



Study at ACG

in New Zealand!

Your complete education pathway from school to university



Information and
Application Form

Schools and University Foundation

International Students | 2018

acgedu.com

ACG Study Pathways

What is ACG Education?

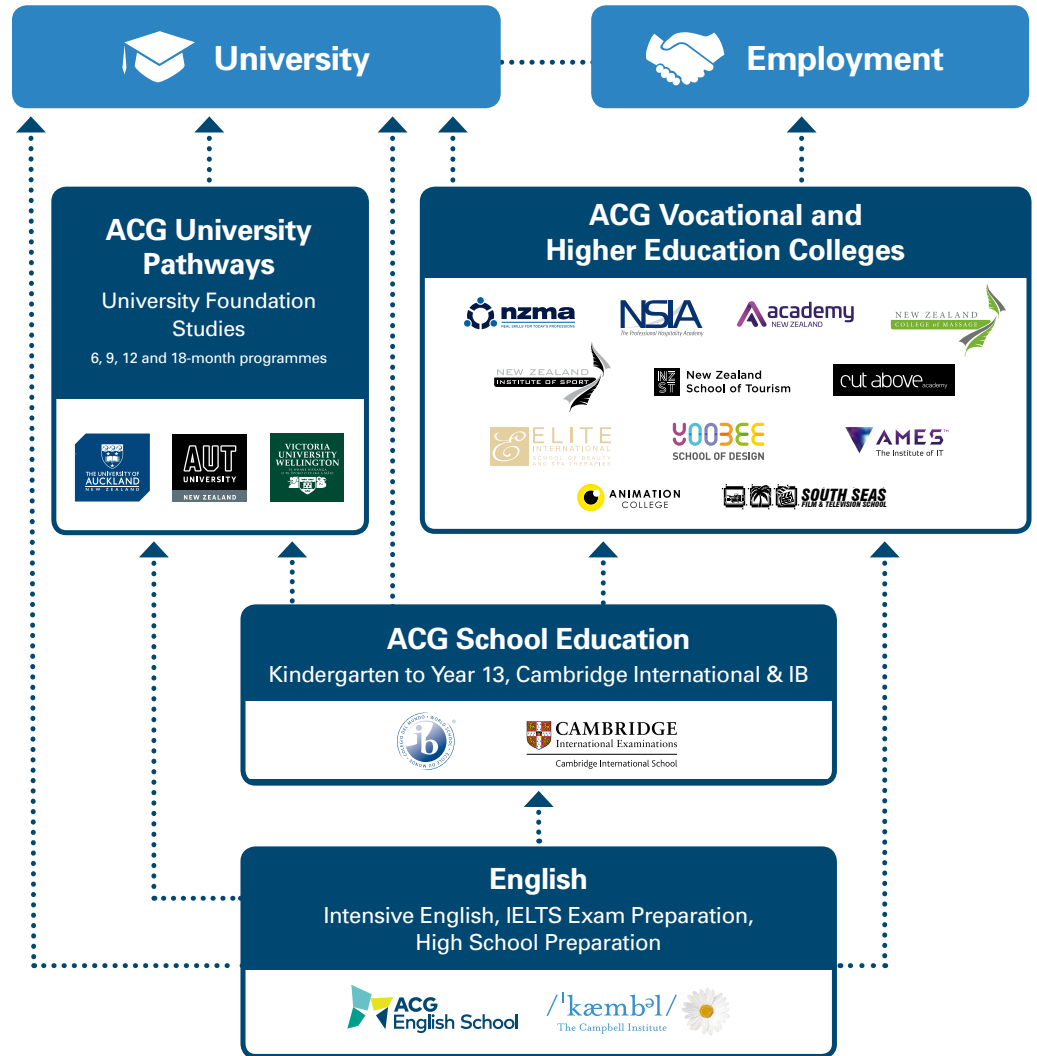
Exceptional people. An exceptional learning community.

At ACG Education, we believe learning should be defined by the exceptional. This has driven us to create an innovative, student-centred learning community that provides outstanding education opportunities for people of all ages in New Zealand and internationally.

Our commitment to excellence is demonstrated across the education spectrum. We offer international curricula and qualifications in private schools for Years 1–13, and specialist language courses and University Entrance qualifications for international students wishing to study at an English language university. Our vocational colleges are leaders in their respective fields, offering relevant career-focussed skills and qualifications.

Today over 17,000 students come together in a growing number of preschools, schools and vocational colleges at 50 campuses across New Zealand, Indonesia and Vietnam.

Wherever we are in the world, we're committed to delivering a holistic education and a nurturing learning environment for students of every age and level. Our goal is to help every one of our students unleash their potential so they can build bright futures.



English

All fees in this publication are listed in New Zealand dollars.

ACG English School Intensive English*

Entry dates

Every Monday**

Course length

1 to 48 weeks

Tuition

24 hours per week

Entry requirement

Minimum age 13

2018 tuition fees

Intensive English 24 hours/week

Weeks 1 to 30 **\$475** per week

Bookings of more than 30 weeks:
all weeks charged at **\$420** per week

Additional fees

Resource and course materials **\$175**

The Campbell Institute Intensive English, IELTS Exam Preparation, High School Preparation

Entry dates

Every Monday**

Course length

1 to 48 weeks

Tuition

26 hours per week

Entry requirement

Minimum age 13

2018 tuition fees

Full-time: 26 hours/week

Weeks 2 to 13 **\$420** per week

Bookings of 14 to 24 weeks:
all weeks charged at **\$405** per week

Bookings of 25 to 40 weeks:
all weeks charged at **\$390** per week

Bookings of 41 to 48:
all weeks charged at **\$370** per week

Additional fees

Resources fee **\$95**

* This course is currently registered as Intensive General English with NZQA. ** Tuesday when a New Zealand public holiday falls on a Monday.

ACG University Pathways

All fees in this publication are listed in New Zealand dollars.



The University of Auckland Certificate in Foundation Studies

Taught by ACG New Zealand International College.

2018 tuition fees

Fast-track: 8/9 months (3 terms) - IELTS 5.5	\$27,000
Standard: 1 year (4 terms) - IELTS 5.0	\$27,500
Extended: 18 months (6 terms) - IELTS 4.5	\$40,250
Post-foundation: 6 months (2 terms)	\$13,500

2018 starting dates

Standard, Extended and Post-foundation
Thursday 25 January, Thursday 19 July

Fast-track
Monday 30 April, Monday 8 October

2019 starting dates

Standard, Extended and Post-foundation
Thursday 31 January, Thursday 18 July

Fast-track
Monday 29 April, Monday 7 October

Additional fees

Resource and course materials..	\$650 per year
Subject examination fees	\$350
Subject course fees (approx. costs), optional subjects:	
Design	\$750
IELTS examination fee	\$385 (only for degrees requiring IELTS)
Geography field trips	\$950 per year
Photography	\$300 plus a digital SLR camera

2018 Term dates

Term 1	Tues 30 January - Fri 13 April
Term 2	Mon 30 April - Fri 29 June
Term 3	Mon 23 July - Fri 21 September
Term 4	Mon 8 October - Tues 11 December

2019 Term dates

Term 1	Mon 4 February - Fri 12 April
Term 2	Mon 29 April - Wed 26 June
Term 3	Thurs 18 July - Fri 20 September
Term 4	Mon 7 October - Wed 11 December



AUT University Certificate in Foundation Studies

Taught by ACG Norton College.

