



Talent  
International  
Institute

Christchurch Branch  
282 Durham Street North  
Christchurch

Dunedin Branch  
95 Hanover Street  
Dunedin

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Student ID: \_\_\_\_\_

## OFFSHORE/ONLINE APPLICATION FORM

**Important: When filling this form, please write clearly using CAPITAL LETTERS.**

### Student details

First Name (as in official photo ID\*):

*\*Could be a national ID, passport, or similar*

Family Name (as in official photo ID):

Other Name:

Date of Birth (DD/MM/YYYY): \_\_\_/\_\_\_/\_\_\_\_\_

Age:

Gender:  Male  Female

Nationality (as in official photo ID):

Country of Birth:

Home Address:

Telephone:

Post Code:

State/Province:

Country:

Email:

Social Media ID (WeChat, WhatsApp, Facebook):

### Emergency Contact \*\*\*

Family Name:

Given Name:

Relationship to Student:

Email:

Telephone:

Cell Phone:

### Course Information

**Important: The courses are delivered in classes and sessions. Please, note that English classes begin every Monday, and offered at set New Zealand time only. The sessions may start on any day, and may be offered at any time. Timing of sessions could vary subject to time-zone differences, and applicant's own preferences. Lengths of sessions could vary from 30 mins up to 45 minutes per session. Group sessions could be (1 to 2, 1 to 4, 1 to 6 or 1-10 learners).**

Have you ever studied English in an online setting before? Yes.  No.

If yes, when? \_\_\_\_\_. Where? \_\_\_\_\_. Length of study? \_\_\_\_\_.

*Notes: Students may be required to undergo a Talent International Institute online/offshore English proficiency assessment in order to be placed at the correct level. The courses are subject to minimum student numbers.*

English Programmes (Sessions/Classes)	1-1 Session	Group Session	Classes
Certificate of English Proficiency for Academic Purposes: Level 1 (Beginner/Elementary)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate of English Proficiency for Academic Purposes: Level 2 (Intermediate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate of English Proficiency for Academic Purposes: Level 2 (Upper Intermediate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate of English Proficiency for Academic Purposes: Level 3 (Advanced)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate in Academic Critical Discourses: Level 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In case you selected **Group session**, please specify: 1-2  1-4  1-6  1-10

Number of weeks / Sessions: \_\_\_\_\_. Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_. End date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

*Note: Minimum 12 sessions or Minimum 2 weeks are offered.*

#### Agent Details

Company Name: \_\_\_\_\_

Agent name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you authorise your agent to communicate and deal with Talent International Institute on your behalf with regards to your admission? Yes.  No.

#### Use of Personal Information for Talent International Institute Promotion

Talent International Institute may use students' personal information, such as name, photo, video footages for TII promotion. This might include, but is not limited to, media advertisements, social media promotions (Facebook, LinkedIn, WeChat and similar social media), website content, marketing seminars, posters, flyers, prospectuses, noticeboards and various similar promotional channels in New Zealand and other countries.

Do you provide your consent to TII to use your personal information for TII promotion?  Yes.  No.

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Parent or legal guardian signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(for under 18's)

#### Terms and Conditions

We will endeavor to provide you with education services in accordance with the selection of services made by you on the registration form.

We will from time to time, following commencement of your placement, provide you with online activity services or introduce you to third party online and Self-Directed Learning (SDL) activity service providers, on such additional terms as shall be agreed on an activity by activity basis.

We will provide the above services selected by you in accordance with these terms and conditions; and our policies, operating standards and student rules and regulations; and TII Code of Practice for Offshore Online Delivery. You will comply with all terms, conditions, policies, operating standards, rules or regulations that apply to you including, but not limited, to our published school "rules and regulations".

#### Fees and Courses

Our fees will be charged in accordance with the fee schedules current at the time of our processing of your registration form.

All course fees shall be paid in full 5 working days prior to the commencement of the course. If fees are not paid in such time, then we reserve the right to decline the course placement.

