



Talent  
International  
Institute

Christchurch Branch  
282 Durham Street North  
Christchurch

Dunedin Branch  
95 Hanover Street  
Dunedin

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

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

## APPLICATION FORM (Non Academic)

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

### Student details

First and Middle Name(s) (as in passport): \_\_\_\_\_

Last Name(s) (as in passport): \_\_\_\_\_

Other Name(s): \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_/\_\_\_/\_\_\_\_\_

Gender:  Male  Female

Nationality (as in passport): \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport expiry date: \_\_\_/\_\_\_/\_\_\_\_\_

### Student Contact Details in New Zealand

Full Address: \_\_\_\_\_

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

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

### Emergency Contact \*\*\*

Full Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

### Programme Information

Campus:  Christchurch

Dunedin

Programmes:	Full-time	Part-time
Afterschool Programme		<input type="radio"/>
Details:		
ESOL <input type="radio"/> Maths Tuition <input type="radio"/> Programming / Coding Tuition <input type="radio"/>		
ESOL Level _____ Maths Level _____ Programming Level _____		
English Tuition <input type="radio"/> English Level _____		
School Holiday Programme (ESOL)	<input type="radio"/>	<input type="radio"/>
School Holiday Programme (Blended)	<input type="radio"/>	<input type="radio"/>
Chinese Business (Beginner / Elementary / Intermediate / Advanced)		<input type="radio"/>

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

### Agent Details

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

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

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

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

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

### Medical Information

Do you have any health related issues which might affect your ability to study?  Yes.  No.

If yes, please specify: \_\_\_\_\_

Are you on any medication for a health issue at the present time?  Yes.  No.

If yes, please specify: \_\_\_\_\_

### Pick-Up & Drop Off Service (U-18 students) *Additional Charges Apply*

Would you like TII to provide you with pick-up and drop off service?  Yes.  No.

If yes, please give us more information:

Pick Up and Drop Off Location (address): \_\_\_\_\_

Time of Pick Up: \_\_\_\_\_

### Pick-Up & Drop Off at TII Campus (U-18 students) *Parent(s) / Gaurdian(s) to complete*

### Accompanying Person(s) with Students

Parent(s) / Guardian(s) may accompany and stay at TII premises where the programme permits and prior arrangement with TII has been made. Accompanying person(s) shall be required to comply with the terms and conditions of this applications.

Full Name(s) of the accompanying person(s):

1. \_\_\_\_\_ Can provide teaching assistance? Yes.  No.
2. \_\_\_\_\_ Can provide teaching assistance? Yes.  No.
3. \_\_\_\_\_ Can provide teaching assistance? 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 application form.

We will from time to time, following commencement of your placement, provide you with activity services or introduce you to third party 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 the Ministry of Education's New Zealand Code of Practice for the Pastoral Care of International and Domestic Students and Circular 99/03 Rules for Student Enrolment Records.

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".

### **Pick Up Procedure (U-18 Students)**

Only authorised person(s) on this application form are allowed to pick-up students who are under the age of 18 years.

The person(s) picking up children is required to fill and sign TII pick-up and drip-off log sheet.

Student(s) must be picked up within the 15 minutes after the class finish time.

TII would charge additional fees if student(s) is not picked up within 15 minutes' after the class finish time.

### **Fees and Courses**

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

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.

The school has the right to make the final decision as to which class 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 Public Holidays, nor will any credit be given for these days.

### **Additional Fees**

**Late Pick-Ups:** Request for pick up must be done in person, by phone by 11:00am of that day. Last minute notice will not be accepted.

Students must be picked up and signed-out within 15 mins after the class finish time, the late fees are as follows:

15mins late \$20

30mins late \$30

If you have not notified us by 30 minutes after the class finish time, we are mandated to notify the appropriate authorities such as Police department. Additional fees @\$30 per half hour shall be charged.

**Extra Activities, Resources and Materials:** TII may charge additional fees for activities, services, resources and materials.

### **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 five weeks or more but less than three months, and you cancel part or your entire course during the first 5 days of your enrolment you are entitled to receive a refund of 75% of any amount paid. If you cancel after the 5th 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 refund of at least 50% of any amount paid. If you cancel after the 2nd day of your enrolment, no refund will be given.

