

2009 Fees, Courses & Enrolment Form



serious study. serious fun!

All fees are in NZ Dollars and include 12.5% GST (local tax) where applicable

Tuition Fees

General English/IELTS/EBP/TOEFL Pre-Cambridge/TLP

FULL TIME

1 to 10 weeks	\$360 per week
11 to 20 weeks	\$355 per week
21 to 30 weeks	\$350 per week
31+ weeks	\$340 per week

PART TIME (AM, General English ONLY)

1 to 12 weeks	\$290 per week
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Cambridge FCE/CAE (FULL TIME)

10 weeks – \$3600	12 weeks – \$4320
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Part Time TOEIC

5 weeks	\$180
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Teacher Training (FULL TIME)

CELTA 4 weeks	\$2950
TESOL 5 weeks	\$2400
TECSOL 5 weeks	\$2400

Young Learner General English – High School Preparation (YLGE-HSP)(FULL TIME) – \$360 per week

Young Learner English + Activities (FULL TIME) – \$520 per week

Group Study Tours – please contact GEOS New Zealand for a quotation

Service Fees

Enrolment Fee	\$200												
Accommodation Arrangement Fee	\$150 (applies to homestay or hostel accommodation)												
Homestay Fee – Half board (Full board option available)	18 years and over \$210 per week (\$30 per additional night) Under 18 years \$230 per week (\$33 per additional night)												
Airport Transfers	<table border="1"> <tr> <td></td> <td>One Way</td> <td>Return</td> </tr> <tr> <td>Auckland</td> <td>\$100</td> <td>\$180</td> </tr> <tr> <td>Christchurch</td> <td>\$50</td> <td>\$90</td> </tr> <tr> <td>Wellington</td> <td>\$50</td> <td>\$90</td> </tr> </table>		One Way	Return	Auckland	\$100	\$180	Christchurch	\$50	\$90	Wellington	\$50	\$90
	One Way	Return											
Auckland	\$100	\$180											
Christchurch	\$50	\$90											
Wellington	\$50	\$90											
Designated Caregiver Assessment Fee	\$150 (\$75 for subsequent assessments)												
Work Experience Arrangement Fee	\$250 (conditions apply)												
Job Placement Assistant Fee	\$250 (conditions apply)												
Au Pair Placement Fee	\$350												

Public Holidays

GEOS NZ colleges are open all year except on weekends and the following public holidays

1 – 2 January	New Year's Day	25 April	Anzac Day
19 January	Wellington Anniversary Day (GEOS WLC ONLY)	1 June	Queen's Birthday
26 January	Auckland Anniversary Day (GEOS ALC ONLY)	26 October	Labour Day
6 February	Waitangi Day	13 November	Canterbury Anniversary Day (GEOS CLC ONLY)
10 April	Good Friday	25 December	Christmas Day
13 April	Easter Monday	28 December	Boxing Day Observed

The usual weekly tuition rates apply for weeks where the above dates fall. No refunds or time in lieu will apply for public holidays falling within the week of tuition.

GEOS NZ 2009 Course Calendar

TERM	MODULE	START DATE	FINISH DATE	DURATION
Term 1	Module 1	5 January	6 February	5 weeks
	Module 2	9 February	13 March	5 weeks
Term 2	Module 1	16 March	17 April	5 weeks
	Module 2	20 April	22 May	5 weeks
Term 3	Module 1	25 May	26 June	5 weeks
	Module 2	29 June	31 July	5 weeks
Term 4	Module 1	3 August	4 September	5 weeks
	Module 2	7 September	9 October	5 weeks
Term 5	Module 1	12 October	13 November	5 weeks
	Module 2A ^{*1}	16 November	31 December	7 weeks
	Module 2B ^{*2}	16 November	18 December	5 weeks

- Module 2A^{*1} – General English and Young Learner Courses (except YL English + Activities)
- Module 2B^{*2} – For Academic and Teacher Training Courses (except CELTA course)
- We highly recommend starting Module 1 as the courses follow a 10-week cycle. However students entering General English Courses can start on any Monday
- GEOS NZ reserves the right to cancel courses which do not meet our minimum student requirements
- Timetables may vary in each GEOS NZ College

GEOS NZ Textbook Policy

GEOS NZ Textbook Rental Fee Policy:

Applies to GE / IELTS / EBP / Pre-Cambridge / TLP / Young Learner Courses. Textbooks are provided for the student's use in class for a \$65 textbook deposit. This deposit will be refunded upon the return of the textbook at the end of the course in an acceptable/satisfactory condition.

