



1. PERSONAL DETAILS	Representative/Partner Organisation Details
<p>1. NAME, GENDER, DATE OF BIRTH AND NATIONALITY Please write your name EXACTLY AS IT APPEARS ON YOUR PASSPORT</p> <p>Title Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="text"/></p> <p>Family Name/s <input type="text"/></p> <p>Middle Name/s <input type="text"/></p> <p>Given Name/s <input type="text"/></p> <p>Preferred name <input type="text"/></p> <p>Gender Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Date of Birth / / Current Age <input type="text"/></p> <p>Country of Birth <input type="text"/></p> <p>Nationality <input type="text"/></p> <p>Passport Number <input type="text"/></p>	<p>Representative/Partner <input type="text"/></p> <p>Name of contact person <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Telephone Number <input type="text"/></p>
<p>2. CONTACT DETAILS</p> <p>Email Address <input type="text"/></p> <p>Home Country <input type="text"/></p> <p>Home Country Telephone Numbers</p> <p>Home: Country Code <input type="text"/> Phone Number <input type="text"/></p> <p>Mobile: Country Code <input type="text"/> Phone Number <input type="text"/></p> <p>New Zealand Address</p> <p>Number and Street <input type="text"/></p> <p>Suburb/Town <input type="text"/></p> <p>State <input type="text"/> Postcode <input type="text"/></p> <p>New Zealand Telephone Numbers</p> <p>Home: <input type="text"/></p> <p>Mobile: <input type="text"/></p>	<p style="background-color: #003366; color: white; padding: 2px;">2. COURSE SELECTION</p> <p>Course start date / /</p> <p>Course finish date / /</p> <p>Course length 4 weeks <input type="checkbox"/> 16 weeks <input type="checkbox"/> 36 weeks <input type="checkbox"/> 8 weeks <input type="checkbox"/> 20 weeks <input type="checkbox"/> 48 weeks <input type="checkbox"/> 12 weeks <input type="checkbox"/> 24 weeks <input type="checkbox"/> 52 weeks <input type="checkbox"/> Other: <input type="text"/></p> <p>Course name <input type="checkbox"/> General English / Training Scheme <input type="checkbox"/> IELTS Preparation <input type="checkbox"/> High School Preparation (Young Learners) <input type="checkbox"/> Study & Activity Programme (contact for dates)</p>
<p>3. National Student Number (NSN) For Administration Only</p> <p><input type="text"/></p>	<p style="background-color: #003366; color: white; padding: 2px;">3. VISA INFORMATION</p> <p>Do you already have a visa that will allow you to study at DUKE Institute of Studies?</p> <p>Yes <input type="checkbox"/> Type <input type="text"/> If you are already in New Zealand on a Student Visa, where are you studying?</p> <p>No <input type="checkbox"/> What type of visa will you apply for?</p> <p><input type="checkbox"/> Student Visa <input type="checkbox"/> Extension to Student Visa <input type="checkbox"/> Tourist Visa <input type="checkbox"/> Working Holiday Visa Other <input type="text"/></p>
	<p style="background-color: #003366; color: white; padding: 2px;">4. INSURANCE</p> <p>Do you need Duke Institute to arrange your insurance? (This is compulsory) Yes <input type="checkbox"/> No <input type="checkbox"/></p>

5. MEDICAL INFORMATION **7. HOMESTAY ACCOMMODATION**

Do you have any allergies (including food allergies), have a medical condition or take any medication that DUKE (and your Homestay family) should know about?

No Yes (Please provide details below)

[Empty text box for medical details]

6. AIRPORT SERVICE

Do you want to book DUKE Airport Service?

No Yes (Please provide details below)

Airport Pick-up

Arrival Flight Details (if known):

Date / /

Time []

Flight Number []

Airport Drop-off

Arrival Flight Details (if known):

Date / /

Time []

Flight Number []

8. DECLARATION AND PRIVACY STATEMENT

Declaration

- I declare that the information I have provided on this form is true and correct.
- I have read and agree to the DUKE Enrolment Terms and Conditions as outlined in the Enrolment, Refund, Cancellation/Suspension & Deferral/ Transfer and Homestay policies available at www.duke.ac.nz
- I accept the requirement to buy my first course book.
- I accept the homestay terms and conditions – as arranged by DIOS

- I/We the parents of the enrolled student above, give our permission for the host family who are guardians of our child to sign the Public Trust Student Acknowledgement Form on our behalf.

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. And have read and understood the students' Orientation Handbook and the school's Refund Policy (see the second page of this form).

* Please supply on a separate sheet emergency contact details if they differ from the New Zealand address above.

Name (in English) []

Signature []

Date / /

Signed by Student or Parent/Guardian (if student under 18)

Do you want to book DUKE Homestay Accommodation?

No Yes (Please complete the questions below)

Dates you would like to Move In and Move Out of Homestay:

Move in: / /

Move out: / /

Your English Language Level:

Beginner Elementary Intermediate Advanced*

Do you smoke? No* Yes

Do you want to live in a home with pets? No Yes

Do you want to live in a home with children? No Yes

Do you need any special food (eg vegetarian)? No Yes

Details []

What languages do you speak? []

[Empty text box for languages]

How many meals do you prefer?

- 2 meals Monday-Friday, 3 meals at the weekend
- 3 meals every day

Please describe yourself and include something about your hobbies and interests that will help match you with a suitable Homestay family.

[Empty text box for hobbies and interests]

* You may still be placed in a non-smoking home or in a home with pets

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.

1. 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 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.

2. 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.

3. Homestay cancellation or early withdrawal

Cancellation of homestay will result in a full refund LESS the homestay placement fee.

- a) 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.
- b) 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.

Signature of Student:

Date: / /

Parent/Guardian signature (for under 18's):

Date: / /