If you wish to change your course from full-time to part-time you must do so before your course starts. No changes

of this nature will be allowed after your course has started.

*Sessions: A full time student condition does not apply on the learners taking sessions. However, learners are required to take minimum 2 sessions each week.*

*Classes: A full time student is the one who is taking five classes for 20-25 hours per week.*

The school has the right to make the final decision as to which online session and/or level is suitable for you.

The school has the right to change courses and fees without prior notice.

The school will not be open on New Zealand Public Holidays, nor will any credit be given for these days.

### **Refund or withdrawal**

Should you withdraw from your course prior to its commencement, we will refund to you all course fees received, less the Enrolment fees.

If the course is of three months duration or more and you cancel part or your entire course during the first 14 days of your enrolment you are entitled to receive a full refund less a deduction for costs incurred by the school, up to a maximum of 25% of fees paid. If you cancel or change your course after you have completed the first 14 days of your enrolment, or finish your course early, no refund will be given.

If the course is of five weeks or more but less than three months, and you cancel part or your entire course during the first 7 days of your enrolment you are entitled to receive a fund of at least 75% of any amount paid. If you cancel after the 7th day of your enrolment, no refund will be given.

If the course is of more than two days but under five weeks and you cancel part or your entire course by the end of second day of your enrolment you will receive a fund of at least 50% of any amount paid. If you cancel after the 2nd day of your enrolment, no refund will be given.

No refund will be given for the enrollment in the course of two days or less – this will also apply to the students taking sessions.

If the school cancels a course you are specifically enrolled for, you will receive a full refund of fees received by the school.

If you withdraw from your course for medical or family reasons, we, in our sole discretion, may or may not refund to you a portion of your course fees upon application by you.

In the event where the above terms occur, the TII refund policy shall apply. However, TII may decide on a case-by-case basis and consider partial refund of fees solely on TII discretion.

All fees will be held in accordance with our Fee Protection policy.

No refund shall be provided for the classes / sessions where student is unable to attend due to absence.

### **Holidays**

The school will be closed on all New Zealand Public Holidays and for 2 weeks or more (depending upon the program of study) over Christmas and New Year.

### **Student Fee Protection Policy**

As part of the registration of the school under New Zealand law it is required that your fees are kept in a trust account operated independently of Talent International Institute. This trust has been approved by NZQA. In the unlikely event that the school ceases to operate, your fees are protected and will be returned to you. Talent International Institute uses the Public Trust – a trust organisation owned by the Crown.

All fees over \$500 will be paid directly into Public trust. Your fees are then paid in fortnightly intervals to Talent International Institute once you have completed the following days of study:

- 5 calendar days for all courses under 13 weeks.
- 8 calendar days for domestic students on courses of 13 weeks or more.
- 10 working days for offshore students on courses of 13 weeks or more.

Also see our refund policy.

Any fees \$500 and under will be paid directly by students to Talent International Institute.

### **Misconduct/disciplinary procedures**

You will comply with our disciplinary procedures and we reserve the right to terminate this agreement at our sole discretion if we are dissatisfied with your conduct, behavior or willingness to comply with disciplinary procedures including cyber safety & security policy.

### **Behavior Expectation**

#### **GENERAL**

- To aim for the highest standards in all aspects of online learning experience.
- To co-operate with the staff and to accept the School's authority and rules of conduct.
- To consider and respect the feelings and privacy of others during the sessions.
- To care for the grounds, buildings, furniture, equipment, books and other items provided by the School.

