

DUKE INSTITUTE OF STUDIES

ENROLMENT FORM

Family Name (Surname): _____ First Name: _____

English Name: _____ Date of Birth: _____

E-mail: _____ Nationality: _____

Address in New Zealand: _____

_____ Telephone in NZ: _____

Address in Home Country: _____

_____ Telephone in home country: _____

Mobile phone number in NZ: _____ Gender: Male / Female

Health: Do you suffer from any medical problems that may affect your ability to study? Yes / No

Please give details _____

Special needs: Yes / No Details _____

Learning difficulties: Yes / No Details _____

NOTE: Students must advise the school immediately if there is any change to their contact details.

Length of course: Start date: _____ Finish date: _____ No. of weeks: _____

By completing this enrolment form, I accept the Terms and Conditions of Enrolment given to me. I have been shown the Fees and Course Schedules. I understood that the Students' Orientation Handbook will be explained to me on arrival and I must read and understand the contents before commencement of my studies.

Signature of Student: _____ **Date:** _____

Please note these points:

- Under the Code of Practice, the School is responsible for students under the age of 18 years if they are not living with their parents, or with a legal guardian as defined in New Zealand law.
- Please supply on a separate sheet emergency contact details if they differ from the New Zealand or home country addresses above.

12-14 Huron St, Takapuna, PO Box 33548, Takapuna, Auckland, New Zealand
Phone: +649 488 0101, +649 488 0505 Fax: +649 488 0700
Website: www.duke.ac.nz Email: english@duke.ac.nz

TERMS AND CONDITIONS OF ENROLMENT

Enrolment

- Enrolment is subject to the following conditions which are legally binding under New Zealand law.
- Enrolment is completed after an Offer of Place has been accepted by the student and fees have been paid in full to the Duke Institute of Studies.
- The student authorizes Duke D.H. Kyeong to deposit the student's fees in the Trust Account on the student's behalf.
- Fees must be paid before enrolment is confirmed.
- Class placement depends on a student's tested level of ability and attainment

Course Dates and Fees

- Duke Institute of Studies is open all year except on Public Holidays.
- Course fees are worked out in calendar weeks, including Public Holidays. No reimbursement of fees or extra tuition is provided to cater for public holidays.
- Public Holidays are: Christmas Day, Boxing Day, New Year's Day, Second of January, Waitangi Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Auckland Anniversary Day.

Homestay Accommodation

- Homestay accommodation is full board which includes breakfast and evening meals 7 days a week and lunch on weekends.
- Cancellations and early withdrawals - refer to Refund Policy.
- DIOS has a registered Homestay Agent to make arrangements for students' accommodation requirements when needed.
- Homestay accommodation is arranged for the period the student is enrolled at the Institute. Students must leave the homestay at the end of their course of study.
- Duke Institute of Studies is not responsible for any accident or illness of a student, or loss or damage to their personal possessions during their stay with a host family. The compulsory insurance package includes cover for travel, medical and student fee protection.
- The School's Homestay Co-ordinators are Duke Kyeong, the Liaison Manager (currently Sumiko Fukao) and our Homestay Contractors.

School Rules

- Students must obey the school rules and laws of New Zealand.
- Any student who breaks the school rules, is guilty of serious misbehaviour or is convicted of a criminal offence while studying at the school may be expelled with no refund of fees - refer Refund Policy.
- New Zealand Immigration Service will be informed if a student on a Student Visa/Permit fails to comply with their permit requirements.
- A copy of the school rules may be found on the Institute's website (www.duke.ac.nz) or as requested.

Liability

- The Institute is not liable for any damage, loss or injury to students or their property. We strongly advise students to take out contents insurance for their personal property. DIOS can assist with this.
- The Institute shall not be liable to any student or parent if contracted services cannot be provided for any reason beyond the school's control (force majeure). (All students' fees are protected under the compulsory insurance package they subscribe to upon enrolment).
- The Institute reserves the right to alter courses, fees, terms and conditions at any time without prior notice.

Medical and Travel Insurance

- Both medical and travel insurance are covered under the School's compulsory insurance package that students subscribe to as part of their enrolment procedure.

Fee Refund Policy

- To apply for a refund, the student must submit a written Notice of Withdrawal to the Principal stating the reason for the request to withdraw.
- The Institute's refund policy complies with Ministry of Education policy and NZQA regulations.

