



**FOR OFFICE USE ONLY. Please
do not complete this section.**

Student Number	
First Name	
Family Name	
Application Date	Approved/Declined

Level 1 - 317-319 New North Road
Eden Terrace Auckland
PO Box 74404 Market Road
Auckland 1543
Telephone: (09) 3663900
Facsimile: (09) 3663901
E-mail: academy@ihug.co.nz

Application for an Academic Place of Study
For International Students
at Academy Business Training NZ Ltd
(hereinafter ABT)

FOR OFFICE USE ONLY. PLEASE DO NOT COMPLETE THIS SECTION.

Course Title	
Course Code	
Start Date	
End Date	
Papers Being Sat	
Total Course Fees \$NZ	

WELCOME TO ACADEMY BUSINESS TRAINING

The following information is important and deals with your application, the application process and what is required from you. Please read this information carefully and sign and date at the bottom of the page when you have read and understood, to your satisfaction, the information provided below.

APPLICATION REQUIREMENTS AND PROCEDURES FOR AN ACADEMIC PLACE OF STUDY

1. Before applicants can make any application for an Academic Place of Study at ABT they must have had access to and have fully read and understood the information contained in the publication entitled "International Student Handbook" available at the reception desk of ABT.
2. Before an applicant lodges an application with ABT it is important that the Applicant has satisfied him or herself that they
 - 2.1. Have reviewed other academic facilities and options
 - 2.2. Are totally informed about ABT Products and Services
 - 2.4. Are totally informed about ABT fees
 - 2.5. Can study in New Zealand
 - 2.6. Can be on time for course start dates
 - 2.7. Can study for the duration of the programme
 - 2.8. Have support mechanisms for accommodation etcetera
 - 2.9. Are able to meet English language and other academic requirements of the course
3. It is vital that applicants are totally satisfied that ABT is the best Academic option for them and that the programme they have identified satisfies their academic needs.
4. Please take care and ensure that the required information you supply is accurate. Missed information or inaccurate details may result in an application not being processed or declined.
5. Once ABT is satisfied that the Applicant is committed to the course, capable of success and fully entitled and supported to do the course, the application will be approved.
6. Important information you need to provide with this application are copies of original documentation that have been validated by a person such as a Justice of the Peace, Notary Public, Police Officer or Lawyer. If you bring original documents in to ABT we will photocopy them and validate them for you, free of charge.
 - 6.1. Do not post original documents to us as we accept no liability whatsoever for their safekeeping, damage to or loss.
 - 6.2. Copies of documents required are your passport with valid visa/permits or birth certificate or other proof of New Zealand or Australian residence status
 - 6.3. If you are under eighteen we will require a letter of consent from your Parents or Guardians to lodge this application

Declaration: I have read and understood ABT's Policies and Procedures, had all my questions answered to my satisfaction and determined of my own volition that ABT best suits my academic needs and therefore acknowledge, accept and agree to abide by all terms and conditions of enrolment, attendance, study and conduct.

Print your full name

Signed

Date

B PERSONAL CONTACT DETAILS						
5	Home Street Address:			Postal Address: (if different from home address)		
Phone: ()			Mobile:			
Fax: ()			Email:			
Next of Kin:		Name:			Phone: ()	
6	Print your full legal Family name:					
	Given Name(s):					
7	First name:					
8	If you have previously enrolled at this organisation under another name, what was that name?					
9	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
10	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 19 <input type="text"/> <input type="text"/>	10a	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		day month year				
11	If you know your NSN (National Student Number), and/or your NZQA number, please write it here:			<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> (NSN)		
				<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> (NZQA)		
12	Citizenship and Residency: You may need to supply evidence of residence or citizen ship		<p>Tick the box which best describes your citizenship or permanent residency status.</p> <p>New Zealand Citizen <input type="checkbox"/> NZL Australian Citizen <input type="checkbox"/> AUS</p> <p>New Zealand Permanent Resident <input type="checkbox"/> NZP Other <input type="checkbox"/></p> <p>Please specify if "Other" _____</p> <p>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p> <p>If you ticked "Other", please also specify your fee/assistance status.</p> <p>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate) <input type="checkbox"/> 01</p> <p>Full Fee Paying Foreign Student <input type="checkbox"/> 02</p> <p>Exchange Scheme approved by Ministry of Education <input type="checkbox"/> 03</p> <p>Foreign Research Based Post-Graduate <input type="checkbox"/> 04</p> <p>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze <input type="checkbox"/> 05</p>			

