



Conditions of Enrolment

Application form

Enrolment is subject to availability of places at Lonsdale Education Centre. The Education Centre reserves a place for a candidate and offers enrolment, which is subject to payment. This contract of Enrolment is binding as a contract between Lonsdale Education Centre and the applicant.



Disciplinary Procedures

If a candidate does not comply with the Education Centre rules and the laws of New Zealand, the Education Centre reserves the right to suspend or expel the candidate. Candidates will normally be given one verbal warning and one written warning in an attempt to remedy the problem prior to expulsion. In any case where a candidate is in breach of New Zealand law, then expulsion is immediate. No refund of fees will be made.

Payment and 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 fee for the Competence Assessment Programme (CAP) is NZD\$11,550.00 and payable within 7 days upon acceptance into this course. Lonsdale Education Centre reserves the right to amend its fees. Failure to pay course fees within this time frame will result in your Offer within the course being cancelled.

Refund Policy

- The candidate will be offered an **alternative place** at no extra cost, if they seek a refund for any reason.
- If they are unable to attend their course and inform the school in writing, with at least 90 days' notice before their start date, they will be offered re-booking on an alternate course or a refund of 90% of the full fee, if re-booking is not possible.
- If they give between 30 – 90 days' notice they will be offered re-booking on an alternate course or a 50% refund of the full fee. If they move then ask for a refund it will be provided at a standard 50% regardless of the notice period provided.
- If they give less than 30 days notice no refund will be given.
- If they complete part of the course e.g. the foundation and are then unable to attend the remainder of the course due to circumstances beyond their reasonable control, they will be provided with a certificate of achievement and a partial refund of fees.
- If the Centre withdraws an Offer of Place for reasons not related to a candidate's request, or is unable to provide the course a full refund of tuition fees will be provided into a personal account, in either NZ dollars or US dollars as is most appropriate.
- A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a partial refund of tuition fees. This is subject to the provision of acceptable documentary evidence in support of the refund, and the final decision of the General Manager.

Examples of **exceptional circumstances** include but are not limited to:

- Serious illness, disability or death of the candidate or a close family member (parent, sibling, spouse or child)
- Political, civil or natural event that prevents arrival of the candidate from their country of origin not withstanding their genuine attempt to travel to and arrive in New Zealand
- Failure to secure a visa because of issues beyond their control

No Refunds

- The Centre will not refund the tuition fees of any candidate whose Offer of Place is withdrawn through the supplying of incorrect and/or fraudulent documentation or any candidate who is removed from the Education Centre roll through non-attendance and / or is expelled.

Payment of Refunds

- Refunds will be made by bank draft / telegraphic transfer in New Zealand dollars or US dollars equivalent at the time of the refund. The Centre is not responsible for any fluctuations in the daily exchange rate.
- The bank draft / telegraphic transfer will be made out to the candidate and his/her agent and sent to them, unless other arrangements have been approved by the General Manager.
- All refunds are subject to a 10% administration fee.

Liability

Lonsdale Education Centre will take every care to ensure your well-being, however the Centre will not be liable for any loss, damage or injury incurred while attending education, clinical placement or social activities. In starting a course with the Education Centre, you will be deemed to have accepted all of our enrolment conditions.

Compulsory Insurance for International Nurses Medical, Accident and Travel Insurance

Candidates must have appropriate and current medical and travel insurance while studying in New Zealand. This is a **compulsory requirement** of the course.

If you receive medical treatment during the course, you will be liable for the full cost of that health treatment.

Attendance and Behaviour

You will be expected to attend classes and to behave in a responsible manner at the Education Centre. If your attendance does not meet the Centres requirements or if your behaviour is detrimental to the Education Centre or other candidates, you may be asked to leave the Education Centre. In this event your fees will not be refunded.

Privacy / Confidentiality

All information obtained about the candidate is confidential. Only those with the appropriate authority will have access to the information. You may see any information held about you and amend any errors in that information. Please contact the Lonsdale Education Centre General Manager if you wish to do this.