Refund of Tuition Fees

a. Effective before the start date

- Cancellations made in writing before the course start date will result in a full refund LESS 10% or \$500 whichever is the lesser. If a student's visa application is declined, the school will refund all tuition fees Less 10% or \$500 whichever is the lesser.

b. Effective after the start date

- For courses of 3 months or longer, students withdrawing within the first ten working days of the course must be refunded in full less a deduction for costs incurred by the PTE, up to a maximum of 25% of the fee total paid. Cancellations must be made in writing. If a student's visa is declined, the school will refund all unused tuition fees LESS costs up to a maximum of 25% of the fee total paid. We, the Duke Institute of Studies, will provide to you (the student) details of the cost components for the purpose of working out the maximum deductible percentage. In the event of a dispute over the cost component deducted, you can refer the matter to the International Education Appeal Authority.
- Regardless of the course duration, any student who cancels their enrolment after the first ten working days of course commencement will not be entitled to a refund. (see compassionate grounds below).
- A refund may be given after ten working days of course commencement on compassionate grounds at the sole discretion of the Principal. A 30% administration fee will be deducted from unused tuition fees.

Early withdrawal and refund requirement

- Where a foreign student enrolled at a PTE on a course of study or training, that is less than three months' duration, withdraws from such a course, the following minimum refund entitlement will apply.

a. For courses of up to and including four weeks and six days:

- Where a foreign student withdraws within the first two days of the course for which attendance of students at the PTE is required, the PTE may retain up to 50% of the full amount of any payments made by the student to the PTE in respect of the course; and must refund the balance to the student; unless
- Two days constitutes the full amount of tuition paid for by the student, in which case the provider may retain 100% of the payment made in respect of the course.

b. For courses of five weeks or more but less than three months:

- Where a foreign student withdraws within the first five days of the course for which attendance of students at the PTE is required, the PTE may retain up to 25% of the full amount of any payments made by the student to the PTE in respect of the course; and must refund the balance to the student. We remind PTEs that the eight-day period (that is, eight days from the first day of the course) still applies to course of three months or more.

Homestay cancellation or early withdrawal

- Cancellation of homestay will result in a full refund LESS the homestay placement fee.
- If a student decides to withdraw early from their homestay, during the homestay period, they will receive a full refund of remaining homestay fees, provided two weeks' notice is given.
- Relocation by a student into another homestay is not subject to additional fees unless a complaint by the homestay provider is made in which case an additional homestay placement fee is payable.

Code

- Duke Institute of Studies is a signatory to the *Code of Practice for the Pastoral Care of International Students* published on the Ministry of Education website (www.minedu.govt.nz).

Health and/or Special Needs: If you have any health issues or special needs that the school may need to be aware of for any reason, you must advise the school on enrolment.

Protection of student fees

- The insurance policy taken out by students when they enrol covers them for unrealised tuition fees. In the event of closure (due to insolvency, regulatory closure or withdrawal of accreditation) you can contact your insurer direct at www.studentcareinsurance.com or by e-mail on enquiries@studentcareinsurance.com.

Student orientation

- Upon arrival the DIOS Orientation Handbook is summarized for the student: School Rules, Grievance Procedures, School times, Student Attendance policy, the Code of Practice for the Pastoral Care of International Students, DIOS policy on textbooks, and contact details for NZQA and the International Educational Appeal Authority are explained.
- A copy of the full Orientation Handbook is found in every classroom or is available at the office, or from the Director of Studies.

The range of our English language courses

The level of our courses ranges from Beginners to Advanced stage. They can be undertaken on either a full-time or part-time basis. Our courses are accredited by NZQA, and include:

- **General English Proficiency**
- **English for College Preparation**
- **Academic English for IELTS Preparation**
- **English for Agriculture**
- **Holiday Programme of English & Cultural Activities**
- **TESOL (Teaching English as a Second Language)**
- **Integration into New Zealand Course (English for Migrants) - TEC contract.**

in addition we provide:

- All our courses are designed to enable students to learn the theory (or expand existing knowledge) and simultaneously implement this into general conversation in any given situation. We offer after-school personalized revision upon request.
- As DIOS expands the number and range of courses it has to offer, these will appear on the website (www.duke.ac.nz).

Payment of fees should be made:

- (1) in person at the **Duke Institute of Studies Limited** in NZ\$, or
- (2) by **Bank Draft** to Duke Institute of Studies Limited in NZ\$, or
- (3) by **Telegraphic Transfer** in NZ\$ to

<p>Account Name: Duke Institute of Studies Student Fee Protection Trust Duke Trust Account Number: 12 3035 0671094 000 Bank name: ASB Bank Birkenhead</p>
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- (4) The sender will pay all bank charges.