Other course books/materials fees:

These books/materials fees need to be paid by the student at the time of enrolling in the course (in addition to tuition fee). Each student will receive their own text book to keep. **Cambridge FCE / CAE (\$100) TOEFL, TESOL, TECSOL (\$80)**

Age Entry Criteria (minimum) at time of course commencement

General English Courses: 16 years

Academic Courses: 18 years

TESOL / TECSOL: 18 years

CELTA: 18 years

Young Learner Courses: 11 – 17 years

General English

- Mid week starts not permitted → FULL TIME or PART TIME
- Minimum 1 week enrolment required
- We highly recommend starting Module 1 as the courses follow a 10-week cycle. However students entering General English Courses can start on any Monday

Young Learner Courses

Young Learner General English – High School Preparation (YLGE-HSP)

- Mid week starts not permitted → FULL TIME → GEOS AUCKLAND CITY CAMPUS ONLY
- Minimum 1 week enrolment required
- We highly recommend starting Module 1 as the courses follow a 10-week cycle. However students entering General English Courses can start on any Monday

Young Learner English + Activities

→ FULL TIME → GEOS AUCKLAND (CITY & TAKAPUNA CAMPUSES) & CHRISTCHURCH ONLY

COURSE 1: 8 December 2008 – 13 February 2009

COURSE 2: 16 March 2009 – 3 April 2009

COURSE 3: 2 June 2009 – 21 August 2009

COURSE 4: 7 December 2009 – 12 February 2010

- Students can start any Monday within the above course periods
- Minimum 1 week enrolment required
- Starting and finishing dates may vary across GEOS NZ Colleges & campuses

Academic Courses

Entry Criteria: Intermediate or above. Course entry is subject to meeting the placement test criteria.

Cambridge Exam Preparation (FCE & CAE)

→ 10 – 12 WEEKS, FULL TIME → GEOS AUCKLAND & CHRISTCHURCH ONLY

COURSE 1: 5 January 2009 – 13 March 2009 (10 weeks)

Exam date: FCE & CAE - 14 March 2009

COURSE 2: 23 March 2009 – 12 June 2009 (12 weeks)

Exam date: FCE – 16 June 2009 / CAE – 17 June 2009

COURSE 3: 14 September 2009 – 4 December 2009 (12 weeks)

Exam date: FCE – 8 December 2009 / CAE – 9 December 2009

Cambridge exam fee (approximately \$280 + postage) not included.

Pre-Cambridge

→ 5 WEEKS, FULL TIME → GEOS AUCKLAND ONLY

COURSE 1: 9 February 2009 – 13 March 2009

COURSE 2: 3 August 2009 – 4 September 2009

COURSE 3: 16 November 2009 – 18 December 2009

Academic IELTS

→ 5 WEEKS, FULL TIME

Start Dates: Start of Module 1, 2 and 2B*²

IELTS exam fee (approximately \$295) not included. Exam by own arrangement.

English for Business Purposes (EBP)

→ 5 WEEKS, FULL TIME → GEOS AUCKLAND & CHRISTCHURCH ONLY

Start Dates: Start of Module 1, 2 and 2B*²

TOEFL

→ 5 WEEKS, FULL TIME → GEOS AUCKLAND ONLY

Start Dates: Start of Module 1, 2 and 2B*²

TOEFL exam fee (approximately US\$110) not included. Exam by own arrangement.

TESOL Language Preparation (TLP) [Pre-TESOL Course]

→ 5 WEEKS, FULL TIME → GEOS AUCKLAND ONLY

Start Dates: Start of Module 2 and 2B*²

Part Time TOEIC

→ 5 WEEKS, FRIDAY PM PART TIME (TOTAL 10 HOURS) → GEOS AUCKLAND ONLY

Start Dates: Start of Module 1, 2 and 2B*², Friday

TOEIC exam fee (approximately \$180) not included. Exam by own arrangement.

Teacher Training

Entry Criteria: Course entry is subject to meeting the placement test criteria.

Cambridge CELTA (Certificate in English Teaching to Adults)

→ 4 WEEKS, FULL TIME → GEOS AUCKLAND ONLY

COURSE 1: 15 December 2008 – 16 January 2009 (due to holiday season, this is a 5-week course)

COURSE 2: 20 April 2009 – 15 May 2009

COURSE 3: 16 November 2009 – 11 December 2009

COURSE 4: 14 December 2009 – 15 January 2010 (due to holiday season, this is a 5-week course)

Cambridge ESOL fee included.

