









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



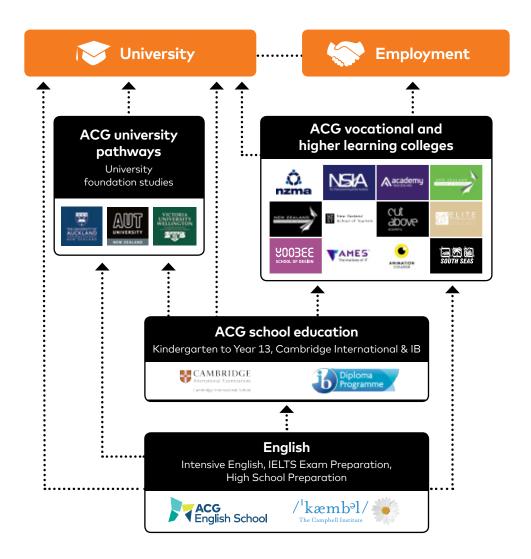
50

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 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 ^
Course length	1 to 48 weeks
Tuition	26 hours per week
Entry requirement	Minimum age 13
Additional fee – resource fee	\$95

Full-time (26 hours per week)	Tuition fee (per week)
Weeks 2 to 13	\$420
Bookings of 14 to 24 weeks	\$405
Bookings of 25 to 40 weeks	\$390
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

 $^{{\}bf ^{\Lambda}}$ Tuesday when a New Zealand public holiday falls on a Monday.

Programme information New Education Group

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 Science)	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

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)	5.5 (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

AMES - The Institute of IT

Programme name	IELTS	NZQA	Length Weeks	Tuition fee	Resource fee
Certificate in Computer Technical & System Support* Leading to New Zealand Certificate in Information Technology	5.5 (no band less than 5.0)	5	16	\$6,500	\$750
Diploma in Server & Network Administration* 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 & Development* Leading to New Zealand Certificate in Information Technology	5.5 (no band less than 5.0)	5	16	\$6,500	\$750

Programme information New Education Group

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	22 Jan, 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)	22 Jan, 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	22 Jan, 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)	22 Jan, 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)	22 Jan, 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)	22 Jan, 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^
New Zealand Certificate in Food & Beverage Service (Restaurant Services & Barista)	30 Jan, 16 Jul
New Zealand Certificate in Food & Beverage Service (Restaurant Services)	30 Jan, 16 Jul
Diploma in International Hospitality Management	30 Jan, 16 Jul
New Zealand Diploma in Hospitality Management	22Jan, 9 July

NSIA(continued)	
Programme name	Auckland
New Zealand Certificate in Cookery	22 Jan, 16 Apr, 9 Jul, 1 Oct
New Zealand Diploma in Cookery (Advanced)(Cookery Strand)	22 Jan, 16 Apr, 9 Jul, 1 Oct
Diploma in Culinary Arts	22 Jan, 16 Apr, 9 Jul, 1 Oct
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, 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, 23 Jul	12 Feb, 23 Jul	12 Feb, 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
NZIS Diploma in Sport (Advanced Exercise Science)	5 Feb, 23 Jul
NZIS Diploma in Sport (Advanced Sport Management)	5 Feb, 23 Jul
NZIS Certificate in Personal Training	5 Feb, 23 Jul

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 Feb and 05 Jun	-	-
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

Yoobee 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	_	_

^{*}Subject to NZQA approval. ** Programme name is subject to NZQA approval.

AMES - The Institute of IT

Programme name	Auckland
Certificate in Computer Technical & System Support*	26 Feb, 23 Jul
Diploma in Server & Network Administration*	23 Jul
Certificate in SQL Server Administration & Development*	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

*Subject to NZQA approval.

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

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.

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 condition 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.

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.

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.

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



ACG's Pathway Visa partnership with Immigration New Zealand

ACG schools have been invited by Immigration New aland 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 aranted 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

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

Students

- Please send:
- 5-page application form
 a copy of your most recent school report or other audifications
- 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
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

Family name	Given name/s
Known name	Birth date Gender female male
Religious affiliation	First language
Does the student have allergies or medical conditions? Please disclose any medical condition or allergies that req	quire medication or supervision yes no
Student home address	
Street no. and name	
Suburb	City
Province	Country
Postcode Home phone	Student mobile
Student email	
5 11 16 11 11 0 0 0 0 0	
Father/Guardian Mr Other Other	Given name
Address Same as student:	
Employer	Profession
Mobile	Email
Mother/Guardian Mrs Miss Ms	Other ()
Family name	
Family name Address Same as student:	Given name
Family name Address Same as student:	
Address Same as student:	Given name
Address Same as student: Employer	Given name Profession
Address Same as student: Employer Mobile	Given name Profession
Address Same as student: Employer Mobile	Given name Profession
Address Same as student: Employer Mobile Friend/Family in New Zealand	Given name Profession
Address Same as student: Employer Mobile Friend/Family in New Zealand Explain relationship to student	Given name Profession Email
Address Same as student: Employer Mobile Friend/Family in New Zealand Explain relationship to student Family name	Given name Profession Email
Address Same as student: Employer Mobile Friend/Family in New Zealand Explain relationship to student Family name Address Same as student:	Given name Profession Email Given name
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Address Same as student: Employer Mobile Friend/Family in New Zealand Explain relationship to student Family name Address Same as student:	Given name Profession Email Given name