DUKE INSTITUTE OF STUDIES

FEE SCHEDULE

Courses	Course fees																								
General English Proficiency	Full Time \$350.00/week																								
	Part Time \$230.00/week																								
English for College Preparation	Full Time \$360.00/week																								
TESOL (Teaching English as a Second Language)	Full Time \$360.00/week																								
Academic English for IELTS preparation (International English Language Testing System)	Full Time: \$360.00/week																								
	Part Time: \$240.00/week																								
Holiday Programme of English & Cultural Activities	Full Time: \$410.00/week (including activity fees: Pick-up, Entry ticket)																								
English for Agriculture	Full Time: \$360.00/week																								
TOEIC (Test of English for International Communication)	Evening Class: \$100.00/week																								
English for Migrants	TEC Contract																								
Special Group Tours (duration flexible)	Fee negotiable depending on student numbers and duration of the tour.																								
Registration Fee (Compulsory)	\$180.00																								
Homestay Arrangement Fee (Optional)	\$200.00																								
Homestay Fee	\$245/week																								
COMPULSORY: Interglobal Insurance provided by StudentCare Insurance The DIOS insurance package includes Medical, Travel and Student Fee Protection.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">1 month</td> <td style="width: 15%;">\$85</td> <td style="width: 15%;">2 months</td> <td style="width: 15%;">\$143</td> <td style="width: 15%;">3 months</td> <td style="width: 15%;">\$202</td> </tr> <tr> <td>4 months</td> <td>\$255</td> <td>5 months</td> <td>\$307</td> <td>6 months</td> <td>\$362</td> </tr> <tr> <td>7 months</td> <td>\$420</td> <td>8 months</td> <td>\$475</td> <td>9 months</td> <td>\$522</td> </tr> <tr> <td>10 months</td> <td>\$580</td> <td>11 months</td> <td>\$622</td> <td>12 months</td> <td>\$690</td> </tr> </table>	1 month	\$85	2 months	\$143	3 months	\$202	4 months	\$255	5 months	\$307	6 months	\$362	7 months	\$420	8 months	\$475	9 months	\$522	10 months	\$580	11 months	\$622	12 months	\$690
1 month	\$85	2 months	\$143	3 months	\$202																				
4 months	\$255	5 months	\$307	6 months	\$362																				
7 months	\$420	8 months	\$475	9 months	\$522																				
10 months	\$580	11 months	\$622	12 months	\$690																				

Additional costs you need to budget for:

Airport pickup	\$100
External examination (IELTS) fee	\$365.00 per examination attempt
Activities Programme	\$10 per month
Text books & Resource fee	\$10/month
Compulsory insurance	(paid on a monthly basis) ¹

Note:

- All fees are in NZ\$.
- All fees are to be paid in advance.
- Fees include Government Goods and Services tax (GST)
- These prices are subject to change without notice.

¹ DIOS has a compulsory insurance package which forms part of the enrolment procedure. Details of the cover can be accessed on www.studentcare.biz (Area A) which includes fee indemnification.

DUKE INSTITUTE OF STUDIES

COURSE SCHEDULE

Courses	Levels	Entry requirements	Length	Start
General English Proficiency	6 levels: Beginners - Advanced	Placement test	8~48 weeks Full-time: Mon ~ Fri. 9.00am - 2.30pm Part-time: Mon ~ Fri. 9.00am - 12.15pm	Every Monday
English For College Preparation	4 levels: Beginner - Intermediate	Placement Test	12~48weeks Full-time: Mon ~ Fri. 9.00am - 2. 30pm	Every Monday
TESOL (Teaching English as a Second Language)	Advanced Level or above	At least IELTS Academic 6.0 or School Placement Test 85%	10 weeks Full-time: Mon ~ Fri. 9.00am - 2.30pm	January, April, July, October
English for Agriculture	Over Pre-Intermediate Level	Placement Test	22 weeks Full-time: Mon ~ Fri. 9.00am - 2.30pm	January, April, July, October
Holiday Programme of English & Cultural Activities	4 levels: Beginner - Intermediate	Placement Test	4weeks / 8weeks / 12weeks Full-time: Mon ~ Fri. 9.00am - 2.30pm	Every Monday
EXAM PREPARATION COURSES				
Academic English for IELTS Preparation	Intermediate level or above	Placement Test (Intermediate level or above)	12-24 weeks Full-time: Mon-Fri. 9.00am - 2.30pm Part-time: Mon-Fri. 9.00am - 12.15pm	Every Monday
TOEIC	Intermediate level or above	Placement Test (Intermediate level or above)	8 weeks Part-time: Mon-Wed-Fri. 3:30pm - 5:30pm	Every Monday
NON-EXAMINATION COURSES				
English for Migrants	Beginner - Elementary level	Beginner level or above	12 weeks Full-time: Mon-Fri. 9.00am - 2.30pm Part-time: Mon-Fri. 9.00am - 12.15pm	Every Monday

DUKE INSTITUTE OF STUDIES COURSES

(NZQA Approved and Registered)

English for College Preparation (ECP):

This course gives students a thorough grounding in the language they will encounter in High School in New Zealand or other English speaking country. Evidence of written achievement from Duke Institute of Studies is sent to High School of choice for assessment and possible entry. Students who work hard are accepted into excellent New Zealand secondary schools from this course.

