UNIVERSITY OF OTAGO

LANGUAGE CENTRE AND FOUNDATION YEAR

COURSE INFORMATION AND APPLICATION FORM

2012 COURSE DATES AND FEES

	STARTING DATES AND DURATION		FEES	NZD $
ENGLISH LANGUAGE STUDIES	GENERAL ENGLISH Begins any Monday* in the academic year Orientations held at the beginning and middle of the four main terms: • **Summer Mid-Term:** 5 January 2012 – 10 February 2012 • **Autumn Term:** 20 February 2012 – 4 May 2012 • **Winter Term:** 14 May 2012 – 27 July 2012 • **Spring Term:** 6 August 2012 – 19 October 2012 • **Summer Term:** 29 October 2012 – 8 February 2013 ENGLISH FOR ACADEMIC PURPOSES (EAP) • First four weeks of the Autumn Term • Spring Term ENGLISH FOR OTAGO (EFO) • 19 March 2012 – 25 June 2012 • 24 October 2012 – 4 February 2013		Orientation (if applicable)	175.00
			Tuition (International) – inclusive of textbooks	437.00 per week
			Compulsory Health and Travel Insurance (International)	Varies according to study duration
			Student Services	250.00
			Re-enrolment (extension)	30.00
BRIDGING PROGRAMME	• **Intake 1:** 13 January 2012 – 17 February 2012 • **Intake 2:** 11 May 2012 – 15 June 2012 • **Intake 3:** 7 September 2012 – 12 October 2012		Tuition (Domestic)	629.00
			Tuition (International)	2138.00
			Compulsory Health and Travel Insurance (International)	137.00
FOUNDATION YEAR	• **Intake 1:** 26 February 2012 – 21 October 2012 Incl. study breaks: 9 – 13 Apr • 11 – 22 Jun • 13 – 17 Aug 2012 • **Intake 2:** 18 June 2012 – 15 Feb 2013 Incl. study breaks: 13 – 17 Aug • 8 – 19 Oct • 24 Dec 2012 – 7 Jan 2013 • **Intake 3:** 15 October 2012 – 7 June 2013 Incl. study breaks: 24 Dec 2012 – 7 Jan 2013 • 11 – 22 Feb • 1 – 5 Apr 2013		Tuition – Arts & Commerce (Domestic)	4016.00
			Tuition – Science (Domestic)	4177.00
			Tuition – Arts & Commerce (International)	18816.00
			Tuition – Science (International)	19625.00
			Compulsory Health and Travel Insurance (International)	390.00
			Student Services	375.00
HOMESTAY	Flexible. Students usually arrive a few days before their course start date. Minimum Booking: • **Language Centre students:** 8 weeks (56 nights), or length of course if less than 8 weeks • **Foundation Year students:** 4 weeks (28 nights)		Placement	220.00
			Homestay	34.00 per night / 238.00 per week
			Homestay – Halal	38.00 per night / 266.00 per week
			Extension	30.00

*except exam/planning weeks and public/Christmas/New Year's holidays.
Public and Xmas/New Year holidays are: 2 – 3 Jan • 6 Feb • 6 – 12 Apr • 25 Apr • 4 Jun • 22 Oct • 24 Dec 2012 – 4 Jan 2013.

All information including dates and fees are subject to change. All fees are inclusive of the New Zealand GST rate of 15%.
Please refer to our website *www.otago.ac.nz/uolcfy* for further information.

