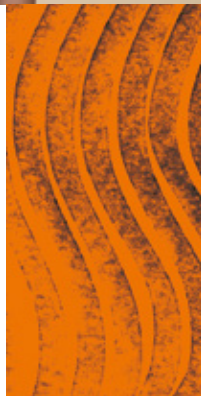




**Work ready.  
World ready.**



# Study in New Zealand

Vocational & higher learning courses

**Information & Application Form 2018** | International students

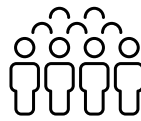
# What is ACG Education?

Exceptional people. An exceptional learning community.

At ACG Education, we believe learning should be defined by the exceptional. This has driven us to create an innovative, student-centric learning community that provides outstanding education opportunities for people of all ages in New Zealand and internationally.

Our commitment to excellence is demonstrated across the education spectrum. We offer international curricula and qualifications in private schools for Years 1–13, and specialist language courses and University Entrance qualifications for international students wishing to study at an English language university. Our New Education Group colleges are leaders in their respective fields, offering relevant career-focussed skills and qualifications.

Wherever we are in the world, we're committed to delivering a holistic education and a nurturing learning environment for students of every age and level. Our goal is to help every one of our students unleash their potential so they can build bright futures.



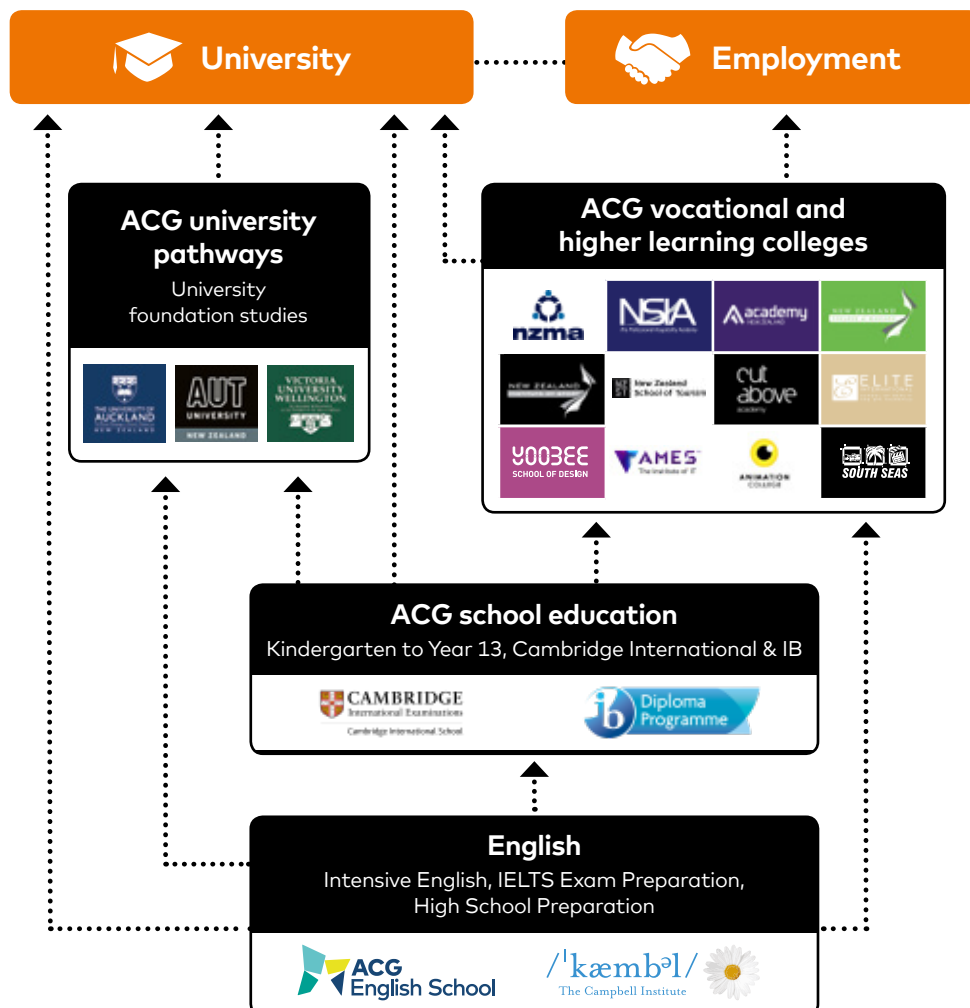
**Over 17,000**  
students in our preschools,  
schools and vocational colleges



**50**  
campuses across New Zealand,  
Indonesia and Vietnam



**80%**  
of our vocational graduates go  
on to higher study or jobs



If you are interested in ACG schools or university pathways please contact us at [admissions@acgedu.com](mailto:admissions@acgedu.com) for an application form.

# Programme information

(Please note that all fees in this publication are listed in New Zealand dollars.)

## The Campbell Institute

Offering courses in: Intensive English, IELTS Exam Preparation and High School Preparation

Entry dates	Every Monday <sup>^</sup>	<b>Full-time (26 hours per week)</b>	<b>Tuition fee (per week)</b>
Course length	1 to 48 weeks	Weeks 2 to 13	\$420
Tuition	26 hours per week	Bookings of 14 to 24 weeks	\$405
Entry requirement	Minimum age 13	Bookings of 25 to 40 weeks	\$390
Additional fee – resource fee	\$95	Bookings of 41+ weeks	\$370

## NZMA

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Certificate in Hospitality	5.0 (no band less than 5.0)	3	20	\$9,000	\$1,500
Certificate in Hospitality (Restaurant Service)	5.5 (no band less than 5.0)	4	20	\$9,000	\$1,750
New Zealand Diploma in Hospitality Management	5.5 (no band less than 5.0)	5	40	\$20,960	\$3,000
Diploma Programme in Applied Hospitality Management (includes the Level 5 diploma)	6.0 (no band less than 5.5)	6	80 (2 years)	\$32,960 total Year 1: \$20,960 Year 2: \$14,000	\$4,750 total Year 1: \$2,750 Year 2: \$2,000
Diploma in Tourism & Hotel Management	6.0 (no band less than 5.5)	7	40	\$19,000	\$1,500
Certificate in Cookery (includes the Level 3 certificate)	5.5 (no band less than 5.0)	4	40	\$20,960	\$3,000
Diploma Programme in Professional Cookery (includes the Level 3 & 4 certificates)	5.5 (no band less than 5.0)	5	80 (2 years)	\$33,500 total, or Year 1: \$20,700 Year 2: \$13,800	\$5,000 total, or Year 1: \$3,000 Year 2: \$2,250
Diploma in Business (Leadership & Management)	5.5 (no band less than 5.0) / 6.0 (no band less than 5.5)	5 / 6	80 (2 years)	\$35,000 total, or Year 1: \$18,500 Year 2: \$18,500	\$2,250 total, or Year 1: \$1,250 Year 2: \$1,000
Diploma in Applied Management	6.0 (no band less than 5.5)	7	40	\$19,000	\$500