2018 tuition fees

Fast-track: 6 months (2 terms) - IELTS 6.0 (see page 7)	\$17,750
Standard: 8/9 months (3 terms) - IELTS 5.5	\$20,500
Standard Plus: 1 year (4 terms) - IELTS 5.0	\$27,000
Academic English for Foundation: 3 months (1 term) - IELTS 4.5	\$6,900

2018 starting dates

**Fast-track, Standard, Standard Plus
and Academic English**
Thursday 25 January, Monday 30 April,
Thursday 19 July, Monday 8 October

2019 starting dates

**Fast-track, Standard, Standard Plus
and Academic English**
Monday 4 February, Monday 29 April,
Thursday 18 July, Monday 7 October

Additional fees

Resource and course materials.....	\$650 per year
Subject examination fees	\$350
Subject course fees (approx. costs), optional subjects:	
Design	\$350
Drawing	\$350
History	\$250 for field trip activities
IELTS examination fee	\$385 (only for degrees requiring IELTS)

2018 Term dates

Term 1	Thurs 25 January - Fri 13 April
Term 2	Mon 30 April - Fri 29 June
Term 3	Thurs 19 July - Fri 21 September
Term 4	Mon 8 October - Tues 11 December

2019 Term dates

Term 1	Mon 4 February - Fri 12 April
Term 2	Mon 29 April - Wed 26 June
Term 3	Thurs 18 July - Fri 20 September
Term 4	Mon 7 October - Wed 11 December



Victoria University of Wellington Foundation Studies Programme

Registered as the ACG Foundation Studies Programme,
taught by ACG New Zealand International College.

2018 tuition fees

Fast-track: 6 months (2 terms) - IELTS 6.0	\$17,250
Standard: 8/9 months (3 terms) - IELTS 5.5	\$19,875
Standard Plus: 1 year (4 terms) - IELTS 5.0	\$26,500

2018 starting dates

Fast-track, Standard and Standard Plus
Tuesday 23 January, Wednesday 18 April,
Monday 16 July, Monday 8 October

2019 starting dates

Fast-track, Standard and Standard Plus
Tuesday 22 January, Tuesday 2 April,
Monday 8 July, Monday 30 September

Additional fees

Resource and course materials.....	\$550 per year
Subject examination fees	\$350
IELTS examination fee	\$385 (only for degrees requiring IELTS)
University Student Service Levy	\$730.50 per year*

*2017 fee, updated every year.

2018 Term dates

Term 1	Tues 23 January - Thurs 29 March
Term 2	Wed 18 April - Fri 29 June
Term 3	Mon 16 July - Fri 21 September
Term 4	Mon 8 October - Fri 14 December

2019 Term dates

Term 1	Tues 22 January - Fri 29 March
Term 2	Tues 2 April - Fri 21 June
Term 3	Mon 8 July - Fri 13 September
Term 4	Mon 30 September - Fri 6 December

Starting dates and term dates shown are inclusive of orientation. Attendance at orientation is required.

ACG School Education Programmes

All fees in this publication are listed in New Zealand dollars.

All ACG schools offer Cambridge International IGCSE and A Level qualifications at senior level. ACG Senior College also offers the International Baccalaureate (IB) Diploma Programme.

ACG Parnell College		2018 annual tuition fees
Years 1 to 6 (students aged 5 to 10)		\$22,000
Years 7 to 10 (students aged 11 to 15*)		\$27,500
Years 11 to 13 (students aged 15 and over*)		\$32,000

* Students in Year 9 to Year 13 will be offered places at ACG New Zealand International College, taught by ACG Parnell College.

ACG Senior College		2018 annual tuition fees
Years 11 to 13 (students aged 15 and over)		
A choice of: Cambridge International IGCSE and A levels <u>or</u> International Baccalaureate (IB) IB Diploma		\$28,000

ACG Strathallan		2018 annual tuition fees
Years 1 to 6 (students aged 5 to 10)		\$21,250
Years 7 to 13 (students aged 11 and over)		\$26,000

ACG Sunderland		2018 annual tuition fees
Years 1 to 6 (students aged 5 to 10)		\$19,000
Years 7 to 13 (students aged 11 and over)		\$24,000

ACG Tauranga		2018 annual tuition fees
Years 1 to 6 (students aged 5 to 10)		\$20,250
Years 7 to 11 (students aged 11 to 15)		\$24,000

Term dates for ACG primary, middle and senior schools

Students are welcome to apply for entry into ACG school programmes throughout the year.

2018 Term dates (includes orientation)

Term 1 Wednesday 24 January - Friday 13 April

Term 2 Monday 30 April - Friday 29 June

Term 3 Monday 23 July - Friday 28 September

Term 4 Monday 15 October - Thursday 6 December

2019 Term dates (includes orientation)

Term 1 Tuesday 29 January - Friday 12 April

Term 2 Monday 29 April - Friday 28 June

Term 3 Monday 22 July - Friday 27 September

Term 4 Monday 14 October - Thursday 5 December



Additional fees

Administration fee	\$750 per year
Textbooks	\$200 - \$600 per year
Subject examination fees (Years 10 to 13 Cambridge International IGCSE and A Levels)	\$50 - \$850 depending on subjects taken
Uniform (Years 1 to 12)*	\$400 - \$1,600
Public transport to school	\$30 - \$120 per week
School bus (ACG Strathallan, ACG Sunderland) (ACG Tauranga)	\$50 - \$100 per week \$100 - \$150 per week

Subject course fees (approx. costs), optional subjects - Year 11 to Year 13 students

Cambridge International IGCSE and A Levels:

Painting	\$300 - \$500
Design	\$450 - \$750
Textiles (ACG Senior College)	\$480
Photography	\$150 - \$480
Geography field trips	\$25 - \$250
A2 Accounting excursion (ACG Strathallan)	\$200 - \$300
A2 Economics excursion (ACG Strathallan)	\$200 - \$300
IGCSE Art and Design	\$600
IGCSE Physical Education (ACG Tauranga)	\$650
BYOD (Adobe Creative Suite, Language Perfect, maths fee + device cost) (ACG Tauranga)	\$100

Physical / Outdoor Education fees

Physical Education Year 11	\$80 - \$120
Physical Education Years 12 & 13	\$350
Physical Education/induction camp, Year 11**	\$150 - \$500
Physical Education camp, AS**	\$400
Outdoor Education camp (Years 7 & 10 ACG Strathallan)	\$300
Outdoor Education (Years 7 to 13 ACG Sunderland)	\$400
Optional extra-curricular sports fees (ACG Parnell College, ACG Strathallan and ACG Tauranga)	up to \$800 per year

IB Diploma fees at ACG Senior College

IB examination entry fee (pay once only)	\$1,200 approx.
Online course fee (Pamoja online course not offered by the College)	\$1,300 approx.
Group 6 Visual Art materials fee	\$550 approx.
Textbooks	\$200 per subject approx.
Student diary	\$20 approx.
ID card	\$12 approx.
IB camp	\$140 approx.
CAS activities	\$400 approx.