TESOL (Teaching English to Speakers of Other Languages) + TKT*³

→ 5 WEEKS, FULL TIME → GEOS AUCKLAND ONLY

Start Dates: Start of Module 1 & Term 5 Module 2B*²

*³Cambridge TKT exam fee (approximately \$280 + postage) is not included.

TECSOL (Teaching English to Child Speakers of Other Languages – TESOL for Children) + TKT*³

→ 5 WEEKS, FULL TIME → GEOS AUCKLAND ONLY

Start Dates: Start of Module 2 and 2B*²

*³Cambridge TKT exam fee (approximately \$280 + postage) is not included.

*³University of Cambridge TKT (Teaching Knowledge Test) Dates 2009

(must be booked and paid for at least 7 weeks in advance)

Test Dates: 7 February / 18 April / 27 June / 5 September / 14 November / 19 December

Group Study Tours

- Groups of any size
- Combine GEOS NZ Colleges for a North & South Island experience
- Homestay in pairs or singles with experienced study tour host families
- Experienced bilingual Coordinators provided

For example English + Activities, High School Programmes, Teacher Training Programmes

For sample itineraries, quotations and more information contact us (Email: marketing@geosnz.co.nz)

GEOS NZ SUPERLINK™

Students can enrol for a combined course of 12 weeks at any two or three GEOS NZ colleges (minimum of 4 weeks in each of the GEOS NZ locations chosen), and receive two one-way domestic air tickets to/from the chosen colleges. Advance booking and special conditions apply – refer to GEOS NZ SUPERLINK™ conditions.

GEOS Oceania SUPERLINK™ is also available – conditions apply.

GEOS NZ Enrolment Form



GEOS NZ
Representative Agent Stamp

PERSONAL DETAILS

Family name: _____
Given/first name: _____
Gender: FEMALE MALE Date of birth: (D/M/Y) _____
Nationality: _____ Passport Number: _____
Address in your country: _____

Email Address or Fax: _____
Phone: _____
What type of visa will you hold?
 Visitor/tourist Student Working Holiday PR
 Other: _____

PARENT / LEGAL GUARDIAN DETAILS

(YOUNG LEARNERS ONLY)

Parent / Legal Guardian Name: _____
Relationship: _____
Address: _____

Email Address or Fax: _____
Phone: _____
Emergency Contact Number: _____

CAMPUS DETAILS

GEOS NZ SUPERLINK™ YES NO

Campus	Start Date (D/M/Y)	Weeks
<input type="checkbox"/> Auckland	_____	_____
<input type="checkbox"/> Takapuna (YL English + Activities ONLY)	_____	_____
<input type="checkbox"/> Christchurch	_____	_____
<input type="checkbox"/> Wellington	_____	_____

COURSE REFERENCE

GENERAL ENGLISH: FULL TIME PART TIME (AM)

YOUNG LEARNERS: YLGE – High School Preparation
 English + Activities

TEACHER TRAINING: TESOL TECSOL CELTA

Do you require a TKT exam? NO YES Date: _____

ACADEMIC COURSES:

Cambridge FCE Cambridge CAE
 English for Business Purposes Part Time TOEIC
 TESOL Language Preparation Academic IELTS

DECLARATION

Declaration for **STUDENTS 18 YEARS & OVER**: I am 18 years & over and have read and accept the full set of Terms and Conditions as published on the GEOS NZ website and on this enrolment form.

Signature: _____ Date: _____

Declaration on behalf of **STUDENTS UNDER 18 YEARS**: I have the authority to sign and have read and accept the full set of Terms and Conditions as published on the GEOS NZ website and on this enrolment form (parent / legal guardian ONLY).

Full Name: _____ Signature: _____ Date: _____

ACCOMMODATION

Do you require accommodation? YES NO

Which City: Auckland Christchurch Wellington

If YES: HOMESTAY or HOSTEL

_____ weeks from(D/M/Y): _____ to(D/M/Y): _____

Do you smoke? YES NO

Is there any food you can not eat? _____

Do you have any medical conditions? _____

What are your hobbies or interests? _____

Do you have any special needs? _____

If NO: I have my own accommodation

Phone: _____

Address: _____

(YOUNG LEARNERS not with a GEOS NZ Homestay)

Please choose from the following:

Parent / Legal Guardian
 Non GEOS NZ Homestay (pre check required)
 Designated Caregiver appointed by parent / legal guardian
(A GEOS NZ Designated Caregiver Appointment Form needs to be attached)

AIRPORT TRANSFERS

Do you require airport greeting and transfer on ARRIVAL?
 NO YES – Auckland Christchurch Wellington

Arrival Date (D/M/Y): _____

Arrival time: _____

Flight Number: _____

Do you require airport transfer on DEPARTURE?
 NO YES – Auckland Christchurch Wellington

Departure Date(D/M/Y): _____

Departure time: _____

Flight Number: _____

MEDICAL INSURANCE

Do you want the school to arrange medical insurance for you?