## NSIA

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
ESOL Programme for NSIA pathway	n/a	n/a	4+	\$380 / week	\$95
New Zealand Certificate in Food & Beverage Service (Restaurant Services & Barista)	5.0 (no band less than 5.0)	3	18	\$9,500	\$1,100
New Zealand Certificate in Food & Beverage Service (Restaurant Services)	5.5 (no band less than 5.0)	4	18	\$9,500	\$1,100
Diploma in International Hospitality Management	5.5 (no band less than 5.0)	5	76	\$32,000 total, or Year 1: \$19,995 Year 2: \$12,850	\$3,100 total, or Year 1: \$2,100 Year 2: \$1,150
New Zealand Diploma in Hospitality Management	5.5 (no band less than 5.0)	5	40	\$12,850	\$1,150
New Zealand Certificate in Cookery	5.5 (no band less than 5.0)	4	40	\$19,995	\$2,100
New Zealand Diploma in Cookery (Advanced) (Cookery Strand)	5.5 (no band less than 5.0)	5	40	\$12,850	\$1,150
Diploma in Culinary Arts	5.5 (no band less than 5.0)	5	80	\$32,000 total, or Year 1: \$19,995 Year 2: \$12,850	\$3,100 total, or Year 1: \$2,100 Year 2: \$1,150
New Zealand Certificate in Baking (Generalist)	5.5 (no band less than 5.0)	4	40	\$19,995	\$2,100
Diploma in Bakery & Patisserie	5.5 (no band less than 5.0)	5	80	\$32,000 total, or Year 1: \$19,995 Year 2: \$12,850	\$3,100 total, or Year 1: \$2,100 Year 2: \$1,150
New Zealand Diploma in Cookery (Advanced) (Patisserie Strand)	5.5 (no band less than 5.0)	5	40	\$12,850	\$1,150

<sup>^</sup> Tuesday when a New Zealand public holiday falls on a Monday.

## Academy New Zealand

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
New Zealand Certificate in Pharmacy (Pharmacy Technician)	6.0 (no band less than 5.5)	5	60	\$37,000 total, or Year 1: \$19,000 Year 2: \$19,000	\$1,100 total, or Year 1: \$600 Year 2: \$600

## New Zealand College of Massage

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Certificate in Massage*	5.5 (no band less than 5.0)	4	18	\$10,900	\$900
Bachelor of Health Studies (Neuromuscular Therapy)	6.0 (no band less than 5.5)	7	90 (3 yrs)	\$49,000 total, or Year 1: \$17,000 Year 2: \$17,000 Year 3: \$17,000	\$3,000 total, or Year 1: \$1,500 Year 2: \$950 Year 3: \$950
New Zealand Diploma in Wellness & Relaxation Massage	5.5 (no band less than 5.0)	5	36	\$17,000	\$1,500
NZCM Diploma in Advanced Clinical Massage Therapy*	6.0 (no band less than 5.5)	6	36	\$17,000	\$1,500

## New Zealand Institute of Sport

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
NZIS Diploma in Sport Management & Exercise Science*	5.5 (no band less than 5.0)	5	40	\$18,000	\$1,250
NZIS Diploma in Sport (Advanced Exercise Prescription)	6.0 (no band less than 5.5)	6	40	\$18,000	\$1,250
NZIS Diploma in Sport (Advanced Sport Management)	6.0 (no band less than 5.5)	6	40	\$18,000	\$1,250
NZIS Certificate in Personal Training	5.5 (no band less than 5.0)	4	20	\$10,900	\$1,000
NZIS Certificate in Sport Studies	5.5 (no band less than 5.0)	3	38	\$17,000	\$1,250

## New Zealand School of Tourism

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Tourism, Travel & Airline Industry	5.5 (no band less than 5.0)	3	22	\$12,600	\$600
Tourism, Hotel & Airline Operations	5.5 (no band less than 5.0)	4	16	\$8,400	\$600
Tourism, Airline & Flight Attending	5.5 (no band less than 5.0)	4	16	\$8,400	\$600
Certificate in International Flight Attending	5.5 (no band less than 5.0)	4	14	\$8,100	\$600
Diploma in Tourism & Travel	5.5 (no band less than 5.0)	5	32 (1 year)	\$19,400	\$1,000
Diploma in Hotel & Hospitality Management*	5.5 (no band less than 5.0)	5	32 (1 year)	\$19,400	\$1,000
Hotel, Hospitality & Tourism Diploma*	5.5 (no band less than 5.0)	5	70 (2 years)	\$29,900 total, or Year 1: \$20,900 Year 2: \$11,095	\$1,000 total, or Year 1: \$600 Year 2: \$450
Travel & Tourism Management Diploma	5.5 (no band less than 5.0)	5	70 (2 years)	\$29,900 total, or Year 1: \$20,900 Year 2: \$11,095	\$1,000 total, or Year 1: \$600 Year 2: \$450

### Additional fees

	Fees
Replacement workbooks	\$10
Domestic educational field trips = meals, drinks, transport to and from the airport/transport station	Paid directly by student
Optional international trips – estimated cost for 3–4 days to Australia and South Pacific (plus allow another \$100 per day for expenses Visa/Passport costs)	\$1,000

## Cut Above Academy

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Hairdressing Essentials**	5.0 (no band less than 5.0)	3	34	\$19,500	\$1,500
Hairdressing Emerging Stylists**	5.5 (no band less than 5.0)	4	34	\$19,500	\$1,500
Barbering Essentials**	5.0 (no band less than 5.0)	3	32	\$19,500	\$1,500
Makeup Essentials**	5.0 (no band less than 5.0)	3	16	\$12,300	\$1,500
Professional Makeup Artistry for Fashion, Film & Media*	5.5 (no band less than 5.0)	4	34	\$19,500	\$1,400
Diploma in Special FX & Prosthetic Makeup Artistry*	5.5 (no band less than 5.0)	5	32	\$19,500	\$1,400

## Elite International School of Beauty & Spa Therapies

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Makeup Artistry & Skincare*	5.0 (no band less than 5.0)	3	18	\$10,000	\$1,800
Beauty & Body Essentials	5.5 (no band less than 5.0)	4	25	\$11,000	\$1,800
Professional Face, Body & Spa Therapies	5.5 (no band less than 5.0)	5	36	\$19,700	\$2,300
Diploma in Cosmetology & Beauty Therapy*	5.5 (no band less than 5.0)	5	62	\$33,400 total, or Year 1: \$21,500 Year 2: \$13,500	\$2,800 total, or Year 1: \$1,500 Year 2: \$1,500

## Yoobee School of Design

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Certificate in Digital Media (iCreate)	5.0 (no band less than 5.0)	3	15	\$6,900	\$750
Diploma in Digital Design – Web & Graphic	5.5 (no band less than 5.0)	5	40	\$19,000	\$2,000
Diploma in Digital Design – Animation & Film Production	5.5 (no band less than 5.0)	5	40	\$19,000	\$2,000
Diploma in Creative Digital Design	6.0 (no band less than 5.5)	6	40	\$19,000	\$2,000
Diploma in Web & UX Design	6.0 (no band less than 5.5)	6	40	\$19,000	\$2,000
Diploma in 3D Production	6.0 (no band less than 5.5)	6	40	\$19,000	\$2,000
Diploma in Screen Production	6.0 (no band less than 5.5)	6	40	\$19,000	\$2,000
Diploma in Game Art & Development (Year one)	6.0 (no band less than 5.5)	7	37	\$19,000	\$2,000
Diploma in Game Art & Development (Year two)	6.0 (no band less than 5.5)	7	37	\$19,000	\$2,000
Diploma in Advanced 3D Graphics	6.0 (no band less than 5.5)	7	35	\$19,000	\$2,000
Diploma in Digital Media (Advanced)	6.0 (no band less than 5.5)	7	35	\$19,000	\$2,000
Bachelor of Animation	6.5 (no band less than 6.0)	7	96 (3 years)	\$57,000 total, or Year 1: \$19,950 Year 2: \$19,950 Year 3: \$19,950	\$6,000 total, or Year 1: \$2,000 Year 2: \$2,000 Year 3: \$2,000