* Years 1 to 13 at ACG Sunderland. ACG Senior College students do not wear a uniform.

** ACG Parnell College and ACG Senior College.

Public holidays in Auckland and Tauranga

2018

1-2 January	29 January	6 February	30 March - 3 April
25 April	4 June	22 October	25-26 December

2019

1-2 January	28 January	6 February	19 April - 23 April
25 April	3 June	28 October	25-26 December

Summary of terms implied by statute

This summary records the minimum requirements imposed on the School/College by statute as at the date of publication of this enrolment form. The summary will be deemed to be incorporated into each Contract of Enrolment.

The summary is not intended to be a substitute for the statutory requirements and in the event of any conflict between the summary and a statute, the terms of the relevant statute will prevail. If any relevant statute is amended following the date of publication of this summary and such an amendment imposes more onerous or obligations on the School/College then this summary and the Contract of Enrolment will be deemed to be amended accordingly.

Student Fee protection

Section 236A of the Education Act 1989 requires student fees to be placed in an approved trust account to provide security for the repayment of prepaid fees in the event programmes are terminated early.

Accordingly, student fees paid in advance are held in the College's approved trust account operated by the ACG Student Fees Trust Board. Fees are drawn down after commencement in stages as the course is completed.

In the event a programme is terminated and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme.

Privacy Act

The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the College to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html.

Personal information collected by the College during the enrolment process and during the period in which the student is enrolled at the College is intended for use in connection with the education and well-being of the student and may be used by any of the staff of the College or consultant to the College in connection with that purpose. The College must comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration 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), Inland Revenue Department (student loan interest rebate), Immigration New Zealand (if you are not a New Zealand citizen or permanent resident) and agencies

who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). 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 organisations for the purpose of verifying academic records.

In addition, the College may release 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 the Acknowledgment Section of the Application Form and the Enrolment Acceptance Form when you accept an offer to study you authorise such disclosure on the understanding that the College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and Section 226A of the Education Act 1989, disclosure of enrolment information by institutions. You may see any information held about you and amend any errors in that information.

Code of Practice Requirements

The College 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. A copy of the Code is available from legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html.

Immigration

Full details of visa and permit requirements, advice on rights of 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: 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: moh.govt.nz.

Accident Insurance

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

ACG's Pathway Visa partnership with Immigration New Zealand

ACG schools have been invited by Immigration New Zealand to join the Pathway Visa Pilot Project.

Education providers who have a 90% student visa approval rate for the 2014/15 financial year have been invited to participate in the pilot.

ACG schools include:

- ACG New Zealand International College (The University of Auckland Certificate in Foundation Studies and Victoria University of Wellington Foundation Studies Programme)
- ACG Norton College (AUT University Certificate in Foundation Studies)
- The Campbell Institute
- ACG Parnell College
- ACG Senior College
- ACG Strathallan
- ACG Sunderland
- ACG Tauranga
- Animation College
- AMES - The Institute of IT
- NZ School of Tourism

The Pathway Student Visa pilot operates from 7 December 2015. Participating education providers can offer a range of consecutive programmes of study either within their own institution or in conjunction with other selected education providers. A pathway student visa can be granted for a maximum of five years and removes the need to apply for any new student visa as you progress on an education pathway.

ACG study pathway examples:

- Years 9 to 13 at one of our schools
- 4 months at ACG English School; followed by the University of Auckland Certificate in Foundation Studies; followed by a named degree for three years at the University of Auckland
- 4 months at ACG English School; followed by the AUT University Certificate in Foundation Studies; followed by a named degree for three years at the AUT University

IMMIGRATION
NEW ZEALAND



Other Fees

All fees in this publication are listed in New Zealand dollars.

Student Care Plus

An optional support and supervision service offered by professional staff members of ACG **\$9,000** per year

For more information about Student Care Plus, please refer to our website: acgedu.com

Administration fee (payable once only, non-refundable)

Registration fee **\$300**

Airport greeting and transfer fee

One way per person **\$110**
Auckland International Airport - booked transfer between terminals **\$80**

Medical and travel insurance

12 months **\$500**

Students are required to have comprehensive medical and travel insurance in New Zealand. ACG will arrange comprehensive insurance cover for students through the Southern Cross International Student travel insurance policy to cover the whole length of the student visa. Full details please refer to scti.co.nz/international-student

Weekly allowance

Students require a weekly allowance to cover transport, personal expenses and extra-curricular activities. A minimum weekly allowance of approximately **\$200** should be made for these expenses.

Eligible students who have a work entitlement granted with their visa may work up to 20 hours per week during their studies and up to 40 hours per week in the New Zealand summer holidays of December and January.

New Zealand government export education levy

The New Zealand Government has imposed an international student levy on tuition and course related fees. The levy is currently set at 0.45% of the compulsory tuition fees.

Goods and services tax

All fees are quoted in New Zealand dollars and include goods and services tax (GST) where applicable. This is a New Zealand Government tax payable on the supply of goods and services.

Family settlement service

A family settlement service is available from contracted partners to provide assistance to parents and family members who accompany their children to New Zealand to study at an ACG School.

The contracted partners can provide a variety of settlement service packages.

The **standard settlement service** is provided for the first fourteen days upon arrival in New Zealand and includes:

- Pre-arrival support (obtaining quotes and responding to email queries)
- Airport meet and greet
- Arrange a prepaid sim card for a New Zealand mobile phone provider
- Mobile phone purchase if required
- Orientation and intercultural briefing (half day)
- Banking information and assistance
- Temporary accommodation arrangements in a motel/hotel
- Rental home research and inspection (2 days, up to 4 home inspections)
- Assistance with furniture and home appliance purchase or rental
- Home contents insurance information and assistance
- School assistance including interviews at the school, uniform and book purchases, campus tour and interpretation
- Telephone, power, Sky TV and internet service installation
- Vehicle purchase and insurance information (if required)
- Community information and assistance (medical and dental clinics, local shopping, banks, post office, library and restaurants)
- Visits at the new home to provide general information and support (up to 4 visits).

Standard service fee: **\$6,000** incl GST for the first 21 days upon arrival in Auckland.

Settlement services beyond fourteen days are available at additional cost.

Payment is required before the settlement service can be provided.

More advanced settlement services are available at a higher fee.

The service is currently available to Chinese and Korean speakers; please contact ACG if the service is required in another language.

The service is currently only available in Auckland.

Accommodation fees

All homestay fees are listed per week. Extra days will be charged at 1/7 (one seventh) of the weekly rate.