GENERAL INFORMATION AND INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Carefully read the information and follow the instructions on all pages. Where possible, please download the application form from our website *(www.otago.ac.nz/uolcfy)* and submit your application via email. **A valid email address is required, as you will be contacted via email only.**

- Parents of international students under the age of 18 must read the parent consent conditions: *(www.otago.ac.nz/uolcfy/services/int_students_under_18.htm)*, complete and sign the parent consent agreement in Section 4A on the application form.
- International students under the age of 18 are required to live in Homestay unless their parents sign an indemnity and a caregiver agreement (available upon request).
- International applicants should include a copy of their passport (photo page) and residence visa (if NZ or Australian resident).
- If applying for Foundation Year, certified copies of relevant secondary school or tertiary study transcripts must be included.
- Domestic applicants should also include an academic reference letter.
- Please ensure that all relevant sections of the application form are **completed, signed and all relevant documents have been attached** before submitting an application. Incomplete applications cannot be processed.
- Scan the form, passport and residence visa and relevant documents (preferably as one PDF file).
- **We prefer to receive applications via email.** Please email the completed application to *uolcfy.admissions@otago.ac.nz*

For further enquiries, or to post, fax or drop off your application in person please contact:

University of Otago Language Centre and Foundation Year
St David II Building, 75 St David Street
North Dunedin, Dunedin 9016

PO Box 56, Dunedin 9054, New Zealand

Phone: **+64 3 479 5250**
Fax: **+64 3 479 5251**
Email: **uolcfy.admissions@otago.ac.nz**

If all the documents are in order, you will be contacted via email within two or three working days after your application has been received.

APPLICATION SUBMISSION CHECKLIST:

- ◯ All relevant sections of the application form completed in BLOCK CAPITAL LETTERS or typed.
- ◯ **Section 3 Homestay Accommodation** section completed for international students who will be under the age of 18 at time of enrolment *(please contact us for an Indemnity Form and Caregiver Agreement if declining Homestay accommodation)*
- ◯ **Section 4A Parent Consent** section signed for international students who will be under the age of 18 at time of enrolment
- ◯ **Section 4B Student's Declaration** signed
- ◯ Copy of passport (photo page) attached
- ◯ Copy of residence visa attached (if applicable)
- ◯ Copies of English test report attached (if applying for EFO or Foundation Year)
- ◯ Certified copies of academic transcript attached (if applying for Foundation Year)
- ◯ Academic reference letter attached (if domestic student applying for Foundation Year)
- ◯ Application form and all relevant documents scanned as one PDF file (preferably)
- ◯ Email application form and all relevant documents a PDF file attachment to: *uolcfy.admissions@otago.ac.nz*

UNIVERSITY of OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND

UNIVERSITY OF OTAGO
LANGUAGE CENTRE AND FOUNDATION YEAR
APPLICATION FORM

Please type or write clearly in BLOCK CAPITALS and complete all relevant sections.

SECTION 1A: STUDENT DETAILS

Family Name (as in passport):

Given Names (as in passport):

Date of Birth (dd/mm/yyyy): | Gender: ◯ Male ◯ Female

UOLCFY Student Reference Number (if currently/previously a UOLCFY student):

Nationality (as in passport): | Birth Country:

Iwi Affiliation (if applicable):

Permanent Residence: ◯ New Zealand ◯ Australia ◯ Not Applicable

Scholarship (if applicable):

Medical Conditions (e.g. allergies, asthma, etc. Please provide details):

SECTION 1B: CONTACT DETAILS

Home Address (in full):

City: | State/Province:

Postcode: | Country:

Home Phone: | Mobile:

Email (this is COMPULSORY as it is our primary way of contacting you. Please provide a valid and accurate email address):

Emergency Contact

Family Name: | Given Name:

Relationship to Student: | Languages Spoken:

Home Phone: | Mobile:

Email:

SECTION 1C: AGENT DETAILS (if applicable)

Company Name: | Agent Name:

Company Address (in full):

City: | State/Province:

Postcode: | Country:

Home Phone: | Mobile:

Email:

SECTION 2: COURSE SELECTION AND QUALIFICATIONS

(If selecting more than one, please ensure that course dates do not overlap)

SECTION 2A: ENGLISH LANGUAGE STUDIES

Intended Course:

- ◯ General English
- ◯ English for Academic Purposes (available twice a year)
- ◯ English for Otago – Undergraduate (available twice a year)
- ◯ English for Otago – Postgraduate (available twice a year)