## AMES – The Institute of IT

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Certificate in Information Technology & Client Support Leading to New Zealand Certificate in Information Technology	5.5 (no band less than 5.0)	5	16	\$6,500	\$750
Diploma in Networking Leading to New Zealand Diploma in Networking	6.0 (no band less than 5.5)	6	32	\$19,000	\$2,000
Certificate in SQL Server Administration & Support Leading to New Zealand Certificate in Information Technology	5.5 (no band less than 5.0)	5	16	\$6,500	\$750

### AMES – The Institute of IT (continued)

Diploma in Web and Application Development Leading to New Zealand Diploma in Information Systems	5.5 (no band less than 5.0)	5	32	\$19,000	\$2,000
Diploma in Cloud Technology	6.0 (no band less than 5.5)	7	45	\$19,000	\$2,000
Bachelor of Creative Software	6.0 (no band less than 5.5)	7	96 (3 years)	\$57,000 total, or Year 1: \$19,950 Year 2: \$19,950 Year 3: \$19,950	\$6,000 total, or Year 1: \$2,000 Year 2: \$2,000 Year 3: \$2,000

### Animation College

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Diploma in Animation (Level 5)	6.0 (no band less than 5.5)	5	32	\$19,000	\$2,000
Diploma in Digital Media	6.0 (no band less than 5.5)	7	32	\$19,000	\$2,000
Bachelor of Animation	6.5 (no band less than 6.0)	7	96 (3 years)	\$57,000 total, or Year 1: \$19,950 Year 2: \$19,950 Year 3: \$19,950	\$6,000 total, or Year 1: \$2,000 Year 2: \$2,000 Year 3: \$2,000

### South Seas Film & Television School

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Diploma in Animation (Level 5)	6.0 (no band less than 5.5)	5	40	\$19,000	\$2,000
Diploma in Animation (Level 6)	6.0 (no band less than 5.5)	6	40	\$19,000	\$2,000
Diploma in Photography	6.0 (no band less than 5.5)	6	40	\$19,000	\$2,000
Diploma in On-Screen Acting	6.5 (no band less than 6.0)	5	40	\$19,000	\$2,000
Diploma in Film & Television Production	6.0 (no band less than 5.5)	5	40	\$19,000	\$4,000

## 2018 Programme start dates & campus locations

### NZMA

Programme name	Auckland (Sylvia Park)	Auckland (Central)	Hamilton
Certificate in Hospitality	26 Feb, 03 Apr, 14 May, 18 Jun, 30 Jul, 3 Sep, 15 Oct, 19 Nov	–	30 Jan, 5 Mar, 9 Apr, 14 May, 18 Jun, 23 Jul, 27 Aug, 8 Oct, 5 Nov
Certificate in Hospitality (Restaurant Service)	26 Feb, 03 Apr, 14 May, 18 Jun, 30 Jul, 3 Sep, 15 Oct, 19 Nov	–	30 Jan, 5 Mar, 9 Apr, 14 May, 18 Jun, 23 Jul, 27 Aug, 8 Oct, 5 Nov
New Zealand Diploma in Hospitality Management	26 Feb, 03 Apr, 14 May, 18 Jun, 30 Jul, 3 Sep, 15 Oct, 19 Nov	–	30 Jan, 5 Mar, 9 Apr, 14 May, 18 Jun, 23 Jul, 27 Aug, 8 Oct, 5 Nov
Diploma Programme in Applied Hospitality Management (includes the Level 5 diploma)	26 Feb, 03 Apr, 14 May, 18 Jun, 30 Jul, 3 Sep, 15 Oct, 19 Nov	–	30 Jan, 5 Mar, 9 Apr, 14 May, 18 Jun, 23 Jul, 27 Aug, 8 Oct, 5 Nov
Diploma in Tourism & Hotel Management	–	26 Feb, 30 July	–
Certificate in Cookery (includes the Level 3 certificate)	26 Feb, 03 Apr, 14 May, 18 Jun, 30 Jul, 3 Sep, 15 Oct, 19 Nov	–	–
Diploma Programme in Professional Cookery (including the Level 3 & 4 certificates)	26 Feb, 03 Apr, 14 May, 18 Jun, 30 Jul, 3 Sep, 15 Oct, 19 Nov	–	–
Diploma in Business (Leadership & Management)	–	22 Jan, 16 Apr, 9 Jul, 1 Oct	–
Diploma in Applied Management	–	22 Jan, 16 Apr, 9 Jul, 1 Oct	–

### NSIA

Programme name	Auckland
ESOL Programme for NSIA pathway	Every Monday <sup>A</sup>
New Zealand Certificate in Food & Beverage Service (Restaurant Services & Barista)	26 Feb, 3 April, 14 May, 18 June, 30 July, 3 Sep, 15 Oct, 19 Nov
New Zealand Certificate in Food & Beverage Service (Restaurant Services)	30 Jul, 3 Sep, 15 Oct, 19 Nov
Diploma in International Hospitality Management	26 Feb, 3 April, 14 May, 18 June, 30 July, 3 Sep, 15 Oct, 19 Nov
New Zealand Diploma in Hospitality Management	26 Feb, 3 April, 14 May, 18 June, 30 July, 3 Sep, 15 Oct, 19 Nov
New Zealand Certificate in Cookery	22 Jan, 26 Feb, 16 Apr, 7 May, 9 Jul, 6 Aug, 1 Oct, 15 Oct
New Zealand Diploma in Cookery (Advanced)(Cookery Strand)	22 Jan, 26 Feb, 16 Apr, 7 May, 9 Jul, 6 Aug, 1 Oct, 15 Oct
Diploma in Culinary Arts	22 Jan, 26 Feb, 16 Apr, 7 May, 9 Jul, 6 Aug, 1 Oct, 15 Oct

**NSIA(continued)**

Programme name	Auckland
New Zealand Certificate in Baking (Generalist)	22 Jan, 16 Apr, 9 Jul, 1 Oct
Diploma in Bakery & Patisserie	22 Jan, 16 Apr, 9 Jul, 1 Oct
New Zealand Diploma in Cookery (Advanced)(Patisserie Strand)	22 Jan, 16 Apr, 9 Jul, 1 Oct

**Academy New Zealand**

Programme name	Auckland	Hamilton	Christchurch
New Zealand Certificate in Pharmacy (Pharmacy Technician)	26 Feb, 23 Jul	23 Jul	26 Feb, 23 Jul

**New Zealand College of Massage**

Programme name	Auckland	Wellington	Christchurch
Certificate in Massage*	5 Feb, 16 Jul	5 Feb, 16 Jul	5 Feb, 16 Jul
Bachelor of Health Studies (Neuromuscular Therapy)	5 Mar	5 Mar	-
New Zealand Diploma in Wellness & Relaxation Massage	12 Feb, 3 Apr*, 23 Jul	12 Feb, 3 Apr*, 23 Jul	12 Feb, 3 Apr*, 23 Jul
NZCM Diploma in Advanced Clinical Massage Therapy*	12 Feb, 23 Jul	12 Feb, 23 Jul	12 Feb, 23 Jul

