

Please complete all four pages and return to: Outward Bound Trust of New Zealand • PO Box 25 274 • Wellington 6146 • NEW ZEALAND
Fax: +64 (4) 472 8059 Email: enrol@outwardbound.co.nz Physical: Level 1, 4 Queens Wharf, TSB Arena, WELLINGTON 6011

If you do not hold a New Zealand passport then you are classed as an International Student and must complete this enrolment form.

1. PERSONAL DETAILS

First name	Middle name	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Gender	Male <input type="checkbox"/>	Date of birth	Age
	Female <input type="checkbox"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
Country of citizenship	<input type="text"/>		

ETHNICITY

<input type="checkbox"/> European/Pakeha	<input type="checkbox"/> Maori	<input type="checkbox"/> Asian	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Latin American	<input type="checkbox"/> Other (If other please state)	<input type="text"/>

Job title	<input type="text"/>
Employer	<input type="text"/>
If student, school or education provider	<input type="text"/>

What/who prompted you to enrol on Outward Bound?

2. CONTACT DETAILS (Please complete for your preferred address)

Unit	Floor	Building name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street number	Street name	Suburb	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
R.D.	P.O Box/Private Bag	Town/City	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
State/Country	<input type="text"/>		
Home phone	Work phone	Mobile	Fax
() <input type="text"/>	() <input type="text"/>	() <input type="text"/>	() <input type="text"/>
Preferred email	Alternative email		
<input type="text"/>	<input type="text"/>		

3. CONTACT DETAILS WHILE IN NEW ZEALAND

(If you know the address where you will be staying before and after the course please complete. If you do not know, please leave blank)

Accommodation or person's name	<input type="text"/>		
Street number	Street name		
<input type="text"/>	<input type="text"/>		
Town/City	Contact phone number		
<input type="text"/>	() <input type="text"/>		

OFFICE USE ONLY

COURSE CODE	<input type="text"/>	REGISTRATION NUMBER	<input type="text"/>
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4. COURSE DETAILS

My first course preference is

Code

	Start date	DD / MM / YYYY
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My second course preference is

Code

	Start date	DD / MM / YYYY
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Do you know anyone else going on the same course?

Yes No

His/her name is

5. PERSONAL HISTORY *(Complete Section A if it applies to you, Sections B, C, D & E are compulsory)*

A) DIETARY INFORMATION: *(PLEASE ONLY COMPLETE IF THIS APPLIES TO YOU)*

Food allergies/intolerances *(please indicate food types, sensitivity, severity and last reaction)*

Dairy free

Vegetarian exclusive

Gluten free

Vegan

Other *(If 'other' please state)*

B) BEHAVIOURAL ISSUES:

Do you have any, or a history of any, behavioural issues *(for example ADD, ADHD, violence, aggression)* or difficulty functioning with others? Yes No

If 'Yes' please provide details

C) CRIMINAL HISTORY:

Have you had any criminal convictions *(including Youth Court)*, are you under any current bail conditions or have any court charges pending? Yes No

If 'Yes' please provide details of all charges/convictions and dates

D) MEDICAL ISSUES:

Do you have any health issues that might affect your acceptance onto the course for example severe allergic reactions, diabetes, epilepsy, mental health, eating disorder, BMI greater than 35 or any other conditions?

Yes No

If 'Yes' please provide details

E) KNOWLEDGE OF ENGLISH LANGUAGE:

The language in use in New Zealand and on our courses is English. You will need to have a medium to good grasp of this language to understand instructions and therefore ensure your own, and others safety on a course.

Is your grasp of the English language: Good

Fair

Poor

6. ALTERNATIVE/EMERGENCY CONTACT

First name Middle name Surname

Has your alternative/emergency contact completed an Outward Bound course? Yes No
If 'Yes' please provide their date of birth

Please tick here if alternative/emergency contact details are the same as participant contact details

Unit Floor Building name
Street number Street name Suburb
R.D. P.O Box/Private Bag Town/City
State/Country

ALTERNATIVE/EMERGENCY PHONE AND EMAIL DETAILS (PLEASE COMPLETE IN FULL)

Home phone Work phone Mobile Fax
Preferred email Alternative email

7. PAYMENT

Enrolments require a minimum deposit of NZ\$300.00 to confirm the booking. (This is non refundable, but is transferable to another course – one transfer only allowed). Full course payment is due 8 weeks prior to the commencement of the course.

