



HUNGRY CREEK Art & Craft School

Main campus and head office

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Website: www.hungrycreek.ac.nz

Enrolment contract 2010 **INTERNATIONAL STUDENTS**

Welcome to Hungry Creek Art & Craft School

Please read the instructions below carefully before you complete this application

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at Hungry Creek.

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. Please fill in the form properly by:

- completing all sections of the form
- printing your answers clearly in pen, or tick the box that applies for multi-choice questions.
- Signing the form
- Attaching to the form additional documentation that is required for Ministry of Education purposes.

A description of the required documentation is provided on pages of this form.



For office use

Take 2:

Invoiced:

Pub Trust:

Fee Pd:

Copy:

Version Oct08

PERSONAL DETAILS

First Name

Last Name

Date of Birth

Mr Mrs Miss Ms Other ____
(circle one)

Gender: Male Female

Mail Address:

Phone number (include country & area codes)

Email

Address while in New Zealand

Name of host family:

Phone number in New Zealand

Indicate type of accommodation you will using:

- | | |
|----------------------------------------|----------------------------------------------|
| <input type="checkbox"/> homestay | <input type="checkbox"/> hotel or motel |
| <input type="checkbox"/> flat | <input type="checkbox"/> own home |
| <input type="checkbox"/> private board | <input type="checkbox"/> board with relative |
| <input type="checkbox"/> hostel |
(Relationship) |

In an emergency who should we contact

Name: _____ Relationship _____

Address: _____

Phone: _____

CITIZENSHIP AND RESIDENCY

Citizenship: _____ Passport No: _____

For students with a dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.

Please specify your fee assistance status:

- | | |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> 01 MFTA Scholarship (incl: Aotearoa, short term training and post-graduate) | |
| <input type="checkbox"/> 03 Full Fee Paying Student | <input type="checkbox"/> 04 Exchange Student |
| <input type="checkbox"/> 08 Military Personnel, Diplomatic Staff and Family | <input type="checkbox"/> 06 Foreign Research Based Post-Graduate |

During your enrolment in this qualification will you be a resident in New Zealand or overseas NZ Overseas

Ethnicity: What ethnic groups do you belong to? _____

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>

QUALIFICATION COURSES AND FEES

Planned start date: _____

Have you studied at Hungry Creek before? YES NO

Certificate in Art & Craft (Foundation) (1 year full time),
 Diploma in Art & Craft (3 years full time)
 Certificate in Jewellery (1 year),
 Diploma in Jewellery (3 years full time)
 Diploma in Art & Craft (Advanced) (1 year full time)

Fees may alter from date of publication. All fees are payable on enrolment.
 ALL IN NZ\$ ALL INCLUDE GST

Course	tick	Per Year
Certificate in Art & Craft (Foundation) Diploma Year 1		NZ\$13600.00
Diploma in Art & Craft Year 2		NZ\$12990.00
Diploma in Art & Craft Year 3		NZ\$12990.00
Certificate/Diploma in Jewellery Year 1		NZ\$13600.00
Diploma in Jewellery Year 2		NZ\$12,990.00
Diploma in Jewellery Year 3		NZ\$12,990.00

Course Start Dates:

July Intake 2010

Term 1: 19 Jul 10 - 24 Sept 10
 Term 2: 04 Sept 10 - 26 Nov 10
 Term 3: 21 Feb 11 - 15 Apr 11
 Term 4: 25 Apr 11 - 01 Jul 11

Course Start Dates:

Feb Intake 2011

Term 1: 21 Feb 11 - 15 Apr 11
 Term 2: 25 Apr 11 - 01 Jul 11
 Term 3: 25 Jul 11 - 7 Oct 11
 Term 4: 17 Oct 11 - 2 Dec 11

Student Fee Protection:

In order to protect your fees we have entered into an agreement with the Public Trust to establish individual Student Fee Trust Accounts. You will be required to sign an application with the Public Trust who will hold your fees in an account and allocate a percentage of your fee to be paid into our banks account through the duration of the course. This protects your fee money in the unlikely event that we are Unable to deliver the course to you.

REFUND POLICY

The amount of refund depends on the length of the course of study (period of enrolment) and on the time period before withdrawal, as summarised in the following table.

Period of Enrolment	Amount of Refund
Within the first eight working days (i.e.) seven days after the first days of the course).	Full refund, less administration costs of 10% of the total.
After more than eight working days	No Refund.

