



GEOS
New Zealand

APPLICATION FORM

PERSONAL DETAILS

Family Name:		Given / First Name:	
I like to be called:		Sex: <input type="checkbox"/> F <input type="checkbox"/> M	
Age:		Date of Birth (D/M/Y):	
Nationality:		Occupation:	
Address in your country:			
Email:		Phone:	Fax:
What type of visa will you hold? <input type="checkbox"/> Visitor/Tourist <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> PR <input type="checkbox"/> Other			
Where did you hear about our schools? <input type="checkbox"/> Education Agency (name) <input type="checkbox"/> Internet <input type="checkbox"/> Magazine <input type="checkbox"/> Friend <input type="checkbox"/> Other.....			

CAMPUS DETAILS

I want to study in Auckland City <input type="checkbox"/>	Start Date (D/M/Y):	Weeks:
I want to study in Takapuna Beach <input type="checkbox"/>	Start Date (D/M/Y):	Weeks:
I want to study in Wellington <input type="checkbox"/>	Start Date (D/M/Y):	Weeks:
I want to study in Christchurch <input type="checkbox"/>	Start Date (D/M/Y):	Weeks:

COURSE PREFERENCE (Note: entry to exam courses is subject to a level test)

General English	Full Time (Intensive) <input type="checkbox"/>	<input type="checkbox"/>	Cambridge FCE	<input type="checkbox"/>
	Part Time (Mornings) <input type="checkbox"/>	<input type="checkbox"/>	Cambridge CAE	<input type="checkbox"/>
		<input type="checkbox"/>	English for Business	<input type="checkbox"/>
Young Learners	High School Preparation (Takapuna) <input type="checkbox"/>	<input type="checkbox"/>	Pre-IELTS Preparation	<input type="checkbox"/>
	Full Time (Intensive) <input type="checkbox"/>	<input type="checkbox"/>	Academic IELTS	<input type="checkbox"/>
	English & Activities <input type="checkbox"/>	<input type="checkbox"/>	TOEFL	<input type="checkbox"/>
			TOEIC	<input type="checkbox"/>

WOULD YOU LIKE TO APPLY FOR SUPERLINK ?
 (Minimum 12 weeks at two GEOSNZ schools refer to page three of Registration form for Superlink Conditions)

NO YES Please arrange my free one way /return airfare(s) from (name cities).....TO.....

ACCOMMODATION

Auckland	<input type="checkbox"/> Homestay.....Weeks	<input type="checkbox"/> Hostel..... Weeks	From:	To:
City Campus	<input type="checkbox"/> My own accommodation	Address:		Phone:
Takapuna Beach	<input type="checkbox"/> Homestay.....Weeks	(Hostel not available)	From:	To:
	<input type="checkbox"/> My own accommodation	Address:		Phone:
Wellington	<input type="checkbox"/> Homestay.....Weeks	<input type="checkbox"/> Hostel..... Weeks	From:	To:
	<input type="checkbox"/> My own accommodation	Address:		Phone:
Christchurch	<input type="checkbox"/> Homestay.....Weeks	<input type="checkbox"/> Hostel..... Weeks	From:	To:
	<input type="checkbox"/> My own accommodation	Address:		Phone:
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is there any food you <i>cannot</i> eat? <input type="checkbox"/> No <input type="checkbox"/> Yes.....		
Do you have any medical conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please explain)				
What are your hobbies/interests?				
Special requests?				

AIRPORT TRANSFERS

Would you like an Airport Greeting and Transfer on Arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Arrival City	Auckland <input type="checkbox"/>	Wellington <input type="checkbox"/>	Christchurch <input type="checkbox"/>
Arrival Flight Details	Date:	Flight No:	Arrival Time:
Would you like an Airport Transfer on Departure? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Departing City	Auckland <input type="checkbox"/>	Wellington <input type="checkbox"/>	Christchurch <input type="checkbox"/>
Departure Flight Details	Date:	Flight No:	Departure Time:

MEDICAL INSURANCE (As of 01 Jan 2004, all students travelling to NZ must arrange insurance)

Are you going to arrange your own Medical/Travel Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the insurance policy number and company?.....	
Have you attached a copy of the policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you like the school to arrange Medical/Travel Insurance for you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For how long? <input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months <input type="checkbox"/> 4 months <input type="checkbox"/> 5 months <input type="checkbox"/> 6 months <input type="checkbox"/> Other.....	
(Please ask the school for current insurance prices)	

DECLARATION (This form must be signed below as this is your contract with the school)

Declaration for students 18 years and over: I am 18 years or above and have read and accept the full set of Terms and Conditions as published on the GEOS NZ website and on the Registration Form.

Signature: Date:

Declaration on behalf of students under 18 years: I have the authority to sign and have read and accept the full set of Terms and Conditions as published on the GEOS NZ website and on the Registration Form.

