

Under 18 English Enrolment Form

- 2026 U18 Jan-Feb Programme 2026 U18 Mar-Apr Programme
 2026 U18 Jul-Aug Programme Others _____

STUDENT INFORMATION

First Name _____ Last Name _____
Date of Birth ____ / ____ / ____ Nationality _____
Gender Male Female
Home Address _____
Phone Number _____ Email _____
Passport Number _____

EMERGENCY CONTACT INFORMATION

Parent/Guardian Name _____
Home Phone _____ Work/Cell Phone _____
Emergency Contact Name _____ Emergency Phone _____
Relationship to Student _____ Alternate Phone _____

ACCOMODATION DETAILS

What type of accommodation would you wish to stay at

- Apartment with designated caregiver
 I will arrange my my own accomodation
 Homestay

Can you eat most foods? Yes No

I cannot eat _____

Do you have a special diet (e.g. vegetarian)? _____

Do you have any health problems / allergies? Yes No

What are they? _____

Your interests/hobbies/sports? _____

ACCOMODATION REQUIRED

From: ____ / ____ / ____

To: ____ / ____ / ____

OTHER DETAILS

INSURANCE (Please note - insurance for all students is compulsory)

- I will arrange my own insurance and I will send proof
 Please arrange for me and add to invoice

Do you intend to stay in New Zealand on completion of your course?

- Yes No

Do you need Airport Transfer?

- Pick up Drop off I do not need airport transfers

AGENT DETAILS

Agency Name & Branch Name _____

Agent Full Name _____

Agent Email _____

Agent Phone Number _____

HOW TO PAY

- Pay by Visa or Mastercard. Send card number and expiry date, with 2% extra charge
 Use Telegraphic Transfer to:

Account name: CROWN INSTITUTE OF STUDIES

Account number: 06-0158-0137437-00

Bank name: ANZ Bank (NZ) Ltd -Auckland University Branch

Swift Code:ANZBNZ22

ENROLMENT CHECKLIST

Please complete and return

- Complete enrolment form and sign declaration
 Send Passport photo page
 Pay Fees
 Email to Crown Institute of Studies (info@crown.ac.nz)

ENROLMENT TERMS AND CONDITIONS

1. ENROLMENT

1.1) Enrolment is subject to the following conditions and becomes a legal contract on acceptance of a student by Crown Institute of Studies.

1.2) Crown Institute of Studies 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.

2.2) All tuition fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation can be given for any days when school is closed due to public holidays.

2.3) In the event of late arrival, or absence, no refund of fees or free extension of the course can be granted.

3. CANCELLATIONS AND TUITIONS REFUNDS

3.1) The full policy on refunds is below. Refunds are calculated in NZ\$.

3.2) Refunds, if approved, are returned to the account/person that made the original payment

4. COURSE CHANGES

4.1) After arrival in NZ students cannot shorten courses nor transfer their tuition fees to another student.

4.2) Changes may not be possible at times because of visa regulations.

If a visa has been issued, Immigration New Zealand must be informed.

5. ACCOMMODATION

5.1) Changes of accommodation can be made with minimum of 14 days notice.

5.2) If suitable notice is not given, the remaining accommodation fees must be paid in lieu.

5.3) Accommodation pre-paid for the first four weeks cannot be refunded.

6. SCHOOL RULES

6.1) A full list of school rules are in the student handbook.

6.2) Should a student not comply with the School Rules and/or 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, without refund and is legally bound to advise the NZ Immigration Service.

6.3) Students are required at all times to inform the school of their current contact details in Auckland.

7. LIABILITY

7.1) Crown Institute of Studies shall not be liable if the services contracted for cannot be provided for reasons beyond its control

8. CODE OF PRACTICE

8.1) Crown Institute of Studies has agreed to observe and be bound by the Education (Pastoral Care of International Learners) Code of Practice 2021 published by the Minister of Education.

Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at

<http://www.minedu.govt.nz/goto/international>

8.2) ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand.

If you receive medical treatment during your visit, you may be liable for the full costs of that treatment.

Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at

<http://www.moh.govt.nz>

8.3) ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

8.4) MEDICAL AND TRAVEL INSURANCE

Under the Education (Pastoral Care of International Learners) Code of Practice 2021, all international students are to have an appropriate health and travel insurance policy during their period of study.

