

# ENROLMENT APPLICATION 2017



## Royal Business College

Attach your Passport sized photograph here

Please tick the relevant boxes

Christchurch  Auckland  Te Puke  Hastings

### COURSE SELECTION

#### Graduate Diplomas, Degrees, Diplomas, Certificates & English Courses

- Bachelor of Business Administration (Including Diploma in Entrepreneurship L7)
- RBC Diploma in Entrepreneurship L7
- RBC Diploma in Business Management L7
- RBC Diploma in Information Technology L7
- National Diploma in Business L6
- National Diploma in Business L5
- RBC Diploma in Computing L6
- National Diploma in Computing L5
- RBC Diploma in Horticulture Level 5
- General English
- Academic English (IELTS)

### ENROLMENT PROCEDURES

Three weeks notice of enrolment is required on all courses.

Once the College has received a students enrolment form (by fax or mail), a letter of acceptance and an invoice for fees will be sent to the student, or his/her agent. Fees must be received at least 14 days before study begins. Fees must be paid by telegraphic transfer to our account, see below for details.

A receipt will be issued once payment has been received by the college. Students may extend their studies or re-enrol for a further period of study at the Royal Business College, after completing their initial course of study.

Telegraphic Transfer to:

Public Trust  
Bank of New Zealand  
North End Branch  
Wellington  
New Zealand  
**Account Number**  
**02-0536-0305-865-01**

### PERSONAL DETAILS

<b>Family Name</b>			
<b>First Name(s)</b>			
<b>Date of Birth</b>			<b>Nationality</b>
<b>Gender</b>	<input type="radio"/> Male	<input type="radio"/> Female	
<b>Address</b>			<b>Telephone</b>
			<b>Facsimile</b>
			<b>Email</b>

### ACCOMMODATION REQUIREMENTS

<b>What type of accommodation do you require?</b> <input type="radio"/> Flat <input type="radio"/> Student Hostel <input type="radio"/> Homestay			
<b>Accommodation Start Date</b>			
<b>Accommodation Finish Date</b>			
<b>Would you prefer to live:</b> <input type="radio"/> In the city/suburb (10 – 30 minutes from the Institute) <input type="radio"/> In the country (30 – 50 minutes from the Institute)			
<b>What are your interests, sports?</b>			
<b>Do you smoke?</b>			
<b>Do you have any health problems or disabilities we should know about?</b>			
<b>Course start date</b>			
<b>How long would you like to study at the College?</b>	<b>Year/s</b>	<b>Month/s</b>	

### DECLARATION

I have read and accepted the conditions of enrolment. I agree that the information in this application may be used for purposes relating to my enrolment as a student at Royal Business College or at any other institution to which I may subsequently apply. I acknowledge that the information may be used for external purposes when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required, in New Zealand, to comply with the Privacy Act 1993. I acknowledge that I have the right to see and correct if necessary the information I have provided.

I declare that I am enrolling as a Student at Royal Business College ("PTE") and I wish to pay my Student Fees to Public Trust ("Trustee") as trustee to be held in the Trustee's Trust Account, as an individual trust for protection of my Student Fees paid to the PTE.

*If the student is under 18 years a parent or guardian must sign this declaration*

<b>Signature of Applicant</b>	<b>Date</b>
<b>Witness</b>	<b>Occupation</b>



#### Christchurch Campus

447 Blenheim Road  
Upper Riccarton  
P.O. Box 29566, Fendalton  
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+64 3 374 9888  
+64 3 374 9555  
info@royalbusiness.ac.nz

#### Auckland Campus

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#### Te Puke Campus

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+64 7 573 9271  
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tepuke@royalbusiness.ac.nz

#### Hastings Campus

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PO Box 1048  
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# CONDITIONS OF ENROLMENT

