



UNIVERSITY OF OTAGO LANGUAGE CENTRE AND FOUNDATION YEAR

COURSE INFORMATION AND APPLICATION FORM 2020



	STARTING DATES AND DURATION		
ENGLISH LANGUAGE STUDIES Begins any Monday* in the academic year except for the last two weeks of term	GENERAL ENGLISH Orientations held at the beginning and middle of the three main terms:		
	<ul style="list-style-type: none"> • Term 1: 24 February 2020–12 June 2020 • Term 2: 22 June 2020–9 October 2020 • Term 3: 19 October 2020–12 February 2021 		
	ENGLISH FOR ACADEMIC PURPOSES (EAP)		
	February–June 2020	October 2020–February 2021	
	<ul style="list-style-type: none"> • Entrance tests: 19 Feb 2020 • Orientation: 20–21 Feb 2020 • Classes start: 24 Feb 2020 • Course recess: 13–17 April 2020 • Classes finish: 5 June 2020 • Final examination: 8 June 2020 	<ul style="list-style-type: none"> • 14 Oct 2020 • 15–16 Oct 2020 • 19 Oct 2020 • 21 Dec 2020–4 Jan 2021 • 2021 5 Feb 2021 • 8 Feb 2021 	
BRIDGING PROGRAMME	<ul style="list-style-type: none"> • Intake 1: 13 January 2020–21 February 2020 • Intake 2: 4 May 2020–12 June 2020 • Intake 3: 31 August 2020–9 October 2020 		
FOUNDATION YEAR	<ul style="list-style-type: none"> • Orientation: 24 February 2020–28 February 2020 • Intake 1: 2 March 2020–9 October 2020 Incl study breaks: 13–17Apr • 15–19 June • 17–21 Aug • Orientation: 22 June 2020–26 June 2020 • Intake 2: 29 June 2020–12 February 2021 Incl study breaks: 17–21Aug • 12–16 Oct • 21 Dec–4 Jan 2021 • Orientation: 19 October 2020–23 October 2020 • Intake 3: 26 October 2020–11 June 2021 Incl study breaks: 21 Dec 2020–4 Jan 2021 • 15–26 Feb 2021 • 12–16 Apr 2021 		
HOMESTAY	Minimum Booking: <ul style="list-style-type: none"> • Language Centre students: 8 weeks (56 nights), or length of course if less than 8 weeks • Foundation Year students: 4 weeks (28 nights) 		

* Note 2020 Public and Xmas New Year Holidays are:

1–2 Jan • 6 Feb • 10–13 April • 14 April • 27 April • 1 June • 26 Oct • 25 Dec • 1–2 Jan 2021.

	FEES	NZD \$
ELS	Orientation (if applicable)	184.00
	General English Tuition (International) – inclusive of textbooks	429.00 per week
	English for Otago (EFO) Tuition (International)	6,999
	Compulsory Health and Travel Insurance (International)	Varies according to study duration
	Student Services	20.00 per week
BP	Tuition (Domestic)	756.00
	Tuition (International)	2,753.00
	Compulsory Health and Travel Insurance (International)	145.00
	Student Services	135.00
FSC	Tuition – Arts & Commerce (Domestic)	5,037.00
	Tuition – Science (Domestic)	5,239.00
	Tuition – Arts & Commerce (International)	24,294.00
	Tuition – Science (International)	26,338.00
	Compulsory Health and Travel Insurance (International)	Varies according to study duration
	Student Services	814.00
HS	Placement	300.00
	Homestay	40.00 per night / 280.00 per week
	Homestay – Halal dietary requirements	44.00 per night / 308.00 per week
	Extensions	30.00

All information including dates and fees are subject to change. All fees are inclusive of the New Zealand GST rate of 15%. Please refer to our website www.otago.ac.nz/uolcfy for further information.

GENERAL INFORMATION AND INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Carefully read the information and follow the instructions on all pages. Where possible, please download the application form from our website (www.otago.ac.nz/uolcfy) and submit your application via email.