Early Withdrawal from Course and Refund Entitlements for International Students. All cancellations and early withdrawals from courses must be in writing. The course fee (less deposit) is refundable in full up to 21 days prior to the commencement of the course. Cancellations or withdrawals from 20 days prior to the commencement of the course and within the first 2 days of the course are entitled to a refund of 50% of the course fees (less deposit). For withdrawals from day 3 to day 5 of the course a refund of 25% of the course fees (less deposit) shall apply. For any withdrawals after day 5 of the course, course fees are non refundable. As with many other New Zealand educational institutions, international participants are charged a premium in addition to the standard fees. This adjusts for subsidies paid by New Zealand funders for which international participants are not eligible.

The additional charge for international participants is \$850NZD for 21 day courses and \$350NZD for 8 day courses. These fees do not apply to New Zealand, Australian and Pacific Island residents.

Enclosed please find payment of \$ for a deposit payment.
Paid by Cheque Visa Mastercard
Card Holder Name
Expiry Date
Card Number
Signature

8. PRIVACY

All personal information regarding participants will be confidential to Outward Bound New Zealand. Outward Bound New Zealand reserves the right to use the names, comments and photographs of participants for marketing, public relations and post course communication purposes, as appropriate. Outward Bound New Zealand reserves the right to send a copy of participant's course report to their employer (if paid for course) and sponsor. Ethnicity information is collected for statistical purposes only.

9. CONDITIONS OF ENROLMENT

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

Please read page five of this form for the extra information and procedures that are necessary for you.

I have read and understood the policy for students attending a course with Outward Bound New Zealand.

- **SAFETY**

The safety and welfare of all participants is our primary concern. All participants however, do take part at their own risk and must accept personal liability for any injury or loss. Note: there are times during the course when participants will not be under the direct supervision of staff members.

I understand that as a participant I must comply with all instructions given during the course.

- **FITNESS**

Good health and a good basic level of fitness are required.

I must meet the minimum fitness requirement of being able to comfortably run 3km in less than 25 minutes.

- **SMOKING, ALCOHOL AND NON-PRESCRIPTION DRUGS.**

Outward Bound New Zealand has a no-smoking policy. Alcohol and non-prescription drugs are not permitted.

I understand that Outward Bound New Zealand has a no-smoking policy and that no alcohol or non-prescription drugs are permitted.

- **WILLINGNESS TO PARTICIPATE**

Commitment to fully participate, cooperate with and respect others, their beliefs and belongings are essential to the success of an Outward Bound New Zealand course.

PLEASE NOTE: Participants are accepted at the discretion of the Outward Bound Trust of New Zealand.

10. MY CHECKLIST

- I have read and understood the conditions of enrolment (above) for students attending a course with Outward Bound New Zealand.
- I have included a photocopy of the first two pages of my passport containing my photo and personal details including passport number, expiry date and place of birth.
- I understand that I will need to provide details of my travel and medical insurance prior to attending a course and understand that I may be liable for medical costs in case of an accident. Check out www.acc.co.nz for more details.
- I understand that I will need to provide details about my visa or permit prior to attending a course if I am required to have this on entry to New Zealand. Check out www.immigration.govt.nz for full information.
- I understand that I will need to provide my completed medical form **eight weeks** before attending a course and understand that it must remain valid for the duration of my course.

SIGNED

NAME

DATE

11. PARENTAL PERMISSION *(To be completed by Parent/Guardian of participants 17 years and under.)*

I give permission for my child to participate in the Outward Bound course.

I understand physical elements are involved, and that there is some monitored isolation (approximately 48 hrs).

I understand that my child must comply with all instructions given during the course.

I agree that my child will take part in such activities and necessary duties as may be required by staff.

