

# ENROLMENT APPLICATION FORM

28a Linwood Avenue, Mt Albert, Auckland 1025, New Zealand. Postal Address: PO Box 2995, Auckland 1140, New Zealand.  
Telephone: (64-9) 815 1717 Fax: (64-9) 815 1802 Email: enquiry@ais.ac.nz Internet: www.ais.ac.nz

**Welcome to Auckland Institute of Studies. Please read the instructions below carefully before you complete this enrolment application form.**

The purpose of this enrolment form is to obtain the information we need to offer you a place at Auckland Institute of Studies (AIS). We also need to collect information from you which is required by the Ministry of Education and other government agencies for statistical and registration reasons. The form also specifies the legal conditions of your enrolment with AIS.

**The applicant (prospective student) must complete the Enrolment Application Form by:**

- COMPLETING Sections A-L of this form by printing answers clearly in pen, or ticking the box that applies;
- SIGNING the form and attaching any additional documentation that is required.

記入例

A QUALIFICATION	
1 Please write the name of the qualification/s you wish to enrol in:	
a) コース名	Start date スタート日 Duration/length 期間
b)	Start date Duration/length
c)	Start date Duration/length
2 Have you studied at AIS before? 以前AISに在籍していましたか? No <input type="checkbox"/> Yes <input type="checkbox"/> What was your AIS Student ID number? 在籍していた場合、Studentナンバーをご記入ください	
B PERSONAL DETAILS	
1 Family/Last Name HANAKO	2 First Name(s) YAMADA
3 Date of birth (DD/MM/YYYY) 生年月日 20/01/1990	4 Gender Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
5 Applicant's Home Address HEIMAT BLDG 5F 1-21-3 NIHONBASHI CHUO-KU TOKYO 103-0027 Country JAPAN Phone 03-3271-7200 Mobile 090-3510-4677 Email officejpn@aisj.net	6 Mailing address for documents/communications (if different from home address e.g. agent's address) 連絡をとる場合や、書類等を送る際、 右住所以外に希望する住所があれば記載。 Country Phone Mobile Email
7 If you know your NSN (National Student Number), please write it here: <input type="text"/> - <input type="text"/> - <input type="text"/>	
8 Were you in New Zealand or overseas when you first received information about AIS? 初めてAISのことを知った時どの国にいましたか? NZ <input type="checkbox"/> Overseas <input checked="" type="checkbox"/>	
9 Disability. Do you have a disability that you wish to advise us of so that we can facilitate your studies at AIS? The information you supply is confidential. 何か障害をお持ちですか? お持ちの場合は詳細を記入してください No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, please describe the disability _____	
C EMERGENCY CONTACT DETAILS 緊急連絡先	
Please provide the details of your parents / relative / next of kin whom we can contact in case of an emergency. If you are an international student, this must be a person whom we can contact in your home country.	
1 Name of Parents / Relative / Next of Kin YAMADA TARO	2 Relationship to applicant Father
3 Address in Home Country 住所	
4 Phone 電話 Mobile 携帯	5 Email
D CITIZENSHIP / RESIDENCY	
1 What is your country of citizenship? 国籍	2 Passport Number: パスポートナンバー
3 Do you have Permanent Residency in New Zealand? NZの永住権をお持ちですか? Yes <input type="checkbox"/> No <input type="checkbox"/> Certified copy of my Residency Permit attached. お持ちの場合はビザのコピーを添付 Yes <input type="checkbox"/> No <input type="checkbox"/>	
E ETHNICITY	
1 What ethnic group(s) do you belong to? ASIAN と記入してください	
2 If you identified yourself as a New Zealand Māori, with which iwi do you identify? You may enter more than one iwi.	
F IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF	
1 Voluntary declaration of IRD number (for domestic students) IRD Number: <input type="text"/> - <input type="text"/> - <input type="text"/>	

