



PRIME

International College

**Application
Form**

2011

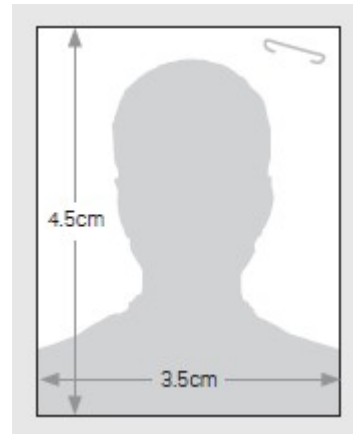
We at Prime International College will make your study successful and enjoyable with us.

We aim to provide students with a friendly “family style” environment where students will have easy access to teachers and counsellors.

**Right
Choice for
Success**

Applicant Details

Family Name
Given Name
English Name
Date of Birth / / (DD/MM/YY)
Gender Male Female
Nationality
Passport Number
Visa Type
Visa Expiry Date / / (DD/MM/YY)



ADDRESS IN Home Country

Street Address	
Town/City	
Country	Postcode
Phone	Fax

ADDRESS IN New Zealand

Street Address	
Town/City	
Country	Postcode
Phone	Fax

Accommodation Type			
Homestay	Hostel / Backpacker	With family / Guardian	Flat / Apartment
NEXT OF KIN (In an emergency or if there is serious concern about your welfare, please provide name & contact details for a person to be contacted)			
Name	Relationship	Phone	
Address			

Academic Background

Previous institution attended				
Highest Qualification obtained				
Level of English:	Beginner	Elementary	Intermediate	Advanced
Have you taken an IELTS/TOEFL test?	YES	NO	Score	
	Others		Score	

Diploma Study

Course Name			
Course Intake Date	/	/	(DD/MM/YY) Weeks

English Study

Course Name			
Course Intake Date	/	/	(DD/MM/YY) Weeks

(Terms of Courses: Diploma Courses are full time only. English Courses can be taken in weeks)

What educational goals you want to achieve at Prime International College?

Homestay Details

Do you want the College to arrange a Homestay for you?		Yes	No
If Yes, (Weeks).			
From: / / (Day/Month/Year)	To	/ / (Day/Month/Year)	
Do you smoke?	Yes	No.	
Prefer: Homestay with children	Yes	No.	With Pet
	Yes	No	
Is there any specific food you cannot eat?	Yes	No.	
If Yes, Please specify			

Other Details

Medical/Travel Insurance (Insurance is compulsory for full enrolment period)	
How long do you wish to have INSURANCE for:	Months.
Do you have any HEALTH PROBLEMS? If YES Please specify below (N/A if none):	
Airport Pickup	
Do you want the college to pick you up from the airport?	Yes No (Arrange my own)
Arrival Date: / / (DD/MM/YY) Time	Flight Number:
Departure City	

Terms and Conditions

1. Registration and Entry

1.1 Applicants will be considered as candidates for admission and entry to the College when the Enrollment Form has been completed and returned to us.

1.2 Admission and entry will be subject to the availability of a place and the student satisfying the admission requirements at the time.

2. Enrolment

2.1 The application form must be completed fully signed by the student or his/her authorized agent

2.2 Please post or fax the application form to the address below

The Register: Prime International College, P.O Box 661, Shortland Street, Auckland, New Zealand.

Phone: +64 9 377 2828 Fax: +64 9 377 2728 Email: enquiry@prime.ac.nz Website: www.prime.ac.nz

3. Payment and Fees

3.1 All fees must be paid to Prime International College in New Zealand dollars (NZ\$) before your course commences.

3.2 You can pay your fees by bank draft made payable to "Prime International College" for the amount shown on your invoice and post it to the address above

4. Fee Protection Policy

4.1 All students' payment (Courses 12 weeks and over) are held with an independent trustee to ensure the safe keeping of the fees and are not released until nine days after the starting date of the student's course.

4.2 When you pay your tuition fees they go into a Trust Account. The Trust Account is approved by the New Zealand Qualifications Authority. In the unlikely event that Prime is unable to deliver the course you have paid for, your fees will be refunded to you from the Trust Account.

5. School Rules

5.1 All our students are expected to behave in responsible manner. If you disobey the school rules, you may be expelled from the college without a refund of fees and New Zealand Immigration Services will be notified.

5.2 Course placement depends on initial and subsequent testing. NZIS visa requirements demands full attendance at Prime and if you fail to attend the college, NZIS will cancel your visa and you will have to leave New Zealand.

5.3 Students will respect the school, their teachers and their fellow students.

5.4 Students will not engage in any form of harassment or discrimination, whether of a sexual, cultural, religious or ethnic nature.

5.5 Student must not behave in an abusive (verbal, emotional, sexual or physical) manner to the College staff or other students.