Accommodation placement fee
for the first accommodation placement **\$300**

ACG homestay fee

Auckland: for students under 18 years **\$305** per week*
for students 18 years & over **\$290** per week
Outside of Auckland: for students under 18 years **\$295** per week*
for students 18 years & over **\$280** per week

Includes accommodation, laundry and meals: breakfast and dinner Monday to Friday and breakfast, lunch and dinner Saturday, Sunday, public holidays, and school holidays in which the student does not return home.

ACG Homestay Plus fee

Auckland: for students under 18 years **\$345** per week*
for students 18 years & over **\$325** per week
Outside of Auckland: for students under 18 years **\$330** per week*
for students 18 years & over **\$315** per week

Includes accommodation, laundry and meals: breakfast and dinner Monday to Friday and breakfast, lunch and dinner Saturday, Sunday, public holidays, and school holidays in which the student does not return home. It also includes a bathroom for the students' exclusive use. Homestay Plus families accommodate no more than two international students of any one nationality in the home at a time. Homestay Plus is not available in all cities.

**For students under 18 years of age, the weekly fee includes a \$15 per week charge for compliance services performed by the ACG Student Fees Trust.*

Student apartments

Single room from **\$240** to **\$490** per week
The rate will depend upon the room available. (minimum booking 4 weeks)

Other fees (student apartments)

Security bond **\$400** to 4 weeks rent as a bond
Depending on apartment complex

The above security bond is either partially or fully refundable when a student leaves the accommodation, provided that the accommodation is left in an acceptable condition.

Lunch

Students under 16 years of age may be able to stay in homestays who will provide lunch each school day **\$50** per week

Under 18 accommodation guarantee and services fee **\$600** per year

The under 18 accommodation guarantee and services fee is charged per year or at \$15 per student per week when a student under the age of 18 lives with a homestay provider or designated person arranged by the parent/s, student or their representative.

This fee is charged to enable the arranged accommodation to be checked once per term when the student and the designated caregiver are both present to ensure that Code of Practice requirements are met. In situations where ACG has not arranged the accommodation, the accommodation placement fee of \$300 will not be charged.

Change of homestay fee **\$100** per change

The change of homestay fee will only apply when a student makes a request to change homestay when the reasons provided are deemed unacceptable and/or for a student who frequently changes homestay. The fee is charged at the discretion of the Registrar.

Retainer rate for holidays

Where a student returns to his/her country, travels within New Zealand or any other destination during term breaks, hosts may be asked to retain his/her room and look after his/her belongings while the student is away. During this time a retainer payment will be paid to enable the room to be held for the student.

Students are required to collect the Holiday Plan Form from one of the accommodation staff. The form, once completed by the student and their homestay parents should be returned to the accommodation staff prior to the holiday commencing. When this occurs a retainer rate of \$100.00 per week will be charged instead of the normal weekly cost of homestay.

Scholarships

ACG Schools and Pathways programmes welcome scholarship applications from students with strong academic backgrounds who have demonstrated leadership in their current school and who are eager to make a positive contribution to their ACG school. Scholarships of up to 40% of tuition fees are available and students will be selected following submission of their application, a personal letter of support and an interview.

English Language Entry Requirements

ACG English School and Pathways to further study

Students who successfully complete an ACG English School course at the appropriate level and who meet stated academic entry requirements have guaranteed entry into ACG Schools and programmes.*

ACG English School levels and IELTS equivalent

ACG English School's academic level	IELTS equivalent
Level 2	IELTS 4.5 (a minimum of 4.0 in all bands)
Level 3	IELTS 5.0 (a minimum of 4.5 in all bands)
Level 4	IELTS 5.5 (a minimum of 5.0 in all bands)
Level 5	IELTS 6.0 (a minimum of 5.5 in all bands)

Students whose first language is not English and who do not complete an ACG English School course, must demonstrate their English language proficiency. The following minimum English entry standards apply:

ACG University Pathways

The University of Auckland Certificate in Foundation Studies

Fast-track	8/9 months (3 terms)	IELTS 5.5**
Standard	1 year (4 terms)	IELTS 5.0
Extended	18 months (6 terms)	IELTS 4.5

AUT University Certificate in Foundation Studies

Fast-track	6 months (2 terms)	IELTS 6.0***
Standard	8/9 months (3 terms)	IELTS 5.5
Standard Plus	1 year (4 terms)	IELTS 5.0
Academic English for Foundation	3 months (1 term)	IELTS 4.5

Victoria University of Wellington Foundation Studies Programme

Fast-track	6 months (2 terms)	IELTS 6.0***
Standard	8/9 months (3 terms)	IELTS 5.5
Standard Plus	1 year (4 terms)	IELTS 5.0

* Does not apply to students from countries with a New Zealand visa approval rate of 80% or less when studying at a PTE.

** IELTS 6.0 with bands of 5 and above is preferred. *** IELTS 6.0 with bands of 5 and above.

Please note that English language support is available at all ACG Schools.

ACG School Education Programmes

ACG Parnell College

Years 7-9	IELTS 4.5
Year 10	IELTS 5.0
Years 11-13	IELTS 5.5

ACG Strathallan

All Years: There are no IELTS requirements. At the discretion of the School, students may be placed in an intensive English programme until an appropriate English level is achieved.

ACG Sunderland and ACG Tauranga

Years 7-10	IELTS 4.5
Years 11-13	IELTS 5.0

ACG Senior College

Years 11-13	IELTS 5.0
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How to Complete this Application Form

- Read the information on all pages carefully. Select the course or course combination best suited to you.
- Complete the application form on pages 9 to 13. Please complete all spaces and boxes to ensure prompt processing of your application.
- Please note that the declaration on page 12 must be signed by you and a parent (if you are under the age of 20 at the time of completing the application).
- Send the 5-page application form, a copy of your most recent school report or other qualifications, a copy of your passport and any documentation confirming that you have met the English language requirements to ACG by email (scanned), post, or in person.

Procedures	STEP 1 Application	STEP 2 Enrolment	STEP 3 Completion
Action by student	<ul style="list-style-type: none"> • Send the 5-page application form • Send a copy of your most recent school report or other qualifications • Send a copy of your passport • Send any documentation confirming you have met the English language requirements 	<ul style="list-style-type: none"> • Pay all fees (registration, tuition, accommodation placement, accommodation, medical insurance and airport greeting & transfer fees)* • Send enrolment acceptance form • Send subject requests (if applicable) 	<ul style="list-style-type: none"> • Apply for student visa • Inform ACG of arrival flight details
Action by ACG	<ul style="list-style-type: none"> • Receive application • Review application • Email letter of offer and schedule of fees 	<ul style="list-style-type: none"> • Issue receipt and confirmation letter • For students under the age of 18, a Code of Practice compliant accommodation confirmation is issued (for visa application) 	<ul style="list-style-type: none"> • Arrange accommodation and send accommodation details • Await student arrival • Airport greeting and transfer to accommodation, if requested

* Students from certain countries, such as India, China, Vietnam, Russia and Turkey, should not pay fees until a Visa Approval in Principle has been obtained from Immigration New Zealand.