A valid email address is required on your application form, as you will be contacted via email only.

- Parents of international students under the age of 18 must read the parent consent conditions: (www.otago.ac.nz/uolcfy/student-support/under-18/index.html), complete and sign the parent consent agreement in Section 4A on the application form.
- International students under the age of 18 are required to live in Homestay unless their parents sign an indemnity and a caregiver agreement (*available upon request*).
- International applicants should include a copy of their passport (*photo page*) and residence visa (*if permanent or Australian resident*).
- If applying for FoundationYear, certified copies of relevant secondary school or tertiary study transcripts must be included.
- Please ensure that all relevant sections of the application form are **completed, signed and all relevant documents have been attached** before submitting an application. Incomplete applications cannot be processed.
- If the Student Declaration is signed by an agent on behalf of the student, the agent must print the agent's full name and company name beside the signature.
- Scan the form, passport and residence visa and relevant documents (*preferably as one PDF file*).
- **We prefer to receive applications via email.** Please email the completed application to uolcfy.admissions@otago.ac.nz

For further enquiries please contact:

University of Otago Language Centre and Foundation Year
University Plaza, Building One, 130 Anzac Avenue
North Dunedin, Dunedin 9016
PO Box 56, Dunedin 9054, New Zealand
Phone: **+64 3 479 5250**

Email: uolcfy.admissions@otago.ac.nz

Website: www.otago.ac.nz/uolcfy/

If all the documents are in order, you will be contacted via email within two or three working days after your application has been received.

APPLICATION SUBMISSION CHECKLIST:

- All relevant sections of the form completed and signed
- Section 3 Homestay Accommodation** section completed for international students under the age of 18 at the time of enrolment (*please contact us for a Parents Indemnity Document for Designated Caregivers if UNDER 18 and declining Homestay accommodation*).
- Section 4A Parent /Legal Guardian Consent** section signed for international students who will be under the age of 18 at time of enrolment
- Section 4B Student's Declaration** signed
- International applications:**
 - Copy of passport photo page attached
 - Certified copy of academic transcript in English attached (for FoundationYear only)
 - English Test result number (TRF) or transcript
- Domestic / Permanent Resident applicants:**
 - High school transcript
 - Copy of passport or residence visa (if applicable) attached
- Email application form and documents to: uolcfy.admissions@otago.ac.nz



UNIVERSITY OF OTAGO LANGUAGE CENTRE AND FOUNDATION YEAR APPLICATION FORM

Please type or write clearly and complete all relevant sections.

SECTION 1A: STUDENT DETAILS

Family Name (as in passport):	Given Name (as in passport):
Middle Name:	Preferred Name:
Date of Birth (dd/mm/yyyy):	Gender: <input type="radio"/> Male <input type="radio"/> Female
UOLCFY Student Reference Number (if previously or currently a student at UOLCFY):	
Nationality/Birth Country (as in passport):	Current Citizenship:
or Permanent Resident: <input type="radio"/> New Zealand <input type="radio"/> Australia	Iwi Affiliation (if applicable):
Scholarship Provider (if applicable):	

Medical Conditions (it is essential you detail any health issues requiring ongoing treatment/medicine e.g. allergies, dyslexia, asthma, diabetes etc.) Please provide details:

SECTION 1B: CONTACT DETAILS

Home Address 1:	
Home Address 2:	
Suburb:	
City:	State/Province:
Postcode:	Country:
Home Phone:	Mobile:

Email (this is COMPULSORY as it is our primary way of contacting you. Please provide a valid and accurate email address):

SECTION 1C: AGENT DETAILS (if applicable)

Company Name:	Agent Name:
Address:	
City:	Country:
Phone Number (include country and area code):	
Email:	

I agree that I have provided all information to the student as required by the Education (Pastoral Care of International Students) Code of Practice 2016.

