



German-Agent: fremdsprachen24.de

2007 ENROLMENT FORM

• Anschrift: fremdsprachen24.de, Daniel Markgraf & Martin Schnell, Hardenbergstr. 11A, 04275 Leipzig • Fax: 0351 / 563 61 58 •

1 PERSONAL DETAILS

Family Name _____

Given Name _____

Date of Birth ____/____/____ Male ☐ Female ☐
Day Month Year

Nationality _____

Passport No. _____ Expires _____

Occupation _____

Address _____

Telephone _____ Fax _____

Email _____

Home/Family Contact _____

Address _____

Telephone _____

Where did you learn of Worldwide School

2 COURSE DETAILS

1. GENERAL ENGLISH

Intensive / Full Time weeks

General / Morning weeks

Cambridge / Full Time ☐ FCE ☐ CAE ☐ CPE

Afternoon / Part Time weeks

2. E.A.P (English for Academic Purposes) ☐

3. COMBO COURSES

☐ Full Time ☐ Part Time

☐ Worldwide School of English ____/____/____ to ____/____/____

☐ New Horizon College of English ____/____/____ to ____/____/____

☐ Christchurch Language School ____/____/____ to ____/____/____

☐ Queenstown Language School ____/____/____ to ____/____/____

4. AFTERNOON OPTIONS

☐ Conversation Course ☐ Business English Course*

☐ AAA English & Activity ☐ Exam Preparation Course

Start Date: _____

**This Course has set starting dates throughout the year. Please see the course information sheet. All other courses begin every monday*

3 ACCOMMODATION DETAILS

☐ I wish to stay with a Host family
Please indicate the type of homestay you prefer (tick only one). We will do our best to meet your requirements

Family with children ☐

Adults with no children ☐

Can you eat most food? ☐ Yes ☐ No

Please tell which food you can not eat _____

Do you smoke? ☐ Yes ☐ No

Do you have any health problems or allergies?
☐ Yes ☐ No

What are they _____

☐ I wish to stay at Worldwide House apartments

Accommodation required from ____/____/____

to ____/____/____

For weeks

☐ I will make my own accommodation arrangements

YOUR INTERESTS:

Hobbies: _____

Sports: _____

4 OTHER DETAILS

Will you arrange medical insurance for your stay in NZ?
(medical insurance is strongly recommended)

☐ Yes ☐ No, please arrange for me

☐ Please send details

Do you intend to study In New Zealand on completion of
your course?

☐ Yes ☐ No

If yes what do you want to study? _____

5 AGENT'S DETAILS

fremdsprachen24.de, Daniel Markgraf & Martin Schell,
Hardenbergstr. 11A, 04275 Leipzig, GERMANY

Tel.: +49 (170) 387 42 70 Fax: +49 (351) 563 61 58

6 CONDITIONS OF ENROLMENT

1. ENROLMENT

- 1.1 Enrolment is subject to the following conditions and becomes a legal contract on acceptance of a student by Worldwide School
- 1.2 Worldwide School reserves the right to modify its course arrangements and to alter its specifications without prior notice.

2. FEES

- 2.1 Fees must be paid in advance, and in full, along with four weeks advance payment for homestay accommodation.
- 2.2 Fees paid cannot be refunded, except described here.
- 2.3 All fees and homestay accommodation payments are calculated in complete weeks and any part of a week is counted as full week. No compensation can be given for any days when school is closed due to public holidays.
- 2.4 In the event of late arrival, absence or early departure from a course, no refund of fees or free extension of the course can be granted.

3. CANCELLATION AND REFUNDS

- 3.1 If a cancellation is made at least two weeks before the course is due to commence, or if a visa is not granted, or if a cancellation is made within the first seven days of a course longer than 12 weeks, payment shall be returned in full less a cancellation fee of NZ\$ 500 or 10% of the total amount paid (whichever is lesser). If a cancellation is made thereafter no refund shall be paid. No refund will be made for a course of less than 12 weeks after the course has commenced.
- 3.2 **Worldwide School is member of CRELSNZ.**
All CRELS members are bound by the constitution to support student affected by the closure of a member school by providing similar tuition at no extra cost to the student.

4. COURSE CHANGES

- 4.1 No changes can be made to courses once the course has commenced.

5. ACCOMMODATION

- 5.1 Changes of accommodation can be made only after 14 days notice.
- 5.2 If suitable notice is not given, two weeks accommodation must be paid in lieu. Temporary absence during a course does not cancel the obligation which must still be for at the full rate.
- 5.3 Accommodation fee not already paid will be paid four weekly in advance.
- 5.4 Accommodation pre-paid for the first four weeks cannot be refunded.

6. SCHOOL RULES

- 6.1 Should a student not comply with the School Rules and the laws of New Zealand, or fail to attend the course in which he/she is enrolled, the school reserves the right to expel the student, and is legally bound to advise the NZ Immigration Service.

7. LIABILITY & INSURANCE

- 7.1 Worldwide School shall not be liable if the service contracted for cannot be provided for reasons beyond its control.
- 7.2 The student must undertake his or her own insurance against personal accident or illness. Worldwide School can arrange this through its health insurance company. Details are available on request.
- 7.3 Students are advised to arrange personal insurance against theft, loss of, or damage to personal property, as neither the school nor the host families can be held responsible for any injury, damage or lost incurred.

7 DECLARATION

I have read and accept the conditions of enrolment

SIGNATURE

____/____/____
DATE

PLEASE SIGN

- a parent or guardian must sign if the student is under 18 years

8 FEES

Tuition Fee	(weeks)	\$ _____
Combo Course Fee	(weeks)	\$ _____
English & Activity Fee	(weeks)	\$ _____
Enrolment Fee		\$ _____
English Plus Fee		\$ _____
Accommodation Placement Fee		\$ _____
Accommodation Fee	(weeks)	\$ _____
Worldwide House + Deposit	(weeks)	\$ _____
Medical Insurance		\$ _____
TOTAL PAYMENT DUE		\$ _____
PAYMENT ENCLOSED		\$ _____

9 HOW TO PAY

- ☐ Pay in person at Worldwide School office in Auckland in cash in NZ Dollars or US Dollars

OR

- ☐ Post a Bankers Draft payable to Worldwide School, in NZ Dollars or US Dollars

OR

- ☐ Use Telegraphic Transfer to:
WORLDWIDE SCHOOL LIMITED
A/C : 030104 : 0241810 : 00
WESTPAC TRUST BANKING CORPORATION
79 QUEEN STREET, AUCKLAND, NEW ZEALAND

10 ENROLMENT CHECKLIST

- Please complete and return
- ☐ COMPLETE ENROLMENT FORM
- ☐ SIGN DECLARATION
- ☐ PAYMENT FEES
- ☐ TWO PHOTOS
- ☐ MAIL TO: **fremdsprachen24.de**
Daniel Markgraf & Martin Schnell
Hardenbergstraße 11A
04275 Leipzig
GERMANY

PLEASE ATTACH
A RECENT
PASSPORT TYPE
PHOTOGRAPH

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