

# Application Form (2011)

Student Details	
Family Name :	
Given Name :	
Passport No. :	
<b>Visa Expiry Date</b> dd / month / year / /	<b>Visa Type :</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Business <input type="checkbox"/> Tourist <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other
<b>Date of Birth</b> dd / month / year / /	<b>Gender : Male or Female</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
Address in your HOME country	
-----	
Contact No in your HOME country:	
Address in Australia (If known)	
-----	
Contact No	
E-mail:	
-----	
SELECT YOUR COURSE & DURATION	
<input type="checkbox"/> Children Course	
Commencement Date	/ / Weeks
<input type="checkbox"/> Child Care	
Commencement Date	/ / Days
<input type="checkbox"/> LETS Talk Course	
(Morning / Afternoon / Evening)	(Level 1 / 2 / 3 / 4 / 5 / 6)
Commencement Date	/ / Weeks
<input type="checkbox"/> TLOTE (Japanese Teacher)	
Commencement Date	/ / Weeks
<input type="checkbox"/> Phonics / Pronunciation Course	
Commencement Date	/ / Weeks
<input type="checkbox"/> Business Course (2 Weeks)	
Commencement Date	/ / Weeks
TECSOL	
<input type="checkbox"/> 2 week course (English / Japanese)	
<input type="checkbox"/> 4 week course (English / Japanese)	
<input type="checkbox"/> J-Shine Program Flex Plan (Japanese)	
<input type="checkbox"/> J-Shine Program 6 Week Plan (English / Japanese)	
<input type="checkbox"/> J-Shine Program 3 Week Plan for experienced students (Japanese)	
<input type="checkbox"/> J-Shine 2 week course for present teachers (Japanese)	
<input type="checkbox"/> J-Shine follow up 2days(Japanese) + <input type="checkbox"/> Practicum at Elementary School(Optional)	
English qualification	<input type="checkbox"/> Eiken( ) <input type="checkbox"/> TOEIC( ) <input type="checkbox"/> College test <input type="checkbox"/> Other( )
Commencement Date	/ / Weeks
<input type="checkbox"/> Practicum at Kindergarten	
Commencement Date	/ / Weeks

Student Details
<b>Previous English Examination Result</b>
TOEFL _____
TOEIC _____
IELTS _____
EIKEN STEP TEST _____
<b>Airport pick up</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Accommodation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If Yes, Please choose accommodation type</b>
<input type="checkbox"/> Homestay <input type="checkbox"/> Share House( <input type="checkbox"/> City*Female only
<input type="checkbox"/> Suburb) <input type="checkbox"/> Dormitory
<b>Type of room</b>
<input type="checkbox"/> Single <input type="checkbox"/> Shared
Share, Domitry: <input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Twin(for Single use)
<b>Commencement Date &amp; Duration</b>
/ / weeks
<b>Please answer below questions if you request Homestay Agreement.</b>
1. Do you like children? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you like animals? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you follow a special food diet?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain
5. Do you suffer from any allergies?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain
<input type="checkbox"/> CAT <input type="checkbox"/> DOG <input type="checkbox"/> Any Animals( ) <input type="checkbox"/> Food( )
<input type="checkbox"/> Other( )
6. Do you have any medical problems or take medication?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain (E.g. Hyperpnoea, Epilepsy)
7. Internet access? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Internet fee will be charged by host family, please confirm your host when you arrived. (Average \$10-\$20 per week)
8. What are your hobbies or interests?