Company Stamp:

SECTION 2: COURSE SELECTION AND QUALIFICATIONS

(If selecting more than one, please ensure that course dates do not overlap)

SECTION 2A: ENGLISH LANGUAGE STUDIES

Intended Course:

- General English
- English for Academic Purposes (only available once a year)
- English for Otago – Undergraduate (February and October intakes only)
- English for Otago – Postgraduate (February and October intakes only)

EFO offers a pathway for international students to meet the English Language Requirements for undergraduate or postgraduate study. For questions regarding admission to a programme at the University of Otago, contact the International Admissions Office international.admissions@otago.ac.nz.

Study Duration (for more details visit www.otago.ac.nz/uolcfy/dates-fees/index.html)

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Number of Weeks:

Part time 8 hours p/w 15 hours p/w

Student Group Name (if applicable):

SECTION 2B: BRIDGING PROGRAMME & FOUNDATION YEAR (you may be required to complete the Bridging Programme prior to Foundation Year)

I will enrol in the Bridging Programme if it is a requirement for me: Yes No

I will enrol in the Bridging Programme for extra preparation anyway: Yes No

Intended Year:

Intake 1: Bridging Programme (January) + Foundation Year (February)

Foundation Year only

Intake 2: Bridging Programme (April) + Foundation Year (June)

Foundation Year only

Intake 3: Bridging Programme (August) + Foundation Year (October)

(Health Science not offered in Intake 3)

Foundation Year only

Intended Study Stream: Arts
 Commerce
 Applied Science
 Life Science
 Health Science (not offered in Intake 3)

Intended University:

Intended Degree (e.g. BCom):

Intended Major (e.g. Finance):

SECTION 2C: PREVIOUS QUALIFICATIONS (Please attach relevant academic transcript and English test)

English Language Proficiency *if available and applying for EFO or Foundation Year. (TRF Number):*

Secondary or Tertiary Study (if applying for Foundation Year):

NSN (NZ only):

Please attach relevant transcripts and documents to your application.

SECTION 3: HOMESTAY ACCOMMODATION (If applicable – COMPULSORY for international students under 18 years old)

Minimum first booking duration: Language Centre – 8 wks (56 nights or length of course if less than 8 weeks) • Foundation Year and all other students – 4 wks (28 nights)

SECTION 3A: INTENDED DURATION – Booked Homestay fees must be paid in full prior to placement

Number of Nights:

Intended First Night in Homestay (dd/mm/yyyy):

SECTION 3B: DUNEDIN ARRIVAL DETAILS (if known)

Flight Number:

Date (dd/mm/yyyy):

Time:

Location (e.g. airport, bus station):

SECTION 3C: HOMESTAY PREFERENCES

Food Requirements: Halal Vegetarian Other (please specify):

Religious Beliefs and Practices (if applicable, please specify):

Hobbies and Interests (please specify):

Do you smoke? Yes No Would you live with smokers? Yes No No Preference

Hosts: Younger adults with no children: Yes No No Preference

Older adults with no children: Yes No No Preference

Family with young children: Yes No No Preference

Family with older children: Yes No No Preference

Studying at: Language Centre Foundation Year University of Otago Other:

Medical Conditions (e.g. asthma, allergies etc). Please provide details of pet / food / other allergies:

SECTION 4A: PARENT/LEGAL GUARDIAN CONSENT FOR INTERNATIONAL STUDENTS UNDER 18 YEARS OLD

If your child requires urgent medical attention and needs to be admitted to hospital, does the host family/staff have authority to act on your behalf? Yes No

(Please read the parental consent conditions for international students under the age of 18 on our website (www.otago.ac.nz/uolcfj/student-support/under-18/index.html))

I have read, understood and fully accept the parent consent conditions. Yes No

Parent/Legal Guardian's Signature:

Date (dd/mm/yyyy):