G ACADEMIC INFORMATION どちらの国で何年間英語を勉強しましたか	
1	How long have you studied English? ....6... years. In which countries? <b>勉強した国</b> (For those who have English as a Second Language) Where did you study English? <input checked="" type="checkbox"/> Secondary School <input type="checkbox"/> Private Language School <input type="checkbox"/> University/Institute/College Name and result of examinations or qualifications in English (if any, IELTS, TOEFL, etc.) <b>スコアがあればご記入ください</b> What is your language level? <input checked="" type="checkbox"/> 入門 Beginner <input type="checkbox"/> 初級 Elementary <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced
2	What was the name of the last <b>Secondary / High school</b> you attended? <b>卒業された高校名をご記入ください</b> Country <b>所在国</b> How many years did you attend secondary / high school? <input checked="" type="text" value="3"/> years What year was your last year at secondary school? <b>卒業された年</b> Total NCEA Credits Achieved (from New Zealand High School): Level 1 <input type="text"/> Level 2 <input type="text"/> Level 3 <input type="text"/> Name your highest Secondary / High School qualification <b>例 / High School Diploma</b>
3	Have you ever previously enrolled in a <b>Tertiary Education</b> (after Secondary / High School) <b>Institution</b> ? Yes <input type="checkbox"/> No <input type="checkbox"/> Name of University / Institute / College <b>大学 / 専門学校名</b> Country <b>所在国</b> What year was your first year in tertiary education? <b>入学した年</b> How many years did you attend tertiary education? <input type="text"/> <input type="text"/> years Name the highest qualification(s) gained <b>例 / Degree, Bachelor 等</b>
4	<b>Prior Activity.</b> What was your main activity or occupation at 1 October last year? <b>昨年の10/1においての、あなたの職業は?</b> Secondary school student <input type="checkbox"/> University student <input type="checkbox"/> Overseas (irrespective of occupation) <input type="checkbox"/> Non-employed or beneficiary (excluding retired) <input type="checkbox"/> Polytechnic student <input type="checkbox"/> Private Training Establishment student <input type="checkbox"/> Wage or salary worker <input type="checkbox"/> House person or retired <input type="checkbox"/> Wananga student <input type="checkbox"/> Self-employed <input type="checkbox"/>
5	<b>Cross-Credits.</b> Do you wish to apply for cross-credits? (N/A for GDIB, GDTM, GDIT) Yes <input type="checkbox"/> No <input type="checkbox"/> <b>単位互換制度を申請しますか?</b> If YES, please complete a Cross-Credit Application Form on arrival at AIS, and include official course descriptions for each course for which credit is claimed. Cross-credit application fees apply (\$50.00 per credit for domestic courses, \$250.00 per credit for international courses. There is no charge for courses included in approved articulation agreements with other providers, or for credit of NZDB courses or unit standards achieved).
H SERVICES 滞ってお申し込みについて	
1	<b>Accommodation.</b> Do you wish to apply for accommodation (dormitory or homestay)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>If YES, you must submit your Accommodation Application Form at least two weeks before your arrival date.</b>
2	<b>Medical Insurance</b> <b>海外旅行保険について AISを通して保険の加入をしますか?</b> Do you wish to purchase travel and medical insurance through AIS? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please complete a Southern Cross or Uni-Care insurance application form (download at <a href="http://www.ais.ac.nz/enrol">www.ais.ac.nz/enrol</a> ). If NO, please provide a copy of your Medical Insurance. Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Note: Travel/Medical Insurance is compulsory for international students in New Zealand</b> *NZ政府によって全ての留学生は、海外旅行保険に加入する事が義務づけられています
3	<b>Airport Transfer/Pick up.</b> Do you want an AIS representative to meet you at Auckland Airport when you arrive in New Zealand? No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If YES, you must notify AIS two weeks before your arrival date.</b> <small>空港送迎サービス YESの方は、航空券予約が済みましたら、早急に、航空会社名・便名・到着時刻をお知らせください</small>
4	<b>Marketing.</b> How did you hear about AIS? <b>AISを知ったきっかけはなんですか?</b> Friend / Family <input type="checkbox"/> Agent <input type="checkbox"/> Internet Search <input type="checkbox"/> (please specify)..... Education Fair/Expo <input type="checkbox"/> Other <input type="checkbox"/> Advertisement <input type="checkbox"/> (Where was the advertisement?).....
5	<b>Declaration of Agent.</b> Are you using the services of an Agent for your enrolment application? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, the name of your Agent is:.....
I DOCUMENTATION	
1	<b>You must provide CERTIFIED COPIES of the following</b> Attached (please tick) • Birth Certificate or Passport <input type="checkbox"/> • Academic Certificates and Transcripts <input type="checkbox"/> • Evidence of a legal change of name if the name on your application form is different to your relevant evidence e.g. marriage certificate, deed poll declaration <input type="checkbox"/> <b>"CERTIFIED COPY" means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Notary Public, or Approved Representative of AIS.</b>
J PAYMENT DETAILS	
1	<b>Please send fees as follows:</b> a) By NZ Dollars Telegraphic Transfer (T/T) to: Jolly Duncan & Wells Trustees Ltd, AIS Student Trust. Account No: 12-3237-0004134-01 Address: ASB Bank Ltd, East Tamaki Business Banking, 588 Chapel Road, East Tamaki, Auckland International Swift Code: ASBBN22A b) By Bank Draft payable to "Jolly Duncan & Wells Trustees Ltd, AIS Student Trust", forwarded to AIS, PO Box 2995, Auckland 1140, New Zealand. Attention: Academic Registrar <b>Note:</b> Payments may be made by cash, cheque, EFTPOS, Student Loan, bankdraft, direct credit, telegraphic transfer or selected credit cards (VISA, Mastercard). All bank charges must be paid by the applicant. Payments by credit card may be made on request to the AIS cashier.

