did you hear about Talent International Institute?

Website (Please specify):

Agent (Please specify):

Other (Please specify):

Family / Friends:

Advertisement (Please specify):

**For Office Use Only**

Application accepted.

Application rejected

Principal signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_