Study Duration (for more details visit *www.otago.ac.nz/uolcfy/dates_fees/dates_fees.htm*)

Start Date (dd/mm/yyyy):	Completion Date (dd/mm/yyyy):
Number of Weeks:	Part time (number of hours per week, if applicable):

Student Group Name (if applicable):

SECTION 2B: BRIDGING PROGRAMME AND FOUNDATION YEAR

I will enrol in the Bridging Programme if it is a requirement for me: ◯ Yes ◯ No

I will enrol in the Bridging Programme for extra preparation anyway: ◯ Yes

Intended Year:

Intake 1:	◯ Bridging Programme (January) + Foundation Year (February)
	◯ Foundation Year (February) only
Intake 2:	◯ Bridging Programme (May) + Foundation Year (June)
	◯ Foundation Year (June) only
Intake 3: (no Health Science stream)	◯ Bridging Programme (September) + Foundation Year (October)
	◯ Foundation Year (October) only

Intended Study Stream:

- ◯ Arts
- ◯ Commerce
- ◯ Applied Science
- ◯ Life Science
- ◯ Health Science (not offered in Intake 3)

Intended University Name:

Degree (e.g. BCom):	Major (e.g. Finance):

SECTION 2C: PREVIOUS QUALIFICATIONS (Please attach relevant academic transcript and English test)

English Language Proficiency (if available and applying for EFO or Foundation Year)

English Test (e.g. IELTS, TOEFL iBT):	Test Date (dd/mm/yyyy):

Full Score:

IELTS TRF or TOEFL Report Registration Number:

Secondary or Tertiary Study (if applying for Foundation Year)

School/Institution Name:

Qualification:	Year Attained:

SECTION 3A: HOMESTAY ACCOMMODATION (If applicable – required for international students under 18 y.o.)

NB: Minimum first booking duration:

Language Centre students – 8 weeks (56 nights – or length of course if less than 8 weeks) • Foundation Year and all other students – 4 weeks (28 nights)

Intended Duration (if uncertain please provide estimates)

Number of Weeks:

First Night in Homestay (dd/mm/yyyy): | Last Night in Homestay (dd/mm/yyyy):

Dunedin Arrival Details (if known)

Date (dd/mm/yyyy): Time: Flight Number:

Location (e.g. airport, bus station):

Food Requirements: ◯ Halal ◯ Vegetarian ◯ Other (please specify):

Religious Beliefs and Practices (if applicable, please specify):

Hobbies and Interests (please specify):

Do you smoke? ◯ Yes ◯ No Would you live with smokers? ◯ Yes ◯ No ◯ No Preference

Hosts:				
	Younger adults with no children:	◯ Yes	◯ No	◯ No Preference
	Older adults with no children:	◯ Yes	◯ No	◯ No Preference
	Family with young children:	◯ Yes	◯ No	◯ No Preference
	Family with older children:	◯ Yes	◯ No	◯ No Preference
	In a farm-stay:	◯ Yes	◯ No	◯ No Preference

Studying at: ◯ Language Centre ◯ Foundation Year ◯ University of Otago ◯ Other:

SECTION 4: ACCEPTANCE OF TERMS AND CONDITIONS

SECTION 4A: PARENT CONSENT FOR INTERNATIONAL STUDENTS UNDER 18 YEARS OLD

(Please read the parental consent conditions for international students under the age of 18 on our website *(www.otago.ac.nz/uolcfy/services/int_students_under_18.htm)*

If your child requires urgent medical attention and needs to be admitted to hospital, does the host family/staff have authority to act on your behalf?: ◯ Yes ◯ No

I have read, understood and fully accept the parent consent conditions.