## K STUDENTS DISCLOSURE INFORMATION Enrolment, Payment, Withdrawal and Refund Policy, Complaints Procedures and Declaration

### ENROLMENT, PAYMENT, WITHDRAWAL AND REFUND POLICY, AND COMPLAINTS PROCEDURES

#### a) Application Procedure

- (i) Applicants must complete all sections of the AIS Enrolment Application Form, attach all relevant certified information, and when completed forward to Student Services - Marketing at AIS. Applications are assessed and upon acceptance an Invoice and Offer of Place will be provided.
- (ii) **International Students Only.** Please contact the nearest Immigration New Zealand Office for information on applying for a visa to study in New Zealand. Upon receipt of our Offer of Place, you may undergo "Pre-Visa Assessment" by applying for a visa, and you should receive Approval In Principle prior to paying tuition fees. Alternatively, transfer full payment to the AIS Student Trust account. All fees are converted to New Zealand Dollars at the time of receipt. After your payment is processed, you will be sent a Receipt for fees paid and a Confirmation of Enrolment document including accommodation guarantee if required. You must send the Receipt and Confirmation of Enrolment document when applying for the Student Visa to be issued. If you require Airport Pick-up and/or accommodation, you must inform AIS at least two weeks before your arrival in New Zealand.
- (iii) **Domestic Students Only.** Transfer payment of fees to the AIS Student Trust account prior to the commencement of your programme. If you are funding your course through Student Loans, you should finalise your Student Loan application with StudyLink and arrange for any balance of fees to be paid to AIS prior to commencement of studies. Successful applicants will be sent an Invoice and a Receipt will be issued when payment is made.

#### b) Fees Protection

- (i) **Trust Account.** All student fees are deposited directly into an independent Chartered Accountant's Trust Account and are released to AIS in the following manner:
  - Tuition fees - 20% or \$3000 (whichever is the lesser) of tuition fee on the eleventh (11th) working day of the programme, and the remaining amount periodically in arrears on a pro rata basis in relation to the tuition delivered.
  - Accommodation or living costs - periodically in advance on a pro rata basis.
- (ii) If necessary, the Trustee can be contacted at: Jolly Duncan & Wells Ltd, 127 Main Highway, Ellerslie, Auckland (PO Box 11053, Ellerslie, Auckland 1542) Tel: (64-9) 579 7096 Fax: (64-9) 525 1169 Attention: Murray Wells Email: murraywells@jdw.co.nz

#### c) Arrival at AIS.

On arrival at AIS, bring evidence of identity, citizenship or immigration status (student visa or permanent residence). For international students, a copy of your visa and Medical Insurance Certificate must be supplied to AIS upon arrival in Auckland.

