

Application Form 2025



WILKINSON'S
ENGLISH LANGUAGE SCHOOL

2025-1GEW

All principal applicants must complete this section.

1 PERSONAL DETAILS

Given/ First Name	
Family/Last Name	
Date of Birth	D/M/Y
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Phone/Mobile	
E-mail	
Full Address	(Post Code)
Passport No.	
Expiry Date	D/M/Y
Country of Birth	
Nationality	

2 CONTACT INFORMATION

Emergency Contact	
Name	
Phone/Mobile	
E-mail	
Relationship	
Parent's Contact (Mandatory for under 18 students)	
Name	
Phone/Mobile	
E-mail	
Full Address	(Post Code)
Relationship	

3 PREVIOUS STUDY & PLAN

Previous English Study	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ How long have you studied? ()Years ()Months	Which Course?	
Have you taken any International English exams?	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ Name of Exam	Score Achieved	
Qualification (Highest)	Which Institution?	Studied from	to	
Study Purpose	<input type="checkbox"/> To travel <input type="checkbox"/> To prepare for work <input type="checkbox"/> To prepare for future study <input type="checkbox"/> To prepare for an exam <input type="checkbox"/> To improve my communication <input type="checkbox"/> Other:			
Programme Selection	<input type="checkbox"/> General English (Full-time) <input type="checkbox"/> General English (Part-time) <input type="checkbox"/> Preparation for IELTS (Full-time) <input type="checkbox"/> Preparation for IELTS (Part-time)	Start date	End date	Total weeks

4 OTHER SERVICES

Insurance	<input type="checkbox"/> I will arrange my own insurance and send it for approval. <input type="checkbox"/> I want WILKINSON'S to arrange my insurance cover. * Insurance is mandatory to cover at least the whole study period or more.				
Airport Pick-up (Christchurch)	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ Airline	Flight No.	Arrival Date/Time	/ / at

4 OTHER SERVICES

Do you want WILKINSON'S to arrange your accommodation? (at least 4 weeks)

 No

 Yes →

Start Date

/ /

End Date

/ /

Any allergies?

 No

 Yes

(Please specify)

Do you smoke?

 No

 Yes

Any medical conditions?

 No

 Yes

(Please specify)

Any special requests?

Notification of Homestay

To request homestay, a minimum stay of 4 weeks is required. To conclude homestay earlier than stated, a written notice of 2 weeks is necessary. While away, a 100% fee will be charged to maintain the room during travels to the home country. Involves contributing to household chores, following house rules, and adapting to NZ's diverse food culture.

If you require the homestay, please fill the attached homestay application form

5 DECLARATION

- I confirm the accuracy of the provided information.
- I accept the listed Terms and Conditions, including School Rules, and Code of Conduct.
- I agree that, upon acceptance by WILKINSON'S, the Application for Admission becomes the Contract of Enrolment.
- I authorize Immigration NZ and the Department of Labour [if applicable] to share my immigration status and details with WILKINSON'S.
- I consent to WILKINSON collecting, storing, and using my personal information in the manner and for the purposes set out in the Privacy Policy and by NZ law.
- I understand that using my information includes disclosing information to third parties, including the Ministry of Education, NZQA, TEC, and Immigration NZ even if I withdraw consent.
- I understand that I may withdraw my consent by writing to WILKINSON'S.

6 SIGNATURE

Student's Signature

Name

Signature

Date

/ /

Parent / Guardian's Signature (if student is under 18 years, it's mandatory)

Name

Signature

Date

/ /

7 AGENT INFORMATION

Agent Name

Contact Person

Contact Number

Agent Signature

8 TERMS & CONDITIONS

A. Payment of Fees

1. Payment of Fees Full advance payment required, held securely in the Public Trust Account. Wilkinson's follow NZQA Student Fee Protection Rules 2022.
2. Fees calculated weekly; studying part-week incurs full-week fee, no holiday compensation.
3. Enrolment and offer of place documentation must be signed, stamped, and recorded in the school's database.
4. Agent promises must have formal documentation support.
5. Valid permit alignment with enrolled program.
6. Dual program enrolment needs two Offers of Place, incurring extra cost.
7. Offers contingent on seat availability, required document verification, and meeting entry standards.
8. English proficiency issues may lead to placement in an alternative English program.
9. Offers may be withdrawn due to missing documentation, false submissions, lack of medical insurance, or passport delay within the first week.
10. Undisclosed special needs may incur extra fees; the school can cancel enrolment if additional service costs are refused by the student.
11. Enrolment fee is non-refundable.