#### **ATTENDANCE AND PUNCTUALITY**

- To attend online sessions, on time, ready to learn and to take part in all activities.
- Absence for reasons other than sickness/emergency situations should be requested in advance by contacting the Office Manager
- Classes / sessions shall not be rescheduled and re-delivered if missed by the student

#### **ALCOHOL, SMOKING & ILLEGAL SUBSTANCES**

- No student is allowed to smoke or possess cigarettes or matches anywhere while attending online sessions.
- No student is allowed to drink or possess alcohol while attending online sessions.
- No student is allowed to possess, use or sell illegal substances, drugs or solvents at the online sessions.
- It is an individual's responsibility to ensure the security and safety of his belongings.
- Students must follow our internet/cyber safety policy.
- Students must not be a disruptive influence without regard for the welfare of other members of the School community.
- Students must not participate in, or initiate Bullying behavior where a person or group is intimidated, humiliated, frightened, excluded, hurt, discomforted by a sustained pattern of behavior directed at them.
- Students must not be violent against or harm others emotionally or verbally.
- Students must not prevent others from learning.
- Students must follow all rules or procedures concerning behavior or safety in current practice during the online sessions.
- Students must not use abusive and/or inappropriate language.

#### **Privacy**

We will hold personal information about you so that we may carry out our responsibilities under this agreement and otherwise. The information you supply to us must be true and correct.

You will have the right to correct personal information held about you. You and we agree that information held by us as to your academic progress is evaluative material and not personal information.

We may check or disclose the personal information we hold about you with or to such persons as credit agencies, activity and software/online platform providers, Education NZ and the NZQA and you consent to and authorize the same.

#### **Warranty/consents**

You warrant that as a party to this agreement you are a person aged over 18 years and/or have legal capacity to execute this agreement in respect of the student.

If you are not the student, then you warrant that you have explained to the student all their obligations under this agreement.

In the event that the student suffers a personal injury or illness at any time during their online course in , you consent to the arrangement of such medical intervention as is necessary and where we can (as it may not always be possible in online teaching and learning situation) to preserve life and/or well-being by us, our agents and/or third-party service providers, and you release us from any liability in respect of such action and will indemnify and hold us harmless for all cost or liability we incur in respect of such action.

#### **Termination**

If you fail to meet your obligations under this agreement, we will send a written notice to you at your last known permanent overseas home address explaining to you what is wrong, what needs to be done and when it must be done by. If you do not comply with that notice, we may terminate this agreement immediately.

#### **Notice of Address**

You will keep us at all times informed of your current permanent overseas home address and phone number while undertaking one of our online courses. You agree that this is an important term of the agreement between us, the breach of which shall entitle us summarily to terminate this agreement and to expel you from the online course.

#### **Dispute resolution**

Any dispute arising out of or in connection with this agreement shall be resolved in the following manner:  
By the convening of an online meeting between you and the Office Manager, our Principal or his or her deputy.

#### **Definitions:**

- **"We"** Means Talent International Institute Limited.
- **"You"** Means the person executing this agreement and, other than in clause 6, the student.
- **"Student"** Means the person who is to study with us.
- **"Conduct"** Includes but is not limited to regular attendance at class.
- **"Behavior"** Includes but is not limited to use of alcohol, drugs, vandalism or theft of property or other act of dishonesty or violence whether on campus or elsewhere.
- **"Working Day"** Means any day excluding weekends and public and statutory holidays.

**Student Declaration:** Please, read “Terms and Conditions” before signing

I have read and understand the terms and conditions to study at Talent International Institute and I hereby accept the terms and conditions.

I have read and understand the Talent International Institute policy regarding fee protection, cyber safety and refunds and I hereby accept the fee protection, cyber safety and refund terms and conditions.

Student signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Parent or legal guardian signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_ (for under 18`s)

*Note: The parents or legal guardians of Under 18 students are required to complete additional information and forms and attach with this application.*

**Marketing Information:** How did you hear about Talent International Institute?

Website (Please specify): \_\_\_\_\_

Agent (Please specify): \_\_\_\_\_

Other (Please specify): \_\_\_\_\_

Family / Friends: \_\_\_\_\_

Advertisement (Please specify): \_\_\_\_\_

**For Office Use Only**

Application accepted.

Application rejected

Principal signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_