Please forward your completed application form via:

Post	Email	In person
<p>ACG Education International Centre PO Box 6199, Wellesley Street Auckland 1141, New Zealand</p>	<p>Scan and email to: admissions@acgedu.com</p>	<p>ACG Pathways Campus 345 Queen Street, Auckland Phone +64-9-307 5399</p>

You can also apply online at enrol.acgedu.com



For International Students

Student details

Please use a black pen and write in BLOCK CAPITALS

Family name
(as appears in your passport)

Given name/s

Known name

Birth date DAY MONTH YEAR

Gender Male Female

Religious affiliation

First language

Does the student have allergies or medical conditions? Yes No

Please disclose any medical condition or allergies that require medication or supervision

Student home address

Street no. and name

Suburb

City

Province

Country

Postcode

Home telephone ()

Student's mobile ()

Student's email

Father / Guardian

Mr Other

Family name

Given name

Address Same as student

Employer

Profession

Mobile ()

Email

Official representative

ACG Agent Code (if known)

Company

Mother / Guardian

Mrs Miss Ms Other

Family name

Given name

Address Same as student

Employer

Profession

Mobile ()

Email

Friend / family in New Zealand

Explain relationship to student

Mr Mrs Miss Ms Other

Family name

Given name

Address Same as student

Home telephone ()

Mobile ()

Email

Student's education

Present school / college / polytechnic / university

Present class / course being studied

What was your last year of secondary school?

What was your highest secondary school qualification?
(please provide a copy)

Where did you hear about ACG?

- Education agent ACG website Education fair Internet search
 Students at ACG Facebook / social media Open day Advertising
 Family / friends Embassy / Education New Zealand
 Other (please specify)

English evidence

What is your most recent IELTS (Academic) score (or alternative)?
(please provide a copy)

If English is not your first language please tick the box which best describes your English levels

Conversation: Fluent Intermediate Beginner
 Reading: Fluent Intermediate Beginner
 Writing: Fluent Intermediate Beginner

Will you study English at another school before commencing at ACG? Yes No

Intended English school

Length of study _____ months

Citizenship and family (applicant)

Country of birth

Country of citizenship

If you are a NZ Permanent Resident or NZ Citizen, please tick and provide evidence

Current country of residence

How many years have you lived in this country?

Passport and visa information for the student (applicant)

Passport number

Please attach a copy of the student's passport

Are you currently in NZ or have you studied in NZ? Yes No

If yes please attach a copy of the most recent Student or Visitor Visa

If you have visited or studied in NZ have you ever had your place of study or visa terminated/cancelled? Yes No

If yes, please provide the reasons for the termination or cancellation

Have you ever been refused a NZ visa? Yes No

If yes, please provide the reasons INZ gave for the refusal

Have you ever been refused or had a visa cancelled by any other country?

Yes No

If yes, please provide the reasons for the refusal

Financial details for the student (applicant)

How will you be funding your studies in NZ?

Privately funded:
 Parent or yourself Family or friend Education loan (own country)

I am applying for a scholarship - please provide details

I have been awarded a scholarship - please attach the scholarship letter and provide details

ACG reserves the right to request additional information and/or evidence supporting the financial details to provide a pathway visa support letter

2 ACG Programme Selection

You may apply for one or more programmes, for example, Intensive English and The University of Auckland Certificate in Foundation Studies, or one of our diploma / bachelor degree programmes.

English

ACG English School

Entry every Monday*

Intensive English

24 hours per week

Start date DAY MONTH YEAR

End date DAY MONTH YEAR

No. of weeks

*Tuesday when a New Zealand public holiday falls on a Monday.

The Campbell Institute

Entry every Monday*

Intensive English

Auckland Wellington

IELTS Exam Preparation

Wellington

High School Preparation

Auckland Wellington

Start date DAY MONTH YEAR

End date DAY MONTH YEAR

No. of weeks

*Tuesday when a New Zealand public holiday falls on a Monday.

School Education Programmes

School / College education

Select the School:

- ACG Parnell College*** **ACG Strathallan**
 ACG Sunderland **ACG Tauranga** (Years 1 to 12 in 2018)

Select the level:

Primary

- Year 1
 Year 2
 Year 3
 Year 4
 Year 5
 Year 6

Middle

- Year 7
 Year 8
 Year 9*
 Year 10*

Senior

- Year 11*
 Year 12*
 Year 13*

**Students who apply for Years 9 to 13 at ACG Parnell College will be offered places at ACG New Zealand International College, taught by ACG Parnell College.*
- Enquiry for Kindergarten please contact ACG.

Start date DAY MONTH YEAR

ACG Senior College: Years 11 to 13

Select your preferred qualification:

- Cambridge International IGCSE and A Levels**
 International Baccalaureate (IB)

Proposed entry level:

- Year 11 Year 12 Year 13

Start date DAY MONTH YEAR

University Pathways

The University of Auckland Certificate in Foundation Studies

- Fast-track** (8/9 months) - IELTS 5.5*
 Standard (1 year) - IELTS 5.0
 Extended (18 months) - IELTS 4.5
 Post-foundation (6 months)

Proposed starting date:

- 2018** 25 January (Standard, Extended, Post-foundation) **2019** 31 January (Standard, Extended, Post-foundation)
 30 April (Fast-track) 29 April (Fast-track)
 19 July (Standard, Extended, Post-foundation) 18 July (Standard, Extended, Post-foundation)
 8 October (Fast-track) 7 October (Fast-track)

At the time of application I intend to study the following degree at the University of Auckland**:

* IELTS 6.0 with bands of 5 and above is preferred. ** In cases where ACG can provide a detailed university conditional offer of place, INZ may be able to provide a Pathway Visa.

AUT University Certificate in Foundation Studies

- Fast-track:** 6 months - IELTS 6.0*
 Standard: 8/9 months - IELTS 5.5
 Standard Plus: 1 year - IELTS 5.0
 Academic English for Foundation: 1 term - IELTS 4.5

Proposed starting date:

- 2018** 25 January **2019** 4 February
 30 April 29 April
 19 July 18 July
 8 October 7 October

There are four Fast-track, Standard, Standard Plus and Academic English for Foundation course option starting dates per year.

At the time of application I intend to study the following degree at AUT University**:

* IELTS 6.0 with bands of 5 and above. ** In cases where ACG can provide a detailed university conditional offer of place, INZ may be able to provide a Pathway Visa.

Victoria University of Wellington Foundation Studies Programme

The programme is currently registered as the ACG Foundation Studies Programme (Level 3), taught by ACG New Zealand International College.

- Fast-track:** 6 months - IELTS 6.0*
 Standard: 8/9 months - IELTS 5.5
 Standard Plus: 1 year - IELTS 5.0

Proposed starting date:

- 2018** 23 January **2019** 22 January
 18 April 2 April
 16 July 8 July
 8 October 30 September

There are four Fast-track, Standard and Standard Plus course option starting dates per year.

At the time of application I intend to study the following degree at Victoria University of Wellington**:

* IELTS 6.0 with bands of 5 and above. ** In cases where ACG can provide a detailed university conditional offer of place, INZ may be able to provide a Pathway Visa.