SECTION 4B: STUDENT'S DECLARATION

- I declare that all the information provided in this application is correct and complete.
- I understand, accept and agree to abide by the Contract of Enrolment, policies, procedures and regulations of the University of Otago Foundation Studies Ltd.
- I agree that all disputes be dealt with in accordance with New Zealand law.
- I understand that the University of Otago and University of Otago Foundation Studies Ltd reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information that I have provided.
- I will inform the University of Otago Foundation Studies Ltd if the details of the information provided in this application changes.
- I agree to the use (including disclosure) of student information by the Staff of the University of Otago and University of Otago Foundation Studies Ltd and student/parent appointed representative for:
 - any purposes related to the education or well-being of the student concerned, both before, during and after the student's admission.
 - purposes external to the University when the information is in statistical form or when the University reasonably believes it is not to the student's disadvantage for such external use to occur, and also where disclosure is required or permitted in accordance with the provisions of the Privacy Act 1993.
- I authorise University of Otago Foundation Studies Ltd to release to the student, parents, legal guardian and/or scholarship provider of the student any information about the student which it creates or receives in the course of the student's enrolment with University of Otago Foundation Studies Ltd, including course results and personal information relating to the student's well-being.

Student's Signature:

Date (dd/mm/yyyy):

CONTRACT OF ENROLMENT

Enrolment in any course is subject to sufficient numbers and availability of places. Once payment is made on an offer of place that the University of Otago Foundation Studies Ltd (UOFS) has issued to a student, then, this Contract of Enrolment becomes a binding contract between the UOFS and the student. UOFS reserves the right to amend course arrangements, fees, policies and procedures without prior notice. Please refer to our website (www.otago.ac.nz/uolcfy) for the most current information.

International students are required to have current Medical and Travel Insurance that meets the Ministry of Education guidelines and UOFS policy, while studying in New Zealand.

International students must have the correct visa and permit to study at UOFS. For all visa and permit enquiries, please contact Immigration New Zealand at www.immigration.govt.nz.

This contract shall be governed by and construed in accordance with the laws of New Zealand.

Student Charter

Students must adhere to the Student Charter as specified on the UOFS website (<http://www.otago.ac.nz/uolcfy/about/policies/#Charter>).

Students are expected to attend all classes and comply with the conditions of their permit to study in New Zealand.

UOFS reserves the right to suspend or terminate the enrolment of any student who does not comply with UOFS rules and regulations, and notify Immigration New Zealand.

Accommodation Policy Summary

International students under the age of 18 are required to live with Homestay families unless the parent or legal guardian indemnifies UOFS and assigns a caregiver who meets the requirements of UOFS and the Education (Pastoral Care of International Students) Code of Practice 2016. The minimum first booking duration for Language Centre students is 8 weeks (56 nights), or the length of the course if its duration is less than 8 weeks. The minimum first booking duration for Foundation Year and all other students is 4 weeks (28 nights).

Hosts and students must give 7 nights notice before cancelling or leaving a Homestay booking.

If written notice of Homestay cancellation is received before the student arrives, then the student is eligible for a refund of all Homestay fees, less the placement fee.

If written notice of Homestay cancellation is received after the student arrives, then the minimum booking is forfeited and any remaining fees will be refunded. Students may apply to hold their room at a reduced rate (please contact the Accommodation Office for this rate) if they plan to be away for 21 nights or more.

Fees and Payment Policy

All course related fees must be paid, or a financial guarantee must be provided, prior to course commencement.

Financial Guarantees must specify the student's course and course dates. Places are not guaranteed and students will not be enrolled until all course related fees have been fully paid, or a Financial Guarantee has been provided.

If a scholarship provider or StudyLink does not make payment, the student is liable for the unpaid fees.

All fees related issues are subject to the procedures outlined in the fees policy (<http://www.otago.ac.nz/uolcfy/about/policies/index.html#Fees>).