NO (I have arranged my own insurance and a copy is attached)
 YES (see prices below) _____ months

Do you have any medical conditions? NO YES

1 month – \$50	2 months – \$100	3 months – \$125
4 months – \$152	5 months – \$190	6 months – \$228
7 months – \$266	8 months – \$304	9 months – \$342
10 months – \$380	11 months – \$418	12 months – \$456

(price subject to change)

GEOS NZ Terms and Conditions

(a full version is available upon request from marketing@geosnz.co.nz)

GEOS New Zealand Ltd (GEOS NZ) trades as GEOS Auckland Language Centre, GEOS Christchurch Language Centre and GEOS Wellington Language Centre. GEOS NZ is part of the GEOS International Oceania Group.

Note: The signed GEOS NZ Enrolment Form represents the contract between the student and the college and all terms and conditions relate to the particular course/s as detailed on the GEOS NZ Enrolment Form. Where a student enrolls for a number of courses (multiple courses), separate enrolment forms may be completed for each course representing separate contracts and the relevant terms and conditions will apply to each.

GEOS NZ Enrolment Procedures (for students 18 years and over)

STEP 1: The GEOS NZ School Enrolments Officer **MUST** receive the below four weeks prior to commencement of the course from the student:

- a fully completed and signed GEOS NZ Enrolment Form. The GEOS NZ Enrolments Officer will issue a fees invoice and an initial offer letter stating the student's name, date of birth, period of study, course type and accommodation period.

- full payment
- all flight details

STEP 2: Upon full payment of fees 4 weeks prior to commencement date and subject to meeting all other entry criteria, the GEOS NZ Enrolments Officer will issue a receipt of payment and final letter of acceptance stating the student's name, date of birth, period of study, course type and accommodation period and state that all fees have been paid.

STEP 3: Upon request the receipt of payment and final letter of acceptance are faxed and originals mailed to the agent/individual and if necessary to the appropriate New Zealand Embassy/Consulate.

GEOS NZ Enrolment Procedures (for students under 18 years old) – staying with a GEOS NZ Homestay or with their parent / legal guardian

STEP 1: The GEOS NZ School Enrolments Officer **MUST** receive the below 6 weeks prior to commencement of the course from the agent or the parent / legal guardian:

- a fully completed and signed GEOS NZ Enrolment Form (**MUST** be signed by the parent / legal guardian). The GEOS NZ Enrolments Officer will issue a fees invoice and an initial offer letter stating the student's name, date of birth, period of study, course type and accommodation period.

- full payment
- all flight details

- full contact details for the parent / legal guardian – name, address, email, fax, and phone number

STEP 2: Upon full payment of fees 6 weeks prior to commencement date and subject to meeting all other entry criteria, the GEOS NZ Enrolments Officer will issue a receipt of payment and final letter of acceptance stating the student's name, date of birth, period of study, course type and accommodation period and state that all fees have been paid. GEOS NZ will directly contact parent / legal guardian.

STEP 3: Upon request the receipt of payment and final letter of acceptance are faxed and originals mailed to the agent or the parent / legal guardian and if necessary to the appropriate New Zealand Embassy/Consulate.

GEOS NZ Enrolment Procedures (for students under 18 years old) – staying with a Designated Caregiver

STEP 1: The GEOS NZ School Enrolments Officer **MUST** receive the below 6 weeks prior to commencement of the course from the agent or the parent / legal guardian:

- a fully completed and signed GEOS NZ Enrolment Form (**MUST** be signed by the parent / legal guardian). The GEOS NZ Enrolments Officer will issue a fees invoice and an initial letter of acceptance stating the student's name, date of birth, period of study, course type and accommodation period.