3 Other Costs

All fees in this publication are listed in New Zealand dollars.

Additional services required

- | | |
|--|--|
| <input type="checkbox"/> Medical and travel insurance \$500 per year | <input type="checkbox"/> Auckland International Airport -
booked transfer between terminals \$80 |
| <input type="checkbox"/> Airport greet and transfer service on arrival \$110 (one way), optional | <input type="checkbox"/> Student Care Plus \$9,000 per year, optional |
| <input type="checkbox"/> Return airport transfer at the end of the course \$110 (one way), optional
(usually only requested for students under 18) | <input type="checkbox"/> Family settlement service \$6,000 (one off) |

4 Health Information

All prior medical conditions should be declared - failing to declare could impact on medical insurance cover.

Do you live with the effects of significant injury, long-term illness, mental health issues, learning disorders or disability?
(information provided is strictly confidential) Yes No

If yes, how would you describe your impairment, disability or long-term medical condition?

In an emergency do you require personal assistance to evacuate a building? Yes No

Are you taking medication that we should be informed of? Yes No

If yes, please list the medication you will bring with you to New Zealand

(You are advised to carry a medical certificate from your doctor listing your prescribed medicines with you when you travel to New Zealand)

Is there any other information that we may need to be aware of that may impact on your study? Yes No

If yes, please provide details

Payment of fees for international students

Payable in NZ Dollars or US Dollars to:

Bank Account

Payment should be made to the bank account as nominated on the Request for Payment as provided with the Offer of Place.

Account Name: ACG Student Fees Trust

Account No: 01-1839-0119888-00

Bank & Branch: ANZ Bank New Zealand Limited
Corner of Queen and Victoria
Streets, Auckland, New Zealand

SWIFT: ANZBNZ22

Or by credit card

ACG accepts payments by American Express, Visa or Mastercard.

Please note that payments by credit card attract an additional fee of 2.0 percent.

Please contact admissions@acgedu.com to obtain a credit card payment form.

5 Acceptance of Terms

The application form must be signed by a parent or guardian when the student is under 20 years of age.

Declaration: I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to abide by the Contract of Enrolment.

I/We note and accept that the School/College* has arranged to protect student fees by entering into an agreement with the School's/College's nominated Trust Account.

I/We wish that the student fees be held in Trust with the nominated Trust Account to protect the student fees.

I/We agree that I/we will sign the request for payment schedule for the draw-down of funds from the nominated Trust Account and any subsequent payment schedules as the case may be.

I/We agree that the School/College may contact the student's current/previous school in order to obtain or verify information relating to this enrolment.

I/We have disclosed to the School/College all information related to past disciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.

I/We are aware that I must immediately advise the School/College if any information provided is incorrect or changes or there are changes in my

circumstances that are relevant to my application or to my student visa application or to my ability to support myself.

I/We agree that the student concerned will board with one of the School/College's approved homestay families or live in accommodation that is approved by the School/College while enrolled at the School/College (applies to students aged under 18 years).

I/We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided upon application or in an interview (either at the college or by telephone/Skype) would now be different.

I/We agree to the use (including disclosure) of student information by the Staff of the School/College and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission.

I/We hereby authorise the School/College to release, or make available through electronic or other means, to the student and the parents and/or guardians of the student any information about the student which it creates, or receives in the course of the student's enrolment with the School/College, including course results and personal information relating to the student's well-being.

I/We understand that the final decision on whether ACG will provide INZ visa nomination will be made by ACG based on my application and information on this form.

I/We understand the "Acceptance of Terms", the relevant Contract of Enrolment (on page 14 or 15) and the "Enrolment and Acceptance Form" will collectively advise ACG that when signed by you (and your parents when you are Under 18) that you agree to ACG's terms and conditions.

I/We acknowledge that ACG can archive, display, or utilise any artistic material generated by the student during the programme of study for use in ACG publications, advertising, publicity and promotions.

I/We consent that the ACG Registrar act as guardian for the student if the need arises when the student has medical or mental health issues and to act in the best interests of the student and parents.

I/We authorise the ACG Registrar to discuss my student visa application for the programme offered with Immigration New Zealand; to obtain information regarding the processing of the visa application and the decision on the application.

*School/College refers to all ACG New Zealand Schools.

Signature of student

Signature of parent / legal guardian

Date DAY MONTH YEAR

Date DAY MONTH YEAR

I/We agree that any images or videos taken of the student throughout the period of enrolment may be used by the School/College for promotional purposes.

Consultant Declaration: I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation

Signature of Consultant

Date DAY MONTH YEAR

6 Accommodation Selection

Please return when completed together with the programme selection form.

Student details

Family name
(as appears in your passport)

Given name/s

Known name

Date of birth DAY MONTH YEAR

Gender Male Female

ACG student number
(if previously enrolled at ACG)

Study location (For campus location details please refer to acgedu.com)

I will study at: ACG English School The Campbell Institute
 ACG Schools University Foundation Studies

I will study in: Auckland Tauranga Wellington

Student information

Religious affiliation

Does your religion require any special consideration? Yes No

If yes, please list

Please list your interests and hobbies

Do you have any other accommodation requirements? (please list)

Flight details

ACG requires your flight details at least 2 weeks prior to your arrival.

Please provide the confirmed flight details:

Flight details: Date of arrival DAY MONTH YEAR

Time of arrival Flight number

City of arrival Airline

If flight details are not available at the time of application, please provide at least 2 weeks before arrival.

Airport transfer requested: On arrival On departure

Auckland Airport - transfer between domestic and international terminals requested

Other accommodation arrangements

Live with my parents while enrolled at ACG (ACG will provide a form which must be completed and signed by the parent/s once an Offer of Place has been received. ACG must approve the accommodation. The U18 Accommodation Guarantee and Services Fee will apply.)

Live with a family friend / relative (The person must be known by the student. A Designated Caregiver Form must be completed and returned, signed by the parents and the designated caregiver.) ACG must approve the accommodation. The U18 Accommodation Guarantee and Services Fee will apply.

Independent accommodation arrangements (Students aged 18 years and older. Parental consent is required for students under the age of 20.)

Type of accommodation selected

Student apartments (for students 18 years & over) self-catering

Catered hall (Wellington only) **Homestay**

Which type of homestay accommodation arrangement do you prefer?

ACG Homestay **ACG Homestay Plus**

Would you like to stay with a homestay family that:

Has cats? Yes No

Has dogs? Yes No

Has young children? Yes No

Are you allergic to animals? Yes No

If yes, please give details

Fill in section below *only* if you are applying to stay in homestay accommodation

Do you smoke? Yes No

Do you have any food allergies? Yes No

If yes, please list which foods you are allergic to

Is there any food you cannot eat? Yes No

If yes, please list the food you cannot eat

Do you require any special food? Yes No

If yes, please list what special food

Signature of student

Date DAY MONTH YEAR

Signature of parent / legal guardian

Date DAY MONTH YEAR

Homestay accommodation and holidays

ACG welcomes students aged 13 and above into homestay accommodation. Please note that students in ACG homestay aged 17 and under are expected to return home to their parents/legal guardians over the NZ summer school holidays in December/January.