**New Zealand Institute of Sport**

Programme name	Auckland	Hamilton & Wellington	Christchurch
NZIS Diploma in Sport Management & Exercise Science*	5 Feb, 30 Apr, 23 Jul, 15 Oct	5 Feb, 30 Apr, 23 Jul, 15 Oct	5 Feb, 30 Apr, 23 Jul, 15 Oct
NZIS Diploma in Sport (Advanced Exercise Prescription)	-	5 Feb, 23 Jul	5 Feb, 23 Jul
NZIS Diploma in Sport (Advanced Sport Management)	5 Feb, 23 Jul	5 Feb, 23 Jul	-
NZIS Certificate in Personal Training	5 Feb, 23 Jul	5 Feb, 23 Jul	5 Feb, 23 Jul
NZIS Certificate in Sport Studies	12 Feb	12 Feb	12 Feb

**New Zealand School of Tourism**

Programme name	Auckland (Central), Auckland (Airport), Hamilton, Wellington, & Christchurch	Rotorua	Dunedin
Tourism, Travel & Airline Industry	5 Feb, 5 Mar, 5 Jun, 16 Jul	5 Feb, 5 Mar, 5 Jun, 16 Jul	5 Feb, 5 Mar, 5 Jun, 16 Jul
Tourism, Hotel & Airline Operations	5 Feb, 30 Jul, 20 Aug	5 Feb, 30 Jul, 20 Aug	15 Jan, 5 Feb, 30 Jul
Tourism, Airline & Flight Attending	15 Jan, 30 Jul, 20 Aug	15 Jan, 20 Aug	15 Jan, 30 Jul
Certificate in International Flight Attending	26 Feb, 10 Sep, 8 Oct	26 Feb, 8 Oct	26 Feb, 10 Sep
Diploma in Tourism & Travel	12 Feb, 11 Jun	12 Feb, 11 Jun	12 Feb, 11 Jun
Diploma in Hotel & Hospitality Management*	12 June	-	-
Hotel, Hospitality & Tourism Diploma*	5 Feb, 5 Mar, 5 Jun, 16 Jul	5 Feb, 5 Mar, 5 Jun, 16 Jul	5 Feb, 5 Mar, 5 Jun, 16 Jul
Travel & Tourism Management Diploma	5 Feb, 5 Mar, 5 Jun, 16 Jul	5 Feb, 5 Mar, 5 Jun, 16 Jul	5 Feb, 5 Mar, 5 Jun, 16 Jul

**Cut Above Academy**

Programme name	Auckland (Central)	Auckland (Manukau)	Wellington
Hairdressing Essentials**	30 Jan, 26 Mar, 9 Jul	30 Jan, 26 Mar	-
Hairdressing Emerging Stylists**	30 Jan, 25 Jun	30 Jan, 25 Jun	-
Barbering Essentials**	30 Jan, 26 Feb, 3 Apr	-	19 Feb
Makeup Essentials**	22 Jan, 14 May, 3 Sep	22 Jan, 14 May, 3 Sep	-
Professional Makeup Artistry for Fashion, Film & Media*	30 Jan, 26 Feb	-	-
Diploma in Special FX & Prosthetic Makeup Artistry*	30 Jan, 16 Apr, 9 Jul	-	-

**Elite International School of Beauty & Spa Therapies**

Programme name	Auckland (Central)	Auckland (Albany)	Hamilton	Wellington
Makeup Artistry & Skincare*	30 Jan	30 Jan	30 Jan	29 Jan
Beauty & Body Essentials	22 Jan, 26 Mar	26 Feb, 19 Mar	26 Feb, 19 Mar	23 Jan, 26 Mar
Professional Face, Body & Spa Therapies	5 Feb, 18 Jun, 20 Aug	5 Feb, 13 Aug	5 Feb, 13 Aug	5 Feb, 18 Jun, 20 Aug
Diploma in Cosmetology & Beauty Therapy*	30 Jan	30 Jan	30 Jan, 18 Jun	29 Jan

**Yoobe School of Design**

Programme name	Auckland	Wellington	Christchurch
Certificate in Digital Media (iCreate)	12 Feb, 23 Jul	12 Feb, 23 Jul	12 Feb, 23 Jul
Diploma in Digital Design – Web & Graphic	12 Feb, 30 Apr, 23 Jul	12 Feb, 30 Apr, 23 Jul	12 Feb, 23 Jul
Diploma in Digital Design – Animation & Film Production	12 Feb, 30 Apr, 23 Jul	12 Feb, 30 Apr, 23 Jul	12 Feb, 23 Jul
Diploma in Creative Digital Design	12 Feb, 23 Jul	12 Feb, 23 Jul	12 Feb, 23 Jul
Diploma in Web & UX Design	12 Feb, 23 Jul	12 Feb, 23 Jul	23 Jul
Diploma in 3D Production	12 Feb	30 Apr	23 Jul
Diploma in Screen Production	30 Apr	12 Feb	23 Jul
Diploma in Game Art & Development (Year one)	-	12 Feb	-
Diploma in Game Art & Development (Year two)	12 Feb	30 Apr	23 Jul
Diploma in Advanced 3D Graphics	12 Feb	30 Apr	-
Diploma in Digital Media (Advanced)	12 Feb, 23 Jul	-	-
Bachelor of Animation		26 Feb, 2 July	

## AMES – The Institute of IT

Programme name	Auckland
Certificate in Information Technology & Client Support	26 Feb, 23 Jul
Diploma in Networking	23 Jul
Certificate in SQL Server Administration & Support	26 Feb, 23 Jul
Diploma in Web and Application Development	23 Jul
Diploma in Cloud Technology	12 Feb, 14 May, 3 Sep
Bachelor of Creative Software	26 Feb, 23 Jul

## Animation College

Programme name	Auckland
Diploma in Animation (Level 5)	26 Feb
Diploma in Digital Media	26 Feb
Bachelor of Animation	26 Feb, 23 Jul

## South Seas Film & Television School

Programme name	Auckland
Diploma in Animation (Level 5)	30 Jan
Diploma in Animation (Level 6)	30 Jan
Diploma in Photography	22 Jan, 23 Jul
Diploma in On-Screen Acting	30 Jan
Diploma in Film & Television Production	30 Jan

## Summary of terms implied by statute

This summary records the minimum requirements imposed on the School/College by statute as at the date of publication of this enrolment form. The summary will be deemed to be incorporated into each Contract of Enrolment.

The summary is not intended to be a substitute for the statutory requirements and in the event of any conflict between the summary and a statute, the terms of the relevant statute will prevail. If any relevant statute is amended following the date of publication of this summary and such an amendment imposes more onerous or obligations on the School/College then this summary and the Contract of Enrolment will be deemed to be amended accordingly.

### Student fee protection

Section 236A of the Education Act 1989 requires student fees to be placed in an approved trust account to provide security for the repayment of prepaid fees in the event programmes are terminated early.

Accordingly, student fees paid in advance are held in the College's approved trust account operated by the ACG Student Fees Trust Board. Fees are drawn down after commencement in stages as the course is completed.

In the event a programme is terminated and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme.

### Privacy Act

The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the College to collect, hold, handle, use and disclose personal information

in accordance with the twelve information privacy principles in the Act. [legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html](http://legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html).

Personal information collected by the College during the enrolment process and during the period in which the student is enrolled at the College is intended for use in connection with the education and well-being of the student and may be used by any of the staff of the College or consultant to the College in connection with that purpose. The College must comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Immigration New Zealand (if you are not a New Zealand citizen or permanent resident) and agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, the College may release information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC). In signing the Acknowledgment Section of the Application Form and the Enrolment Acceptance Form when you accept an offer to study

you authorise such disclosure on the understanding that the College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and Section 226A of the Education Act 1989, disclosure of enrolment information by institutions. You may see any information held about you and amend any errors in that information.

