

# Application for English Language Courses

All sections must be completed. It is essential that you print clearly.

## Application details

This application is submitted by:

- Self (student)  
 Agent / Representative

Email address for correspondence (Agent or Student)

info@ranke-heinemann.de/ wien@ranke-heinemann.at

Postal address for correspondence (Agent or Student)

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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## Student's Personal Details

Title: Mr / Mrs / Miss / Ms

Family Name (as shown on student's passport)

Given Names (as shown on student's passport)

Sex:  Male  Female Date of birth DD / MM / YYYY

Student postal address (if not given above)

Phone: Mobile:

Email:

Nationality (list all countries where you hold citizenship)

Do you hold a New Zealand or Australian Permanent Resident Visa?

- No  Yes (Please provide a copy of the personal page of your passport)

Do you want information about accommodation?  Yes  No

## English Language Courses

Why do you need to improve your English?

- To study at the University of Canterbury  
 To study at another academic institution

At what level will you study?

- Foundation Studies  Undergraduate degree  Postgraduate degree  
 Other

How long do you want to study English for? weeks

When would you like to begin your English studies? (please tick)

English for Academic Purposes (EAP1) and English for Academic Purposes (EAP2)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 10 August 2009   | <input type="checkbox"/> 15 February 2010 | <input type="checkbox"/> 09 August 2010   |
| <input type="checkbox"/> 05 October 2009  | <input type="checkbox"/> 12 April 2010    | <input type="checkbox"/> 04 October 2010  |
| <input type="checkbox"/> 30 November 2009 | <input type="checkbox"/> 14 June 2010     | <input type="checkbox"/> 29 November 2010 |

If these start dates are not suitable please indicate when you would like to start

EAP1 and EAP2 each take 14 weeks to complete although the minimum enrolment period for each course is 7 weeks.

Certificate in English for Tertiary Studies

- |   |  |
|---|--|
| <input type="checkbox"/> 12 October 2009  | <input type="checkbox"/> 14 June 2010    |
| <input type="checkbox"/> 15 February 2010 | <input type="checkbox"/> 11 October 2010 |

The Certificate in English for Tertiary Studies is 28 weeks in length.

Note: exact start dates are subject to change. Please contact us for the latest details of 2010 and 2011 start dates, or see our website: [www.cbe.canterbury.ac.nz/bridging/](http://www.cbe.canterbury.ac.nz/bridging/)

## English Language Level

- I cannot use English at all.  Not very well. I often have difficulty in using and understanding English.  
 Native speaker.  Very well, but I need to improve my English in special areas.

Have you taken an English test? (such as IELTS or TOEFL)  No  Yes

Date of test DD / MM / YYYY

English test name

Results (if known)

The testing centre will send out the result to the University of Canterbury. For TOEFL, the institution code for the University of Canterbury is 9482.

### Declaration and consent

I declare that the information provided in this application form and the attached documents are true and correct. I understand that any false information given may result in this application not being accepted, or if accepted and then found to be false, in my expulsion from the University. I accept that all documents submitted in support of this application become property of the University. I give my consent to the University to disclose relevant information to my sponsor, agent, homestay agent and homestay family. I understand this consent is valid for the full period of my study at the University and for six months after cessation of study.

- I have read the terms and conditions overleaf

Signature

Date

DD / MM / YYYY

### Checklist

I have attached the following documents: (please tick to indicate)

- A copy of the pages of my passport that shows my official name, date of birth and citizenship  
 A copy of the page of my passport that shows my current New Zealand Visa (if I am already in New Zealand)  
 A copy of my latest IELTS or TOEFL result (if applicable)

Send this form to:

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## Privacy

The University respects the importance of your personal information and is required to keep your information private in accordance with the NZ Privacy Act 1993. Signing the declaration and consent on the application form allows the University of Canterbury to disclose limited information to your financial sponsor or your agent/representative.

You may see any information held about you and amend any errors in that information. To do so, please contact the Director of the International Office. The University has a comprehensive privacy policy available from the Registry and the UC Policy Library at [www.canterbury.ac.nz/ucpolicy](http://www.canterbury.ac.nz/ucpolicy)

## Conditions

For the Certificate in English for Tertiary Studies, enrolment fees, policies and regulations (including refund policies) are detailed in the University calendar. An electronic copy can be found at <http://www.canterbury.ac.nz/acad/calendar>

English language course conditions and regulations (including refund policies) are detailed below:

- English Language Placement Assessment – when students first arrive at the University they will sit an assessment test and be placed in a level according to their language proficiency. For entry to the Certificate in English for Tertiary Studies, students are required to pass an entry test if they do not have appropriate English language certification. Should their level of English be lower than the level prescribed for entry, they will be placed in EAP1, EAP2, or in a course with CCEL (Christchurch College of English Limited).
- Students who have not yet arrived in New Zealand to commence their study may cancel their enrolment and receive a full refund of tuition fees paid.
- Students who are living in New Zealand or who have arrived in New Zealand to commence their study may cancel their enrolment and receive a full refund of tuition fees if their notification of cancellation is received more than 21 days before the start date stated on their Offer of Place.
- Students who cancel their enrolment on academic grounds within the first seven days of the course may apply for a refund or partial refund of tuition fees paid. A refund will only be approved if there is a significant academic issue that will seriously affect the student's ability to undertake their study. If the refund is approved and:

*\* the student has not commenced their course, all tuition fees paid will be refunded*

*\* is within their first 7 days of their course, all tuition fees paid will be refunded except for \$500.*

- Students who commence a course but are subsequently refused a visa extension by the New Zealand Immigration Service for reasons other than the student's failure to comply with the course requirements (for example, not meeting minimum attendance requirements), all remaining tuition fees held by the University will be refunded.
- All notifications of a cancellation of enrolment must be made in writing. The date of receipt of the student's notification is the date used for the assessment of the refund.
- Bridging Programmes reserves the right to refund money received back to the person or company from whom the fees were originally received.
- If the Bridging Programme's Academic Review Group judges that the student has achieved their goals and completed their study early, remaining fees will be refunded or transferred to the appropriate certificate or degree programme.
- The refund of any charges made by an agent over and above the University's tuition should be claimed from the agent separately.
- Fees are not normally transferable except to other University of Canterbury courses. Students wishing to transfer remaining fees to another educational institution should apply to the programme leader. The decision to allow a transfer of fees rests with the Programme.
- In the event of the course being cancelled, all remaining tuition fees will be refunded.
- All courses are subject to confirmation and sufficient enrolments.
- The University reserves the right to change fees, courses and course dates at any time.
- All fees are in NZ\$, include GST and are payable in advance.
- Before beginning a study programme all students must have a valid visa.
- Should a student not comply with the Programme's regulations, the University's policies or the laws of New Zealand, the University reserves the right to withdraw the student's Offer of Place. Fees will not be refunded and Immigration NZ will be advised. Copies of the Programme's rules and attendance policy are given out during Orientation Week and are available from the Administration Office.

Enrolment Limits - The number of places available on each programme is limited. While every effort is made to give you the start date you want, if the programme becomes full before your payment is received, the University reserves the right to defer your start date.