Parent/Legal Guardian's Signature: Date:

SECTION 4B: STUDENT'S DECLARATION

- I declare that all the information provided in this application is correct and complete.
- I understand, accept and agree to abide by the Contract of Enrolment, policies, procedures and regulations of the University of Otago Foundation Studies Ltd.
- I agree that all disputes be dealt with in accordance with New Zealand law.
- I understand that the University of Otago and University of Otago Foundation Studies Ltd reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information that I have provided.
- I will inform the University of Otago Foundation Studies Ltd if the details of the information provided in this application changes.
- I agree to the use (including disclosure) of student information by the Staff of the University of Otago and University of Otago Foundation Studies Ltd and student/parent appointed representative for:
  - any purposes related to the education or well-being of the student concerned, both before, during and after the student's admission.
  - purposes external to the University when the information is in statistical form or when the University reasonably believes it is not to the student's disadvantage for such external use to occur, and also where disclosure is required or permitted in accordance with the provisions of the Privacy Act 1993.
- I authorise University of Otago Foundation Studies Ltd to release to the student, parents, legal guardian and/or scholarship provider of the student any information about the student which it creates or receives in the course of the student's enrolment with University of Otago Foundation Studies Ltd, including course results and personal information relating to the student's well being.

Student's Signature: Date:

CONTRACT OF ENROLMENT

- Enrolment in any course is subject to sufficient numbers and availability of places. Once payment is made on an offer of place that the University of Otago Foundation Studies Ltd (UOFS) has issued to a student, then, this Contract of Enrolment becomes a binding contract between the UOFS and the student.
- UOFS reserves the right to amend course arrangements, fees, policies and procedures without prior notice. Please refer to our website *(www.otago.ac.nz/uolcfy)* for the most current information.
- International students are required to have current Medical and Travel Insurance that meets the Ministry of Education guidelines and UOFS policy, while studying in New Zealand.
- International students must have the correct visa and permit to study at UOFS. For all visa and permit enquiries, please contact the Immigration New Zealand at *www.immigration.govt.nz*
- This contract shall be governed by and construed in accordance with the laws of New Zealand.

Student Charter

- Students must adhere to the Student Charter as specified on the UOFS website *(www.otago.ac.nz/uolcfy/about/policies.htm#student_charter)*.
- Students are expected to attend all classes and comply with the conditions of their permit to study in New Zealand.
- UOFS reserves the right to suspend or terminate the enrolment of any student who does not comply with UOFS rules and regulations, and notify Immigration New Zealand.

Accommodation Policy Summary

- International students under the age of 18 are required to live with Homestay families unless the parent or legal guardian indemnifies UOFS and assigns an caregiver who meets the requirements of UOFS and the Code of Practice for the Pastoral Care of International Students.
- The minimum first booking duration for Language Centre students is 8 weeks (56 nights), or the length of the course if its duration is less than 8 weeks.
- The minimum first booking duration for Foundation Year and all other students is 4 weeks (28 nights).
- Hosts and students must give 7 nights notice before cancelling or leaving a Homestay booking.
- If written notice of Homestay cancellation is received before the student arrives, then the student is eligible for a refund of all Homestay fees, less the placement fee.
- If written notice of Homestay cancellation is received after the student arrives, then the minimum booking is forfeited and any remaining fees will be refunded.
- Students may apply to hold their room at a reduced rate (please contact the Accommodation Office for this rate) if they plan to be away for 21 nights or more.

Fees and Payment Policy

- All course related fees must be paid, or a financial guarantee must be provided, prior to course commencement.
- Financial Guarantees must specify the student's course and course dates. Places are not guaranteed and students will not be enrolled until all course related fees have been fully paid, or a Financial Guarantee has been provided.
- All fees related issues are subject to the procedures outlined in the fees policy *(www.otago.ac.nz/uolcfy/about/policies.htm#fees)*.
- Course Cancellation/Withdrawal Policy
- All notices of cancellation/withdrawal must be made in writing to Administration Staff.
- If written notice of cancellation is received before the student's course commencement, then the student will be eligible for a full refund of fees.
- If written notice of withdrawal is received after the student's course commencement but within the induction period, a cancellation fee will apply and the remaining fees will be refunded:

