

APPLICATION FORM

Please contact AGI's registered agents, licensed immigration advisors or AGI directly for proper information regarding to the school and courses before you complete this application form. Our school and course information could be found from our official website: www.agi.ac.nz.

We will process your application only when we receive all the information and documents we need. Please print clearly in English when filling in this form. Please **do not** provide PO Box address and please update your personal data to our administration staffs with evidence while your situation changed.

SECTION 1 Applicant's Personal Details

Title ☐Mr ☐Ms ☐Mrs ☐Miss Other _____ Gender ☐Male ☐Female
Family Name _____ First Name (s) _____
Preferred Name (if any) _____ Date of Birth (D/M/Y) ____/____/____
Passport Number _____ Expiry Date _____
Country of citizenship _____ Ethnicity _____
NSI/NZQA record of learning identification number (if any) _____

SECTION 2 Contact Details

Please, no agent details in this section. This address will be used as your main address for all correspondence unless AGI registered agent has been appointed.

Street number and name _____ Suburb _____
City/Town _____ Post Code _____
Country _____ Telephone _____
Mobile _____ Email _____

Alternative Contact Details

Alternative address (e.g. parents, relatives) will be used if we cannot contact you at your main address.

Street number and name _____ Suburb _____
City/Town _____ Post Code _____
Country _____ Telephone _____
Mobile _____ Email _____

Emergency Contact Person

Name _____ Telephone _____
Relationship to you _____

SECTION 3 For AGI Registered Agents only

Please complete this section if applying through an agent. If you apply through an AGI registered agent, all correspondence relating to your application will be forwarded to that agent.

What is the name of the agency?

Place agent stamp here:

STU: FM: 6.5

SECTION 4 Programme Selection

Start Date ____/____/____ End Date ____/____/____ Number of weeks ____

- | | |
|--|---|
| <input type="checkbox"/> General English Full-time | <input type="checkbox"/> General English Part-time |
| <input type="checkbox"/> Certificate in English for Academic Purpose and IELTS | <input type="checkbox"/> NZIM Diploma in Management (Level 5) |
| <input type="checkbox"/> Diploma in Healthcare Studies (Level 5) | <input type="checkbox"/> Diploma in Healthcare Management (Level 6) |

SECTION 5 English Proficiency

If English is not your first language you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL, NZCE or AGI Internal Entry Requirement Test.

What is your first language? _____

If English is not your first language, please tick one of the following boxes that applies to you

- ☐ I have completed an English language test
- ☐ I will provide my English language test result at a later date
- ☐ English was the medium of instruction of my previous ☐ years of study. I have attached documentary evidence

SECTION 6 Academic Backgrounds

Certified documentation of academic results for your highest qualification must be provided. Please note that you may also be required to attend an interview.

Name of School _____

Country _____

Qualification _____

Year Start _____ Year Finish _____

SECTION 7 Accommodation Details

Do you require AGI to arrange your accommodation: ☐ YES ☐ NO

(If yes please complete the Accommodation Application Form)

SECTION 8 Insurance

Do you have a Medical and travel Insurance to cover the period of the study? ☐ YES ☐ NO

If yes, please attach a copy of policy.

If no, do you require AGI to arrange Medical and travel Insurance for you? ☐ YES ☐ NO

SECTION 9 Please provide a brief introduction of yourself, and outline your intention of enrolment.

SECTION 10 Student Checklist

Please send certified copies only. Have you:

- ☐ Completed all sections in this form
- ☐ Enclosed certified copies of your official academic transcripts including graduating certificates and explanation of the grading system and an English translation (if applicable)
- ☐ Enclosed a certified copy of your current passport or birth certificate
- ☐ Enclosed evidence of your English proficiency test results
- ☐ Enclosed other supporting documentation related to your application
- ☐ Read the declaration and signed and dated this application form

SECTION 11 Condition of Enrolment

1. Student Visa

Student must have a valid visa with study permission to study in AGI from INZ before course commencement date. Student can only undertake employment according to the visa condition issued by Immigration New Zealand.

2. Fees

All fees including material fee and registration fees are to be paid in New Zealand dollars to: Auckland Goldstar Institute Ltd. Public Trust Account, Bank of New Zealand, North End Branch, Wellington, Account NO.: 02-0536-0305865-01. All fees paid are held in the Public Trust account.

AGI may charge Material Fee and registration Fee separately. The total costs and other financial commitments associated with the programme or training scheme, and the fees charged for student services provided by AGI are listed on AGI website www.agi.ac.nz and Invoice.

Fees must be paid in full, in advance, for a period of study state on the Application Form. All fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation is given for Public Holidays when the school is closed.

AGI may offer scholarship to different students from different market from time to time. AGI reserves the right to explain, change or cancel the scholarship if necessary without public notice.

3. Accommodation Policy

AGI use accommodation agents to organise and monitor student accommodation following the Part 3 to the Code of Practice for the Pastoral Care of International Students.

4. Withdrawal & Refund Policy Summary

AGI complies with Student Fee Protection Rules 2013, which are made under section 253 of the Education Act 1989. For more information on the Withdrawal and Refund policy, please visit AGI Website.