13 Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you.	<i>NZ European/Pakeha</i> <input type="checkbox"/> 01 <i>Fillipino</i> <input type="checkbox"/> 19 <i>New Zealand Māori</i> <input type="checkbox"/> 02 <i>Cambodian</i> <input type="checkbox"/> 20 <i>Samoan</i> <input type="checkbox"/> 03 <i>Vietnamese</i> <input type="checkbox"/> 21 <i>Cook Island Māori</i> <input type="checkbox"/> 04 <i>Other South East Asian</i> <input type="checkbox"/> 22 <i>Tongan</i> <input type="checkbox"/> 05 <i>Chinese</i> <input type="checkbox"/> 23 <i>Niue</i> <input type="checkbox"/> 06 <i>Indian</i> <input type="checkbox"/> 24 <i>Tokelauen</i> <input type="checkbox"/> 08 <i>Sri Lankan</i> <input type="checkbox"/> 25 <i>Fijian</i> <input type="checkbox"/> 08 <i>Japanese</i> <input type="checkbox"/> 26 <i>Other Pacific Peoples</i> <input type="checkbox"/> 09 <i>Korean</i> <input type="checkbox"/> 27 <i>British/Irish</i> <input type="checkbox"/> 10 <i>Other Asian</i> <input type="checkbox"/> 28 <i>Dutch</i> <input type="checkbox"/> 11 <i>Middle Eastern</i> <input type="checkbox"/> 29 <i>Greek</i> <input type="checkbox"/> 12 <i>Latin American</i> <input type="checkbox"/> 30 <i>Polish</i> <input type="checkbox"/> 13 <i>Other</i> <input type="checkbox"/> 31 <i>89South Slavic</i> <input type="checkbox"/> 14 <i>Not Stated</i> <input type="checkbox"/> 32 <i>Italian</i> <input type="checkbox"/> 15 <i>German</i> <input type="checkbox"/> 16 <i>Australian</i> <input type="checkbox"/> 17 <i>Other European</i> <input type="checkbox"/> 18
	<p style="text-align: right;">Please specify if “Other Pacific Peoples”, “Other South East Asian”, “Other Asian” or “Other”. (Use the space below)</p> <hr/>

Iwi:
 If you identified as New Zealand Māori in question 13, what is the name of your Iwi?

 You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.

Iwi:
Rohe (Iwi home area): -----

Iwi:
Rohe (Iwi home area): -----

Iwi:
Rohe (Iwi home area): -----

14 Prior activity:	What was your MAIN activity or occupation in New Zealand at 1 October 2006? You may tick only one box.																								
	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;"><i>Secondary school student</i></td> <td style="padding: 2px;"><input type="checkbox"/> 01</td> <td style="padding: 2px;"><i>Non-employed or beneficiary (excluding retired)</i></td> <td style="padding: 2px;"><input type="checkbox"/> 02</td> </tr> <tr> <td style="padding: 2px;"><i>Wage or salary worker</i></td> <td style="padding: 2px;"><input type="checkbox"/> 03</td> <td style="padding: 2px;"><i>Self-employed</i></td> <td style="padding: 2px;"><input type="checkbox"/> 04</td> </tr> <tr> <td style="padding: 2px;"><i>University student</i></td> <td style="padding: 2px;"><input type="checkbox"/> 05</td> <td style="padding: 2px;"><i>Polytechnic student</i></td> <td style="padding: 2px;"><input type="checkbox"/> 06</td> </tr> <tr> <td style="padding: 2px;"><i>College of Education student</i></td> <td style="padding: 2px;"><input type="checkbox"/> 07</td> <td style="padding: 2px;"><i>House-person or retired</i></td> <td style="padding: 2px;"><input type="checkbox"/> 08</td> </tr> <tr> <td style="padding: 2px;"><i>Overseas (irrespective of occupation)</i></td> <td style="padding: 2px;"><input type="checkbox"/> 09</td> <td style="padding: 2px;"><i>Private Training Establishment student</i></td> <td style="padding: 2px;"><input type="checkbox"/> 10</td> </tr> <tr> <td style="padding: 2px;"><i>Wānanga student</i></td> <td style="padding: 2px;"><input type="checkbox"/> 11</td> <td></td> <td></td> </tr> </table>	<i>Secondary school student</i>	<input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 02	<i>Wage or salary worker</i>	<input type="checkbox"/> 03	<i>Self-employed</i>	<input type="checkbox"/> 04	<i>University student</i>	<input type="checkbox"/> 05	<i>Polytechnic student</i>	<input type="checkbox"/> 06	<i>College of Education student</i>	<input type="checkbox"/> 07	<i>House-person or retired</i>	<input type="checkbox"/> 08	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 09	<i>Private Training Establishment student</i>	<input type="checkbox"/> 10	<i>Wānanga student</i>	<input type="checkbox"/> 11		
<i>Secondary school student</i>	<input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 02																						
<i>Wage or salary worker</i>	<input type="checkbox"/> 03	<i>Self-employed</i>	<input type="checkbox"/> 04																						
<i>University student</i>	<input type="checkbox"/> 05	<i>Polytechnic student</i>	<input type="checkbox"/> 06																						
<i>College of Education student</i>	<input type="checkbox"/> 07	<i>House-person or retired</i>	<input type="checkbox"/> 08																						
<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 09	<i>Private Training Establishment student</i>	<input type="checkbox"/> 10																						
<i>Wānanga student</i>	<input type="checkbox"/> 11																								

