



Please send this form to
Evakona Main Office
 Email: info@evakona.co.nz
 Fax: +64 (0)7 867 1175

Evakona Representative Agent Stamp

Enrolment Form

PERSONAL DETAILS

Are you a returning student? Yes No

Family Name: _____

Given / First Name: _____

Gender: F M Date of Birth: (DD / MM / YYYY)

Address in your Country: _____

Phone: _____ Fax: _____

Email: _____

Passport No. _____ Expiry Date: _____

Occupation: _____

What type of visa will you hold?
 Visitor/Tourist Student Working Holiday
 RP Other ()

EMERGENCY CONTACT (Must be Parent or Legal Guardian for students under 18 years of age.)

Name: _____

Relationship: _____

Address: _____

Phone: _____

Email: _____

YOUR ENGLISH LEVEL

Beginner Elementary Pre-Intermediate Intermediate
 Upper Intermediate Advanced TOEIC, IELTS score ()

What do you hope to achieve during your study at Evakona?

CAMPUS & TERM weeks

Start Date(DD/MM/YY)

Whitianga Campus _____

Thames Campus _____

COURSE

General English Full time 23 Full time 21 Part time

Exam Preparation TOEIC / IELTS
 23hrs Group 21hrs Group 19hrs Group + Private

High School Preparation Full time 23 + Activity

Friday Afternoon Activities Yes No

AIRPORT TRANSPORT

Do you require transport on **ARRIVAL**?
 No Yes – from Auckland Airport Auckland City

Arrival Date (DD/MM/YY): _____

Arrival Time: _____ Flight Number: _____

Do you require transport on **DEPARTURE**?
 No Yes – to Auckland Airport Auckland City

Departure Date (DD/MM/YY) _____

Departure Time: _____ Flight Number: _____

ACCOMMODATION

Homestay International Lodge Flat/Apartment
 Motel/Backpackers I am arranging my own

Please answer if you are applying for a homestay.
 Do you smoke? Yes No Do you want to stay with a family with: **Children**? Yes No No Preference
Pets? No / Cats OK / Dogs OK / Pets OK if outside

Any food you cannot eat? _____

Do you have any health conditions or allergies?

What are your hobbies and interests?

MEDICAL INSURANCE

Do you want Evakona to arrange insurance for you?
 No I have arranged my own insurance and a copy is attached
 Yes, from _____ to _____ (DD/MM/YY)

Do you have any medical conditions? No Yes
 Details: _____

DECLARATION (For UNDER 18 YEAR OLD STUDENTS, a parent or legal guardian MUST SIGN.)

I give Evakona permission to use photos of me for school promotions and their website: Yes No

I have read and accepted the General Conditions of Evakona Education as detailed overleaf Yes No

Student's Signature: _____ Date _____

Parent or Legal Guardian's Signature: _____ Date _____

EVAKONA EDUCATION GENERAL CONDITIONS

1. ENROLMENT :

- 1.1 EVAKONA EDUCATION reserves the right to change or cancel courses without prior notice.
- 1.2 Group classes require a minimum of THREE STUDENTS per class (unless otherwise specified).

2. PAYMENT :

- 2.1 Fees must be paid in full, in advance, for the term of enrolment.
- 2.1 Course fees are calculated in complete weeks and any part of a week is counted as a full week.
- 2.3 No compensation is given for public holidays when EVAKONA EDUCATION is closed.

3. CANCELLATIONS AND REFUNDS:

- 3.1 For courses up to 12 weeks, a student can cancel within the first 5 days of the course and still receive a refund. The registration fee, the accommodation arrangement fee (if the accommodation has already been confirmed) and the first week tuition fee will not be refunded. There is no refund if the student withdraws later than 5 working days after the beginning of the course.
- 3.2 For courses of 13 weeks or more, a student can cancel within the first 10 working days of the course and still receive a refund.. The registration fee, the accommodation arrangement fee (if the accommodation has already been confirmed) and the tuition fee that has been used up to the time will not be refunded. There is no refund if the student withdraws later than 10 working days after the beginning of the course.
- 3.3 In the unlikely event that EVAKONA EDUCATION has to cancel a course for reasons beyond their control, an alternative commencement date will be recommended. If the suggested alternative is unacceptable, all unused fees will be refunded.
- 3.4 Course fees are not refunded if:
 1. the student arrives late for the course without notifying EVAKONA EDUCATION in advance.
 2. the student takes time off during the course without prior arrangement with EVAKONA EDUCATION.
 3. the student leaves before the course is completed.
 4. the student changes course after commencement of a course.
- 3.5 Cancellations must be made in writing.

4. ACCOMMODATION:

- 4.1 Homestay fees are not refundable if the student leaves their homestay early without prior agreement with EVAKONA EDUCATION and the homestay family.
- 4.2 Homestay fees are not refundable for absences of 3 days or less without prior agreement.
- 4.3 Any request to change or terminate a homestay placement must be made 14 days prior to the proposed change.
- 4.4 Students must be prepared to vacate their homestay upon completion of their course at EVAKONA EDUCATION.

5. ATTENDANCE :

- 5.1 Students are expected to attend all lessons punctually at the notified class time. Lack of regular attendance or early withdrawal from classes can lead to cancellation of the Student Visa by the New Zealand Immigration Service.
- 5.2 Attendance must comply with the conditions of the student's visa to stay in New Zealand.

6. LIABILITY :

EVAKONA EDUCATION cannot be held responsible for any damage, loss, sickness or injury incurred within the school premises, the homestay, other prepaid accommodation, on school activities or on optional adventure activities.

7. INSURANCE

All students must have appropriate Travel and Medical Insurance as a condition of their enrolment. The term of the Insurance must cover at least the period of the Course. EVAKONA EDUCATION can assist in purchasing the appropriate Insurance cover.

8. SPECIAL CIRCUMSTANCES

8.1 If, after starting the planned course, the student is unable to participate in regular group lessons and/or activities because of physical or mental health or behavioural issues, or because of learning difficulties, and those issues and/or difficulties were not disclosed or sufficiently explained to EVAKONA EDUCATION during the enrolment process:

- the student may be deemed unable to study at the school, in which case the refund policy outlined in (3) above will apply.
- the student may be offered private lessons instead of group lessons, at the higher private lesson rate.
- any decisions will be made by EVAKONA EDUCATION after consultation with the student's parents or legal guardian if the student is under 18 years of age.

8.2 If, a student in a homestay is found to have special needs due to physical or mental or behavioural issues, and those issues were not disclosed or sufficiently explained to the School during the enrolment process:

- the student may be deemed unable to remain at the homestay, in which case the refund policy outlined in (3) above will apply.
- the student may be asked to pay a surcharge in order to remain at the homestay. The amount of the surcharge will be depending on the nature of the student's special need.
- any decisions will be made by EVAKONA EDUCATION after consultation with the student's parents or legal guardian if the student is under 18 years of age.

8.3 Any extra expenses incurred by EVAKONA EDUCATION due to special circumstances as described above will be charged to the student or to the parent or legal guardian if the student is under 18 years of age.

9. NEW ZEALAND LAW :

- 9.1 Students must comply with the laws of New Zealand, EVAKONA EDUCATION rules and the conditions of their visa. Failure to do so will result in expulsion from EVAKONA EDUCATION and forfeiture of School Fees.
- 9.2 All above conditions are governed by New Zealand law.