5.6 Students must not use foul or obscene language at College.

5.7 Possession of any weapon is not allowed.

5.8 The taking or possession of alcohol or illegal drugs is not permitted on the campus.

5.9 Smoking is not allowed on campus except in a designated area.

5.10 Spitting is considered a health risk and it is not an acceptable practice in New Zealand. Spitting is not allowed on campus.

5.11 Students will not damage or move any property within the premises without authority.

5.12 Students must sit tests or examinations when requested and all the work submitted must be done by the student with no aid from another student or cheating of any kind.

5.13 Students must abide by the laws of New Zealand.

5.14 Students must inform the college of any changes of their contact details.

5.15 Avoid using your native language in the classroom.

6. Attendance Rules

6.1 All students are expected to attend 100% of classes.

6.2 You must attend your scheduled classes every school day and arrive on time. Attendance will be checked on a daily basis.

6.3 You will receive warnings as follows:

6.3.1 1st warning letter – Unsatisfactory attendance

6.3.2 2nd warning letter – Unsatisfactory attendance and no attempt made to improve attendance

6.3.3 3rd warning letter – Continuously absence for a long period and immediate action required

6.4 It is the students' responsibility to rectify any attendance problems, please remember if there are any personal problems relating to unsatisfactory attendance come and talk to us.

7. Personal Belongings

7.1 Please make sure you always keep your personal belongings safe. Do not leave anything valuable in the classroom when you go on a break.

7.2 The college does not accept responsibility for lost or stolen property.

8. Disciplinary Procedure

8.1 Incidents which involve police intervention will usually result in expulsion. Each case will be considered individually. Students who do not comply with college rules will be given a written warning letter. If the student has received three warning letters and still does not comply with the rules, he/she will receive an expulsion letter from the College and will be asked to leave the College immediately.

8.2 Any student who has been expelled from the College cannot continue with any course at Prime International College and no refund will be made. If the student is expelled from the College and is in NZ on a student permit, then the College is required to advise NZ Immigration Services (NZIS) of your expulsion. NZIS is entitled to revoke your student visa.

** If the student is expelled from the College, the College will advise the student's parents/guardian and agent. * *

9. Cancellation, Withdrawal and Refunds

COURSE LENGTH	WITHDRAWAL PERIOD	AMOUNT REFUND
Less than 5 weeks (1-34 days)	Within the first two days of the course	50% of the total fees paid
	From day three onward	At the discretion of the Principal / Manager.
Between 5 & 12 Weeks (35 days – 12 weeks)	Within the first five days of the course	75% of the total fees paid
	From day six onward	At the discretion of the Principal / Manager.
More than three months (greater than 12 weeks)	Within the first ten days of the course	Full refund less administration costs of up to 25% of the total fees paid
	From day eleven onward	At the discretion of the Principal / Manager.

- If the college, for some reason is unable to offer your course, you are entitled to full refund of all fees paid. In the unlikely event that your course is cancelled after its commencement date, you will be refund all unused fees proportional to the number of weeks not delivered. Every attempt will be made by Prime International College to enrol you in another course suitable to your needs.
- Cancellation of the courses will be immediately notified to New Zealand Immigration Services.

10. Homestay

If a student withdraws from their homestay within the first four weeks without good cause, that student will not be entitled to a refund of any of those four weeks homestay fees. After the fourth week, any unused homestay fees will be refunded to the student or their guardian. Students are required to give one week's notice before withdrawing. If notice is not given, the host is entitled to one-week payment.

11. Liability and Insurance

The college takes the best possible care of your well-being. However, the college will not be liable for any loss, damage or injury incurred within the school, with homestay family, on a school activity or tour. You must obtain Travel/Medical insurance for your health and personal property. The college is not liable if the published courses cannot be offered for any reason beyond its control. The college reserves the right to alter the course commencement dates and fees without prior notice.

Declaration

I declare that the information given in this application is true and correct. I have read, understand and accept the Terms and Conditions. I agree to abide by the school rules and the law of New Zealand.

Signature: _____ **(Must be signed by the Student or Parent/Guardian If under 18)**

Date: / / **(Day / Month / Year)**

Checklist

Have you completed and attached the following documentations to your application form?

Completed Enrolment Form Read the Conditions of Enrolment Signed Declaration One Photo

Additional documents (Diploma Course Only)

Copy of passport / Student permit if you have already obtained one (Certified*)

Academic transcripts (Translated & Certified*) Original IELTS/TOEFL test result**

Certification of documents: All copies of academic transcripts, graduation certificated and additional documentation must be officially translated and certified by a notary public, a Justice of the Piece, a solicitor or a commissioner of oaths. Faxed emailed or uncertified copies will not be accepted.

**English language requirements

IELTS 5.5 (overall band) or TOEFL equivalent or, Pass Prime's Inner test An original IELTS or TOEFL result must be supplied and test must be Less than 2 years old

Agent Detail