DISABILITY: *(The completion of this section is not compulsory)*

15 Do you live with the effects of significant injury, long term illness, or disability that may affect your successful completion of the course/s within the course dates? The information you supply will be kept confidential.

If yes, how would you describe your impairment, disability or long term medical condition:

Yes No _____

Do you have any special needs that we can assist you with for the successful completion of the course/s

C ACADEMIC INFORMATION

16	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable.	<i>Office Use</i>
		What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.

No formal secondary qualifications 00

14 or more credits at any level. 01

NCEA Level 1 or School Certificate 02

NCEA Level 2 or 6th Form Certificate 03

University Entrance 04

NCEA Level 3 or Bursary or Scholarship 05

Overseas qualification (includes International Baccalaureate & Cambridge Exams) 06

Other 07

Not Known 08

Please specify details if "Overseas qualification" or "Other" - in the space below.

17	Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school?
		Do not include enrolments in STAR, community or hobby classes. No <input type="checkbox"/> Yes <input type="checkbox"/>

Do not include enrolments in STAR, community or hobby classes.

No Yes

If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment:

Name: _____

Year:

Do you expect to complete the academic requirements of your course/s in order to graduate with your qualification this year?

No Yes

D CAPABILITY SELF-ASSESSMENT - Please circle the appropriate number.

18

Learning Capabilities (Tell us how you rate your skills.)

Numeracy	Low	1	2	3	4	5	6	7	8	9	10	High
Written English skills	Low	1	2	3	4	5	6	7	8	9	10	High
Spoken English skills	Low	1	2	3	4	5	6	7	8	9	10	High
Reading skills	Low	1	2	3	4	5	6	7	8	9	10	High

Learning Style (Tell us how you rate your learning style)

Learning from reading	Low	1	2	3	4	5	6	7	8	9	10	High
Learning by listening	Low	1	2	3	4	5	6	7	8	9	10	High
Learning by seeing or being shown	Low	1	2	3	4	5	6	7	8	9	10	High
Learning by doing	Low	1	2	3	4	5	6	7	8	9	10	High

Previous Experience (Tell us how you rate your current skills)

Experience With Personal Computers	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience With Windows Environment	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience With MS Access	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience With MS Excel	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience With MS PowerPoint	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience With MS Publisher	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience With MS Word	None	1	2	3	4	5	6	7	8	9	10	Lots
Experience In Office Skills & Practices	None	1	2	3	4	5	6	7	8	9	10	Lots

Briefly explain what your reasons for undertaking and completing the course and what your career objectives are?

Reasons for undertaking and completing the course:

Career objectives:

E FUNDING AND EMPLOYMENT																									
19	<p>Would you be studying Full time? <input type="checkbox"/> or Part time? <input type="checkbox"/></p> <p>Please provide details about the person or organisation providing the funds for your course.</p> <p>Organisation or Person/s <input style="width: 100%; height: 20px;" type="text"/></p> <p>Telephone Numbers <input style="width: 100%; height: 20px;" type="text"/></p> <p>Postal Address <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Please provide details of your academic history starting with the most recent and working back to your secondary school.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 30%;">Institution</th> <th style="width: 40%;">Qualification/Course</th> <th style="width: 30%;">Year Completed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Please supply details of your employment starting with the most recent or current employer.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 30%;">Employer</th> <th style="width: 40%;">Position</th> <th style="width: 30%;">Date/s Employed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Institution	Qualification/Course	Year Completed										Employer	Position	Date/s Employed									
Institution	Qualification/Course	Year Completed																							
Employer	Position	Date/s Employed																							
F	<p>REFERRAL How did you find out about the ABT?</p>																								
20	<p>WINZ <input type="checkbox"/> Workbridge: <input type="checkbox"/> Newspaper: <input type="checkbox"/></p> <p>Referral by a Friend <input type="checkbox"/> Radio: <input type="checkbox"/> School or College Career Resources: <input type="checkbox"/></p> <p>Referral by a Past student <input type="checkbox"/> Other: <input type="checkbox"/></p>																								
G MEDICAL INSURANCE (See Section H for TRAVEL INSURANCE)																									
21	<p>It is a condition of enrolment that the student has adequate travel/medical insurance.</p> <p>1. Do you have any medical problems? No <input type="checkbox"/> Yes <input type="checkbox"/> (Write details in a letter)</p> <p>2. Have you already arranged medical insurance? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>3. Do you wish Academy to arrange medical insurance on your behalf:</p> <p style="text-align: right;">No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Approximate cost for Medical and Travel Insurance from \$492.00 - \$615.00 for a full year</p>																								