General English Proficiency (GEP):

This course enhances your level of competence by reviewing rules of grammar, writing technique and practice in conversation. Completion of this course enables you to speak English confidently at school and in professional and social settings.

Academic English for IELTS Preparation:

(International English Language Test Systems)

This IELTS programme is offered to our advanced students. A score of 6.0 or 6.5 in this exam leads to entry into any New Zealand university, polytechnics or other tertiary training establishment. This course targets preparation for the IELTS (Academic) examination.

TESOL:

(Teaching English as a Second Language)

The aim of the Course is to provide training for those who wish to teach English to other students. In particular, it aims to assist those whose first language is one of the Asian languages, particularly Korean, Chinese, Japanese or Thai., and who wish to teach English to others of similar language background.

English for Agriculture:

The aim of the course is to provide English language training to those whose first language is other than English with a focus on the vocabulary and expressions used in agriculture.

Holiday Programme of English & Cultural Activities

This programme is for Primary, Middle, High School students with a reasonable standard of English grammar and reading comprehension skills. The programme is designed for international students who wish to study in an English speaking country during their school holidays – a marvelous way to accelerate the learning process and increase your confidence!

Integration into New Zealand Course:

English for Migrants – TEC (Tertiary Education Commission) contract

TOEIC:

(Test of English for International Communication)

Prepares students for the TOEIC examination used in many countries (particularly Korea and Japan) for vocational purposes.

DUKE INSTITUTE OF STUDIES

Introduction

Location

The Duke Institute of Studies (DIOS) is located at 12 Huron Street, Takapuna, North Shore, Auckland, New Zealand.

Legal Status

The Duke Institute of Studies (DIOS) is a registered private educational provider. All our courses are accredited by the New Zealand Qualifications Authority (NZQA) and we are a signatory to the Code of Practice for the Pastoral Care of International Students (a requirement of the Ministry of Education).

The Duke Institute of studies of studies is situated on the North Shore of Auckland City, New Zealand and is in close proximity to:

- The University of Auckland
- Auckland University of Technology
- Massey University
- UNITEC New Zealand
- The School of Creative and Performing Arts

Our student population:

We have students from all over the world: China, Japan, Korea, Brazil, Argentina, Thailand, Vietnam, Taiwan, Eastern Europe, and the Middle East and look upon the diversity of our students as asset.

Special characteristics:

The tuition at our school is “**quality**” driven. Our courses equip students with the skills they need to be fluent if English.

- We have small class numbers. There are never more than 10 students in any class.
- We have fostered special relationships with High Schools in the Auckland area.
- When students complete their course at Duke and want to move to a High School, we can assist them to do this.
- Our Holiday English Programme is popular because of the content and quality of delivery. The programme caters also for children (from 10 years of age). Our Holiday English programme curriculum design gives students an opportunity to learn English and at the same time enjoy some outdoor activities.
- DIOS has a flexible design team which, in addition to our core English language programme, co-ordinates programmes to suit the requirements of specific groups.

Hours of Study

The School's daily timetable is set out below:

School Start at	:	9:00a.m.
Morning tea break	:	10:30a.m. - 10:45a.m.
The Lunch time	:	12.15p.m. - 1.00p.m.
School finishes at	:	2:30p.m.

Attendance requirements

- The School policy conforms to the requirements of the New Zealand Immigration Services. Students must achieve a minimum 80% attendance rate.
- If a student is late for three consecutive mornings they will be advised in writing of their attendance requirements.
- When a student knows in advance (s)he will be absent, they must give their teacher a completed Student Absence Form the day before.
- If a student is sick or unable to attend school, he/she must notify the school (Ph: 488 0101) as early as possible on the day.
- If a student's attendance record indicates they are below the 80% attendance rate, the School will notify the New Zealand Immigration Services. An attendance rate below the required minimum may jeopardize any study in New Zealand.

The Code of Practice for the Pastoral Care of International Students

- Duke Institute of Studies has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.
- Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz.

Immigration: Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Services, and can be viewed on their website at www.immigration.govt.nz.

Eligibility for Health Services: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz. Note: A medical, travel, and fee protection insurance package forms part of your enrolment procedure at DIOS.

Accident Insurance: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.