ENROLMENT CONDITIONS	
Application Form (2011)	
1. The Enrolment fee, accommodation arrangement fee, and Airport pick up fee is not refundable in any circumstances	
2. Language Education Tertiary School (LETS) is not responsible for your visa. It is your responsibility to arrange your own visa.	
3. All fees must be received by LETS within 2 weeks after the application has been made.	
4. Notice of cancellation is not effective until it is received in writing by LETS.	
5. Cancellation policy	
Courses	Cancellation fee
If you cancel your course less than 28 days before your first commencement date,	20%
If you cancel your course less than 14 days before your first commencement date,	50%
No refunds will be made after the first commencement date of the course.	100%
In the rare event that a student wants to terminate his/her course, the balance of fees will not be refunded.	100%
*Where 2 or more courses are packaged the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.	
*Commencement of the course is defined as the course start date in the first application form submitted by the student or agent and not subsequent changes to the starting date.	
6. Cancellation Policy	
Accommodation, other optional services	Cancellation fee
If you cancel your accommodation arrangements less than 30 days before your commencement date,	50%
If you cancel your accommodation arrangements less than 14 days before your commencement date,	80%
If you cancel your accommodation arrangements less than 7 days before your commencement date,	100%
No refunds will be made after the course commencement date. In the unlikely event that a student wants to terminate his/her accommodation arrangements after the arrangement has started, the balance of fees will not be refunded.	100%
*Internet fee will be charged by host family. Please confirm with your host family when you have arrived. Pay directly to the host family. (Average \$10-\$20 per week)	
7. Homestay, share house, student residence are arranged by a different company. Therefore an arrangement fee will apply when you change your accommodation.	
8. Tuition fees cannot be transferred to another person or institution, but may be transferred another course within LETS. No refund will be paid to any deference from transference.	
9. All funds are made in Australian dollars and the normal processing time is four to six weeks.	
10. If the refund method involves bank fees (eg by bank draft or electronic transfer), the bank fees will be deducted from the refund amount. Also refunds will not include any amount that LETS has paid or owes to any organisation outside LETS in relation to your course (eg commission to your agent).	
11. Your expenses, including such things as insurance, are not included in the fees we quote. It is your responsibility to obtain your own insurances.	
12. LETS can expel students for behaviour which may negatively affect other students, the college's reputation, the college's relationship with other organisations (such as building management) or for breaking Australian law. Appropriate disciplinary procedures will apply. No refund will be paid to any student who is expelled.	
13. LETS reserves the right to change its fees, conditions, course times or course dates at any time without notice.	
14. LETS is closed on all official New South Wales public holidays and there is no substitute for public holidays	
15. Incidents that must be reported to LETS staff include damage by students property at the home stay or at the school, and any robbery or injury to students within the school premises, at accommodation arranged by LETS or while travelling between LETS and any accommodation LETS has arranged.	
16. Any photographs, video, sound recording or written comments made by you may be used by LETS for marketing purposes.	
17. The school shall not be held responsible for financial loss by the students, should any event occur which is out of control of LETS Australia, including but not limited to: - Change to transport or other services including delays, suspension, industrial action strikes) or schedule changes. - Accident or illness involving the student or anyone else not employed by LETS. - Natural disasters, acts of terrorism, outbreaks of disease or war. - Breach of immigration regulations or any other law. - Cancellation of the course, accommodation arrangements or any other service as a result of any of the above.	
18. Students can apply for holidays during their study period. Holiday application must be made to school 2 weeks prior taking holidays.	
19. There is a set number of micro retests for TECSOL students. If you exceed this set number there will be <b>additional fees(\$30/test)</b> that must be finalised before graduation. *If student was not able to complete their course include micro final test and assignments within their course period, they will need to transfer their course to FLEX course. In this case student will also need to pay any outstanding balance.	
20. Date changes (commencement dates, etc.) are allowed up to two times. A fee of \$200 applies for additional changes. Changes must be arranged 28 days prior to the commencement date.  No change is allowed thereafter.	
*In case a cancellation is arranged after changes have been made to dates, cancellation fee(s) will be calculated based on the original dates before the changes.	