DECLARATION

Privacy – The Academy collects and stores information from this form to 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), Department of Immigration (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, when required by statute, the Academy releases 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 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 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Academy to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

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. The Academy’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Academy with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Declaration – I declare that 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.

_____ /_____/_____
Signature *Date*

➤ Please ensure that you must sign and date this form in the space provided above ◀

For Office Use Only		
<i>Documentation</i> _____ _____ _____/_____/_____	<i>Approved</i> _____ _____/_____/_____	<i>Entered</i> _____ _____/_____/_____

STUDENT INFORMATION, TERMS AND CONDITIONS OF ENROLMENT

1. The Student may select a time for training that is mutually convenient to both the Student and the Academy Business Training NZ Ltd (hereinafter ABT).
2. It is to the advantage of the Student to arrive at least five minutes before the start of the training session.
3. The date and time of re-scheduled sessions due to lateness of absence is at the sole discretion of ABT.
4. If the Student is unable to attend a scheduled session, the session will be re-scheduled at no extra cost on the condition that the Student contacts ABT at least two hours before the scheduled start of the session.
5. ABT reserves the right to re-schedule any training session at their sole discretion.
6. This tuition agreement is between ABT and the undersigned Student. Whereas ABT agrees to facilitate training in the papers and within the dates prescribed in the agreed to Study Plan, and the Student agrees to attendance in accordance with the times and days prescribed in the agreed to Study Plan.
7. The Student has enrolled at ABT fully understanding the pre-requisite requirements, content, expectations and assessment criteria and processes relating to the course and has signed this Tuition Agreement accordingly.
8. The Student has signed this Tuition Agreement having read and understood all relevant policies and procedures and terms and condition relating to Students attending ABT, enrolment, the Study Plan and this Tuition Agreement and has had all questions and queries answered to the Student's satisfaction.
9. No relaxation of any of these terms by ABT for any reason whatsoever shall be a waiver of its rights of the terms herein or constitute a waiver hereof nor shall amendment to policy and procedure invalidate this agreement.
10. In compliance with Section 236 of the Education Act 1989, and in accordance with NZQA requirements, all course fees or deposits exceeding \$500 paid in advance of a course, are held in trust at the Public Trust, Auckland,
11. All applications are made subject to meeting academic performance set down by ABT and any application may be declined where ABT is not adequately satisfied that the applicant is capable of successfully completing the course and/or all information and documentation is not considered valid and/or correct.
12. Any person applying for an academic place of study at ABT must disclose the person, persons or organisation funding the course and upon acceptance of an application the Applicant shall indemnify ABT from any claim or charge over fees paid by any person, persons or organisation not disclosed as the person, persons or organisation paying the fees in the application documentation.
13. ABT reserves the right to exclude any student for training sessions for not complying with the terms and conditions of this contract or the Rules and Policies of the college, or where a student is dismissed or asked to leave by the Principal for reasons that are in breach of the Rules and/or Policies.
14. All tuition material remains the copyright property of ABT and may not be copied or distributed by any means whatsoever.
15. The student will not be permitted to write assessments, internal or external, unless all course registration and entrance fees, where applicable, are paid in full.
16. The student will not be permitted to attend training sessions in the event of payment terms not being complied with.
17. If the course fees are to be paid by way of instalments, the full balance due to ABT will immediately become due and payable without notice if any one instalment is not paid on the due date.
18. The assignee is liable for any costs incurred by ABT to recover any amounts due to them in terms of this agreement.
19. Where written notice of withdrawal and request for a refund is received within 8 days of the start of a course, then a full refund, less a cancellation fee of 10% of the monies paid, or \$500, whichever is the lesser, plus the cost of any papers issued, shall apply. All other refunds are at the discretion of the Directors of ABT. Only in exceptional circumstances will withdrawals and refunds be considered after 8 days of the start of the course. "Exceptional Circumstances", shall mean where, in the opinion of the Directors, the student has justifiably withdrawn because of circumstances beyond the Student's control and such circumstances might prohibit the Student from completing study on any basis within twelve months from the start date of the course. Withdrawal refunds shall not be applicable where a student is dismissed or asked to leave by the Principal for reasons of poor or unruly behaviour, or for malicious damage to property or sporadic or non-attendance.