#### d) Payment

- (i) Students who are not up to date with payments of fees will not be entitled to continue the qualification or to graduate from it.
- (ii) AIS includes an International Administration Fee in the fees for international students for the first enrolment period.
- (iii) If payment is overdue, AIS will charge penalty interest on any overdue amount at the rate of 2.5% per month from the overdue date until payment in full is received by AIS.
- (iv) The student will upon demand pay all AIS expenses and legal costs (on a solicitor/agent/representative/client basis) in the collection of all overdue fees, plus debt collection agency costs (usually a surcharge of 40.35% of the amount due including GST).

#### e) Withdrawal and Refund Procedures

- (i) International students: For programmes over three months, all payments exceeding 25% of the fees paid will be refunded if the student withdraws within the first ten working days after the first day the student is required to be at AIS to commence the programme of studies in which they are enrolled in. After this, fees paid are non-refundable. Students withdrawing within one month prior to the start of the programme will be entitled to a refund less a deduction of 17.5%. International students withdrawing earlier than one month prior to the start of the programme will be entitled to a refund less a deduction of NZ\$500 or 10% of the fees paid, whichever is the lesser.
- (b) Domestic students: For programmes over three months, all payments exceeding NZ\$500.00 or 10% of the fees paid, whichever is the lesser, will be refunded if the student withdraws prior to or within the first seven days after the first day the student is required to be at AIS to commence the programme of studies enrolled in. After this, fees paid are non-refundable.
- (ii) For programmes of five weeks or more but less than three months, 75% of the fees paid will be refunded if the student withdraws prior to or within the first five days of the programme commencement. After this, fees paid are non-refundable.
- (iii) For programmes under five weeks, 50% of the fees paid will be refunded if the student withdraws prior to or within the first two days of the programme commencement. After this, fees paid are non-refundable.
- (iv) Any applications for withdrawal with refund must be made on a Tuition Fees Refund Request form, and must state reasons in full. Written confirmation from the student's parents, guardian or agent is required if the enrolment was made through them, and refunds will be transferred to the original source. If the student is transferring to another institution, a copy of the new student visa must be provided.
- (v) Two weeks' notice must be given for cancellation of accommodation arrangements (homestay and dormitory).
- (vi) Full refunds will be given in the case of cancellation by AIS of a course/qualification before or during the course/qualification, or if the student visa is declined by Immigration New Zealand.
- (vii) Withdrawals from courses within the programme received after the fifth week of the semester will incur course results of 'E' (Failure to complete).
- (viii) Refund requests outside the above criteria should be submitted in writing to the Academic Registrar for special consideration.
- (ix) Fees are not adjusted if an international student's immigration status changes to Permanent Resident during the enrolment period paid for.

#### f) Student Grievances.

In the first instance, issues should be discussed with a Student Services Officer, teacher, another staff member, or a student representative. Failing satisfactory resolution, students may make an appointment with, or write to, the Academic Head of Programme, Marketing Manager or the President. If necessary, complaints may be submitted in writing to the following external authorities: International Education Appeal Authority, New Zealand Qualifications Authority, or English New Zealand. Full contact details are contained in the AIS Student Handbook.

#### g) AIS reserves the right to decline an application from any applicant without explanation.

**Note:** (a) Withdrawal and refund procedures are in accordance with the Education Act 1989 and its subsequent amendments.