SCHEDULE OF FEES	
<b>Enrolment Fees</b>	
English Course	\$100
TECSOL	\$200
<b>Course Fees</b>	
LETS TALK (Morning / Afternoon)	\$170 / week
LETS TALK (Evening)	\$90 / week
Phonics Course	\$170 / week
Business English Course	\$340(2weeks)
Children Course	\$370 / week
2 Weeks Course (English / Japanese)	\$1,450
4 Weeks Course (English / Japanese)	\$2,050
J-Shine Program Flex	\$2,700
J-Shine Program 6 Weeks Plan (English / Japanese)	\$2,600
J-Shine Program 3 Weeks Plan (English / Japanese)	\$1,800
J-Shine 2 week course for present teachers (Japanese)	\$1,800
J-Shine Follow up (2days)	\$200
Practicum at Elementary School(3 days) *Follow up students only	\$250
Practicum at Kindergarten( 1 - 4 weeks)	\$250
TLOTE Course 2weeks	\$800
<b>Material Fees</b>	
LETS TALK / Phonics / Business English / Children Course	\$10
TECSOL / TLOTE	\$20
<b>Other Services</b>	
Airport Pick Up	\$140/Oneway
Homestay Arrangement	\$200
Homestay ( Breakfast+Dinner7days/week and lunch on the weekend provided)	\$250 / Week
Shared room *two students apply only	\$460 / Week
Students under 13 years old with guardianship	\$290 / Week
Share House Arrangement	\$200
Share House Security Deposit(City) *Female only	\$200
Single room (City) *Female only	1-6wks \$190/Week 7wks or more \$180/Week
Twin room (City) *Female only	1-6wks \$160/Week 7wks or more \$150/Week
Share House Expense (City) *Female only	\$15 / Week
Share House Security Deposit(Suburb)	\$100
Single room (Suburb)	1-6wks \$165/Week 7wks or more \$160/Week
Twin room (Suburb)	1-6wks \$115/Week 7wks or more \$110/Week
Twin room(for Single use) (Suburb)	1-6wks \$185/week 7wks or more \$180/Week
Share House Expense (Suburb)	Oct-Mar \$20/Week Apr-Sep \$25/Week
Student Residence Arrangement	\$200
Student Residence Security Deposit	\$225
Student Residence(Single room share bathroom)	\$230/Week
Student Residence(Single room with ensuite)	\$275/Week
Student Residence(Twin room with ensuite)	\$190/Week
Student Residence(Double room with ensuite)	\$375/Week
Student Residence(Double room with ensuite and Kitchenette)	\$410/Week
<b>Payment Details</b>	
Enrolment Fee	
Accommodation Arrangement	
Accommodation ( weeks)	
Airport pick up	
Tuition Fee	
Material Fee	
Credit Card Handling Fee (3%)	
<b>TOTAL PAYMENT</b>	
<b>*3% handling fee is required for Credit Card and EFTPOS payment.</b>	
<input type="checkbox"/> BY CASH	
<input type="checkbox"/> BY CHEQUE	
<input type="checkbox"/> BY DIRECT DEPOSIT	
Account Name : LETS Australia PTY LTD	
Trust Account	
Bank Name : National Australia Bank	
Branch : 235 Clarence Street	
BSB (Branch Number) : 082-050	
Account No : 561462934	
<b>(Bank Charges are paid by students)</b>	
<input type="checkbox"/> BY CREDIT CARD <b>*3% handling fee is required for Credit Card and EFTPOS payment.</b>	
<input type="checkbox"/> Master Card / <input type="checkbox"/> Visa Card	
Card Number	
Expiry Date	
Name of Card Holder	
_____	
Cardholder's Signature	
_____	
Date / /	

Declaration: I have read and accept the enrolment conditions of Language Education Tertiary School.

Name:(PRINT) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /



www.dominion.school.nz

# 2011 Enrolment

## 1. PERSONAL DETAILS

FAMILY NAME:

GIVEN NAME:

ADDRESS:

COUNTRY:

TELEPHONE:

EMAIL:

DATE OF BIRTH:

SEX:  MALE  FEMALE

NATIONALITY:

NAME OF EMERGENCY CONTACT:

MOBILE NUMBER:

EMAIL:

DO YOU HAVE TRAVEL & MEDICAL INSURANCE:  
 YES  NO, PLEASE ARRANGE FOR ME

VISA:  
 VISITOR  STUDY  WORKING HOLIDAY  OTHER

AGENT NAME:

## 2. COURSES REQUESTED

<input type="radio"/> AUCKLAND	<input type="radio"/> CHRISTCHURCH
Start date <input type="text"/>	Start date <input type="text"/>
End date <input type="text"/>	End date <input type="text"/>
Number of weeks <input type="text"/>	Number of weeks <input type="text"/>

## PAYMENT

Either pay your local agent

or Telegraphic Transfer (NZ\$) to Swift address  
 Bank of New Zealand BKNZ22100  
 for BNZ Auckland - Client Dominion Teaching Associates Ltd:  
 Account Number 020100-0875701-00. Sender should pay all bank charges

or Send Credit Card details to registrar@dominion.school.nz

## 3. COURSES

**GENERAL ENGLISH COURSES**

1  Super-Intensive  Intensive  Part-Time  Super-Int Plus Individual English  
 Conversation  Individual

**ENGLISH FOR ACADEMIC PURPOSES**

2  EAP 1  EAP 2  EAP 3

**EXAM COURSES**

3  Cambridge First Certificate  Cambridge Advanced  Cambridge Proficiency  
 IELTS

**TEACHER TRAINING COURSES**

4  TESOL  TECSOL  J-Shine

**TEENAGE COURSES**

5  English Plus Activities  Super-Intensive English

**ENGLISH PLUS COURSES**

6  English Plus Special Activity

**50 PLUS COURSES**

7  Integrated into any of our General English or Exam courses

**FAMILY COURSES**

8  A separate enrolment is required for each person

## 4. ACCOMMODATION

HOME STAY *please arrange*

1. Do you smoke?  NO  YES

2. Do you want cats/dogs in your home?  NO  YES

3. Is there any food you cannot eat?  NO  YES

4. Do you require special foods?  NO  YES

5. Do you have religious observances?  NO  YES

6. Do you have any special medical problems?  NO  YES

7. Do you want children in your host family?  Older children  Younger children  No children

OTHER ACCOMMODATION *please arrange*

Furnished Apartment  Self-catering Motel

ACCOMMODATION	AIRPORT TRANSFERS
<input type="radio"/> Auckland <input type="radio"/> Christchurch	<input type="radio"/> Auckland <input type="radio"/> Christchurch
<input type="radio"/> Auckland and Christchurch	<input type="radio"/> On arrival <input type="radio"/> On departure
Date in <input type="text"/>	Date in <input type="text"/>
Date out <input type="text"/>	Date out <input type="text"/>