An approved insurance policy is a condition of enrolment. Holders of all visa types are required to have approved insurance for the duration of their study. A student visa holder is also required to have an approved health and travel insurance for the duration of their visa or until they depart New Zealand, whichever comes first.

8.5) IMMIGRATION

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

9. INFORMATION

9.1) All supplied data is held securely by Crown Institute of Studies Ltd. Data will be treated confidentially and will not be disclosed to external organisations except for legitimate reasons. The data will be used, unless you tell us otherwise, for a full range of school activities. The data may be made available to the NZ Ministry of Education or the NZ Immigration Department.

Crown's current NZQA EER rating: Category 2 (Confident in the educational performance and capability of self-assessment). You can read more here:

<https://www.nzqa.govt.nz/providers/details.do?providerId=864433001>

REFUND POLICY

Pursuant to NZ government student fee protection requirements, the full value of your outstanding fees is protected in an approved trust fund. Trustee: Markhams c/o Kiran Bhikha
Please note the following conditions:

Courses five weeks or more but less than three months

If the course is of five weeks or more but less than three months and the withdrawal occurs up to the end of the fifth day after the start of the course:

In such cases, the PTE must pay an amount equal to the fees paid less a deduction of 25 per cent. (As per section 235A(1)(c) and (d) of the Education Act.)

Courses under five weeks

If the course is under five weeks and the withdrawal occurs up to the end of the second day after the start of the course:

In such cases, the PTE must pay an amount equal to the fees paid less a deduction of 50 per cent. However, if two days constitutes the full amount of tuition paid for by the student, the PTE may retain 100 per cent of the payment (As per section 235A(1)(c) and (d) of the Education Act.)

Cancellation of your course in the event of financial problems at Crown

The full value of your outstanding tuition fees is protected in an audited trust fund. In the unlikely event that Crown could not deliver your course, you would receive a full refund of all outstanding fee or have these transferred to one of our partner institutions to enable you to complete your course.

Refunds

Refunds are made within 4 weeks of all correct paperwork being completed. After the above periods no refund will be given unless in exceptional circumstances and will be at the discretion of the Directors.

PTE's own refund policy

These are minimum requirements. Students are entitled to a refund in line with a PTE's own refund policy. This may allow for amounts greater than the above. In special circumstances, a PTE may also elect to make a refund that is greater than specified in its refund policy.

There will be no refunds for course shortening. Students cannot transfer afternoon classes to extra morning classes. Students are not able to transfer their tuition fees to another student. There is no refund on extensions or re enrolments.

All withdrawals, cancellations and course change requests must be received by Crown in writing

Cancellation and course change forms are available from Student Services,

Crown Institute, 3rd floor, 80 Anzac Avenue, Auckland (info@crow.ac.nz)

If your fee was received by Crown from a Crown retailer then any refund will be made to Crown retailer. Unused homestay fees may be refunded directly to you. If you pay by Credit Card (either directly or through a Crown retailer) and cancel our course, the refund amount will have the merchant fee deduction included.

On arrival:

In the event of a deportation, there will be a refund of the course and enrolment fees minus a cancellation fee of NZ\$500, any admin fees for work already done and any bank charges.

In addition, if the airport transfer service is not notified of the cancellation, the fees won't be refunded. The first two weeks of accommodation and the placement fee won't be refunded either.

Refunds are calculated in NZ\$ regardless of the currency in which payment was received.

A proof of deportation is required

Cancellation due to visa decline or personal reasons:

In the event of a cancellation due to a visa decline or other personal reasons, there will be a refund of the course and enrolment fees minus a cancellation fee of NZ\$500, any admin fees for work already done and any bank charges.

In addition, if there is accommodation cancelled less than 1 weeks before the course starts then the first 2 weeks accommodation fees will also not be refunded, and neither will be the placement fee.

Refunds are calculated in NZ\$ regardless of the currency in which payment was received.

A proof of visa decline is required

Accommodation refunds:

After arrival, accommodation payments can be refunded after 2 weeks notice is given to the Crown Institute Accommodation Manager.

Students cannot have their first 4 weeks of accommodation refunded. Accommodation refunds are given after the 2 weeks notice and after the student has actually left the accommodation.

DECLARATION

- I have read and accept the conditions of enrolment
- I hereby accept the **Privacy Policy** and **Terms & Conditions** of Crown Institutes of Studies

Signature

___ / ___ / ___
Date