Contract of Enrolment

ACG English School, ACG Parnell College, ACG Senior College, ACG Strathallan, ACG Sunderland, ACG Tauranga and ACG New Zealand International College

Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment, then subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarized on page 5 (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees will be retained by the School/College.
- All Funds received will be held in trust to protect student fees as more particularly described in the Statutory Terms.
- Payments may be made in New Zealand Dollars, US Dollars or Euros to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the ACG Student Fees Trust Account. The student's name and identification number must be entered on the document and quoted by the remitting bank.
- When payments are made by telegraphic transfer, the bank charges are debited to the student.
- On receipt of a payment in US Dollars or Euros, the student will be credited with the NZ Dollars equivalent amount based on the prevailing Westpac Telegraphic Transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.
- Payments by ACG approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the ACG Credit Card Payment Form.

- A request to pay the course fees in instalments may be approved by the ACG Registrar (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.

Refund Policies

Tuition Fees

Up to 25% of tuition fees may relate to costs incurred through pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand. Where stated, these fees will be retained by the School/College. Subject to the terms of the Education Act 1989, a full or partial refund of Fees may be payable by ACG (on application by the Student) in the following circumstances:

- The repayment of excess prepaid fees, either:
 - at the end of their final course; or
 - before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.

- If the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989), all tuition fees are fully refundable.
- If a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.
- Where an Offer of Place was made and the visa application declined by INZ, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the visa not being granted.
- a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the ACG Registrar, be accepted as grounds for a refund of tuition fees. The ACG Registrar may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
- if a notice of cancellation/withdrawal is made in writing to the ACG Registrar. The percentage of fees payable as a refund will be calculated in accordance with the following table:

Programme	School/College to retain 20% of tuition and course related fees paid	School/College to retain 30% of tuition and course related fees paid	No Refund
Notice received by the School/College 5 months or more prior to the course commencement	Notice received by the School/College between 2 and 5 months prior to course commencement	Notice received by the School/College between 1 and 2 months prior to course commencement	Notice received by the School/College less than 1 month prior to course commencement
Notes: • Commencement of the course is inclusive of orientation days, at which attendance is required. • For Schools/Colleges and Programmes other than ACG English School, the published course fee is used when determining the cancellation fee to be imposed.			

International Students who obtain Permanent Resident Status

- International students in School Programmes, who have deposited an annual tuition fee in advance and subsequently obtain permanent residency and provide evidence of their new status to the Registrar prior to the Ministry of Education 1st March return, may apply for a refund of the difference in fees. The refund will be calculated for Terms 2 to 4 in cases where permanent residency is obtained after course commencement and before the end of February.
- For students of ACG English School the permanent resident tuition fee is the same as the international student fee.

Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of ACG from any guarantee it has given to Immigration New Zealand.
- Living expenses held when a student leaves ACG may be refunded following a full reconciliation of that student's living expenses.

No Refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn

through the supplying of incorrect and / or fraudulent documentation.

- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the School/College Board.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

Payment of Refunds

- Refunds will be made by bank draft / telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The bank draft / telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the ACG Registrar. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

Miscellaneous

Intellectual Property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

Infringement of Rules or Laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect / fraudulent documentation.

If a student does not comply with the School/College and Accommodation Rules (as amended from time to time), the School/College reserves the right to suspend or expel the student.

Student Accommodation

- International students under the age of 18 are required to board with homestay families registered and approved by the School/College for the duration of their study. Exceptions are only made for students who are staying with close family relatives year round. Any such arrangement must meet with the approval of the ACG Registrar.
 - Students who are under 18 and who live with a parent are required to have their accommodation arrangements approved by the School/College. The U18 Accommodation Guarantee and Service Fee will apply.
 - The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee ACG has been required to give to Immigration New Zealand.
 - Fees for Homestay or other accommodation paid to ACG will be held by ACG Student Fees Trust for the student and released as required for payment of accommodation expenses.
- ### Living Expenses
- Money paid to ACG for student living expenses will be held by ACG Student Fees Trust and released to students at a rate of \$1250.00 per month or on such other basis as may be agreed between ACG and the student's guardian (or the student, if the student is over 18).
- ### Conditional Acceptance
- In the student's interview (where applicable), there were a series of questions under the heading of "Disciplinary Record". This Contract of Enrolment is

conditional upon the answers given being true and, further, upon there being no change to those answers up until the student's first day at the School/College.

Complaints Procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be taken to the Campus Principal or sent in writing to the ACG Registrar. If it is still not resolved then the complaint can be taken to the NZQA, who will process the complaint. NZQA is a government organisation and they can provide an independent assessment of the complaint. Raising a complaint with NZQA will not adversely affect a student's immigration status.

Students can download the complaint form from: <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf>.

Completed complaint forms, along with any supporting evidence, can be sent to:

The Complaints Officer
 New Zealand Qualifications Authority
 PO Box 160
 Wellington 6140

or

email or scan the completed form along with scans of any supporting evidence to: schoolcode.enquiries@nzqa.govt.nz.

For more information on the complaint process, students can contact NZQA on 0800 697 296 or refer to the Student Handbook.

Medical and Travel Insurance

International Students must have current medical and travel insurance which meets ACG's approved requirements while studying in New Zealand.

Obligation by the School/College

The School/College undertakes to provide tuition as set down from time to time in the prospectus.

The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School / College Board.

Liability

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to the College. Under no circumstances will the College be liable for indirect or consequential loss or damage of any kind (including loss of profits).

Amendments

- As at September 2017, every attempt was made to present accurate information (including the fees) in this application form.
- ACG reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. ACG will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.
- For the most up to date fees and course information, please refer to our website: acgedu.com.

Unaccompanied international students are accepted into ACG Schools/Colleges from age 13 (Year 9).

Younger international students may apply if accompanied and supervised by a parent or a court appointed legal guardian.

Contract of Enrolment Applies to schools and colleges registered as Private Training Establishments (PTEs)

**ACG Norton College: (AUT University Certificate in Foundation Studies, Academic English for Foundation).
The Campbell Institute.**

Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment, then subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarized on page 5 (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees will be retained by the School/College.
- Payments may be made in New Zealand Dollars, US Dollars or Euros to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the ACG Student Fees Trust Account (or other nominated trust account). The student's name and identification number must be entered on the document and quoted by the remitting bank.
- When payments are made by telegraphic transfer, the bank charges are debited to the student.
- On receipt of a payment in US Dollars or Euros, the student will be credited with the NZ Dollars equivalent amount based on the prevailing Westpac Telegraphic Transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.
- Payments by ACG approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the ACG Credit Card Payment Form.
- Course related fees from a student whose study plan includes a course at an ACG College will be transferred to the nominated Trust Account, where they will be held until the end of the tenth (10th) working day of the student's course, up to which refunds may be made according to the refunds policy stated below.
- A request to pay the course fees in instalments may be approved by the ACG Registrar (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.