### AUCKLAND CHRISTCHURCH

Dominion Teaching Associates Ltd  
 8th Floor | 155 Queen St | PO Box 4217 | Auckland | 1010 | New Zealand  
 p (+64) 9 377 3280 | f (+64) 9 377 3473 | e english@dominion.school.nz

trading as Dominion English Schools NZ  
 4th Floor | 116 Worcester St | PO Box 3908 | Christchurch | 8140 | New Zealand  
 p (+64) 3 365 3370 | f (+64) 3 365 5215 | e study@dominion.school.nz

## ENROLMENT CONDITIONS

**TO ENROL:** Visit your local agent OR complete the enrolment form and email to: [english@dominion.school.nz](mailto:english@dominion.school.nz) OR fax to: +64 9 377 3473 OR go to [www.dominion.school.nz](http://www.dominion.school.nz)

**ACCOMMODATION** is arranged only for the duration of the studies, except in special circumstances.

**ALL STUDENTS UNDER THE AGE OF 18 YEARS OLD** who have no legal guardian permanently resident in New Zealand, must stay at Dominion arranged accommodation. Dominion must be provided with the Parent/Guardian's contact details.

**CLASSES:** While students can start any Monday of the year, at DOS discretion fees may be transferred to the equivalent of individual tuition if a suitable class at the appropriate level is unavailable.

**STUDENT FEES PROTECTION POLICY:** Dominion English School has placed in a Static Trust, managed by the Public Trust, the sum of all tuition and accommodation fees paid in advance, by our current and future students. The Static Trust is managed by the Public Trust, which is owned by the New Zealand Government. When making a claim under this policy, students should contact the Trustee for all unused portions of monies paid: Public Trust, Level 3, 205 Great South Road, Greenlane, Auckland.

**STUDENT PERSONAL (TRAVEL, HEALTH & MEDICAL) INSURANCE:** Students must have comprehensive insurance from the date of their departure from their native country to the date of their return. If students arrange their own they must provide a copy of their insurance policy on their first day. The insurance policy must be from a reputable and established travel insurance company, with a credit rating no lower than A from Standard & Poors, or B+ from AM Best. The insurer must provide emergency 24 hour / 7 day per week insurance cover. The student must provide details of what the insurance covers and provide the dates of the insurance cover. Dominion can assist and invoice for New Zealand Government approved insurance if requested.

**PRIVACY:** In terms of the Privacy Act, information is collected as part of the essential information the school holds on the student. The records made from this information may be viewed on request at the school. The school may transfer this information to other educational authorities.

**PUBLIC HOLIDAYS:** No compensation is given for days the school is closed. The normal weekly rate is payable for weeks in which there are holidays.

**CANCELLATION & REFUNDS:** All fees are converted to NZ\$ on the day of receipt and the refund is the equivalent of the NZ\$ value on the day of receipt. All refunded fees must go to the person from whom Dominion received the fees.

1. For courses LESS than 5 Weeks: Students may withdraw within the first 2 days of starting the course. Students will receive as a refund, 50% of all fees paid.
2. For courses from 5 Weeks to 12 Weeks: Students may withdraw within the first 5 days of starting the course. Students will receive as a refund, 75% of all fees paid.
3. For courses MORE than 12 Weeks: Students may withdraw within the first 7 days of starting the course. Students will receive as a refund all the fees received which exceed NZ\$500 or 10% of the amount paid, whichever ever is the lesser.
4. All other refunds are possible only in special circumstances approved by the Director.

**LIABILITY:** Dominion cannot be held responsible for any sickness, injury, damage or loss incurred within the school or on school activities. It is the responsibility of the student to arrange personal insurance. Dominion can provide information about insurance. Dominion cannot be held responsible for any school closure due to circumstances outside Dominion's control. There is no refund in such circumstances. If the weather is unsuitable for any activity an alternative activity will be arranged (at Dominion's discretion).

**ACCIDENTS AND EMERGENCIES:** Dominion staff are responsible during any accident or emergency. Dominion staff instructions must be followed. The school will take necessary action in the case of any sudden illness or emergency.