If the school has to cancel a course you are specifically enrolled for, you will receive a full refund of fees received by the school less the period for which the study has been delivered.

If you withdraw from your course for medical or family reasons, we, in our sole discretion, may refund to you a portion of your course fees upon application by you.

For reasons of your proficiency in English language, we, in our sole discretion, may refund to you a portion of your course fees upon application by you.

### **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.

### **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, homestay providers, local schools, activity providers and the New Zealand Immigration Service 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 course in New Zealand, you consent to the arrangement of such medical intervention as is necessary 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.

## Liability

Consumer Guarantees Act - nothing in this clause shall limit or reduce your rights (if any) under the Consumer Guarantees Act 1993 unless you require our services for the purpose of business in which case you agree that the Consumer Guarantees Act will not apply.

Exclusion and Limit of Liability - We will not be liable to you for any property that has been physically damaged or lost, for any other direct loss or damage or for any indirect or consequential loss whatsoever whether caused through breach of contract or breach of any other obligation owed to you for any other reason, or through the negligent omission or any other act of a third party, or through any event beyond our control, except to the extent that we are liable under the Consumer Guarantees Act to compensate you for such loss or damage.

You will indemnify and hold us harmless in respect of all express, losses, damages and costs (on a full indemnity basis) incurred by or awarded against us arising out of any claim by any person in relation to your conduct in New Zealand.

By accepting the conditions of enrolment your image and written references by Talent International Institute for promotional material.

## Termination

If you fail to meet your obligations under this agreement, we will send a written notice to you at your last known address in New Zealand 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 address and phone number in New Zealand while undertaking one of our 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 school.

## Dispute resolution

Any dispute arising out of or in connection with this agreement shall be resolved in the following manner:

By the convening of a meeting between you and the Office Manager, our Principal or his or her deputy for the time being. You may bring a support person to this meeting.

If that meeting is not successful, the dispute shall then be referred to the grievance procedure established by the International Education Appeal Authority.

## New Zealand Law

The proper law of this agreement shall be New Zealand law and the parties agree that the forum convenes for any dispute not resolved under clause 9 shall be the New Zealand Courts.

## Visas and New Zealand Immigration (applicable to International students and temporary visa/permit holders only)

Generally, if you wish to study in New Zealand longer than 12 weeks, you must apply for a Student Visa. However, please check with Immigration New Zealand regarding specific requirements for your country. The school can provide a receipt of payment, an offer of place, and an accommodation guarantee (if applicable). It is your responsibility to make arrangements for your visa application.

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from the New Zealand Immigration service and can be viewed on their website at <http://www.immigration.govt.nz>.

## Use of the TII Premises (For Parents / Guardians)

Some of the TII programmes will be offered where parents and guardians may be present at TII premises while the programme is run, such as after school programme. Parents / Guardians shall have obligations and abide by terms and conditions as follows:

1. Only authorised and nominated person(s) accompanying student(s) can be present at TII premises while the programme classes and sessions are running.
2. Accompanying person(s) may run activities at TII as authorised and agreed by TII.
3. Accompanying person(s) will ensure that TII premises and items are kept clean and tidy at all times.
4. Accompanying person(s) agree that they will receive information in relation to emergency situation, evacuation procedures, and health & safety; and abide by the requirements at all times while present at TII premises.
5. Accompanying person(s) may make reasonable use of TII facilities, such as Toilets, Kitchen areas, Microwave/fridge, library books, furniture (seats, desks).
6. Accompanying person(s) can only make use of TII equipment, classroom, breakout areas, meeting rooms, and facilities if separately authorised by TII.
7. Accompanying person(s) are required to comply with TII code of conduct, use of internet policies, and behavior policy. The accompanying person(s) may be asked by TII official(s) to leave the premises if TII official(s) is/are not satisfied by the accompanying person(s)' conduct.
8. Accompanying person(s) may be given access to use Huadu Gym, for which additional charges may apply. Accompanying person(s) will be required to comply with Huadu Gym terms and conditions.

## Definitions:

- **"We"** Means Talent International Institute Limited.
- **"TII"** Means Talent International Institute"
- **Accompanying Person** Mean authorised person as parent / guardian accompanying student at TII premises while student is attending TII programme(s)
- **"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 fees policy and refunds and I hereby accept the fee protection 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: \_\_\_/\_\_\_/\_\_\_\_\_