## ENROLMENT

- 1.1 Enrolments are subject to the following conditions, which become legally binding on confirmation of acceptance by Royal Business College (RBC).
  - 1.2 Enrolment is made only when RBC receives and accepts full payment of fees.
  - 1.3 Class placement is based on an entry test and interview. Although the College is pleased to discuss the appropriateness of a student's class level, the College will exercise its right to decide finally what is appropriate.
  - 1.4 The College reserves the right to change course arrangements without prior notice.
  - 1.5 RBC reserves the right to cross credit papers already achieved. Such cross credits will not reduce the course fees, although in exceptional cases RBC retains the discretion to do so.
- 2 FEES (Registration, Tuition, Homestay and Accommodation)
- 2.1 Full payment of fees in New Zealand dollars (NZ\$) is required at least 14 calendar days before study begins.
  - 2.2 Non payment (or not having proof of payment) may result in withholding of services by RBC.
  - 2.3 Course fees are worked out in complete weeks, including weeks with public holidays. Three or more days count as one week.
  - 2.4 If any services included in the fee are not used, no refund is possible.
  - 2.5 After the first ten working days of the course, no refund is possible, irrespective of whether due to a late arrival, absence, or early departure from the course. See "Withdrawals & Refunds" for more details.
  - 2.6 All tuition fees include the NZ Government Goods and Services Tax (15%). Changes to this law will also affect the amount of fees charged.
  - 2.7 Fees cannot be transferred to any other institution or student.
  - 2.8 The college cannot substitute part-time for full-time tuition after a course has begun or adjust fees accordingly.
  - 2.9 If students extend their course they are automatically accepting the conditions of enrolment, which applied when they made their original enrolment (unless otherwise agreed).
  - 2.10 The first day of attendance at the College is that stated on the confirmed Offer of Place to be the course starting date (unless the College is advised in writing of a change before the confirmed date).

## 3 FEES PROTECTION

- 3.1 All students are required to abide by the following arrangements organised by Royal Business College for Fees Protection:
  - a) If a course Closure Event occurs and I transfer to an Alternative Provider with the approval of the Qualifications Authority, the balance of my Student fees will be transferred to that Alternative Provider;
  - b) in the event that I withdraw from the course and I owe money to a Loan Provider in respect of that course, the Trustee is irrevocably authorised to repay my Student Fees directly to that Loan Provider;
  - c) in the event that I withdraw from the course or a Course Closure Event occurs and the Trustee refunds the balance of my Student Fees directly to me, the Trustee will refund such Student Fees to me in accordance with the provisions of the Education Act 1989 and Royal Business College's refund policy, by way of cheque posted to my last known postal address notified to that Trustee;
  - d) in the event that another party may be entitled to receive any refund of my Student Fees, I will provide the Trustee with the contact details of that party (as required by paragraph 3.3 below) to which the refund should be sent;
  - e) personal information about me and information relating to my Student Fees held in the Trust Account, may be supplied by the Trustee to the Qualifications Authority and the PTE for the purposes of monitoring both the Trustee's and PTE's compliance with the Qualifications Authority Policy and the Deed;
  - f) once the payments contemplated in (a), (b), (c) and (d) above have been made, the trusts on which the Trustee was holding my Student Fees will have been discharged;
  - g) any interest earned on the Trust Account prior to payments under (a), (b), (c) or (d) above will vest in and be payable to the PTE for its own benefit, and I will have no claim to such interest;
- 3.2 Capitalised terms used in this agreement shall have the meaning as defined in the Student Fees Indemnification Trust Deed between the PTE and the Trustee, a copy of which has been made available to me by the PTE (the "Deed").
- 3.3 I agree to advise the Trustee if any third party is to receive any refund of my fee.

