

Taylor College Auckland pre-arrival and accommodation request form

Please note: Flight and arrival details, plus confirmation of payment, must be received at least seven days prior to your departure for New Zealand. Please return your completed form to anziscadmissions@studygroup.com.

Student details

Name	
Study Group student ID number	Date of birth (dd/mm/yyyy)
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse <input type="checkbox"/> (please tick) We are committed to providing a safe and inclusive environment for LGBTQI and gender diverse students .	
Nationality	Email

Course details

Course name
Course start date (dd/mm/yyyy)

Arrival details

Accommodation bookings cannot be confirmed until flight details are provided. Arrival information must be provided whether you require airport pick up or not.

Do you require airport pick up?* Yes <input type="checkbox"/> No <input type="checkbox"/> If "No" please provide the name and phone number of person meeting you at the airport below:		
Departure date (dd/mm/yyyy)	Departure time	Arrival airport
Arrival date (dd/mm/yyyy)	Arrival time	Flight number

*Please note that you do not have to book accommodation through Taylor College to request for airport pick up.

Accommodation (visit taylorcollegeauckland.ac.nz for details)

Would you like to book accommodation? If yes, please complete your accommodation requirements below.

What type of accommodation do you require?

Homestay <input type="checkbox"/>	Student Residence* <input type="checkbox"/>	Arranging my own accommodation (must be 18 and over) <input type="checkbox"/>
Accommodation start date (dd/mm/yyyy)		Accommodation end date (dd/mm/yyyy)
Homestay room type	Standard <input type="checkbox"/> Central* <input type="checkbox"/>	Twin-share (must have 2 students to book twin-share) <input type="checkbox"/>
Study Group Student ID number of the student with whom you will be twin-sharing:		
Name of the student with whom you will be twin-sharing:		
Student Residence type	Single private lockable room in shared apartment (3 bedroom)* <input type="checkbox"/>	

*Subject to availability

Student preferences for Homestay

Please indicate your preferences (note: depending on availability, sometimes not all preferences can be met).

Are you a vegetarian? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a vegan? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please tick if you will eat: Pork <input type="checkbox"/> Chicken <input type="checkbox"/> Beef <input type="checkbox"/> Fish <input type="checkbox"/>		
Do you have any special dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please specify below:				
Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you live with people who smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Would you live with children? Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you live with pets (e.g. cats or dogs)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Would you live in a house where the pets are always outside? Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you live with other students in the homestay? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have any other living preferences (please list in order of priority):				
Do you have any health issues? (e.g. allergies to pets, nuts or illnesses etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please specify below:				
Hobbies/sports/interests				

Pre-pay living expenses

Taylor College offers a service to help you transfer your living expenses to New Zealand before you arrive. For immigration purposes, you will need to provide evidence of NZ\$15,000 living expenses for one academic year OR NZ\$1,250 per month for courses and programmes less than one year. For more details please visit immigration.govt.nz.

Taylor College uses a static trust to provide protection for the pre-paid living expenses. Upon your arrival the funds are accessible via application at Bursar's office. Please note that you must have a valid New Zealand bank account in order for Taylor College to process the fund request.

Please indicate if you would like to pre-pay your living expenses. Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) If Yes, please see below.		
How much would you like to pay?	NZ\$15,000 (living expenses for one year) <input type="checkbox"/>	NZ\$1,250 (living expenses per month) x ___ (months) <input type="checkbox"/>
If you are under the age of 18 years, would you like to get Taylor College Auckland Extra Care (optional)? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)		

Accommodation terms and conditions

I (which expression includes any parent or legal guardian who has signed this form if I am under the age of 18 years) hereby accept the accommodation terms and conditions of my Pre-arrival and accommodation request form (hereinafter referred to as "the Form") to Study Group NZ Limited, a company incorporated in New Zealand (Company Number: 1012808, NZ Business Number: 9429037376802, Ministry of Education Number: 7459), trading as Taylor College (hereinafter referred to as "the College").

The College agrees to provide the services as indicated in this Form to me, which may be on behalf of the University of Auckland (hereinafter referred to as "the University") only if I am a student of the Foundation Studies Certificate programme.

I agree to pay to the College all fees in accordance with the payment terms detailed in the invoice.

I acknowledge that:

- these accommodation terms and conditions are to be read in conjunction with the Student Terms and Conditions and all relevant policies; and
- any variations to the accommodation terms and conditions must be in writing and be signed by the College.

