



# WAIKATO INSTITUTE OF EDUCATION

## LANGUAGE COURSE REGISTRATION FORM

Please complete ALL sections

### 1. PERSONAL DETAILS

Family name: \_\_\_\_\_ First name(s): \_\_\_\_\_  
Preferred name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_  Male  Female  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Residency Status:  NZ  Australia  Other  
Ethnicity:  European  Maori  Pacific Island  Asian  Other  
Please specify if 'Pacific Island', 'Asian' or 'Other': \_\_\_\_\_

### 2. COURSE DETAILS

Which language course are you applying for?  
 Mandarin  Spanish  Japanese  French  Other: \_\_\_\_\_  
Type of course:  
 Evening class (1.5 hours p/lesson)  One-to-One: \_\_\_ hours (min 10 hrs)  Two-to-One: \_\_\_ hours (min 10 hrs)  
What is your level?:  
 Beginner  Elementary  Pre-Intermediate  Intermediate  Advanced  
When would you like to start?  
 ASAP  Term 1  Term 2  Term 3  Term 4

### 3. CANCELLATION AND REFUND POLICY

Classes need a minimum number of students to go ahead. Your place on a course is not guaranteed until you have paid. Please enrol well before the start date to avoid disappointment. If a class does not reach minimum numbers or is cancelled by WIE for some other reason a full refund will be given.

Class cancellations notified more than 7 days before course commencement will receive a 90% refund of total fees paid. During the week before the course starts, class cancellations will qualify for a 50% refund of total fees paid. **There will be no refunds given for class cancellations received on the day the course is due to start or after the course has started.** If you are unable to attend a class we regret that there are no catch-up classes available. If you are enrolled for private lessons and withdraw before your first session you will receive a 90% refund of total fees paid. Private lesson cancellations received after the first session will not qualify for a refund, except in exceptional circumstances upon where any refund will be given at the discretion of the Director.

### 4. DECLARATION AND SIGNATURE

- I declare that the information set out in this registration form is correct and complete.
- I have read and understood WIE's Cancellation and Refund Policy as stated in Section 3 above.

**Signature of Applicant:** \_\_\_\_\_  
(Signed by parents if applicant is under 18 years)

Date: \_\_\_/\_\_\_/\_\_\_  
DD MM YYYY

Where did you hear about Waikato Institute of Education?

Friend/Family  Website  Newspaper  Past student  Other: \_\_\_\_\_

Waikato Institute of Education

Level 1 Centre Place Tower, 48 Ward Street, PO Box 773, Hamilton 3204, New Zealand  
Ph: +64 7 838 2450 • Fax: +64 7 838 2453 • Email: [info@language.ac.nz](mailto:info@language.ac.nz) • Web: [www.language.ac.nz](http://www.language.ac.nz)

# COURSE REGISTRATION INFORMATION

## Registration Requirements

No language knowledge is required for beginner courses. A brief assessment may be required if you wish to register for a higher level to ensure your language skills are at the level required.

An accurate email address and contact phone number is essential so please take care when providing your details. Registrations must be received before the course commencement. In exceptional circumstances, registrations may be accepted after a course commences. Please contact WIE for further information.

## Registration Procedure

1. Complete the Registration Form and send to WIE by email, fax, post or drop off at our school office during office hours.
2. You will be sent a Tax Invoice detailing the course fees and a Letter of Offer confirming the dates of your course.
3. Send your payment to WIE by cash, cheque or internet banking.
4. WIE will confirm your place on the course and send you further course details.

## Fees

Course Fees include a Government Services Tax (GST) of 15% and must be paid in full at time of enrolment, in order to confirm your place on the course. If you make a transfer by Internet Banking please advise us at [info@language.ac.nz](mailto:info@language.ac.nz).

## Office Opening Hours

The WIE office is open from 8.30am—5pm, Monday to Friday throughout the year. The office is closed on Public holidays and for two weeks over the Christmas/New Year break.

## Cancellation and Refund Policy

Classes need a minimum number of students to go ahead. Your place on a course is not guaranteed until you have paid. Please enrol well before the start date to avoid disappointment. If a class does not reach minimum numbers or is cancelled by WIE for some other reason a full refund will be given.

### For Classes:

Class cancellations notified more than 7 days before course commencement will receive a 90% refund of total fees paid. During the week before the course starts, class cancellations will qualify for a 50% refund of total fees paid. **There will be no refunds given for class cancellations received on the day the course is due to start or after the course has started.** If you are unable to attend a class we regret that there are no catch-up classes available.

### For One-to-One tuition:

If you are enrolled for One-to-One tuition and withdraw before your first session you will receive a 90% refund of total fees paid. One-to-One cancellations received after the first session will not qualify for a refund, except in exceptional circumstances upon where any refund will be given at the discretion of the Director.

## Disability Access

We encourage and make every effort to accommodate students with disabilities. For wheelchair access, please contact us prior to enrolment so that suitable arrangements can be made.

## Parking

Free street parking is available from 6pm onwards outside . For one-to-one sessions during the day, cars may be parked in the Centreplace car park or on the street but please note this is paid parking.

## No Smoking

Smoking is NOT permitted in Centreplace or on school premises. There is an area outside the entrance available for smokers.

## Resource Fees

All students pay a resource fee to cover textbooks and additional resource expenses. A resource fee will be charged once per course level, i.e. Beginner. If a student completes a level and advances to the next level he/she will be required to pay the resource fee again.

## Contact Details

Waikato Institute of Education  
Level 1 Centre Place Tower  
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PO Box 773, Hamilton 3240

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Fax: (07) 838 2453  
Email: [info@language.ac.nz](mailto:info@language.ac.nz)  
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