## CANCELLATIONS, WITHDRAWALS AND REFUNDS

- 4.1 The College has cancellation and refund forms which must be completed in all cases.
- 4.2 All claims for refunds should be made in writing to the Director or Principal.
- 4.3 Cancellations made in writing fourteen or more calendar days before course commencement will result in a full refund of all fees.
- 4.4 Students enrolled in a course of three months or longer at RBC will be refunded all tuition fees, except for up to 25% of the total fee, if they withdraw in the first ten working days of the course. For courses of five to twelve weeks if the student withdraws within the first five days of the course 75% of the tuition fees will be refunded. For courses of up to five weeks if the student withdraws within the first two days of the course 50% of the tuition fees will be refunded.
- 4.5 PTE Payments from the Trust Account, The student payment schedule shows exactly when payment will be made. This schedule is based on NZQA Rules for international student tuition fees protection as follows: The lesser of 20% or \$3000 of the tuition fee is paid to the PTE after the refund period for the course, providing the Public Trust received both the signed student acknowledgement form and the tuition fees.
- 4.6 Refunds on compassionate grounds may be granted at the discretion of the Director. No refund will be made except in the case of:
  - a) return home because of serious illness (physical or psychological) of the student
  - b) return home because of a serious family matter (eg. death or serious illness in the family). Written evidence must be provided. In these cases, the school reserves the right to retain amounts to cover costs already incurred. The balance may be refunded at the Director's discretion.
- 4.7 There is no refund of registration and tuition fees more than ten working days after the start of a course of three months or longer, irrespective of whether the student proposes to transfer to another training establishment within New Zealand.
- 4.8 If a student takes an approved holiday (maximum two weeks) during the course, fees may, at the discretion of the Director, be carried over to later dates. However, for the purposes of refunds, the student's total period of study, before and after the break, is regarded as one course.
- 4.9 All fees paid are refunded if a student living overseas is unable to obtain a visa to travel to New Zealand.
- 4.10 All refunds are made in NZ\$. The college is not responsible for any changes in the value of currencies or for student's bank fees.
- 4.11 No refunds will be made to a student who is asked to leave the college because of misbehaviour, poor attendance or violation of New Zealand laws, including traffic laws.

## HOMESTAY ACCOMMODATION

- 5.1 Students must agree to abide by the rules and conditions of homestay as described in the homestay application form.

## COLLEGE RULES

- 6.1 The rules of RBC are to help the College run smoothly. All students who enrol with RBC must accept and keep to these rules as a contractual condition of enrolment.
- 6.2 RBC has the right to refuse entry to a course to any student suffering from mental or physical disability not shown on the enrolment form.
- 6.3 RBC has the right to give a warning letter to a student who breaks rules or behaves badly. If there is no improvement in behaviour RBC may expel the student.
- 6.4 Students are expected to obey NZ laws and if convicted of any offence may be expelled without a refund of fees (except homestay).
- 6.5 The NZ Immigration Service will be informed if a student is expelled.

## LIABILITY

- 7.1 RBC is not liable for any damage, loss or injury to students or property, however caused, except where this liability is imposed by the laws of New Zealand.
- 7.2 RBC advises students must obtain personal insurance to cover themselves against accident, illness, theft, loss or damage to personal possessions, and the loss of fees through non-arrival, absence, or unexpected termination of their course.
- 7.3 RBC is not liable to any student if contracted services cannot be provided for any reason beyond its control.

## VALIDITY

- 8.1 These conditions are valid from 1 January 2016 and remain in force until replaced.
- 8.2 If these conditions are translated to another language, the English copy remains the correct version.

## ARBITRATION

- 9.1 In the event of any dispute the laws of New Zealand shall prevail.

# HOMESTAY APPLICATION 2017



## Royal Business College

Please tick the relevant boxes

Christchurch

Auckland

Te Puke

Hastings

### PERSONAL DETAILS

Family Name				
First Name(s)				
Date of Birth				Nationality
Gender	<input type="radio"/> Male	<input type="radio"/> Female	Telephone	
Address (Home Country)			Facsimile	
Email				

### PLANS

Expected arrival date		
Expected time in homestay		

### PARENTS DETAILS

Mother's name	Father's name
Occupation	Occupation

### EMERGENCY CONTACT IN NEW ZEALAND

Name	Relationship
Address	
Phone	Facsimile

### PERSONAL PREFERENCES

Do you have any pets at home?	<input type="radio"/> No	<input type="radio"/> Yes
If yes please give details:		
Do you have a pet allergy?	<input type="radio"/> No	<input type="radio"/> Yes
If yes please give details:		
Do you have any food allergies?	<input type="radio"/> No	<input type="radio"/> Yes
If yes please give details:		
Do you have any special dietary needs?	<input type="radio"/> No	<input type="radio"/> Yes
If yes please give details:		
Do you have any special medical needs?	<input type="radio"/> No	<input type="radio"/> Yes
If yes please give details:		
Are you currently taking any medicine or seeing a specialist?	<input type="radio"/> No	<input type="radio"/> Yes
If yes please give details:		