B. School Refund Policy

(For Class Intakes of More Than 3 Months)
Before Course Starts :

1. 5 days or more: Institute retains 10% of course fee or \$500 (whichever is less)
2. Within 5 days: Institute retains up to 15% of course fee or \$1,000 (whichever is less)
After Course Starts :
3. Withdrawals within the first 10 working days from course commencement result in up to 25% of course fee retained based on actual expenses incurred.
4. No refund after the 10th working day.
(For Class Intakes of 5 Weeks to 3 Months)
After Course Starts :
5. Withdrawals on or before the 5th working day from course commencement result in up to 25% of course fee retained based on actual expenses incurred.
6. No refund after the 5th working day.
(For Class Intakes of Less Than 5 Weeks)
After Course Starts :
7. Withdrawals on or before the 2nd working day from course commencement result in up to 50% of course fee retained based on actual expenses incurred.
8. No refund after the 2nd working day.
9. Voluntary cessation or closure of the course by the institute : Fees refunded on a pro-rata basis.
10. Visa application declined or withdrawn by an international student: Full remaining tuition fee refund (less enrolment fee).
11. Student who has already paid but decides to defer their enrolment: No deduction; offer and receipt will be updated.
12. Student deferred and unable to return due to visa decline by INZ: Full remaining tuition fee refund (less enrolment fee).

C. Cancellations, Refunds & Delayed Starts

1. Wilkinson's may cancel courses, offering alternatives or refunds based on specific circumstances and the remaining course duration.
2. Pre-course cancellations follow statutory refund rules and must be in writing.
3. Delayed starts require written approval; starting without approval follows statutory refund terms.

D. Regarding Course Closure

1. Refer to QMS Policy for exceptions.
2. The fee is in accordance with what is left with Public Trust on the day of course closure

E. Homestay Policy

1. The homestay placement fee is non-refundable.
2. Students must provide at least 2 weeks' notice if they intend to leave the homestay early.
3. Refunds will be subject to a deduction of 2 weeks' homestay fees if the student does not give the required notice.

F. Medical Record Inquiry

If you have disabilities, impairments, long-term injuries, or chronic medical conditions that may affect your ability to study or participate in school activities, submit a report from a registered health professional to assess our support capabilities during the study in NZ.

G. Attendance

1. International students must maintain 100% attendance.
2. Late arrivals and early departures are marked.
3. Doctor's certificate needed for illness-related absences.
4. Warnings for attendance below 90% and 80%.
5. Commitment letter and potential withdrawal for continued low attendance.
6. Notify School administration in case of absence.
7. Termination results in no refund and being reported to Immigration NZ.

H. Holidays & Sickness

1. Students enrolled for over 12 weeks have one week's holiday, requiring prior permission before one week.
2. Unapproved holidays will lead to marked absences.
3. Sick students must call the school before 9.00 a.m.
4. Absences of two days or more need medical certificates from NZ-registered doctors.
5. All enrolled students need medical insurance, including those on a temporary entry permit in NZ.

I. Immigration NZ Status

1. International students must have correct Immigration NZ status for the entire semester and enrolment period.
2. Programs lasting 13 weeks or more require a student permit before the course begins.
3. Students with a student permit must be full-time and can work if the permit allows.
4. Working holiday/work permit/visitor's permit holders can enrol for up to 12 weeks; beyond this, a student permit is needed.

J. School Rules/Code of Conduct

1. All school rules are outlined in the Wilkinson's Student Handbook.
2. Students are expected to behave responsibly and in accordance with NZ's cultural expectations.
3. Students under 18 must use approved accommodations.
4. Special rules apply to students under 18, available from the school.
5. Serious misbehaviour or poor attendance can lead to expulsion without a refund.
6. Special purpose course enrollees must meet entry requirements for a firm offer of a place.
7. Address/phone number changes must be reported promptly.