- a fully completed GEOS NZ Designated Caregiver Form
- all flight details

- full contact details for the parent / legal guardian – name, address, email, fax, and phone number

STEP 2: The GEOS NZ Accommodation Officer will:

- complete all necessary pre checks of the nominated Designated Caregiver. This will be completed within 2 weeks of the receipt of the completed enrolment form and Designated Caregiver Form.
- inform the agent or the parent / legal guardian of the outcome of the pre checks. If the pre checks are not successful, the parent / legal guardian is required to nominate a second Designated Caregiver and GEOS NZ will need to complete all the pre checks again. If so, a further charge of \$75 will apply.

STEP 3: Once all the pre checks are completed and successful, the GEOS NZ Enrolments Officer will issue a fees invoice and an initial offer letter stating the student's name, date of birth, period of study, course type and accommodation period.

STEP 4: Upon full payment of fees 4 weeks prior to the commencement date and subject to meeting all other entry criteria, the GEOS NZ Enrolments Officer will issue a receipt of payment and final letter of acceptance stating the student's name, date of birth, period of study, course type and accommodation period and state that all fees have been paid. GEOS NZ will directly contact the parent / legal guardian.

STEP 5: Upon request the receipt of payment and final letter of acceptance are faxed and originals mailed to the agent or the parent / legal guardian and if necessary to the appropriate New Zealand Embassy/Consulate.

GEOS NZ Conditions of Acceptance

1. Entry age: Refer to the Age entry criteria under courses.

2. Entry test: All GEOS NZ students must agree to sit a 'level check test' upon their arrival at the college. Class/level allocation will be based upon the results of this test, and is not negotiable.

3. Payment of Fees: GEOS NZ fees will be charged in accordance with the fee schedules current at the time of our processing of your enrolment form.

All course fees shall be paid in full 4 weeks prior to the commencement of the course. If fees are not received in full in such time, then we reserve the right to decline the course placement. An enrolment fee of NZ\$200 forms part of the course fees. A non-refundable homestay arrangement fee of NZ\$150 forms part of the homestay fees.

GEOS NZ Fee Protection

GEOS NZ Colleges operate the following arrangement to protect student fees: all student fees are transferred directly to an independent Trust Account (as specified on the student's invoice). Fees are released to the school by the Trustee on a draw down basis as the student's course is provided by the school.

GEOS NZ Change of Enrolments Policy

1. All requests of changes to enrolments (eg: postponements/deferrals, shortening, withdrawals, transfers, holiday requests) should be sent in writing to the GEOS NZ Principal of your chosen college with 4 weeks notice.

2. Changes to enrolments before course commencement: students who request changes to their course/s before arrival and before the course commencement date will be refunded the excess fees less any incurred equivalent full published arrangement fees.

3. Changes to enrolments after course commencement (eg: early course completion): for students who request changes to their course/s after arrival and/or after the course commencement date, the "GEOS NZ Cancellation, Withdrawal Policy and Procedure" and "GEOS NZ Refund Policy" will be applied.

GEOS NZ Transfer Policy

As GEOS NZ is part of the GEOS International Oceania Group, school transfers are possible within NZ and Australia. Please note the GEOS NZ Change of Enrolments Policy above, and the following conditions also apply: the first school will contact the second school to request the transfer and to verify that the student who is to transfer meets the normal published terms and conditions of the second school as decided by the school manager; the number of course weeks to be credited to the second school may differ and depend on the tuition rates of the second school. Any bonus or free weeks may not be transferable.

GEOS NZ Cancellation, Withdrawal Policy and Procedure

1. All requests for course cancellation and/or refund applications should be sent in writing to the GEOS NZ Principal of your chosen college. A "GEOS NZ Withdrawal Form" should be completed. Cancellations outside of the refund policy period (as per below) will not be considered for a refund, but may be considered by the Principal of the Colleges for a 'deferral' where the course must be fully completed within 12 months from the date of your initial original course completion date. Any adjustment of fees for a following year crossover, will need to be provided by the student. The Principal will respond with their decision to the student within 2 weeks of receiving the "GEOS NZ Withdrawal Form". In the event a 'deferral is approved', the GEOS NZ College Enrolment Officer will produce a Credit Note, update their files accordingly, with a copy to be provided to the student.

2. All refunds applicable will be paid to you or your Representative Agent unless written permission is directed by you to pay another party. Enrolment Fees and Accommodation Placement fees are not refundable.

3. If your visa application is rejected, your tuition fees will be refunded to you in full within 4 weeks from the date of receipt of notice (proof needs to be provided). If your visa is cancelled after your arrival in New Zealand due to non-compliance with the visa conditions, and you are forced to cancel all or part of your course due to this non-compliance, no refund is available for unused study weeks.