### Code of Practice requirements

The College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. A copy of the Code is available from [legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html](http://legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html).

### Immigration

Full details of visa and permit requirements, advice on rights of 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: [immigration.govt.nz](http://immigration.govt.nz).

### 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: [moh.govt.nz](http://moh.govt.nz).

### Accident insurance

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



## ACG's Pathway Visa partnership with Immigration New Zealand

ACG schools have been invited by Immigration New Zealand to join the Pathway Visa Pilot Project.

Education providers who have a 90% student visa approval rate for the 2014/15 financial year have been invited to participate in the pilot.

### ACG schools include:

- ACG New Zealand International College (The University of Auckland Certificate in Foundation Studies and Victoria University of Wellington Foundation Studies Programme)
- ACG Norton College (AUT University Certificate in Foundation Studies)
- The Campbell Institute
- ACG Parnell College

- ACG Senior College
- ACG Strathallan
- ACG Sunderland
- ACG Tauranga
- Animation College
- AMES - The Institute of IT
- NZ School of Tourism
- Yoobee School of Design

The Pathway Student Visa pilot operates from 7 December 2015. Participating education providers can offer a range of consecutive programmes of study either within their own institution or in conjunction with other selected education providers.

A pathway student visa can be granted for a maximum of five years and removes the need to apply for any new student visa as you progress on an education pathway.

### ACG study pathway examples:

- Years 9 to 13 at one of our schools
- 4 months at ACG English School; followed by the University of Auckland Certificate in Foundation Studies; followed by a named degree for three years at the University of Auckland
- 4 months at ACG English School; followed by the AUT University Certificate in Foundation Studies; followed by a named degree for three years at the AUT University



## Other fees

### Administration fee (payable once only, non-refundable)

Registration fee: \$300

### Airport greeting and transfer fee

One way per person: \$110

Auckland International Airport – booked transfer between terminals: \$80

### Medical and travel insurance

12 months: \$500

Students are required to have comprehensive medical and travel insurance in New Zealand. ACG will arrange comprehensive insurance cover for students through the Southern Cross International Student Max Policy to cover the whole length of the student visa. Full details please refer to [scti.co.nz/international-student](http://scti.co.nz/international-student)

### Weekly allowance

Students require a weekly allowance to cover transport, personal expenses and extra-curricular activities. A minimum weekly allowance of approximately \$200 should be made for these expenses.

Eligible students who have a work entitlement granted with their visa may work up to 20 hours per week during their studies and up to 40 hours per week in the New Zealand summer holidays of December and January.

### New Zealand government export education levy

The New Zealand Government has imposed an international student levy on tuition and course related fees. The levy is currently set at 0.45% of the compulsory tuition fees.

### Goods and services tax

All fees are quoted in New Zealand dollars and include goods and services tax (GST) where applicable. This is a New Zealand Government tax payable on the supply of goods and services.

### Accommodation fees

All homestay fees are listed per week. Extra days will be charged at 1/7 (one seventh) of the weekly rate.

### Accommodation placement fee

For the first accommodation placement: \$300

### ACG Homestay fee

Auckland – for students under 18 years:

\$305 per week\*

Auckland – for students 18 years and over:

\$290 per week

Outside Auckland – for students under 18 years:

\$295 per week\*

Outside Auckland – for students 18 years and over:

\$280 per week

Includes accommodation, laundry and meals: breakfast and dinner Monday to Friday and breakfast, lunch and dinner Saturday, Sunday, public holidays, and school holidays in which the student does not return home.

### ACG Homestay Plus fee

Auckland – for students under 18 years:

\$345 per week\*

Auckland – for students 18 years and over:

\$325 per week

Outside Auckland – for students under 18 years:

\$330 per week\*

Outside Auckland – for students 18 years & over:

\$315 per week

Includes accommodation, laundry and meals: breakfast and dinner Monday to Friday and breakfast, lunch and dinner Saturday, Sunday, public holidays, and school holidays in which the student does not return home. It also includes a bathroom for the students' exclusive use. Homestay Plus families accommodate no more than two international students of any one nationality in the home at a time. Homestay Plus is not available in all cities.

\*For students under 18 years of age, the weekly fee includes a \$15 per week charge for compliance services performed by the ACG Student Fees Trust.

### Student apartments

Single room – The rate will depend upon the room available (minimum booking 4 weeks): from \$240 to \$490 per week

### Other fees (student apartments)

Security bond (Depending on apartment complex): \$400 to 4 weeks rent as a bond

The above security bond is either partially or fully refundable when a student leaves the accommodation, provided that the accommodation is left in an acceptable condition.

ACG refers students in Auckland to Empire, Princeton and Columbia Apartments which are owned by the same group and a short walk between each building. Unilodge Student Apartments are also available in the same area. Unilodge apartments

are newer and offer a higher level of facilities while charging higher fees.

### Lunch

Students under 16 years of age may be able to stay in homestays who will provide lunch each school day: \$50 per week

### Under 18 accommodation guarantee and services fee

\$600 per year

The under 18 accommodation guarantee and services fee is charged per year or at \$15 per student per week when a student under the age of 18 lives with a homestay provider or designated person arranged by the parent/s, student or their representative.

This fee is charged to enable the arranged accommodation to be checked once per term when the student and the designated caregiver are both present to ensure that Code of Practice requirements are met. In situations where ACG has not arranged the accommodation, the accommodation placement fee of \$300 will not be charged.

### Change of homestay fee

\$100 per change

The change of homestay fee will only apply when a student makes a request to change homestay when the reasons provided are deemed unacceptable and/or for a student who frequently changes homestay. The fee is charged at the discretion of the Registrar.

### Retainer rate for registered holidays

Where a student returns to his/her country, travels within New Zealand or any other destination during term breaks, hosts may be asked to retain his/her room and look after his/her belongings while the student is away. During this time a retainer payment will be paid to enable the room to be held for the student.

Students are required to collect the Holiday Plan Form from the Accommodation Office. The form, once completed by the student and their homestay parents should be returned to the Accommodation Office prior to holiday et al commencing. When this occurs a retainer rate of \$100.00 per week will be charged instead of the normal weekly cost of homestay.

### Minimum age

Homestay: Year 9 or 13 years of age

The Campbell Institute: 13 years of age

Vocational Colleges: Some will admit from age 17 otherwise from age 18

## How to complete this application form

- Read the information on all pages carefully. Select the course or course combination best suited to you.
- Complete the application form on pages 10 to 14. Please complete all spaces and boxes to ensure prompt processing of your application.
- Please note that the declaration on page 13 must be signed by you and a parent (if you are under the age of 20 at the time of completing the application).
- Send the 5-page application form, a copy of your most recent school report or other qualifications, a copy of your passport and any documentation confirming that you have met the English language requirements to ACG by email (scanned), post, or in person.