### ENGLISH ABILITY

<input type="radio"/> Beginner
<input type="radio"/> Elementary
<input type="radio"/> Intermediate
<input type="radio"/> Advanced

### PERSONALITY

<p><b>Tick the characteristics that are part of your personality:</b></p> <p><input type="radio"/> Independent</p> <p><input type="radio"/> Confident</p> <p><input type="radio"/> Shy</p> <p><input type="radio"/> Very Tidy</p> <p><input type="radio"/> Dependent</p> <p><input type="radio"/> Quiet</p> <p><input type="radio"/> Untidy</p>
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### SMOKING

<p><b>Do you smoke?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
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## HOMESTAY PREFERENCES

<b>Which of the following would be the most ideal for you (tick more than one)</b>		
<b>A family with younger children</b>	<input type="radio"/> No	<input type="radio"/> Yes
<b>A family with older children</b>	<input type="radio"/> No	<input type="radio"/> Yes
<b>A married couple</b>	<input type="radio"/> No	<input type="radio"/> Yes
<b>A retired/semi retired couple</b>	<input type="radio"/> No	<input type="radio"/> Yes
<b>A single person</b>	<input type="radio"/> No	<input type="radio"/> Yes

## ADDITIONAL INFORMATION

<b>Do you have any additional information that the College should know about?</b>
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### I, the participant for the homestay programme agree to the following conditions:

I waive and release all claims against the homestay programme or participating host families for any injury, loss, damage, accident, delay or expense resulting from my participation in the programme. I agree to indemnify the homestay programme and participating host families, with regard to any financial obligations incurred by me or liabilities that I may cause including damage to property whether intentional or otherwise while participating in this programme.

If I become ill, injured, or incapacitated, the homestay family or the homestay coordinator will contact management of Royal Business College to determine appropriate actions to be taken.

Any medical care charges or prescription charges will be met by me. I understand that I may elect to take out medical insurance (arranged by Royal Business College).

If I complete or terminate my study at Royal Business College for whatever reason I acknowledge that I will vacate the homestay accommodation on the same day.

I understand that my participation in the homestay programme may be terminated at the sole discretion of the coordinator without a refund of fees if I do not adhere to their rules, standards, and instructions. I agree that New Zealand law shall apply to this agreement and I agree to submit to the jurisdiction of New Zealand law.

I understand that if I wish to change homestays for legitimate reasons whilst still attending Royal Business College the homestay fee will not be forfeited provided two weeks notice is given in advance.

I understand that the homestay coordinator may in situations of concern, provide information to my family, host family, Royal Business College or agent about my welfare or about breach of homestay regulations.

### I agree with the following conditions of fee payment:

1. The \$300.00 placement fee, non-refundable.
2. The weekly rate of \$265
3. The first 12 weeks are payable in advance. Thereafter homestay payments are four weekly in advance.
4. There is a 10% penalty for late payment.
5. I am required to give 2 weeks paid written notice before leaving.
6. There is a retainer fee of \$100 per week if I go away on holiday. This fee is for the storage of my belongings and the holding of the room. This payment also needs to be made in advance.

Homestay accommodation includes morning and evening meals from Monday to Friday and all meals on weekends and public holidays.

Any cancellations or changes to homestay accommodation must be made to Royal Business College at least two weeks before cancellation or change. Failure to do this will mean an extra payment of two weeks accommodation fee.

Accommodation fees are worked out by the day if over a week.

Royal Business College acts only as an agent for homestay accommodation and cannot be held responsible for any accidents, illness or damage to a student or goods, which may happen during the student's stay with a host family. The student is responsible for providing insurance to cover these risks.

It is a condition of homestay that the host(s) may, in situations of concern, provide information to the college about the student's welfare or about breach of homestay regulations.

All students under the age of 18 years are required to stay in a homestay approved by the Royal Business College.

Students who leave their homestay and find alternative accommodation while still attending Royal Business College will receive an advance monthly payment equivalent.

**Signature of Student/Parent/Guardian\*** \_\_\_\_\_ **Date** \_\_\_\_\_

If the student is under 18 years old, this agreement must be signed by a parent or legal guardian/a designated caregiver.



**Royal  
Business  
College**

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