**PERSONAL LIABILITY:** The Law concerning personal liability in New Zealand is entirely contained in the Accident Compensation Act of 1982. No personal injury claim can be made against Dominion English Schools or any other company, organisation or any individual.

### STUDENTS UNDER 18 YEARS PARENT OR GUARDIAN MUST SIGN BELOW

I accept full legal responsibility for the student while the student is in New Zealand, I accept the Enrolment Conditions and I have read the Code of Practice ([www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international))

Full Name

Telephone

Date

Signature (parent or guardian)

Address

### STUDENTS 18+ YEARS MUST SIGN BELOW

I accept the Enrolment Conditions and I have read the Code of Practice ([www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international))

Signature

Date



# Application Form

Student Details	Student Details																																																										
<p><b>FAMILY NAME</b> _____</p> <p><b>GIVEN NAME</b> _____</p> <p><b>PASSPORT NO</b> _____</p> <p><b>NATIONALITY</b> _____</p> <p><b>VISA TYPE</b> _____ <b>VISA EXPIRY DATE</b> _____ / _____ / _____ month / day / year</p> <p><b>DATE OF BIRTH</b> _____ <b>GENDER</b> _____ _____ / _____ / _____ month / day / year</p> <p><b>ADDRESS I N YOUR COUNTRY</b> _____ _____</p> <p><b>CONTACT NO</b> _____</p> <p><b>ADDRESS IN CANADA ( IF KNOWN )</b> _____ _____</p> <p><b>CONTACT NO: Mobile</b> _____ <b>Home</b> _____</p> <p><b>E-MAIL ADDRESS</b> _____ @ _____</p> <p><b>SELECT YOUR COURSE &amp; DURATION</b></p> <p><b>A</b> TEC 6weeks J-Shine program ( Japanese / English )</p> <p><b>B</b> TEC 4weeks program ( Japanese / English )</p> <p><b>C</b> TEC 3weeks J-Shine program ( Japanese / English )</p> <p><b>D</b> TEC 2weeks program ( Japanese / English )</p> <p><b>E</b> TOEIC 4weeks Program</p> <p>Language of Delivery if other than English <input type="checkbox"/> Japanese <input type="checkbox"/> Other ( _____ )</p> <p>Program Delivery Method <input type="checkbox"/> On-Site</p> <p>Credential Issued on Graduation <input type="checkbox"/> Certificate <input type="checkbox"/> Other: J-Shine</p>	<p><b>PROGRAM ADMISSION REQUIRMENTS</b></p> <p>EIKEN STEP TEST _____ grade</p> <p>TOEIC _____</p> <p>TOEFL _____</p> <p>IELTS _____</p> <p>EXAM (LETS Original) PASSED ON _____ / _____ JPN / ENG</p> <p><b>HOMESTAY</b> <input type="checkbox"/> Yes <input type="checkbox"/> No ( If students want Homestay arrangement, students need to fill in Homestay application form. )</p> <p style="background-color: #cccccc;"><b>SCHEDULE OF FEES (Check your payments)</b></p> <table style="width:100%;"> <tr> <td>•Registration Fee *Non-refundable</td> <td><input type="checkbox"/> C\$ 200.00</td> </tr> <tr> <td>•Material Fee J-Shine (6weeks)</td> <td><input type="checkbox"/> C\$ 150.00</td> </tr> <tr> <td>TEC (2·3·4weeks)</td> <td><input type="checkbox"/> C\$ 100.00</td> </tr> <tr> <td>TOEIC (4weeks)</td> <td><input type="checkbox"/> C\$ 150.00</td> </tr> <tr> <td colspan="2"><b>•TEC Program</b></td> </tr> <tr> <td>6 weeks J-shine Program (4 weeks + 2 weeks J-shine)</td> <td><input type="checkbox"/> C\$ 2,500.00</td> </tr> <tr> <td>4 weeks Program</td> <td><input type="checkbox"/> C\$ 1,900.00</td> </tr> <tr> <td>3 weeks J-shine Program (Required one year experience)</td> <td><input type="checkbox"/> C\$ 1,800.00</td> </tr> <tr> <td>2 weeks Program</td> <td><input type="checkbox"/> C\$ 1,400.00</td> </tr> <tr> <td colspan="2"><b>•TOEIC Program (4 weeks)</b></td> </tr> <tr> <td><b>•Other Services</b></td> <td></td> </tr> <tr> <td>Homestay Placement Fee ( 宿泊手配費 )</td> <td><input type="checkbox"/> C\$ 230.00</td> </tr> <tr> <td>Homestay Placement Fee (less than 30 days notice)</td> <td><input type="checkbox"/> C\$ 290.00</td> </tr> <tr> <td>Airport Pick Up ( One Way )</td> <td><input type="checkbox"/> C\$ 110.00</td> </tr> <tr> <td>Homestay ( C\$200 / week · C\$30/night)</td> <td><input type="checkbox"/> C\$ _____</td> </tr> <tr> <td style="text-align: right;">_____ week(S) + _____ night(S)</td> <td><input type="checkbox"/> C\$ _____</td> </tr> <tr> <td><b>Total payment due</b></td> <td><b>C\$ _____</b></td> </tr> <tr> <td><b>Deposit</b></td> <td><b>C\$ _____</b></td> </tr> <tr> <td><b>Payment #1</b></td> <td><b>C\$ _____</b></td> </tr> <tr> <td><b>Payment #2</b></td> <td><b>C\$ _____</b></td> </tr> <tr> <td><b>The balance</b></td> <td><b>C\$ _____</b></td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> BY CASH <input type="checkbox"/> BY CHEQUE <input type="checkbox"/> BY BANK TRANSFER  <input type="checkbox"/> BY DIRECT DEPOSIT <input type="checkbox"/> BY CREDIT CARD         </td> </tr> <tr> <td colspan="2">Account Name (口座名義) : LETS ENTERPRISES PTY LTD</td> </tr> <tr> <td colspan="2">Bank Name (銀行名): TD Canada Trust Branch (支店): Vancouver Tower Branch</td> </tr> <tr> <td colspan="2">Account Number (口座番号): 9400 5278513</td> </tr> <tr> <td colspan="2">Bank Address (銀行住所): 700 West Georgia Street, Vancouver, B.C. Canada V7Y 1A2</td> </tr> <tr> <td colspan="2">Bank Contact Number (銀行電話番号) : 1- (604) - 654 - 5532</td> </tr> <tr> <td colspan="2">Swift Code : TDOMCATTTOR</td> </tr> <tr> <td colspan="2"><b>PLEASE NOTE AN ADDITIONAL 3% FEE WILL BE ADDED TO THE TOTAL COST WHEN PAYING BY CREDIT CARD.