### Step 1 Application

You can also apply online at [enrol.acgedu.com](http://enrol.acgedu.com)

#### Students

Please send:

- 5-page application form
- a copy of your most recent school report or other qualifications
- a copy of your passport
- any documentation confirming you have met the English language requirements

#### We will:

- receive application
- review application
- email letter of offer and schedule of fees



### Step 2 Enrolment

#### Students

- pay all fees (registration, tuition, accommodation placement, accommodation, medical insurance and airport greeting & transfer fees)\*\*

Please send:

- enrolment acceptance form
- subject requests (if applicable)

#### We will:

- issue receipt and confirmation letter
- for students under the age of 18, a Code of Practice compliant accommodation confirmation is issued (for visa application)



### Step 3 Completion

#### Students

- apply for student visa
- inform ACG of arrival flight details

#### We will:

- arrange accommodation and send accommodation details
- await student arrival
- airport greeting and transfer to accommodation, if requested

**Please forward your completed application form via:**

**Post:** ACG Education, International Centre, PO Box 6199, Wellesley Street, Auckland 1141, New Zealand

**Email:** Scan and send to [neweducationadmissions@acgedu.com](mailto:neweducationadmissions@acgedu.com)

**In person:** Hand it to your ACG representative or visit us at ACG Pathways Campus, 345 Queen Street, Auckland City | Phone +64-9-307 5399

**Please use a black pen and write in BLOCK CAPITALS**

**Student details**

Family name		Given name/s	
Known name	Birth date	Gender	female <input type="radio"/> male <input type="radio"/>
Religious affiliation		First language	
Does the student have allergies or medical conditions? Please disclose any medical condition or allergies that require medication or supervision			
		yes <input type="radio"/>	no <input type="radio"/>

**Student home address**

Street no. and name		
Suburb	City	
Province	Country	
Postcode	Home phone	Student mobile
Student email		

**Father/Guardian** Mr  Other

Family name		Given name	
Address	Same as student: <input type="radio"/>		
Employer	Profession		
Mobile	Email		

**Mother/Guardian** Mrs  Miss  Ms  Other

Family name		Given name	
Address	Same as student: <input type="radio"/>		
Employer	Profession		
Mobile	Email		

**Friend/Family in New Zealand**

Explain relationship to student

Family name		Given name	
Address	Same as student: <input type="radio"/>		
Mobile	Email		

**Official representative**

ACG Agent Code (if known)	Company
---------------------------	---------

**Where did you hear about ACG Education/New Education Group?** Education agent  Our website  Education fair   
 Family/friends  Internet search  Facebook/social media  Open Day  Advertising  Students   
 Embassy/Education NZ  Other  (please specify) .....

## Student's education

Present school/college/polytechnic/university .....

Present class/course being studied .....

What was your last year of secondary school? .....

What was your highest secondary school qualification?  
*(List below and please provide a copy)* .....

## English evidence

What is your most recent IELTS (Academic) score (or alternative)?  
*(please provide a copy)* .....

If English is not your first language please tick the box which best describes your English levels:

Conversation	Fluent <input type="radio"/>	Intermediate <input type="radio"/>	Beginner <input type="radio"/>
Reading	Fluent <input type="radio"/>	Intermediate <input type="radio"/>	Beginner <input type="radio"/>
Writing	Fluent <input type="radio"/>	Intermediate <input type="radio"/>	Beginner <input type="radio"/>

Will you study English at another school before commencing at ACG? **yes**  **no**

Intended English school .....

Length of study ..... months

## Citizenship and family (applicant)

Country of birth .....

Country of citizenship .....

If you are a NZ Permanent Resident or NZ Citizen, please tick and provide evidence **yes**  **no**

Current country of residence .....

How long have you lived in this country? ..... years

## Passport and visa information for the student (applicant)

Passport number .....

*Please attach a copy of the student's passport*

Are you currently in NZ or have you studied in NZ? **yes**  **no**

*If yes, please attach a copy of the most recent Student or Visitor Visa*

If you have visited or studied in NZ have you ever had your place of study or visa terminated/cancelled? **yes**  **no**

If yes, please provide the reasons for the termination or cancellation:  
 .....

Have you ever been refused a NZ visa? **yes**  **no**

If yes, please provide the reasons INZ gave for the refusal:  
 .....

Have you ever been refused or had a visa cancelled by any other country? **yes**  **no**

If yes, please provide the reasons for the refusal:  
 .....

## Financial details for the student (applicant)

How will you be funding your studies in NZ? **Privately funded:** Parent/yourself  Family/friend  Education loan (own country)

I am **applying** for a scholarship  Please provide details:  
 .....

I have been **awarded** a scholarship  Please attach the scholarship letter and provide details:  
 .....

ACG reserves the right to request additional information and/or evidence supporting the financial details to provide a Visa Support Letter.

## Programme selection – English

You may apply for one or more programmes, for example, Intensive English and one of our diploma/bachelor degree programmes.

### The Campbell Institute

Entry every Monday<sup>^</sup>

Intensive English: **Auckland**  **Wellington**  IELTS Exam Preparation: **Wellington**

High School Preparation: **Auckland**  **Wellington**

Start date \_\_\_\_\_ End date \_\_\_\_\_ No. of weeks \_\_\_\_\_

### NSIA English Programme

For students on a pathway to NSIA. Entry every Monday<sup>^</sup>

Start date \_\_\_\_\_ End date \_\_\_\_\_ No. of weeks \_\_\_\_\_

## Programme selection – New Education Group

Please select the New Education Group vocational college and the campus. Mark the corresponding white space with a tick.

NZMA	NSIA	Academy New Zealand	New Zealand College of Massage
<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central
<input type="radio"/> Auckland Sylvia Park	-	<input type="radio"/> Hamilton	<input type="radio"/> Wellington
<input type="radio"/> Hamilton	-	<input type="radio"/> Christchurch	<input type="radio"/> Christchurch

New Zealand Institute of Sport	New Zealand School of Tourism	Cut Above Academy	Elite International School of Beauty & Spa Therapies
<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central
<input type="radio"/> Hamilton	<input type="radio"/> Auckland Airport	<input type="radio"/> Auckland Manukau	<input type="radio"/> Auckland Albany
<input type="radio"/> Wellington	<input type="radio"/> Hamilton	<input type="radio"/> Wellington	<input type="radio"/> Hamilton
<input type="radio"/> Christchurch	<input type="radio"/> Rotorua	-	<input type="radio"/> Wellington
-	<input type="radio"/> Wellington	-	-
-	<input type="radio"/> Christchurch	-	-
-	<input type="radio"/> Dunedin	-	-

Yoobee School of Design	AMES – The Institute of IT	Animation College	South Seas Film & Television School
<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Central	<input type="radio"/> Auckland Glenfield
<input type="radio"/> Wellington	-	-	-
<input type="radio"/> Christchurch	-	-	-

## Requested programmes of study (for current programmes see pages 3–8)

Please write in full the name of the programme/s you would like to study and the ideal start date for you.

Programme name 1 _____	Ideal start date _____
Programme name 2 _____	Ideal start date _____
Programme name 3 _____	Ideal start date _____

## Other costs – Additional services required (see page 9)

**Medical and travel insurance** – \$500 per year

**Return airport transfer at the end of the course** – \$110 (one way, optional) (usually only requested for U18 students)

**Airport greet and transfer service on arrival** – \$110 (one way, optional)

**Auckland International Airport** – \$80 booked transfer between terminals

## Health information

All prior previous medical conditions should be declared – failing to declare could impact on medical insurance cover.

Do you live with the effects of significant injury, long-term illness, mental health issues, learning disorders or disability? **yes**  **no**   
*(Information provided is strictly confidential)*

If yes, how would you describe your impairment, disability or long-term medical condition?  
 .....

In an emergency do you require personal assistance to evacuate a building? **yes**  **no**

Are you taking medication that we should be informed of? **yes**  **no**

If yes, please list the medication you will bring with you to New Zealand  
*(You are advised to carry a medical certificate from your doctor listing your prescribed medicines with you when you travel to New Zealand)*  
 .....