Refund Policies

Tuition Fees

- Up to 25% of tuition fees may relate to costs incurred through pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand. Where stated, these fees will be retained by the School/College.
- Subject to the terms of the Education Act 1989, a full or partial refund of Fees may be payable by ACG (on application by the Student) in the following circumstances:
- The repayment of excess prepaid fees, either:
 - at the end of their final course; or
 - before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.
 - If the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989), all tuition fees are fully refundable.
 - If a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.
 - Where an Offer of Place was made and the visa application declined by INZ, tuition fees are

refundable less any costs incurred by the School/College prior to the School/College becoming aware of the visa not being granted.

- a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the ACG Registrar, be accepted as grounds for a refund of tuition fees. The ACG Registrar may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
- if a notice of cancellation/withdrawal is made in writing to the ACG Registrar. The percentage of fees payable as a refund will be calculated in accordance with the following table:

Programme	Full Refund of all fees	School/College to retain 25% of tuition and course related fees paid	No Refund
For Programmes, one term, 3 months or longer in length	Notice received by the School/College 21 working days or more prior to the course commencement	Notice received by the School/College up to the 10th working day following course commencement	Notice received by the School/College from the 11th working day following course commencement
For Programmes, less than one term or three months	Notice received by the School/College 6 working days or more prior to the course commencement	Notice received by the School/College up to the 5th working day following course commencement	Notice received by the School/College from the 6th working day following course commencement
Notes: <ul style="list-style-type: none"> Commencement of the course is inclusive of orientation days, at which attendance is required. The Education Act 1989 provides for minimum refund thresholds in certain circumstances. As at July 2015, the refunds payable according to the table above fell within the thresholds determined by the Education Act 1989. If the minimum refund thresholds in the Education Act 1989 are adjusted downwards, the table above will be deemed to be adjusted downwards in order that the School/College's refund policy continues to comply with the relevant thresholds. 			

Delay to the start date of a cookery programme placement may incur penalties

- Students are able to secure a place in a cookery programme by paying their tuition fees in full within 30 days of an unconditional offer being provided. If student at a later stage requests to delay their start date they must write to the ACG Registrar with reasons to obtain support for the delay. A delay may also require a change of a student visa. The penalties may be applied at the discretion of the ACG Registrar if we are unable to fill the space reserved for you. The penalties will be:
- A change received in the last 10 days before course commencement - an additional charge equivalent to 10 percent of the quoted tuition cost will apply.
 - A change received within the first 3 days after the advertised course commencement date - an additional charge equivalent to 15 percent of the quoted tuition cost will apply.
 - A change requested within the first 4 to 10 days after the advertised course commencement date - an additional charge equivalent to 20 percent of the quoted tuition cost will apply.

Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of ACG from any guarantee it has given to Immigration New Zealand.
- Living expenses held when a student leaves ACG may be refunded following a full reconciliation of that student's living expenses.

No Refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the College Board.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

Payment of Refunds

- Refunds will be made by bank draft / telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The bank draft / telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the ACG Registrar. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

Miscellaneous

Intellectual Property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

Infringement of Rules or Laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect / fraudulent documentation.

If a student does not comply with the School/College and Accommodation Rules (as amended from time to time), the School/College reserves the right to suspend or expel the student.

Recognition of Prior Learning

The School/College has a policy covering the recognition of prior learning. Applications for recognition of prior learning must be made on the prescribed form and be received by the School/College 5 working days prior to the commencement of study. No late applications will be considered.

Student Accommodation

- International students under the age of 18 are required to live with a parent, live in ACG Homestay or live with a Designated Caregiver which ACG approves.
- Designated Caregivers will be police vetted and ACG must undertake and approve a home visit. While the student is under the age of 18 ACG will undertake home visits of all students.
- Students who are under 18 and who live with a parent or with an approved Designated Caregivers are required to pay the U18 Accommodation Guarantee and Service Fee.
- The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee ACG has been required to give to Immigration New Zealand.
- Fees for Homestay or other accommodation paid to ACG will be held by ACG Student Fees Trust for the student and released as required for payment of accommodation expenses.

Living Expenses

Money paid to ACG for student living expenses will be held by ACG Student Fees Trust and released to students at a rate of \$1250.00 per month or on such other basis as may be agreed between ACG and the student's guardian (or the student, if the student is over 18).

Complaints Procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be taken to the Campus Principal or sent in writing to the ACG Registrar. If it is still not resolved then the complaint can be taken to NZQA. NZQA is a government organisation and they can provide an independent assessment of the complaint.

Students can download the complaint form from: <http://www.nzqa.govt.nz/assets/About-us/Complaints-Form.pdf>.

Completed complaint forms, along with any supporting evidence, can be sent to:

The Complaints Officer
Quality Assurance Division

New Zealand Qualifications Authority
PO Box 160
Wellington 6140

or

email or scan the completed form along with scans of any supporting evidence to: qadrisk@nzqa.govt.nz.

For more information on the complaint process, students can contact NZQA on 0800 697 296 or refer to the Student Handbook.

Medical and Travel Insurance

International Students must have current medical and travel insurance which meets ACG's approved requirements while studying in New Zealand.

Obligations of the School/College

- The School/College undertakes to provide tuition as set down from time to time in the prospectus.
- The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School/College Board.
- The School/College does not guarantee a position of employment or internships if you have a criminal conviction which may prevent you from being offered employment with a company.
- The School/College cannot be held responsible for conditions of post study employment imposed by employers and airlines. The School/College cannot provide advice but can direct you to sources of employment advice.
- The School/College reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason beyond the control of the college, such as the withdrawal of an agreement from a supplier (e.g. an airline), political unrest, industrial action etc.
- The School/College advises that in programmes which include practical training and/or internships students must meet the requirements for English language proficiency, grooming, dress, attendance and good conduct. Please refer to the Student Handbook for more details.
- The School/College advises that in some programmes there are designated uniform/dress requirements. To be able to participate students must meet the grooming standard.
- The School/College advises that specified criteria as advised by the lecturer/teacher must be reached before students can participate in trips outside of the School/College, including field trips, work experience or complete flight attending. Failure to meet these criteria will result in students being unable to participate, with no refund payable.
- The School/College advises that if students are absent from class a medical certificate is required before a make-up class can be attended. The School/College will advise when make-up classes can be attended and who may attend. Failure to meet School/College directions will mean students cannot complete the programme.

Liability

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to the College. Under no circumstances will the College be liable for indirect or consequential loss or damage of any kind (including loss of profits).

Amendments

- As at September 2017, every attempt was made to present accurate information (including the fees) in this application form.
- ACG reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. ACG will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.
- For the most up to date fees and course information, please refer to our website: acgedu.com



All enquiries and applications to:

ACG Education

Walk-in: International Centre, ACG Pathways Campus, 345 Queen Street, Auckland

Post: PO Box 6199, Wellesley Street, Auckland 1141, New Zealand

Tel: +64-9-307 5399. Email: admissions@acgedu.com



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