If I am 18 years or over

- I acknowledge that under the Education (Pastoral Care of International Students) Code of Practice 2016 (hereinafter referred to as "the Code"), the College is required to:
 - ensure that my accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements;
 - maintain effective communication with me when accommodation issues arise; and
 - ensure that there is at least one (1) staff member available to be contacted by me in an emergency.

If I am under the age of 18 years

- I will not be entitled to enrol until my parent(s) or legal guardian(s) give consent to my enrolment in writing (by signing this Form) and the College has approved my accommodation arrangements.
- I acknowledge that under the Code, I must stay with a residential caregiver, a designated caregiver, or parent(s)/ legal guardian(s) for:
 - the entire duration of my studies as indicated on my Letter of Offer or Offer of Admission (hereinafter referred to as "the Offer"); or
 - until I turn 18 years of age.

- I acknowledge that under the Code, the College is required to:
 - ensure that my accommodation is safe, is in acceptable condition, and meets all regulatory and legislative requirements;
 - ensure that the safety check, which includes vetting with the New Zealand Police and an interview, has been completed for my residential caregiver and is up to date;
 - ensure that an appropriate check has been completed and is up to date for each person who is 18 years or over and resides at the residential caregiver's accommodation at the same time as me;
 - have a written agreement with the residential caregiver that specifies the role and responsibilities of each party in relation to my care;
 - maintain effective communication with me and my parent(s) or legal guardian(s) about my well-being and/or when accommodation issues arise;
 - conduct sufficient interview(s) with me;
 - conduct home visits to monitor and review the quality of residential care;
 - ensure that I am appropriately separated from others of different ages in the accommodation;
 - ensure that I am appropriately supervised in the accommodation; and
 - ensure that there is at least one (1) staff member available to be contacted by me in an emergency.
- At least one (1) staff member of the College is designated to proactively monitor and address any concerns about me.
- If I am a student of the Foundation Studies Certificate programme, I also have access to University support services if I have any concerns.
- The College will ensure that a plan is in place for every transfer of my care from my approved caregiver, homestay or other accommodation to my parent(s), legal guardian(s) or another person approved by my parent(s) or legal guardian(s) that occurs during my enrolment and/or at the end of my enrolment (hereinafter referred to as "Transfer Plan"). 8. The College will notify my parent(s) or legal guardian(s) of each Transfer Plan.
- I understand that if I have a temporary supervisor in my accommodation that:
 - the supervisor's identify is known to the College; and
 - the college is not responsible for my day-to-day care when I am in the custody of that supervisor.

- If I am staying with a designated caregiver or a parent(s)/ legal guardian(s), I have been advised to refer to the terms and conditions in the Designated caregiver nomination form.

Airport pick up

11. I understand that:

- for airport pick up cancellations less than 48 hours before arrival, no refund will apply;
- when I arrive at the airport, if the airport pick up service provider cannot be located, I should contact the emergency telephone number on my Offer; and/or
- if the College agrees that I have advised the emergency contact that I have not been met at the airport, and alternative arrangements were not made on my behalf, then a full refund for this service fee will apply.

Accommodation cancellation and refund

12. I understand that:

- regardless of the notification period, if I cancel a confirmed accommodation booking prior to my arrival, the accommodation placement fee will be charged;
- if I cancel my accommodation booking less than seven (7) days prior to my arrival, the accommodation placement fee plus a cancellation fee equivalent to one (1) week of accommodation will be charged;
- if I cancel my accommodation after arrival, four (4) weeks prior written notice of cancellation is required, and any accommodation fees paid in excess of the notice period will be refunded less a 10 per cent cancellation fee; and/or
- in the event of the College closing prior to the completion of my accommodation booking, the fees will be refunded on a pro-rata basis.

Information provided to me

- I have been advised that additional information on pre-arrival and accommodation is available on the College website and the Student Handbook.
- I have been advised the Student Terms and Conditions and all relevant policies are available on the College website.

Declaration

I (we) have read and accept the above terms and conditions.

Student name	Date (dd/mm/yyyy)
Student signature	

Parent/Legal Guardian (for student under the age of 18 years) to sign:

Parent/Legal Guardian name	Date (dd/mm/yyyy)
Parent/Legal Guardian signature	

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