- (b) Where an IRD number has been supplied for the purposes of a student loan interest write-off, that information will be included with your enrolment details and will be reported to the Ministry of Education.
- (c) Your name, date of birth and residency as entered on this enrolment application will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <https://nsi.education.govt.nz>

### DECLARATION BY APPLICANT (PROSPECTIVE STUDENT)

- (a) I declare that the information supplied in this application and the attached documents is true and complete. I also understand that AIS may suspend or terminate my enrolment if any falsified documents are discovered during the application or enrolment process or during my study.
- (b) I have read and accept the Enrolment, Payment, Withdrawal and Refund Policy above.
- (c) In signing this enrolment form I undertake to pay all fees as they become due, including any late fees and collection charges.
- (d) In signing this enrolment form I undertake to comply with the published rules and policies of AIS with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.
- (e) I undertake to provide up-to-date address and contact details at all times, and up-to-date copies of my visa and Medical Insurance Certificate and any renewal.
- (f) **Privacy Act 1993.** I authorise any person or company to provide to AIS such information as required in response to credit and enrolment enquiries. I further authorise AIS to furnish to any governmental organisation or agency and to any other third party, including my parents/guardian, details of my enrolment application and subsequent dealings. Such information includes attendance and academic records that I may have as a result of my application being actioned and accepted by AIS. I give this authorisation on the understanding that the institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, and that I may see any information held about me and amend any errors in that information by contacting the Academic Registrar.
- (g) I acknowledge that if I am an international student I must have travel and medical insurance while I am studying in New Zealand.
- (h) **Statutory Information Statement for Students Required under Section 243B of the Education Act 1989.** Auckland Institute of Studies Ltd (trading as AIS) is required to provide prospective students with a written statement covering the information listed below before accepting their enrolment.
  - i) The total costs and other financial commitments associated with the programme or training scheme for which the student seeks enrolment: *Refer to the current Fees Schedule which can be downloaded at [www.ais.ac.nz/enrol/](http://www.ais.ac.nz/enrol/). For fees for additional services, refer to the Supplementary Fees List which can be downloaded at [www.ais.ac.nz/enrol/](http://www.ais.ac.nz/enrol/).*
  - ii) The cost of fees charged for student services provided by the establishment: *Refer to the Student Services Fee on the current Fees Schedule which can be downloaded at [www.ais.ac.nz/enrol/](http://www.ais.ac.nz/enrol/).*
  - iii) Any material conflicts of interest of any of the governing members of the establishment: *There are no governing members of AIS that have material conflicts of interest.*
  - iv) Any interests that any governing member of the establishment has in organisations in the education or immigration sector that provide goods or services to tertiary students: *The Directors of AIS (YS Hsieh, John Wood, Richard Smith, William Ou, Kevin Chen, Jennifer Chen and Wendy Ku) are shareholders of AIS Properties Ltd which owns the campus properties from which the institute operates.*

For programmes extending across more than one year, the institute reserves the right to review its fees annually and students are advised to make allowance for modest annual increases (in line with general cost increases).

As a prospective student of AIS, I confirm that I have received a copy of this Statutory Information Statement and that I have received the information referred to (h) i) and ii) above.

### PLEASE MAKE SURE THAT YOU SIGN AND DATE BELOW

Signature and name of applicant (prospective student)

Signature パスポートと同じサイン Print name お名前 (ローマ字) Date サインした日付

If not signed by prospective student, please sign and give name, and relationship to applicant