</b></td> </tr> </table>	•Registration Fee *Non-refundable	<input type="checkbox"/> C\$ 200.00	•Material Fee J-Shine (6weeks)	<input type="checkbox"/> C\$ 150.00	TEC (2·3·4weeks)	<input type="checkbox"/> C\$ 100.00	TOEIC (4weeks)	<input type="checkbox"/> C\$ 150.00	<b>•TEC Program</b>		6 weeks J-shine Program (4 weeks + 2 weeks J-shine)	<input type="checkbox"/> C\$ 2,500.00	4 weeks Program	<input type="checkbox"/> C\$ 1,900.00	3 weeks J-shine Program (Required one year experience)	<input type="checkbox"/> C\$ 1,800.00	2 weeks Program	<input type="checkbox"/> C\$ 1,400.00	<b>•TOEIC Program (4 weeks)</b>		<b>•Other Services</b>		Homestay Placement Fee ( 宿泊手配費 )	<input type="checkbox"/> C\$ 230.00	Homestay Placement Fee (less than 30 days notice)	<input type="checkbox"/> C\$ 290.00	Airport Pick Up ( One Way )	<input type="checkbox"/> C\$ 110.00	Homestay ( C\$200 / week · C\$30/night)	<input type="checkbox"/> C\$ _____	_____ week(S) + _____ night(S)	<input type="checkbox"/> C\$ _____	<b>Total payment due</b>	<b>C\$ _____</b>	<b>Deposit</b>	<b>C\$ _____</b>	<b>Payment #1</b>	<b>C\$ _____</b>	<b>Payment #2</b>	<b>C\$ _____</b>	<b>The balance</b>	<b>C\$ _____</b>	<input type="checkbox"/> BY CASH <input type="checkbox"/> BY CHEQUE <input type="checkbox"/> BY BANK TRANSFER <input type="checkbox"/> BY DIRECT DEPOSIT <input type="checkbox"/> BY CREDIT CARD		Account Name (口座名義) : LETS ENTERPRISES PTY LTD		Bank Name (銀行名): TD Canada Trust Branch (支店): Vancouver Tower Branch		Account Number (口座番号): 9400 5278513		Bank Address (銀行住所): 700 West Georgia Street, Vancouver, B.C. Canada V7Y 1A2		Bank Contact Number (銀行電話番号) : 1- (604) - 654 - 5532		Swift Code : TDOMCATTTOR		<b>PLEASE NOTE AN ADDITIONAL 3% FEE WILL BE ADDED TO THE TOTAL COST WHEN PAYING BY CREDIT CARD.</b>	
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•Material Fee J-Shine (6weeks)	<input type="checkbox"/> C\$ 150.00																																																										
TEC (2·3·4weeks)	<input type="checkbox"/> C\$ 100.00																																																										
TOEIC (4weeks)	<input type="checkbox"/> C\$ 150.00																																																										
<b>•TEC Program</b>																																																											
6 weeks J-shine Program (4 weeks + 2 weeks J-shine)	<input type="checkbox"/> C\$ 2,500.00																																																										
4 weeks Program	<input type="checkbox"/> C\$ 1,900.00																																																										
3 weeks J-shine Program (Required one year experience)	<input type="checkbox"/> C\$ 1,800.00																																																										
2 weeks Program	<input type="checkbox"/> C\$ 1,400.00																																																										
<b>•TOEIC Program (4 weeks)</b>																																																											
<b>•Other Services</b>																																																											
Homestay Placement Fee ( 宿泊手配費 )	<input type="checkbox"/> C\$ 230.00																																																										
Homestay Placement Fee (less than 30 days notice)	<input type="checkbox"/> C\$ 290.00																																																										
Airport Pick Up ( One Way )	<input type="checkbox"/> C\$ 110.00																																																										
Homestay ( C\$200 / week · C\$30/night)	<input type="checkbox"/> C\$ _____																																																										
_____ week(S) + _____ night(S)	<input type="checkbox"/> C\$ _____																																																										
<b>Total payment due</b>	<b>C\$ _____</b>																																																										
<b>Deposit</b>	<b>C\$ _____</b>																																																										
<b>Payment #1</b>	<b>C\$ _____</b>																																																										
<b>Payment #2</b>	<b>C\$ _____</b>																																																										
<b>The balance</b>	<b>C\$ _____</b>																																																										
<input type="checkbox"/> BY CASH <input type="checkbox"/> BY CHEQUE <input type="checkbox"/> BY BANK TRANSFER <input type="checkbox"/> BY DIRECT DEPOSIT <input type="checkbox"/> BY CREDIT CARD																																																											
Account Name (口座名義) : LETS ENTERPRISES PTY LTD																																																											
Bank Name (銀行名): TD Canada Trust Branch (支店): Vancouver Tower Branch																																																											
Account Number (口座番号): 9400 5278513																																																											
Bank Address (銀行住所): 700 West Georgia Street, Vancouver, B.C. Canada V7Y 1A2																																																											
Bank Contact Number (銀行電話番号) : 1- (604) - 654 - 5532																																																											
Swift Code : TDOMCATTTOR																																																											
<b>PLEASE NOTE AN ADDITIONAL 3% FEE WILL BE ADDED TO THE TOTAL COST WHEN PAYING BY CREDIT CARD.</b>																																																											