4. Courses cancelled before course commencement: students who cancel their course before arrival and before the course commencement date will be refunded the course fee less all applicable arrangement fees.

5. Courses cancelled after commencement: Refer to the GEOS NZ Refund Policy below.

GEOS NZ Refund Policy

1. Courses less than five weeks: students who withdraw within the first two days of the course will be entitled to a refund of 50% on the tuition fee.

2. Courses of five weeks or more but less than three months: students who withdraw within the first five days of the course will be entitled to a refund of 75% on the tuition fee.

3. Courses of three months or more: students who withdraw within the first eight days of the course (the course/s listed on each GEOS NZ Enrolment Form) will be entitled to a full refund of the total fees paid towards the enrolment into that course (course fees), less 10% or \$500, whichever is the lesser amount.

If you arrive after your commencement date, these "missed days" will not be reinstated, and no refund will be given. There are no refunds for public holidays, or time "missed" during the period of your enrolled course. In the event the college must close due to an unpreventable event or natural disaster (eg: city power blackout, storm), then there will be no refund for any "missed days". If the course you have enrolled in does not commence, or if you do not meet the entrance requirements (eg: level of language proficiency) of a specific course you have been provisionally enrolled in, your tuition fee can be transferred to another more suitable course within a GEOS NZ College or GEOS Oceania College, or a full refund will apply.

Please refer to the GEOS NZ web site www.geosnz.com

For more details of the cancellation process refer to the NZ Qualifications Authority website at <http://www.nzqa.govt.nz>

GEOS NZ Homestay/Accommodation Placement and Airport Transfer Arrangements and Policies

1. GEOS NZ requires a minimum of 4 weeks notice for Homestay/Accommodation Placement.

2. The Homestay/Accommodation Placement fee is not refundable.

3. Payment of Homestay/Accommodation Fee: If you are enrolled for a course for less than 12 weeks, full payment of your homestay fees shall be made.

4. Homestay standard: In a NZ homestay you will be provided with a furnished single room, breakfast and dinner on weekdays and three meals on weekends (if you are at home). We will do our best to find a homestay situation that matches your interests and preferences. Refer to the current "GEOS NZ Courses and Fees" for homestay prices.

5. Homestay Arrangements: You may only vary your GEOS NZ homestay arrangements through GEOS NZ. GEOS NZ at our sole discretion, may vary your homestay arrangements if we see fit to do so. Any change to the homestay arrangement will incur a fee. In addition to our rules and regulations, you will comply with the rules set down by your homestay family.

6. GEOS Oceania Homestay Policy: You **MUST** give TWO weeks written notice of your intention to change or to cancel your current homestay.

GEOS NZ Student Conduct, Obligations and Provision of Information

1. CONDUCT: Students enrolled at GEOS NZ 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".

2. All GEOS NZ students must comply with their relevant visa conditions at all times. Please note that GEOS NZ is legally obliged to report any breaches of visa conditions to New Zealand Immigration Service.

3. As per student visa requirements, all GEOS NZ student visa holders must maintain full-time attendance, and show suitable academic progress.

4. PERSONAL INFORMATION provided to GEOS NZ will be made

available to New Zealand agencies where applicable. It is the student/parent/guardian's responsibility to provide GEOS NZ with up to date information. We will hold personal information about you up to 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 authorise the same.

5. 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.

6. MISCONDUCT: You will comply with GEOS NZ disciplinary procedures and we reserve the right to terminate this agreement at our sole discretion if we are dissatisfied with your conduct, behaviour or willingness to comply with disciplinary procedures.

7. 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.

8. Please note, that if you are late to class, you may be marked absent or not be permitted to enter the class until the next session. Please note, if you are regularly absent or late to class, or disruptive in class, you may receive a warning from the Teacher, the Academic Co-ordinators, or the Director of Studies. If the behaviour continues, then you may be asked to show cause in writing to the Principal as to why your enrolment should not be terminated.

9. If a student's enrolment is to be terminated for reasons other than poor attendance, the GEOS NZ Principal will consult with the GEOS NZ Regional Director and make a decision.

10. 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 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.

11. 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 you suffer a personal injury or illness at any time during your course in New Zealand, you consent to the arrangement of such medical intervention as is necessary to preserve life and/or wellbeing 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.