Full name / relationship to student:

Signature: Date:

GEOSNZ Registration Procedures

Step 1: The school Registrar, upon receiving the student's signed registration form from the agent or individual student, will issue a fees invoice and an initial letter of acceptance stating the student's name, date of birth, period of study, course type and accommodation period.

Step 2: Upon full payment of fees the Registrar will then issue a receipt of payment and final letter of acceptance stating the student's name, date of birth, period of study, course type and accommodation period and state that all fees have been paid.

Step 3: The receipt of payment and final letter of acceptance are faxed and originals mailed to the agent/individual and if necessary to the appropriate New Zealand embassy/consulate.

Superlink NZ

Students must enrol for 12 weeks or longer at any two GEOSNZ schools, with a minimum of four weeks at each school, to receive one free return airticket between the two cities. Superlink bookings must be requested at time of original registration. A student who has already commenced a course CANNOT alter the registration to a Superlink. Minimum six weeks prior booking is required to arrange air tickets.

Entry Criteria

General English	16 years minimum at time of course commencement
High School Preparation	13 years minimum at time of course commencement
Young Learner Courses	11 years minimum at time of course commencement (seasonal course dates)
Academic courses & Exam Preparation	Entry is subject to a level assessment test which can be completed prior to arrival or after arrival.

NZ MINISTRY OF EDUCATION CODE OF PRACTICE

CODE OF PRACTICE: GEOS New Zealand colleges have agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.

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 Service, and can be viewed on their website at <http://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 <http://www.moh.govt.nz>.

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 <http://www.acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand. (Contact the school Registrar for insurance prices and the school can arrange this for you.)

Accommodation Options

HOMESTAY: In a NZ homestay you will be provided with a furnished single room, breakfast and dinner on weekdays and three meals on weekends (if you are at home). We will do our best to find a homestay situation that matches your interests and preferences. Refer to the current "GEOSNZ Courses and Fees" for homestay prices.

HOSTEL: There are a variety of hostels available in each city. The schools can assist with booking one for you. Please ask the Registrar for some examples and prices.

Cancellation / Refunds / Withdrawal

Students who have enrolled for a course will be able to withdraw from it until seven days after the first day of their course. In this case all fees less 10% or \$500.00, whichever is the lesser amount, will be refunded. In all other cases, cancellations and refunds are solely at the discretion of the school. (See back page for further terms and conditions). Procedure: complete a "Withdrawal Application" form, obtained from your counselor. This will be considered by school management and a reply given within five school days. Refunds are made via the original agency (where applicable).

Complaint Procedures

If you are unhappy with your course, homestay or anything else in relation to the school the procedure is as follows: contact your counselor or reception, complete a "complaint form". This will be considered by the Head of the appropriate department and an interview arranged to discuss and improve the situation. If you are not satisfied with the result, you can contact the International Education Appeal Authority C/- Ministry of Education, P.O.Box 1666, Wellington.

Attendance

If you miss more than 20% of your classes you will be sent a warning letter and your counselor will be notified. You are allowed to check your attendance and speak to the ADOS and/or your school Counselor about the expulsion process. If you have a valid excuse for your absences, e.g. a doctor's certificate, your warning will be taken off the record. If your attendance improves, after a month, you will be removed from the Absentee list. However, if you begin to miss classes again, warnings will pick up from where they left off (i.e., you will not be given another first warning letter). If your attendance does not improve, you will be sent a second warning letter and then a probation letter. If you are on probation and miss more than 20% of your classes in one week, you will be expelled. The New Zealand Immigration Service will be notified.

Fee Protection Policy

GEOS NZ colleges operate the following arrangement to protect student fees: All student fees are transferred directly to an independent Trust Account. Fees are released to the school by the Trustee on a draw down basis as the student's course is provided by the school.

GEOS NZ TERMS & CONDITIONS (Available in full at www.geosnz.com)

We will 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: 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: *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. A non-refundable registration fee of NZ\$200 forms part of the course fees. This sum will be applied towards your course fees if your placement proceeds. A non-refundable homestay arrangement fee of NZ\$150 forms part of the homestay fees. This sum will be applied towards your homestay fees if your placement proceeds.*

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

Refund on postponement or withdrawal: *Should you withdraw from your course prior to its commencement, we will refund to you all course fees less the registration fee and less the homestay arrangement fee. Should you withdraw from your homestay prior to its commencement, all unused homestay fees will be refunded to you. 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.*

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. Any change to the homestay arrangement will incur a fee. In addition to our rules and regulations, you will comply with the rules set down by your homestay family.*

Misconduct: *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, behaviour or willingness to comply with disciplinary procedures.*

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 authorise 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 you suffer a personal injury or illness at any time during your course in New Zealand, you consent to the arrangement of such medical intervention as is necessary to preserve life and/or wellbeing 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 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.*

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 a member of our Management Committee our Director of Studies 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.*