Family/friends 🔘	1 1 1					
	Internet sear	rch Faceboo	ok/social media 🔵	Open Day (Advertising (Students (
mbassy/Education NZ	· O	ther (please specif	y)			
Student's education	า					
Present school/college/	/polytechnic/uni	versity				
Present class/course be	eing studied					
What was your last yed	ar of secondary :	school?		ur highest secondary so olease provide a copy)	chool qualification?	
English evidence						
What is your most rece (please provide a copy)	nt IELTS (Acade	emic) score (or alternati	ive)?			
	st language plea	ase tick the box which b	est describes your Eng	glish levels:		
Conversation	Fluent 🔵	Intermediate (Beginner (<u>.</u>
Reading	Fluent (Intermediate (Beginner (
Writing	Fluent 🔵	Intermediate (Beginner (
Will you study English c	it another schoo	ol before commencing o	it ACG? yes 🔵	no 🔵		
Intended English schoo	I				Length of study	mont
Country of birth	ent Resident or	NZ Citizen, please tick o	Country of cit	tizenship no no		<u>.</u>
			····-			
		NZ Citizen, please tick o		- 0		
Current country of resid	uence		——————————————————————————————————————	e you lived in this count	u y:	yea
Passport and visa in Passport number Please attach a copy of the si Are you currently in NZ If yes, please attach a copy of	tudent's passport or have you stud	died in NZ?	icant)			
If you have visited or st	udied in NZ have	e you ever had your plac	e of study or visa terr	ninated/cancelled?	yes O no O	
lf yes, please provide th	ne reasons for th	e termination or cance	llation:			
Have you ever been ref	used a NZ visa?	yes O no O				
If yes, please provide th	ne reasons INZ g	ave for the refusal:			<u>.</u>	
Have you ever been ref	used or had a vis	sa cancelled by any othe	er country? yes	no 🔵		
If yes, please provide th	e reasons for th	e refusal:				
_						
Financial details for How will you be funding		NZ? Privately funded:	Parent/yourself (Family/friend (Education loan (own country)
l am applying for a sc	holarship (Please provide details:	:			



EDUCATION GROUP			
Programme selection – Eng			
ou may apply for one or more pr	ogrammes, for example, Intensive Er	nglish and one of our diploma/	bachelor degree programmes.
The Campbell Institute	Entry every Monday^		
ntensive English: Auckland		IELTS Exam Preparation:	Wellington (
	kland Wellington		
tart date	End date	i	No. of weeks
tai t date	End date		THE OF WEEKS
NSIA English Programm	•	o NSIA. Entry every Monday^	
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Auckland Central	Auckland Central	Auckland Central	Auckland Central
Auckland Sylvia Park	-	Hamilton	Wellington
)Hamilton	-	Christchurch	Christchurch
	N 7 1 16 1 1		Elite International School o
lew Zealand Institute of Sport	New Zealand School of Tourism	Cut Above Academy	Beauty & Spa Therapies
Auckland Central	Auckland Central	Auckland Central	Auckland Central
) Hamilton	O Auckland Airport	Auckland Manukau	O Auckland Albany
) Wellington	○ Hamilton	○ Wellington	Hamilton
) Christchurch	Rotorua	-	Wellington
-	Wellington	-	-
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oobee School of Design	AMES – The Institute of IT	Animation College	Television School
Auckland Central	Auckland Central	Auckland Central	O Auckland Glenfield
Wellington	-	-	-
) Christchurch	-	-	_
auested programmes of	study (for current programmes see	pages 3–8)	
	e programme/s you would like to stu		ryou.
ogramme name 1			Ideal start date
ogramme name 2			Ideal start date
ogramme name 3			Ideal start date
ther costs – Additional servi	ces required (see page 9)		
) Medical and travel insurance -			e end of the course – \$110 (one way, optional)
Airport greet and transfer ser		(usually only requested for U18	
(one way, optional)		Auckland International Airpo	ort – \$80 booked transfer between terminals