Is there any other information that we may need to be aware of that may impact on your study?  
 If yes, please provide details **yes**  **no**

## Acceptance of terms

**The application form must be signed by a parent or guardian when the student is under 18 years of age or for any student if the parent or guardian is responsible for the payment of fees.**

### Declaration

I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to abide by the Contract of Enrolment.

I/We note and accept that the School/College\* has arranged to protect student fees by entering into an agreement with the School's/College's nominated Trust Account.

I/We wish that the student fees be held in Trust with the nominated Trust Account to protect the student fees.

I/We agree that I/we will sign the request for payment schedule for the draw-down of funds from the nominated Trust Account and any subsequent payment schedules as the case may be.

I/We agree that the School/College may contact the student's current/previous school in order to obtain or verify information relating to this enrolment.

I/We have disclosed to the School/College all information related to past disciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.

I/We are aware that I must immediately advise the School/College if any information provided is incorrect or changes or there are changes in my circumstances that are relevant to my application or to my student visa application or to my ability to support myself.

I/We agree that the student concerned will board with one of the School/College's approved homestay families or live in accommodation that is approved by the School/College while enrolled at the School/College (applies to students aged under 18 years).

I/We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided upon application or in an interview (either at the college or by telephone/Skype) would now be different.

I/We agree to the use (including disclosure) of student information by the Staff of the School/College and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission.

I/We hereby authorise the School/College to release, or make available through electronic or other means, to the student and the parents and/or guardians of the student any information about the student which it creates, or receives in the course of the student's enrolment with the School/College, including course results and personal information relating to the student's well-being.

I/We understand that the final decision on whether ACG will provide INZ visa nomination will be made by ACG based on my application and information on this form.

I/We understand the "Acceptance of Terms", the relevant Contract of Enrolment (on page 15) and the "Enrolment and Acceptance Form" will collectively advise ACG that when signed by me (and my parents when I am under 18 or when my parents are responsible for the payment of fees), I agree to ACG's terms and conditions.

I/We acknowledge that ACG can archive, display, or utilise any artistic material generated by the student during the programme of study for use in ACG publications, advertising, publicity and promotions.

I/We consent that the ACG Registrar act as guardian for the student if the need arises when the student has medical or mental health issues and to act in the best interests of the student and parents.

I/We authorise the ACG Registrar to discuss my student visa application for the programme offered with Immigration New Zealand; to obtain information regarding the processing of the visa application and the decision on the application.

*\*School/College refers to all ACG New Zealand Schools/Tertiary Colleges.*

Signature of student

Signature of parent/  
legal guardian

Date

Date

I/We agree that any images or videos taken of the student throughout the period of enrolment may be used by the School/College for promotional purposes.

## Consultant declaration:

I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation.

Signature of consultant

Date

Please return when completed together with pages 10–13.

## Student details

Family name (as appears in your passport) \_\_\_\_\_ Given name/s \_\_\_\_\_  
 Known name \_\_\_\_\_ Birth date | | | Gender **female**  **male**

ACG student number (if previously enrolled at ACG) \_\_\_\_\_  
 Religious affiliation \_\_\_\_\_ Does your religion require any special consideration? **yes**  **no**

If yes, please list: \_\_\_\_\_  
 Please list your interests and hobbies: \_\_\_\_\_  
 Do you have any other accommodation requirements? (Please list) \_\_\_\_\_

## Study location *(For campus location details please refer to [acgedu.com](http://acgedu.com))*

I will study at:

- |  |   |   |
|--|---|---|
| <input type="radio"/> The Campbell Institute | <input type="radio"/> NSIA                  | <input type="radio"/> Academy New Zealand     |
| <input type="radio"/> NZMA                   | <input type="radio"/> NZ Institute of Sport | <input type="radio"/> NZ School of Tourism    |
| <input type="radio"/> NZ College of Massage  | <input type="radio"/> Elite International   | <input type="radio"/> Yoobee School of Design |
| <input type="radio"/> Cut Above Academy      | <input type="radio"/> Animation College     | <input type="radio"/> South Seas              |
| <input type="radio"/> Ames                   |   |   |

I will study in:

- |  |                                 |
|--|---------------------------------|
| <input type="radio"/> Auckland – which area: | <input type="radio"/> Airport   |
| <input type="radio"/> Hamilton               | <input type="radio"/> Albany    |
| <input type="radio"/> Tauranga               | <input type="radio"/> Central   |
| <input type="radio"/> Rotorua                | <input type="radio"/> Glenfield |
| <input type="radio"/> Wellington             | <input type="radio"/> Manukau   |
| <input type="radio"/> Christchurch           |                                 |
| <input type="radio"/> Dunedin                |                                 |

## Flight details

ACG requires your flight details at least 2 weeks prior to your arrival. Please provide the confirmed flight details:

Date of arrival	Time of arrival	Flight number
_____	_____	_____
City of arrival	Airline	
_____	_____	

If flight details are not available at the time of application, please provide at least 2 weeks before arrival.

Airport Transfer requested:  **On arrival** From (airport name) \_\_\_\_\_  
 **On departure** To (airport name) \_\_\_\_\_

**Auckland Airport only** – transfer between domestic and international terminals requested

## Other accommodation arrangements

- Live with my parents while enrolled at ACG** (ACG will provide a form which must be completed and signed by the parent/s once an Offer of Place has been received. ACG must approve the accommodation. The U18 Accommodation Guarantee and Services Fee will apply).
- Live with a family friend/relative** (The person must be known by the student. A Designated Caregiver Form must be completed and returned, signed by the parents and the designated caregiver). ACG must approve the accommodation. The U18 Accommodation Guarantee and Services Fee will apply.
- Independent accommodation arrangements** (Students aged 18 years and older. Parental consent is required for students under the age of 20).

## Type of accommodation selected

- Student apartments** – for students 18 years and over, self-catering
- Which type of homestay accommodation arrangement do you prefer?  
 ACG Homestay  ACG Homestay Plus
- Do you object to staying with a homestay family that has:  
 Cats  Dogs  Young children
- Are you allergic to animals? **yes**  **no**
- If yes, please give details: \_\_\_\_\_

Fill in section below **only** if you are applying to stay in homestay accommodation:

Do you smoke? **yes**  **no**  Do you have any food allergies? **yes**  **no**

If yes, please list which foods you are allergic to: \_\_\_\_\_

Is there any food you cannot eat? **yes**  **no**  If yes, please list the food you cannot eat: \_\_\_\_\_

Do you require any special food? **yes**  **no**  If yes, please list what special food: \_\_\_\_\_

## Signature

Signature of student	<input type="text"/>	Signature of parent/ legal guardian	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

# Contract of Enrolment *Applies to schools and colleges registered as Private Training Establishments (PTEs)*

Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment, then subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarized on page 8 (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

## Payment of fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.

• Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees will be retained by the School/College.

• Payments may be made in New Zealand Dollars, US Dollars or Euros to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the ACG Student Fees Trust Account (or other nominated trust account). The student's name and Programme identification number must be entered on the document and quoted by the remitting bank.

• When payments are made by telegraphic transfer, the bank charges are debited to the student.

• On receipt of a payment in US Dollars or Euros, the student will be credited with the NZ Dollars equivalent amount based on the prevailing Westpac Telegraphic Transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.

• Payments by ACG approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the ACG Credit Card Payment Form.

• Course related fees from a student whose study plan includes a course at an ACG College will be transferred to the nominated Trust Account, where they will be held until the end of the tenth (10th) working day of the student's course, up to which refunds may be made according to the refunds policy stated below.

• A request to pay the course fees in instalments may be approved by the ACG Registrar (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.