20. Priority instructions for the refund of the balance of student fees remaining, in the event of ABT being placed in receivership, have been drawn up as a Special Resolution of the Shareholders of ABT, whereby students' claims are to be paid before the directors' emoluments.
21. Any refund of fees on any basis whatsoever will be made to the person, persons or organisation that is disclosed in the application documentation and no claim for refund on any basis whatsoever shall be accepted from any other person, persons or organisation.
22. Examination papers, CDs and cassette tapes must remain at ABT at all times, and remain the copyright property of ABT. The student agrees to attend all training sessions and to notify the college in advance of each and every occasion when they will be late for or unable to attend a scheduled training session and to make such provisions as necessary with the college to compensate for such lost study time. Any date and time of re-scheduled sessions due to lateness or absence is at the sole discretion of ABT. Rescheduled sessions will be in accordance with ABT policy and procedure and may not exceed 12 months from the start of the course. Additional fees will apply. Additional study hours may also be imposed to ensure that the student completes the course within the course completion date.
23. ABT reserves the right to reschedule any or all training session at their discretion.
24. ABT accepts no liability for injury to, or the death of the student or his/her visitor/s nor for the loss of or damage to personal effects and possessions whilst the student is on the college premises or anywhere else in connection with the course whether injury, loss or damage is a result of negligence or otherwise.
25. Students must complete all their courses within the time-frame as stated for each course. In order to allow for the flexible element of our training system, an extension of 7 days to the time-frame of their courses may be given at the discretion of the Directors of ABT.
26. Where students exceed the seven days as in (20) above, they will be permitted to complete their course/s subject to application and at the discretion of the Directors of ABT and at times convenient to the college. No extension will be granted for longer than 12 months from the start of the course/s. Additional fees will apply to such extensions.
27. All final assessments must be written within one month from the end date of the course, unless otherwise arranged with and at the discretion of the Directors of ABT. This does not imply an automatic right to a twelve month period of study at the college. All books and other learning material must be collected within one month after the end of the course and no claim whatsoever may be made for refund or other dispensation where books have not been collected or courses not completed on time.
28. This contract may not be transferred to another person but transfer of students from one ABT College to another ABT college will be permitted at the discretion of the Directors of ABT.
29. ABT may, from time to time, make rules and or policies it considers advisable relating to course attendance, student conduct and/or any other matter affecting the College and or the Students and the parties hereto agree to be bound by those rules and or policies and it is the responsibility of the Student to ensure that they are fully informed about new Policy and Procedure and alteration to Policy and Procedure affecting Students.
30. ABT chooses the address at Level 1, 317 New North Rd, Eden Terrace Auckland for notices and all other purposes, including correspondence arising hereof.
31. The Student must make full disclosure of any illness, physical incapacity or medical condition and any medication that is being taken for such illness or medical condition. ABT accepts no liability for any accident, injury or illness arising out of attendance or occurring during attendance whether the pre-existing condition was disclosed or not or whether the condition arose during attendance or as a result of attendance at ABT.
32. The Student must provide full contact details for an alternate contact person that can be contacted where the college is unable to contact the Student or in cases of emergency involving the Student and where the Student is unable to make decisions for themselves or where any situation occurs that requires a decision the student is unable to make for themselves and such decision is beyond the Colleges responsibility as a provider of training.
33. The Student must notify the college of any change of personal details and/or circumstances and is responsible for ensuring that the college has true and correct address and contact, and alternative contact details at all times.
34. Unless specified in writing ABT does not sanction the application for course related cost for any of its courses.
35. The Student agrees to be bound by and comply with all ABT's Policies and Procedures and their amendments and acknowledges that ABT reserves the right to cancel this agreement without notice and/or refund fees should the student fail to comply with any part of this agreement or any college Policies and Procedures and their amendments. These terms and conditions are accurate at the time of publication and form a part of our operation Policies and Procedures and are subject to alteration without notice and any such changes will be binding on all students.