I accept that, at the discretion of the Outward Bound School, my child may be sent home at my expense.

I understand my child must not smoke, drink alcohol, take any non-prescription drugs or take part in sexual activity while on the course.

I have discussed these course requirements with my child.

SIGNED (PARTICIPANT)

PARTICIPANT NAME

DATE

SIGNED (PARENT/CAREGIVER)

RELATIONSHIP TO PARTICIPANT

DATE

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12. IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

All international students (unless they hold a valid New Zealand passport) must provide Outward Bound New Zealand with:

1. Copies of all visas, permits and a photocopy of the title page of student's passport as part of the enrolment process and, at the latest, prior to starting their Outward Bound New Zealand course.
2. Copies of medical and travel insurance as part of the enrolment process and, at the latest, prior to starting their Outward Bound New Zealand course.

TIME AND SEASONAL VARIATIONS Please remember when enrolling that you may experience a change in time zone when corresponding with us and also when travelling to your course in New Zealand. Please arrange your travel to ensure that you arrive at least 48 hours before your course starts. Please also be aware of seasonal variations when booking your course.

LANGUAGE The language in use in New Zealand and on our courses is English. You will need to have a medium to good grasp of this language to understand instructions and therefore ensure your own and others safety on a course.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS Outward Bound New Zealand has agreed to observe and be bound by the Code of Practice for The Pastoral Care of International Students published by the Ministry of Education. A copy of the Code is posted on the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international.

VISA AND PERMIT REQUIREMENTS Full details of visa and permit requirements to enable you to undertake your Outward Bound New Zealand course are available through the New Zealand Immigration Service and can be viewed on their website at www.immigration.govt.nz.

IMMIGRATION Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at www.immigration.govt.nz.

ELIGIBILITY FOR HEALTH SERVICES Most international students are not eligible to publicly funded health services whilst in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at www.moh.govt.nz.

ACCIDENT INSURANCE The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

MEDICAL AND TRAVEL INSURANCE International students must have appropriate and current medical and travel insurance whilst in New Zealand.

EARLY WITHDRAWAL FROM COURSE AND REFUND ENTITLEMENTS FOR INTERNATIONAL STUDENTS All cancellations and early withdrawals from courses must be in writing. The course fee (less deposit) is refundable in full up to 21 days prior to the commencement of the course. Cancellations or withdrawals from 20 days prior to the commencement of the course and within the first 2 days of the course are entitled to a refund of 50% of the course fees (less deposit). For withdrawals from day 3 to day 5 of the course a refund of 25% of the course fees (less deposit) shall apply. For any withdrawals after day 5 of the course, course fees are non refundable.

STUDENT FEE PROTECTION SCHEME Outward Bound New Zealand has in place a New Zealand Qualification Authority (NZQA) approved Student Fee Protection scheme under which Outward Bound New Zealand is obliged to refund fees in respect of courses students have not yet completed and are unable to do so due to, voluntary closure of Outward Bound New Zealand, voluntary withdrawal of the course by Outward Bound New Zealand, regulatory closure of Outward Bound New Zealand and/or insolvency of Outward Bound New Zealand.

However it does not include situations where a student voluntarily withdraws or is required by Outward Bound New Zealand to withdraw from any course for reasons such as but not limited to, illness, injury, change of circumstances of the student or situations where a student is expelled from a course for inappropriate behaviour. Details of the Student Fee Protection Scheme and the procedure for making a claim can be obtained by asking for a copy from Outward Bound New Zealand on info@outwardbound.co.nz.

GRIEVANCE PROCEDURES Outward Bound New Zealand has well-established internal procedures to assist students in dealing with any issues or problems, which may arise during their course. These will be explained to you at the introduction and orientation sessions held when you arrive at Outward Bound New Zealand. As an International Student if your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA) on info.ieaa@inedu.govt.nz.

CONTACT DETAILS FOR THE IEAA

International Education Authority Appeal, C/- Ministry of Education, Private Bag 47-911, Ponsonby, Auckland. Fax: 0064-9-374 5403 Phone: 0064-9-3745481