Signature Print name Relationship Date

Signature of parent or guardian of applicant (if applicant is under 18 years old. Please fill out and attach Under 18s Consent Form (download at www.ais.ac.nz/enrol/)).			
Signature	18歳以下の学生は保護者のサイン	Print name	お名前 (ローマ字) Date
サインした日付			
Application Approval: Programme(s).....			
Approved <input type="checkbox"/>		Declined <input type="checkbox"/>	
Academic Registrar		Date / /	
Comments / Conditions			
<b>L ACKNOWLEDGMENT OF AIS TRUST ACCOUNT</b>			
<p>1. I am enrolling as a student of AIS and wish to pay my Student Fees to Jolly Duncan &amp; Wells Trustees Ltd as trustee to be held in the Trustee's Trust Account, as an individual trust for the protection of my Student Fees paid to AIS.</p> <p>2. I will pay my Student Fees to Jolly Duncan &amp; Wells Trustees Ltd and authorise the Trustee to apply the Student Fees (and any interest) in accordance with the provisions and terms of the Deed and in the matter set out in the periodic payment schedule produced by AIS from time to time.</p> <p>3. I understand that after I sign this document I cannot withdraw this authorisation to the Trustee. I acknowledge and agree that:</p> <p>a) if a Course Closure Event occurs and I transfer to an Alternative Provider with the approval of the New Zealand Qualifications Authority (NZQA), an amount agreed by me, up to the amount of Student Fees held on trust attributable to me, will be transferred from the Trust Fund to that Alternative Provider;</p> <p>b) in the event that I withdraw from the course or a Course Closure Event occurs and I owe money to a Loan Provider in respect of that course, the Trustee is authorised to repay the amount of Student Fees held on trust attributable to me, less any amount transferred to an Alternative Provider, directly to that Loan Provider to the extent required to settle the amount due to the Loan Provider;</p> <p>c) subject to 3 b) above, in the event that I withdraw from the Course the Trustee will refund such Student Fees to me in accordance with the provisions of the Education Act 1989 and the AIS refund policy;</p> <p>d) in the event that I withdraw from the course or a Course Closure Event occurs and the Trustee refunds any amount directly to me, the Trustee will refund the amount attributable to me by way of direct credit to my bank account or cheque posted to my last known postal address notified to that Trustee;</p> <p>e) if another party is entitled to receive any the amount attributable to me, I will provide the Trustee with the contact details of that party (as required by paragraph 5 below) to which the refund should be sent;</p> <p>f) personal information about me and information about my Student Fees may be supplied by AIS to NZQA, the Auditor and the Trustee and by the Trustee or Auditor to NZQA;</p> <p>g) after the payments contemplated in (a) (b) (c) and (d) above have been made, the trusts on which the Trustee was holding the Trust Fund will have been discharged;</p> <p>h) any interest earned on the Trust Account prior to payment under (a) (b) (c) or (d) above will vest in and be payable to AIS for its own benefit, and I will have no claim to such interest;</p> <p>i) <b>I am / am not 18 years of age or older (delete which ever is not applicable. If Student is under 18, Parent/Guardian also to sign).</b></p> <p>4. Capitalised terms used in this agreement shall have the meaning as defined in the Student Fee Protection Standard Trust Deed between AIS and the Trustee, a copy of which is available from AIS or the Trustee (the "Deed").</p>			
<b>5. Details of any third party entitled to receive any refund on account of Student Fees:</b>			
Name:		Telephone:	
キャンセルの場合の授業料返金の際、お振込先を指定される方はご記入ください			
Address:			
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<b>6. Trustee Account Details:</b> Jolly Duncan & Wells Trustees Ltd, AIS Student Trust			
<b>Bank:</b> ASB Bank Ltd, East Tamaki Business Banking, 588 Chapel Road, East Tamaki, Auckland			
<b>Bank Account No:</b> Account No: 12-3237-0004134-01		<b>Swift Code:</b> ASBBN2ZA	
Payer details (Name of Student):			
ご本人のお名前			
<b>Important:</b> The Trustee will not protect your Student Fees unless they are paid to the account referred to above. Please advise your bank to note that the payment is made on your behalf.			
キャンセルポリシーをお読み頂いた上で、同意の日付をご記入ください			
<b>Execution:</b> This agreement is executed as a Deed and is dated the <u>12</u> day of <u>MAY</u> 20 <u>14</u>			
<b>PLEASE MAKE SURE THAT YOU SIGN AND DATE BELOW</b>			
Signature of the student			
パスポートと同じサイン			
山田 花子		Print name	
		HANAKO YAMADA	
Signature of parent or guardian of applicant (if applicant is under 18 years old).			
18歳以下の方は保護者の方のサイン			
山田 太郎		Print name	
		TARO YAMADA	
<b>In the presence of:</b>			
(Name of the Witness)		Date	
Executed as a Deed by Auckland Institute of Studies:			
Director/Authorised Signatory		Date	