## Refund policies

### Tuition fees

Up to 25% of tuition fees may relate to costs incurred through pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand. Where stated, these fees will be retained by the School/College.

Subject to the terms of the Education Act 1989, a full or partial refund of Fees may be payable by ACG (on application by the Student) in the following circumstances:

- The repayment of excess prepaid fees, either:
  1. at the end of their final course; or
  2. before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.
- If the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989), all tuition fees are fully refundable.
- If a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.
- Where an Offer of Place was made and the visa application declined by INZ, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the visa not being granted.
- a notice of withdrawal due to exceptional cir-

cumstances may, at the sole discretion of the ACG Registrar, be accepted as grounds for a refund of tuition fees. The ACG Registrar may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.

• If a notice of cancellation/withdrawal is made in writing to the ACG Registrar. The percentage of fees payable as a refund will be calculated in accordance with the following table:

<b>For programmes, one term, 3 months or longer in length:</b>
<b>Full refund of all fees</b>
Notice received by the School/College 21 working days or more prior to the course commencement
<b>School/College to retain 25% of tuition and course related fees paid</b>
Notice received by the School/College up to the 10th working day following course commencement
<b>No refund</b>
Notice received by the School/College from the 11th working day following course commencement
<b>For programmes, less than one term, 3 months:</b>
<b>Full refund of all fees</b>
Notice received by the School/College 6 working days or more prior to the course commencement
<b>School/College to retain 25% of tuition and course related fees paid</b>
Notice received by the School/College up to the 5th working day following course commencement
<b>No refund</b>
Notice received by the School/College from the 6th working day following course commencement

**Notes:** Commencement of the course is inclusive of orientation days, at which attendance is required.

The Education Act 1989 provides for minimum refund thresholds in certain circumstances. As at July 2015, the refunds payable according to the table above fell within the thresholds determined by the Education Act 1989. If the minimum refund thresholds in the Education Act 1989 are adjusted downwards, the table above will be deemed to be adjusted downwards in order that the School/College's refund policy continues to comply with the relevant thresholds.

### Delay to the start date of a cookery programme placement may incur penalties

Students are able to secure a place in a cookery programme by paying their tuition fees in full within 30 days of an unconditional offer being provided. If student at a later stage requests to delay their start date they must write to the ACG Registrar with reasons to obtain support for the delay. A delay may also require a change of a student visa. The penalties may be applied at the discretion of the ACG Registrar if we are unable to fill the space reserved for you. The penalties will be:

- A change received in the last 10 days before course commencement - an additional charge equivalent to 10 percent of the quoted tuition cost will apply.
- A change received within the first 3 days after the advertised course commencement date - an additional charge equivalent to 15 percent of the quoted tuition cost will apply.
- A change requested within the first 4 to 10 days after the advertised course commencement date - an additional charge equivalent to 20 percent of the quoted tuition cost will apply.

### Other fees

• Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of ACG from any guarantee it has given to Immigration New Zealand.

### Living expenses held when a student leaves

### ACG may be refunded following a full reconciliation of that student's living expenses.

#### No refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and/or fraudulent documentation.
- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the College Board.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

#### Payment of Refunds

- Refunds will be made by bank draft/telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The bank draft/telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the ACG Registrar. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

#### Miscellaneous

##### Intellectual property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

##### Infringement of rules or laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect/fraudulent documentation.

If a student does not comply with the School/College and Accommodation Rules (as amended from time to time), the School/College reserves the right to suspend or expel the student.

##### Recognition of prior learning

The School/College has a policy covering the recognition of prior learning. Applications for recognition of prior learning must be made on the prescribed form and be received by the School/College 5 working days prior to the commencement of study. No late applications will be considered.

##### Student accommodation

- International students under the age of 18 are required to live with a parent, live in ACG Homestay or live with a Designated Caregiver which ACG approves.
- Designated Caregivers will be police vetted and ACG must undertake and approve a home visit. While the student is under the age of 18 ACG will undertake home visits of all students.

• Students who are under 18 and who live with a parent or with an approved Designated Caregivers are required to pay the U18 Accommodation Guarantee and Service Fee.

• The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee ACG has been required to give to Immigration New Zealand.

• Fees for Homestay or other accommodation paid to ACG will be held by ACG Student Fees Trust for the student and released as required for payment of accommodation expenses.

##### Living expenses

Money paid to ACG for student living expenses will be held by ACG Student Fees Trust and released to students at a rate of \$1250.00 per month or on such other basis as may be agreed between ACG and the student's guardian (or the student, if the student is over 18).

##### Complaints procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be taken to the Campus Principal or sent in writing to the ACG Registrar. If it is still not resolved then the complaint can be taken to NZQA. NZQA is a government organisation and they can provide an independent assessment of the complaint. Students can download the complaint form from: <http://www.nzqa.govt.nz/assets/About-us/Complaints-Form.pdf>. Completed complaint forms, along with any supporting evidence, can be sent to:

**The Complaints Officer  
Quality Assurance Division  
New Zealand Qualifications Authority  
PO Box 160, Wellington 6140**

or email or scan the completed form along with scans of any supporting evidence to: [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz)

For more information on the complaint process, students can contact NZQA on 0800 697 296 or refer to the Student Handbook.

##### Medical and travel insurance

International Students must have current medical and travel insurance which meets ACG's approved requirements while studying in New Zealand.

##### Obligations of the School/College

• The School/College undertakes to provide tuition as set down from time to time in the prospectus.

• The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School/College Board.

• The School/College does not guarantee a position of employment or internships if you have a criminal conviction which may prevent you from being offered employment with a company.

• The School/College cannot be held responsible for conditions of post study employment imposed by employers and airlines. The School/College cannot provide advice but can direct you to sources of employment advice.

• The School/College reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason beyond the control of the college, such as the withdrawal of an agreement from a supplier (e.g. an airline), political unrest, industrial action etc.

• The School/College advises that in programmes which include practical training and/or internships students must meet the requirements for English language proficiency, grooming, dress, attendance and good conduct. Please refer to the Student Handbook for more details.

• The School/College advises that in some programmes there are designated uniform/dress requirements. To be able to participate students must meet the grooming standard.

• The School/College advises that specified criteria as advised by the lecturer/teacher must be reached before students can participate in trips outside of the School/College, including field trips, work experience or complete flight attending. Failure to meet these criteria will result in students being unable to participate, with no refund payable.

• The School/College advises that if students are absent from class a medical certificate is required before a make-up class can be attended. The School/College will advise when make-up classes can be attended and who may attend. Failure to meet School/College directions will mean students cannot complete the programme.

##### Liability

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s) tuition) to the College. Under no circumstances will the College be liable for indirect or consequential loss or damage of any kind (including loss of profits).

##### Amendments

• As at September 2017, every attempt was made to present accurate information (including the fees) in this application form.

• ACG reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. ACG will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.

• For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.

• For the most up to date fees and course information, please refer to our website: [acgedu.com](http://acgedu.com)

# NEW BEGINNINGS

---

# NEW OPPORTUNITIES

---

# NEW THINKING

All enquiries and applications to:

**ACG Education**

**Walk-in:** International Centre, ACG Pathways Campus, 345 Queen Street, Auckland

**Post:** PO Box 6199, Wellesley Street, Auckland 1141, New Zealand

**Tel:** +64-9-307 5399 **Email:** [neweducationadmissions@acgedu.com](mailto:neweducationadmissions@acgedu.com)

[newedu.com](http://newedu.com)