Do you live with the effects of significant injury, long-term illness, mento (Information provided is strictly confidential)	al health issues, learning disorders or disability?	ves O no O
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 build	ing? yes no	······································
Are you taking medication that we should be informed of?		
f 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 p	, , ,	
Is there any other information that we may need to be aware of that m If yes, please provide details	ay impact on your study?	ves no
Acceptance of terms he application form must be signed by a parent or guardian when the uardian is responsible for the payment of fees.	student is under 18 years of age or for any student if the	parent or
eclaration		
We declare that the information provided in this enrolment application is rue and correct.	I/We agree to the use (including disclosure) of student info Staff of the School/College and the parent/student appoint the formula of the parent/student appoint the parent/student the parent/student/student the parent/student the parent/student the parent/student the parent/student the parent/student the parent/student/student the parent/student/s	nted represent-
We agree to abide by the Contract of Enrolment.	ative for any purpose related to the education or well-bein concerned both before and after the student's admission.	g or the student
We note and accept that the School/College* has arranged to protect udent fees by entering into an agreement with the School's/College's	I/We hereby authorise the School/College to release, or me through electronic or other means, to the student and the	
ominated Trust Account. We wish that the student fees be held in Trust with the nominated Trust	guardians of the student any information about the stude	nt which it cre-
account to protect the student fees.	ates, or receives in the course of the student's enrolment w College, including course results and personal information	
We agree that I/we will sign the request for payment schedule for the raw-down of funds from the nominated Trust Account and any subse-	student's well-being. I/We understand that the final decision on whether ACG v	vill provide INZ
uent payment schedules as the case may be. We agree that the School/College may contact the student's current/	visa nomination will be made by ACG based on my applica- tion on this form.	tion and informa-
revious school in order to obtain or verify information relating to this aroment.	I/We understand the "Acceptance of Terms", the relevant (Enrolment (on page 15) and the "Enrolment and Acceptan	
We have disclosed to the School/College all information related to past isciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.	collectively advise ACG that when signed by me (and my po am under 18 or when my parents are responsible for the po agree to ACG's terms and conditions.	arents when I
We are aware that I must immediately advise the School/College if any iformation provided is incorrect or changes or there are changes in my	I/We acknowledge that ACG can archive, display, or utilise material generated by the student during the programme	
rcumstances that are relevant to my application or to my student visa	in ACG publications, advertising, publicity and promotions.	
pplication or to my ability to support myself. We agree that the student concerned will board with one of the School/	I/We consent that the ACG Registrar act as guardian for t need arises when the student has medical or mental health act in the best interests of the student and parents.	
ollege's approved homestay families or live in accommodation that is aproved by the School/College while enrolled at the School/College (applies	I/We authorise the ACG Registrar to discuss my student vi	isa application for
o students aged under 18 years).	the programme offered with Immigration New Zealand; to tion regarding the processing of the visa application and th	
'We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided	application.	
pon application or in an interview (either at the college or by telephone/kype) would now be different.	*School/College refers to all ACG New Zealand Schools/Ter	rtiary Colleges.
Signature of student	Signature of parent/ legal guardian	
	Date	
Date		
Date	nout the period of enrolment may be used by the School/(College for
I/We agree that any images or videos taken of the student through promotional purposes. Consultant declaration: declare that I have personally conducted the interview process with the		



Accommodation form 2018 | International students

Student details	· · · · · · · · · · · · · · · · · · ·		
Family name (as appears in your passport)		Given name/s	
Known name		Birth date	Gender female male
ACG student number (if previo	usly enrolled at ACG)		
Religious affiliation		Does your religion require an	y special consideration? yes no (
If yes, please list:			
Please list your interests and ho	obbies:		
Do you have any other accomm (Please list)	nodation requirements?		
Study location (For campus l	ocation details please refer to acge	du.com)	l will study in:
The Campbell Institute			Auckland – which area: Airport
NZMA	NSIA	Academy New Zealand	Hamilton Albany
NZ College of Massage	NZ Institute of Sport	NZ School of Tourism	☐ Tauranga ☐ Central
Cut Above Academy	Elite International	Yoobee School of Design	Rotorua
Ames	Animation College	South Seas	Wellington Manukau
			Christchurch
Eliabt dataila			Dunedin
Flight details	at least 2 weeks prior to your arrivo	~!	1 0 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 -
Please provide the confirmed fli		ui.	
Date of arrival	Time of arrival	Fliaht	number
City of arrival		5	
Oit) of arrival		Airline	
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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.
- 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 with drawal 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 arival 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 seres 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:

For programmes, one term, 3 months or longer in length:

Full refund of all fees

Notice received by the School/College 21 working days or more prior to the course commencement

School/College to retain 25% of tuition and course related fees paid

Notice received by the School/College up to the 10th working day following course commencement

No refund

Notice received by the School/College from the 11th working day following course commencement

For programmes, less than one term, 3 months:

Full refund of all fees

Notice received by the School/College 6 working days or more prior to the course commencement

School/College to retain 25% of tuition and course related fees paid

Notice received by the School/College up to the 5th working day following course commencement

No refund

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 commence ment date - an additional charge equivalent to 20 percent of the quoted tuition cost will apply.

Other fee

-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 NZGA. NZGA 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:

Medical Resolution Medical Resolution 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

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.

Lighility

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

NEWBEGINNINGS

NEWOPPORTUNITIES

NEWTHINKING

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