DOCUMENTATION

HUNGRY CREEK ART & CRAFT SCHOOL MUST SEE THE FOLLOWING: **(bring with you on your first day of school)**

- Passport - proof of student visa
- and permit to study at Hungry Creek Art & Craft School
- Medical and Travel Insurance

Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the form.

Before you sign this enrolment form you must ensure that you understand each point. Please ask us to clarify anything you are unsure about. By signing this enrolment form you will be in agreement with all sections unless deleted and initialled by both yourself and the Director of Studies.

DECLARATION

Privacy - Hungry Creek Art & Craft School collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registrations and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (Student loan interest rebate). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, Hungry Creek Art & Craft School releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure 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 the Post-compulsory Unique Identified Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the School.

Fee - In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. I have been informed about all costs involved with enrolment and the school's policy regarding fee protection and refunds.

Code of Practice - I have been informed about and received a Summary of the Code of Practice for International Students.

Rules - In signing this enrolment form you undertake to comply with the published rules and policies of Hungry Creek Art & Craft School with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Declaration - I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature of applicant

_____/_____/_____
Date

Director of Studies
Hungry Creek Art & Craft School

_____/_____/_____
Date

AGREEMENTS & CONTRACT

The School's Obligations

1. The School will observe and be bound by the Ministry of Education's Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on request from the school or from the Ministry of Education website at www.minedu.govt.nz/goto/international.
 - 1.1 The School shall provide tuition in accordance with that accorded to domestic students.
2. The School will only accept International Students over the age of 18, or under 18 living in New Zealand with their Parent/s.
3. The school will have no responsibility for the Student outside school hours.
4. The School shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:
 - 4.1 Any damage or harm caused to the Student or the Student's property while attending the School.
 - 4.2 Any damage or harm caused to the Student or the Student's property arising out of the Student's accommodation.
 - 4.3 Any damage or harm caused to the Student or the Student's property outside normal school hours. In the case of the Student's property, the School shall not be responsible for any damage to such property that may occur outside the school premises.

The Applicant's Obligations

5. The Applicant Shall:
 - 5.1 Pay to the School the tuition fees in the manner agreed to by both parties.
 - 5.2 The student will accept and abide by the school's rules and all instructions given by members of staff.
 - 5.3 The student must have at least an 80% attendance record to be considered for assessment.
 - 5.4 For absences of more than five days a written explanation is required.
 - 5.5 For absences of more than two weeks, a medical certificate is required.

Limitations of Liability

6. In no event shall the School's liability exceed an amount equal to the amount of tuition fees paid by the student.

Termination

7. Either party may terminate this agreement within 5 (five) days written notice.
8. Upon termination of this agreement, refunds will be made in accordance with the School's Refund Policy.

Miscellaneous

9. Nothing in this agreement will be made in accordance with the School's Refund Policy.
10. It is acknowledged that the stand-down, suspension and exclusion of students provisions as set out in Part II of the Education Act 1989 shall apply to the Student in New Zealand. Any decision under these provisions to stand-down Suspend or exclude the Student shall terminate this agreement and the refunds policy will apply.
11. **Force majeure:** Neither party shall be in default or in breach of their obligations under this agreement to the extent that the performance of those obligations is prevented by an event of force majeure. Force majeure means an event beyond the reasonable control of the party seeking to rely on force majeure.
12. **Governing Law:** This agreement shall be construed and take effect in accordance with the domestic laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this agreement the Student irrevocably submits to the exclusive jurisdiction of the Courts of New Zealand, and agrees that proceedings may be brought before any court including any forum constituted under the Arbitration Act 1908 within New Zealand and waive any objection to proceedings in any such court or forum constituted under the Arbitration Act 1908 within New Zealand on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Entire Agreement

13. This agreement shall consist of:
 - 13.1 The application for tuition in New Zealand;
 - 13.2 The Tuition Agreement including any Schedules annexed thereto (including the refund and fee protection Policies and the International Student Information Handbook).
14. This agreement contains the entire understanding of the parties and overrides any prior promises, representations, Understandings or agreements.
15. The terms of this agreement may be changed at any time by the School in writing to the Student and any such change In terms shall be notified to the Student in writing.
 - 15.1 Notices given in writing will be given to the addresses set out in the application forms. Those sent by post Shall be deemed to have been received 5 (five) days after posting.