## ENROLMENT CONDITION

For policies regarding student admissions, rules of conduct, dispute resolution and dismissal, please see the followings.

In accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Career Training Institutions Agency for the purpose of administering the Student Training Completion Fund. This information is collected by the PCTIA under section 26 of the Freedom of Information and Protection of Privacy Act. For more information about the collection, use and disclosure of your personal information, visit the Agency's website at [www.pctia.bc.ca](http://www.pctia.bc.ca).

### Cancellation:

(1) Notice of cancellation is not effective until it is received in writing by LETS WORLD ENTERPRISES PTY LTD (LETS).

(2) If students need to change their start date, it is permitted only two times. At the same time, students must inform LETS at least fourteen (14) calendar days prior to the start date.

(a) If students need to change their start date more than two times, there will be \$50 charge (nonrefundable) every time.

(b) If it is necessary for students to change their start date within fourteen (14) calendar days of the scheduled start date, there will be \$100 charge (nonrefundable) regardless of the number of time the start date has been changed in the past.

(3) All refunds are made in Canadian dollars and the normal processing time is four (4) to six (6) weeks. Students will be charged all fees such as bank transfer fee. If LETS has already made payment to other organizations, it is nonrefundable.

(4) Cancellation policies apply to the original start date, not the adjusted start date.

### Refund Policy for International Students:

An international student is a person who is not a Canadian citizen or a landed immigrant or who has been determined under the Immigration Act to be a Convention Refugee.

International students require a Study Permit to study in Canada unless they are taking a course or program with a duration of six months or less, are a minor child already in Canada whose parents are not "visitors" in Canada, or are a family or staff member of a foreign representative to Canada accredited by the Department of Foreign Affairs and International Trade.

Where an institution enters into a contract with an international student the following refund policy is applicable.