GEOS NZ Student Attendance, Behavior and Attitude

1. Students are expected to attend 100% of their courses.

2. Please note, that your attendance is marked per session and collated/recorded at the end of each week;

3. If you are going to be absent from a class or session, you must inform the GEOS NZ College;

4. If you are absent from the GEOS NZ College for 3 days or more, you must provide a medical certificate;

5. If you have a valid excuse for your absences, eg: a doctor's certificate, this will be taken into consideration should you receive a warning letter;

6. Please note, if you are regularly absent or late to class, or disruptive in class, you may be asked to show cause in writing to the GEOS NZ Principal as to why your enrolment should not be terminated.

7. If your current attendance falls below 90%, the GEOS NZ College Student Services staff will send you a first warning letter. You will be asked to acknowledge your responsibility to improve your current attendance.

8. If your current attendance falls below 85%, the GEOS NZ College Student Services staff will send you a second warning letter. You will be reminded about your previous acknowledgement of your responsibility to improve your current attendance without success. You will be asked to explain. You will then be monitored by the GEOS NZ College staff regarding your attendance, until we are satisfied there is improvement. The GEOS NZ College will inform your agent/parent/guardian of the current situation, and the consequence in the event your current attendance falls lower. During this phase, if you miss 20% of your classes in one week, you will be asked to show cause in writing to the Principal as to why your enrolment should not be terminated.

9. If your current attendance falls below 80%, the GEOS NZ College Student Services staff will send you a third warning letter, asking you to show cause in writing to the Principal as to why your enrolment should not be terminated. The GEOS NZ Principal will consider your explanation, and prepare a written response to your last known address in New Zealand. Even if your explanation is accepted, because you are under 80%, you are not eligible to receive a GEOS NZ Graduation Certificate.

10. Should your enrolment be terminated, you will be asked to leave immediately, without entitlement to a refund, deferral or graduation Certificate. In addition, GEOS NZ will report all student visa holders to the New Zealand Immigration Service about the situation. Similarly, GEOS NZ will notify your agent/parent/guardian of the decision.

11. You are entitled to check your attendance whilst you are studying at GEOS NZ. Please see the GEOS NZ College Student Service staff to complete the GEOS NZ Attendance Request Form. You will receive a GEOS NZ Attendance Response Slip within the week.

12. If you require an official GEOS NZ Attendance Certificate, please see the GEOS NZ College Student Services staff to complete the GEOS NZ Attendance Certificate Request Form. You will receive a GEOS NZ Attendance Certificate within 1 week.

GEOS NZ Commitment

1. GEOS NZ will provide you with education and related services in accordance with the selection of services made by you on the GEOS NZ Courses, Fees and Enrolment Form.
2. We will from time to time, following commencement of your course/s, 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.
3. We will provide the above services selected by you in accordance with our policies, operating standards and student rules and regulations and The NZ Ministry of Education Code of Practice for the Pastoral Care of International Students and Circular 99/03 Rules for Student Enrolment Records.
4. All of the above said and done, GEOS NZ reserves the right to open or close courses or classes, create, cease or change any activities due to unforeseen circumstances or events with minimum notice, as the need arises. This will not override the student's rights under the GEOS NZ Fee Protection Policy.

NZ Ministry of Education Code of Practice

GEOS New Zealand Language Centres have agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students 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 www.minedu.govt.nz

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 www.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 www.moh.govt.nz

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 www.acc.co.nz

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while staying in New Zealand. GEOS NZ can arrange insurance on request.

GEOS NZ SUPERLINK™

Students can enrol for a combined course of 12 weeks at any two or three GEOS NZ colleges and receive two one-way domestic air tickets to/from the chosen colleges. Advance booking and special conditions apply – see GEOS NZ SUPERLINK™ conditions.

GEOS Oceania SUPERLINK™ is also available – conditions apply.

GEOS NZ SUPERLINK™ Conditions

Pre-book* an English course of 12 weeks full-time or more, and stay a minimum of 4 weeks in each city; and receive two one-way domestic air tickets to/from Auckland, Christchurch or Wellington.

*This option must be nominated at the time of the initial enrolment. Minimum of four weeks prior bookings is required to arrange air tickets. Any changes to booked flights will incur the airline's applicable fee at the expense of the student. For second or further changes, the college will also charge an additional administration fee of NZ\$150 per change.