Type of Student	Course length	Withdrawal Period	Amount PTE may retain
International	< 5 weeks	2nd day of course	50%
	Between 5 & 12 weeks	5th day of course	25%
	13 weeks or greater	10th working days	Up to 25%
Domestic	< 13 weeks	N/A	100%
	13 weeks or greater	8th day of course	10% or \$500

5. Insurance

International students must hold acceptable Medical and Travel insurance from the time of their enrolment until their visa expiry (or departure from New Zealand). Immigration New Zealand has defined “acceptable insurance” as insurance that is compliant with the Code and acceptable to the student’s education provider.

6. Pastoral care, welfare & student support services

Please refer to 6 of the Student Handbook

7. Disciplinary procedures

Please refer to 9 of the Student Handbook.

8. Assessment Policy

Please refer to 11 of the Student Handbook.

9. Recognition of prior learning or current competency

Please refer to 12 of the Student Handbook.

10. Holiday during courses

A maximum of 2 weeks' holiday without loss of tuition fees may be taken for each 24 weeks of study. No refunds or extension will be granted in excess of this allowance.

At least 1 week's notice of a request for holiday must be given. If not, holiday credit may not be given and tuition fees will be lost. Extensions because of holidays can only be given to General English courses.

11. Attendance and behaviour

The student is expected to attend all classes punctually and must comply with the conditions of his/her visa to stay in New Zealand. Immigration New Zealand expects students to maintain full attendance.

The student must behave considerately both at the school and outside. The student must obey the laws of New Zealand. The student must obey the school rules. AGI may take disciplinary action, according to its Disciplinary Procedures, if the student does not comply with 6.a) to 6.d). Such action, if it is a serious breach of AGI rules, may include suspension and/or withdrawal of enrolment without refund.

12. Liability

The student must hold adequate medical and travel insurance throughout his/her period of enrolment and any extensions. AGI cannot be held responsible for any sickness, injury, death, damage or loss incurred within AGI campus, clinical placement e, or on AGI activities / tours outside campus. AGI shall not be liable if the services offered cannot be provided for reasons beyond AGI's control.

13. Complaint procedures and grievance procedures

Please refer to section 9 for grievance procedure.

14. Parental consent for students under the age of eighteen (18) years

The student requires the consent of his/her parents or guardian/s before enrolling at the school. A parent or legal guardian must sign the Application Form if the student is under 18 years of age. These terms and conditions shall bind the parent or legal guardian. If the student is aged 18 years or older then the duties, obligations and authorizations of the parents of the student as set in these terms and conditions shall attach to the student, and all references to 'parents' shall be read accordingly.

15. Statutory of declaration of conflict of interest from each governing member

- a. Mr. Thomas Yi Sun is the Campus Manager in AGI and also the Managing Director of ISIC Student Service Center Co., Ltd. in New Zealand.
- b. Mr. Mo Gulati is the Director of Studies of AGI and also the Programme Coordinator in KAAT (Kuki Airani Angaanga Tupuna) Trust in New Zealand.

16. Courses

Please refer to 1,2,3,4 of the Student Handbook for course descriptions and the entry requirements. Evidence of English Proficiency needs to be provided with previous academic records as per entry requirements. Due to insufficient student enrolments, staff resource and / or other matters, AGI reserves the right to explain, change or cancel the course and fees without public notice.

Should the application is successful; the student will be offer a place. The student must sign and return the Offer Letter to accept the Offer of Place and pay the all fees before a Visa is granted.

17. Validity

These conditions are valid from July 2004 and will remain in force until they are replaced by a subsequent set. Where these conditions are translated into another language, the English language version will be deemed to be the basis of this contract.

18. AGI Website

Please refer to our website for more detail on our fees and class schedule, course, services and facilities, and contact details.

SECTION 12 Student Declaration

All Students must read the following information and sign

- a. I agree to abide by the statutes, regulations and policies of the Auckland Goldstar Institute (AGI).
- b. I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that AGI may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. AGI reserves the right to inform all other New Zealand Institutes, Immigration New Zealand, and the Police, of such cases, include the student's name and date of birth.
- c. I understand that all documents submitted with this application become the property of AGI and will not be returned to applicants. I agree to supply further documentation requested by AGI for the purpose of my enrolment.
- d. I understand that AGI will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993. I acknowledge that I have the right to access and seek correction of personal information about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.
- e. I authorise AGI to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where AGI considers the information relevant to my immigration status.
- f. I authorise any agency holding the source of any information I have provided on this form to release that information to AGI upon request.
- g. I have read and understood AGI refund policy for International students.
- h. I am aware of the tuition and living costs associated with studying in the programme and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet the costs, AGI and New Zealand Government will not be expected to help me.
- i. I understand that AGI may contact me via email, text messages, phone or by post for communications regarding my enrolment, or student services at AGI.

Applicant Signature: _____

Applicant Name: _____ Date _____

Witness Signature: _____

Witness Name: _____ Date _____

If you are under 18 year old, you must sign this form with the presence of your parents or Legal Guardians.

Parent / Legal Guardian Signature: _____

Parent / Legal Guardian Name _____ Date _____