### Student Authorization Related Withdrawals

(5) An institution may retain the lesser of 25% of the total fees due under the contract or \$400 by international students who

(a) are denied Study Permit authorization from Citizenship and Immigration Canada, or  
(b) do not receive authorization prior to the start of the program of study, provided that

(i) the student notifies the institution of the circumstances subsection (5) (a) or (b) on or before the first day of a program of study is scheduled to begin, and

(ii) the student, within a reasonable time, provides documentation of the circumstances in subsection (5) (a) or (b) to the institution.

### Non-student Authorization Related Withdrawals

(6) When an international student enrolled with and/or studying at an institution on the basis of a Study Permit either withdraws from or is dismissed by the institution, the institution is required to notify Citizenship and Immigration Canada within fourteen (14) calendar days that the student has either withdrawn or been dismissed.

### Refunds before a program of study starts:

(7) Registration Fee and Homestay Placement Fee are not refundable in any circumstances.

(8) Material Fee is refundable.

(9) (a) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made and before the program starts, LETS may retain the lesser of 10% of the total fees due under the contract.

(b) Subject to subsection (8) (a), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, LETS may retain 10% of the total fees due under the contract.

(c) Subject to subsection (8) (a), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, LETS may retain 20% of the total fees due under the contract.

### Refunds after a program of study starts:

(10) (a) If written notice of withdrawal is received by the institution, or a student is dismissed within 10% of the program of study's duration, LETS may retain 30% of the total fees due under the contract.

(b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of a program of study's duration, LETS may retain 50% of the total fees due under the contract.

(c) If a student withdraws or is dismissed 30% of the program of study's duration, no refund is required.

(11) Material fee is not refundable in any circumstances.

### Expenses:

Your expenses, including such things as insurance, fare are not included in the fees we quote. It is your responsibility to obtain your own insurances.

**Behavior:** LETS can expel students for behavior which may negatively affect other students, the college's reputation, the college's relationship with other organizations (Such as building management) or for breaking Canadian law.

**Tuition Fees:** Tuition fees cannot be transferred to another person or institution.

**Payment:** All fees must be paid within two weeks if applicants sign this application form.

**Holiday:** LETS is closed on all official British Columbia holidays and there is no substitute for public holidays.

**Incidents:** that must be reported to LETS staff include damage by students to property at the homestay or at the school, and any robbery or injury to students within the school premises, at accommodation arranged by LETS or while traveling between LETS and any accommodation that LETS has arranged.

**Marketing Purposes:** Any photographs, video, sound recording or written comments made by the student and/or LETS may be used by LETS for marketing purposes.

**Reserves:** LETS reserves the right to change its fees, conditions, course times or course commencement dates at any time without notice.

**Visa:** LETS will be able to give a "Letter of Acceptance" when applicants complete their payments. However, this will not guarantee the applicants to receive any kind of Visa.

**Students Responsibility:** The school shall not be held responsible for financial loss by the students and any event that occurs which is out of control of LETS, including but not limited to :

- Change in transportation or other services including delays, suspension, industrial action (including strikes) or schedule changes.
- Accident or illness involving the student or anyone else not employed by LETS.
- Natural disasters, acts of terrorism, out breaks of disease or war.
- Breach of immigration regulations or any other law.
- Cancellation of the course, Homestay or any other service as a result of any of the above.

### Homestay:

(1) LETS has contracted with homestay Company hence, LETS does not have any responsibility to arrange Homestay family.

(2) At least 6 weeks will be needed to arrange homestay.

(3) Homestay Placement Fee and Urgent Homestay Placement Fee are not refundable in any circumstances.

(4) There must be a written notice when the participant is making any changes for the terms of stay, start date and / or cancellation.

(5a) If the Participant terminates the Homestay placement or changes the start date, he / she will give the Host Family and LETS at least 1 month advance notice in writing. There will be the 100 % refund in such case.

(5b) If the Participant terminates the Homestay placement or changes the start date within a month from the start date, the homestay fee and the airport pick up fee is not refundable.

(5c) In the unlikely event that a student wants to terminate his / her Homestay arrangements after the arrangement has started, there will be no refund.

### Micro Teaching, Final Test

There is a set number of micro retests for TECSOL students. If you exceed this set number there will be additional fees(\$30/test) that must be finalized before graduation.

## STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract,
  - I have received a signed copy of this contract.
  - I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study.
  - This information provided by me on this form is true and accurate and that I am 19 years of age or older.
- (If under the age of 19, a parent or legal guardian must also sign the contract.)

Student Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature of Parent or Legal \_\_\_\_\_

Date Signed \_\_\_\_\_

## INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Institution Representative \_\_\_\_\_

Position Title \_\_\_\_\_

Signature of Institution Representative \_\_\_\_\_

Date Signed \_\_\_\_\_