  Language Centre
  - Induction Period – 7 days
  - Cancellation Fee – 2 weeks tuition fees
  - Bridging Course
  - Induction Period – 7 days
  - Cancellation Fee – 10% of tuition fees

  Foundation Year
  - Induction Period – 21 days
  - Cancellation Fee – 10% of tuition fees
- If written notice of withdrawal is received after the student's course commencement and induction period:
- Language Centre students will forfeit any fees paid for the term in which the withdrawal is submitted and will be eligible for a refund of any fees paid for future terms.
- Foundation Year students will forfeit all fees paid and will not be eligible for any refund.
- If a withdrawal is submitted because a student has met the requirements and enrols in a future course within the University of Otago or UOFS before the completion date of the course that s/he is currently enrolled in, then the tuition fees paid for the current course will be credited from the enrolment date of the future course onwards and used as payment towards the future course. These fees will not be refunded.
- A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a refund of up to 50% of the remaining tuition fees. This is subject to the fees policy, approval from the UOFS board, provision of acceptable documentary evidence in support of the application for the refund, and subject to the date the Administration Staff receive written notice of withdrawal. This includes:
  - Serious illness or disability of the student
  - Death of the student or close family member (parent, sibling, spouse or child)
  - Political, civil or natural event that prevents the arrival of the student.
- In the event of a withdrawal from a course(s), UOFS must be reimbursed for any fees which have been paid or incurred. Where UOFS refunds tuition fees, the student's representative/agent fees will be deducted from the refund. The cost of any additional services that were completed prior to withdrawal will also be retained.
- UOFS will not refund fees of any student whose offer of place is cancelled or withdrawn due to the supplying of incorrect and/or fraudulent documentation, non-attendance or expulsion by UOFS.

Refunds

- A refund fee applies to all refunds to New Zealand bank accounts and an overseas refund fee applies to all refunds to overseas bank accounts.
- Students may apply for a refund of any overpayment of fees or living expenses.
- International students who obtain permanent resident status after commencing a course will not be eligible for a refund of international tuition fees.
- If UOFS withdraws an offer of place or cancels a course, all tuition fees are fully refundable.
- Students who take holidays during a course are not eligible for refunds for the time they are away.
- UOFS will not provide compensation for any public holidays or necessary closures.

Liability

To the fullest extent permitted by the Consumers Guarantees Act 1993 or otherwise at law or in equity, UOFS shall under no circumstances be liable to the student or the applicant(s) or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by UOFS of its obligations under the Contract of Enrolment, negligence on the part of UOFS or any act or thing done or not done by UOFS and for the purposes of this Contract of Enrolment consequential loss shall include (without limitation), loss of income, profit and loss or damage to persons or property.

Obligation

UOFS undertakes to provide tuition as set down from time to time in the prospectus. UOFS may decline to offer a course or 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 Board of Directors.

Privacy Act

The information collected by UOFS during the enrolment process and during the period in which the student is enrolled at UOFS 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 UOFS or consultant to UOFS in connection with that purpose. The student has a right to access and correct the personal information collected by UOFS.

Complaints

- Students may undertake a complaints procedure, with the help of a Student Support Officer.
- UOFS is a signatory of the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students. UOFS is a member of English New Zealand and students may approach English New Zealand for assistance via the website (www.englishnewzealand.co.nz).
- Students are entitled to appeal any decision through the:
  - UOFS Appeals Committee
  - University of Otago Deputy Vice Chancellor (Academic and International)
  - International Education Appeals Authority (IEAA)

  International Education Appeals Authority Tribunal Unit
  Private Bag 32-001, Panama Street, Wellington 6246
  Phone: 04 462 6660
  Fax: 04 462 6686
  Email: ieaa@justice.govt.nz