

# Conditions of Enrolment

## Courses

1. Unique New Zealand Education Services Ltd reserves the right to change programme arrangements without prior notice.

## Payment of Fees

2.1 Fees must be paid in full at least 2 weeks before your programme starts or on receipt of our invoice within this period.

2.2 All fees are calculated in complete weeks and any part of a week is counted as a full week. **No compensation is given for public holidays when the school is closed.**

2.3 Fees will rise if GST is increased.

2.4 Unique New Zealand believes very strongly in protecting all monies received from students until such time as the students have completed their programmes. In order to do this all students must comply with the following conditions:

2.4.1 All students enrolling at Unique New Zealand will be sent a Public Trust Student Fee Trust Account Application Form which must be signed by the student (or student's parent/legal guardian if the student is under 18 years) and returned to Unique New Zealand.

2.4.2 If a signed Public Trust Application Form is not received and a student is Under 18 years old then by signing the enrolment form the student's parent/legal guardian agrees to appoint Unique as their agent to sign the Public Trust Application Form on their behalf.

## Cancellation and Refunds

3.1 For programmes of less than 5 weeks if you withdraw before your programme starts or within the first 2 days of your programme, you will be entitled to a 50% refund of fees paid to Unique New Zealand, less homestay fees already paid to the homestay family.

3.2 For programmes of 5 weeks or more but less than 3 months if you withdraw before your programme starts or within the first 5 days of your programme, you will be entitled to a 75% refund of fees paid to Unique New Zealand, less homestay fees already paid to the homestay family.

3.3 For programmes of 3 months or more if you withdraw before your programme starts or within the first 10 working days of your programme you will be entitled to a full refund of fees paid to Unique New Zealand, less a deduction for costs incurred by Unique New Zealand, up to a maximum of 25% of the total fee paid. Unique will provide you with details of the cost components for the purpose of working out the maximum deductible percentage. In the event of a dispute over the cost component deducted, you can refer the matter to iStudent Complaints: <http://www.fairwayresolution.com/istudent-complaints>.

3.4 If the student visa application is declined prior to programme start date, the student is entitled to a refund of the total fees paid minus the Public Trust Account set-up fees (\$26), minus the Programme Registration Fee and also the Homestay Registration Fee.

3.5 Confirmation of your wish to withdraw must be provided in writing to Unique New Zealand. No refunds are given if you withdraw later than the dates specified above.

3.6 We do not refund fees or give a fee extension if you take time off during the programme or leave the programme before it has expired.

3.7 We will refund the unused weekly homestay charges if you find other accommodation. You must give your host family and the school at least one week's notice of your intention to leave, or one week's homestay fee will be forfeited in lieu of notice.

3.8 If you go on holiday and wish to return to the same homestay you must still pay the relevant homestay charge while you are away.

## Attendance

4. You are expected to attend class regularly and punctually, and must comply with the conditions of your visa.

## Liabilities

5.1 At Unique New Zealand, we take every care to ensure your safety. We cannot, however, be held responsible for any loss, damage or injury incurred within the school, homestay family or on a school excursion.

5.2 All students are required to have medical and travel insurance which complies with the NZ Government's Education (Pastoral Care of International Students) Code of Practice (<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748319.html>).

5.3 Unique New Zealand shall not be liable if the published services cannot be provided for reasons beyond our control. However, fee refund policies will still apply as per 3.1, 3.2, 3.3 and 3.4.

5.4 In case of accidental injury or sickness longer than 3 days, a doctor's certificate should be presented to your student advisor.

5.5 No student under the age of 18 years who is studying at Unique New Zealand is permitted to drive or own a motor vehicle (car/motorcycle etc.). Vehicles must be driven only by a full motor vehicle licence holder.

5.6 By accepting the conditions of enrolment the student (or parent/guardian for students aged under 18) gives permission for Unique New Zealand to freely use the student's image and written references in its promotional material.

5.7 Nondisclosure of physical or mental illness may result in termination of enrolment.

## Homestay

6.1 Students must have their accommodation arranged before their programme start date.

6.2 Unique New Zealand automatically gives each student aged under 18 an accommodation guarantee if they wish to stay with a Unique New Zealand host family.

6.3 If students wish to change their homestay, they must inform the Unique New Zealand Homestay Coordinator and give one week's prior notice to the host or pay one week's fees in lieu of notice.

6.4 For all other homestay conditions please refer to the fees page.

## Legal Requirements

7. Students are expected to comply with the laws of New Zealand and observe appropriate social standards. Failure to do so or failure to comply with Unique New Zealand regulations may lead to the expulsion of the student and the forfeiture of tuition fees along with visa revocation in more serious instances.

## Special Procedures

8. High School students are required to forward recent school reports and a character reference before we can accept your enrolment.

## Translations

9. The English language version of all Unique New Zealand information and conditions takes precedence over any translations to other languages, should there be any difference in meaning or interpretation.

9.1 Please refer to the Unique New Zealand website for the latest version of Conditions of Enrolment and fees.