



# Rotorua English Language Academy

## Enrolment Form

1460 Pukuatua St, PO Box 2079, Rotorua  
Phone 07 349 0473, Fax 07 349 0753, Email: english@rela.co.nz

### Office Use Only

- Passport     Insurance  
 NZ Address     Homestay  
 Database     Transport

S/Roll ID \_\_\_\_\_

Please enter all details in English

### Personal Details:

Family name	<input type="text"/>	Date of Birth	<input type="text"/>
Given name	<input type="text"/>	Day / Month / Year	
Preferred name	<input type="text"/>		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Have you studied at RELA before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passport no.	<input type="text"/>	Nationality	<input type="text"/>
Type of Visa	<input type="text"/>	Visa expiry date	<input type="text"/>
Are you a NZ Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a NZ citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency name	<input type="text"/>	Emergency number	<input type="text"/>
Emergency address	<input type="text"/>		

### Overseas Home Details:

Home address	<input type="text"/>		
Home city	<input type="text"/>		
Home country	<input type="text"/>	Home postal code	<input type="text"/>
Home phone	<input type="text"/>	Home fax	<input type="text"/>
Home email	<input type="text"/>		

### New Zealand Details:

NZ address	<input type="text"/>		
NZ city	<input type="text" value="Rotorua"/>	NZ fax	<input type="text"/>
NZ phone	<input type="text"/>	NZ mobile	<input type="text"/>
NZ email	<input type="text"/>		

### Course:

Start Date:	<input type="text"/>	Finish Date:	<input type="text"/>
	Day / Month / Year		Day / Month / Year

What course do you want to join?

- General English  
 English with Activities  
 Group  
 Exam Preparation. if yes, please tick

How many hours per week do you want to study?

- 25 hours (full time)  
 15 hours (part time mornings only)  
 8 hours (Part time afternoons only)

- TOEFL  
 TOEIC  
 IELTS

What is your reason for learning English?     Education     Career     Enjoyment

How did you hear about RELA?     Agent     Friend     Internet     Other

Agent name or Directory

## Accommodation

RELA Homestay

First Night:   
Day / Month / Year

Last Night:   
Day / Month / Year

I will make my own accommodation arrangements

- |  |  |
|--|--|
| <input type="checkbox"/> with parents        | <input type="checkbox"/> with relatives        |
| <input type="checkbox"/> with family friends | <input type="checkbox"/> in a Hotel/Motel      |
| <input type="checkbox"/> in a hostel         | <input type="checkbox"/> in a backpackers      |
| <input type="checkbox"/> in a flat           | <input type="checkbox"/> in a private homestay |

## Transport:

### Arrival

please tick only one

I want RELA to arrange transport from

Auckland International Airport

Rotorua Airport

Rotorua bus station

I will arrange my own transport

### Departure

please tick only one

I want RELA to arrange transport from

Auckland International Airport

Rotorua Airport

Rotorua bus station

I will arrange my own transport

## Insurance:

You must have Travel and Medical Insurance while you are in New Zealand. This is to meet new care requirements of the New Zealand Government. RELA can buy the insurance through Uni-care for you

I want RELA to arrange Insurance for me  No  Yes Finish Date:

Do you have a Health Problem we should know about?

If yes, please explain: \_\_\_\_\_

Privacy - Rotorua English Language Academy collects and stores information from this form to comply with the requirements of the Ministry of Education and New Zealand Qualifications Authority, The information is also used to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, Rotorua English Language Academy releases information to Government agencies such as the New Zealand Police, Department of Justice and the Accident Compensation Corporation (ACC). In signing this enrolment form you authorise such disclosure on the understanding that the Academy will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information.

Fees - In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Rotorua English Language Academy's policy on withdrawal and refund of fees may be obtained from the Academy office.

Rules - In signing this enrolment form you undertake to comply with the published rules and policies of Rotorua English Language Academy with regard to attendance, academic progress, health and safety and behaviour.

Student Fee Trust Account Application Form (Agent Authority)

A) All students enrolling in a course of 50 hours or more of English tuition provided by RELA are required to establish a Student Fee Trust Account by completing a Student Fee Trust Account Application Form (Application Form).

B) The Application Form must be signed by a student (or a student's Guardian if the student is under 18 years old) and returned to RELA.

C) If RELA does not receive a signed Application Form with this Enrolment Form and a student is under 18 years old then by signing this Enrolment Form the student's guardian agrees to appoint RELA as their agent to sign the Application Form on their behalf

D) This Agent Authority is limited as outlined above and does not permit RELA to sign any withdrawal or refund form on behalf of a student or student's guardian.

**Declaration - I declare to the best of my knowledge all the information supplied on, and with this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I agree to the Conditions of Enrolment of Rotorua English Language Academy.**

Student Signature

Day / Month / Year

If you are under 18, your parent must sign for you.

## How To Enrol

1. Fill in the enrolment form and send it to Rotorua English Language Academy, PO Box 2079, Rotorua, New Zealand or email to english@rela.co.nz or fax 0064 7 349 0753
2. We will reply with a letter offering a place, and tell you how much you need to pay in fees. We will also send you information on insurance if you don't have your own.
3. Send us the fees (payment instructions will be on your invoice).
4. If your course is for 12 weeks or less, you can study with a visitor's visa. If your course is longer than 12 weeks, you must apply for a student visa at a New Zealand Embassy.
5. After we receive your fees, we send you a Certificate of Enrolment, an accommodation guarantee, and details of your homestay family.
6. As soon as you have made your travel bookings, please write and tell us the date and time of arrival in Auckland or Rotorua.