Course Cancellation/Withdrawal Policy

All notices of cancellation/withdrawal must be made in writing where a student has confirmed his/her place by payment of fees, but does not register, he/she will be eligible for a refund of fees, less refund fee.

If written notice of withdrawal is received after the student's course commencement but within the induction period, a cancellation fee will apply and the remaining fees will be refunded:

Language Centre

- Induction Period – 5 days
- Cancellation Fee – 2 weeks tuition fees

Bridging Programme

- Induction Period – 5 days
- Cancellation Fee – 2 weeks of tuition fees

Foundation Year

- Induction Period – 21 days

If written notice of withdrawal is received after the student's course commencement and induction period:

- Language Centre students will forfeit any fees paid for the half of the term in which the withdrawal is submitted and will be eligible for a refund of any fees paid for future terms.
- Foundation Year students will forfeit all fees paid for the current term and will not be eligible for any refund.

If a withdrawal is submitted because a student has met the requirements and enrolls in a future course within the University of Otago or UOFS before the completion date of the course that s/he is currently enrolled in, then the tuition fees paid for the current course will be credited from the enrolment date of the future course onwards and used as payment towards the future course. These fees will not be refunded.

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a refund. Exceptional circumstances are circumstances that are out of the control of the student. In these circumstances the CEO has the discretion to make a variation to the policy regarding any credit, transfer or refund of fees. There is no obligation to grant a refund in exceptional circumstances. Exceptional circumstances may include:

- Serious illness or disability of the student
 - Death of the student or close family member (parent, sibling, spouse or child)
 - Political, civil or natural event that prevents the arrival of the student.
- In the event of a withdrawal from a course(s), UOFS must be reimbursed for any fees which have been paid on behalf of or incurred by the student. Where UOFS refunds tuition fees, the student's representative/agent fees will be deducted from the refund. The cost of any additional services that were completed prior to withdrawal will also be retained. UOFS will not refund fees of any student whose offer of place is cancelled or withdrawn due to the supplying of incorrect and/or fraudulent documentation, non-attendance or expulsion by UOFS.

Refunds

A refund fee applies to all refunds to New Zealand bank accounts and an overseas refund fee applies to all refunds to overseas bank accounts.

Students may apply for a refund of any overpayment of fees or living expenses. International students who obtain permanent resident status after commencing a course will not be eligible for a refund of international tuition fees for the current term.

If UOFS withdraws an offer of place or cancels a course, all fees are fully refundable. Students who take holidays during a course are not eligible for refunds for the time they are away.

UOFS will not provide compensation for any public holidays or necessary closures.

Liability

To the fullest extent permitted by the Consumers Guarantees Act 1993 or otherwise at law or in equity, UOFS shall under no circumstances be liable to the student or the applicant(s) or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by UOFS of its obligations under the Contract of Enrolment, negligence on the part of UOFS or any act or thing done or not done by UOFS and for the purposes of this Contract of Enrolment consequential loss shall include (without limitation), loss of income, profit and loss or damage to persons or property.

Obligation

UOFS undertakes to provide tuition as set down from time to time in the prospectus. UOFS may decline to offer a course or subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the Board of Directors.

Privacy Act

The information collected by UOFS during the enrolment process and during the period in which the student is enrolled at UOFS is intended for use in connection with the education and well-being of the student and may be used by any of the staff of UOFS or consultant to UOFS in connection with that purpose. The student has a right to access and correct the personal information collected by UOFS.

Complaints

Students may undertake a complaints procedure, with the help of a Student Support Officer.

UOFS is a signatory to the New Zealand Qualifications Authority Education (Pastoral Care of International Students) Code of Practice 2016. UOFS is a member of English New Zealand and students may approach English New Zealand for assistance via the website (www.englishnewzealand.co.nz). Students are entitled to appeal any decision through the:

- UOFS Appeals Committee
- CEO or the Board
- NZQA.

New Zealand Qualifications Authority

Phone: 0800 697 296

Email: qadrisk@nzqa.govt.nz