Payment Details

Failure to make full payment of your course fee by the specified deadline may result in your course being cancelled. Payment methods accepted:

Telegraphic Transfer • Bank Draft • Cash • International Money Order • VISA • Mastercard • EFTPOS

ALL GEOS NZ Telegraphic Transfer payments should be sent to our trust account below:

Account Name: Walker Wayland Ltd
ASB Bank – Auckland City Branch
Account Number 12 – 3110 – 0065474 – 02
SWIFT CODE: ASBBNZ2A

ALL GEOS NZ Telegraphic Transfer payments must be accompanied by a bank remittance advice with the student name and ID number at the time of deposits to assist our reconciling to:

GEOS New Zealand
PO Box 105035, Auckland 1143, New Zealand
email: accounts@akldlang.co.nz
fax: +64-9-307 9219

GEOS NZ Grievance & Complaint Procedures (Dispute Resolution)

- If you have a complaint about any part of your study and additional services received, please discuss the matter with your GEOS NZ College Student Services Advisor. If it is a serious matter he or she will help you to put your concerns in writing (complaint form).
- The written complaint will be sent to the relevant department – eg: Academic, Accommodation.
- The GEOS NZ College Head of Department will take whatever action he or she considers appropriate and will report back in writing to your Advisor.
- Your Advisor will meet with you to discuss this response and to find out if you are satisfied with what has been done.
- If you remain unsatisfied your complaint will be referred to the GEOS NZ College Principal.
- If necessary, you may be asked to discuss the matter in a meeting with the GEOS NZ College Principal. You may bring a support person to this meeting.
- The management will prepare a written reply.
- If you are not satisfied with the outcome or the response from the GEOS NZ College Principal, you may ask to have contact with the GEOS NZ Regional Director.
- If you are not satisfied with the outcome or the response from the GEOS NZ Regional Director, you can refer to the following grievance procedure established by the International Education Appeal Authority.

Step 1: You can contact English NZ (a group to which GEOS NZ Colleges belong). Here is the address:

The Secretary
English New Zealand
PO Box 2577,
Auckland 1140

Step 2: If you are not satisfied with the outcome or the response from English NZ, then you can contact the following Authorities:

NZQA	International Education
PO Box 160	Appeals Authority
Wellington	c/- The Ministry of Education
Ph. 0800 QAHELP	PO Box 1666 Wellington

Please note that a signed GEOS NZ Enrolment Form constitutes a contract between the student and GEOS NZ Ltd. Therefore all Grievance & Complaint matters need to be directed in the first place to GEOS NZ as per the above procedure.

GEOS NZ Young Learner Pastoral Care

(a full version is available upon request from marketing@geosnz.co.nz)

GEOS NZ undertakes to comply with the accommodation provisions for Young Learners set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by GEOS NZ are;

- Living with a parent
- Living with a designated caregiver
- Living with a GEOS NZ Host Family (or agent appointed host family which meets GEOS NZ Homestay requirements for Young Learners).

Extra Caregiver GEOS NZ will provide pastoral care for all Young Learner Students. However, we may request that a Young Learner needs to have an Extra Caregiver. In this case, either the parent / legal guardian can appoint the Caregiver who GEOS NZ will assess and approve or the parent / legal guardian may request that GEOS NZ arrange this service, in which case there will be a weekly fee of NZ\$90 per week.

GEOS AUCKLAND

Level 6, 21 Federal Street, Auckland 1010, New Zealand.
PO Box 105035, Auckland 1143, New Zealand.
Phone +64-9-303 1962 Fax +64-9-307 9219
Email info@akldlang.co.nz

GEOS CHRISTCHURCH

Level 7, DTZ House, 76 Cashel Street,
Christchurch 8011, New Zealand.
PO Box 3096, Christchurch 8140, New Zealand.
Phone +64-3-379 3950 Fax +64-3-379 3973
Email clc@learnenglish.co.nz

GEOS WELLINGTON

Level 2, 101 – 103 Courtenay Place,
Wellington 6011, New Zealand.
PO Box 24475, Wellington 6142, New Zealand.
Phone +64-4-802 4620 Fax +64-4-802 4621
Email info@geoswellington.com



www.geosnz.com

- MEMBERS OF THE GEOS INTERNATIONAL GROUP
- REGISTERED BY THE NEW ZEALAND QUALIFICATIONS AUTHORITY
- MEMBERS OF ENGLISH NEW ZEALAND (INCORPORATING FIELSNZ)
- APPROVED AS A CELTA TEACHER TRAINING CENTRE AND A TKT CENTRE (GEOS AUCKLAND)