K. Enrolment Restrictions

The school does not enrol students aged 10 or under.

L. Driving in NZ

Students planning to drive in NZ must have the required legal documents: driver's license, vehicle and injury insurance, vehicle registration, and a warrant of fitness.

M. Complaints and Dispute Resolution

(Wilkinson's Grievance & Complaint Procedures):
Students with complaints must follow this procedure:

1. Discuss the issue with an advisor from the relevant department, following school's internal grievance procedure.
2. The advisor will work to find a solution and involve other parties if necessary.
3. If unsatisfied, the advisor will escalate to the department manager, who provides a written report.
4. The advisor will meet with the student to assess satisfaction.
5. If the student remains unsatisfied, they may meet with the Wilkinson's Principal, with the option to bring a support person.
6. Principal will provide a written reply if needed.
7. If still unsatisfied, NZQA. Student can contact NZQA. Website: <https://www2.nzqa.govt.nz/about-us/contact-us/complaint/education-provider/> Phone: 0800 697 296, Email: risk@nzqa.govt.nz The students can also contact Fairway Resolution Ltd. For financial or contractual dispute. iStudents Complaints, Website: <https://www.istudent.org.nz/>, Phone: 0800 00 66 75, Email: complaints@istudent.org.nz

N. Liability

1. The school is not liable for direct, indirect, or consequential losses due to breaches, negligence, or acts by the school, including loss of income, profit, or property damage.
2. The school is not liable for damage, theft, or harm during homestays, school activities, or off-site activities for reasons beyond our control.
3. The school can change terms and conditions with notice to agents, parents, prospective, and current students.

O. Privacy Notice

Wilkinson's complies with the NZ Privacy Act of 2020. We collect and store information from this form for these purposes:

1. Managing Wilkinson's business operations, including reporting and administrative processes.
2. Complying with the Education and Training Act 2020 and other relevant legislation for official records and public funding accountability.
3. Supplying information to government agencies and organisations.
4. Adding your details (name, date of birth, and residency) to the National Student Index managed by the Ministry of Education.
5. Supplying data to government agencies, including Ministry of Education, NZQA, TEC, Immigration NZ (for non-citizens or non-permanent residents) for administering the tertiary education system, funding allocation, policy advice, and research.
6. Sharing data from this form with Statistics NZ for official statistics, policy advice, and research as allowed by the Statistics Act 1975.
7. Releasing information to government agencies like the NZ Police, Department of Justice, Ministry of Social Development, and ACC when required by law.
8. Sharing information from this form with educational organisations to verify academic records. By signing this form, you authorise such disclosure under conditions outlined in the Privacy Act 2020, Education and Training Act 2020, and other relevant legislation.
9. You can request access to your information and seek corrections, if necessary, by contacting the Enrolment Officer.

P. Code of Practice Requirements

Wilkinson's adheres The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, available on request or from the NZ Ministry of Education website or from NZQA Website, <https://www2.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-english.pdf>

1. Immigration: For visa and permit requirements, employment rights in NZ, and reporting obligations, refer to www.immigration.govt.nz.
2. Eligibility for Health Services: Most international students may not receive publicly funded health services and may bear the full cost of medical treatment. Details on entitlements are at www.moh.govt.nz.
3. Accident Insurance: ACC provides accident insurance for NZ citizens, residents, and temporary visitors. You may incur other medical costs. Visit www.acc.co.nz for more information.
4. Medical and Travel Insurance: International students must have current medical and travel insurance while studying in NZ. Provide your medical insurance certificate to Wilkinson's before receiving an official receipt. Insurance should commence on the earlier of the arrival date in NZ or the student visa start date under Wilkinson's. Those arranging insurance within 10 working days can cancel without claims.

9 SIGNATURE

Student's Signature

Name

Signature

Date

Guardian's Signature (Mandatory for under 18 students)

Name

Signature

Date