

APPLICATION FORM 2018

Domestic Students



North Shore Language School
 We are a NZQA Category 1 certified School

Return to:

Glenfield Campus:
 122 Wairau Road, Glenfield, Auckland 0627
 New Zealand

Tel: +64 9 442 4500
 Email: education.nsls@xtra.co.nz
 Website: www.nsls.ac.nz

Welcome to North Shore Language School!
 Please read the instructions below carefully before you complete this application form.

INSTRUCTIONS

The purpose of this application form is to obtain from you the information we need to admit you into a programme at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 9 of the form.

A QUALIFICATION

1 What programme do you intend to enrol in (Please tick one):

ESOL Teacher Training:

New Zealand Certificate in Language Teaching
 (NZCLT) (Level 5) 20 weeks

English Language Teaching Course 6 weeks

English Language Studies:

NZ Certificate in English Language (Level 1)

NZ Certificate in English Language (Level 2)

NZ Certificate in English Language
 (Academic) (Level 3)

NZ Certificate in English Language
 (Academic) (Level 4)

NZ Certificate in English Language
 (Academic) (Level 5)

Academic English for Primary (AP) and
 Intermediate (AI)

Academic English for High School (AH)

General English (GE)

IELTS Course

Holiday Study and Activity Programme

What date do you wish to begin your study? (And finish date if applicable)

2	Have you studied at NSLS before? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you answered 'yes', what programme did you study? _____
3	Do you intend to study: <i>Part time</i> <input type="checkbox"/> OR <i>Full time</i> <input type="checkbox"/>	
4	How did you hear about our school?	
	NSLS Website <input type="checkbox"/>	NSLS Graduates <input type="checkbox"/>
	NSLS Staff <input type="checkbox"/>	Church <input type="checkbox"/>
	Word of Mouth <input type="checkbox"/>	Direct Mail <input type="checkbox"/>
	Conference <input type="checkbox"/>	Advertising <input type="checkbox"/>
	Email <input type="checkbox"/>	Radio <input type="checkbox"/>
	Newspaper <input type="checkbox"/>	Magazine <input type="checkbox"/>
	Friends <input type="checkbox"/>	Others <input type="checkbox"/>

B PERSONAL DETAILS

5	Print your full legal name: <i>Family Name:</i>	
	<i>Given Name(s):</i>	
6	Preferred first name:	
	Previous name(s) known by:	
7	If you have previously enrolled at this organisation under another name, what was that name?	
8	Preferred title:	<i>Ms</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Other (Specify):</i>
9	Date of birth:	10
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>day month year</i>	Gender: <i>Male</i> <input type="checkbox"/> <i>Female</i> <input type="checkbox"/>
10	If you know your NSN (National Student Number), please write it here. <i>If you answered Yes to question 2, you MUST fill in this section.</i>	<input type="text"/> - <input type="text"/>

C CONTACT DETAILS

Home Address and Contact Details:	<u>Home Address</u>	<u>Postal Address</u> (if different from home address)
	<i>Street Address:</i>	<i>Street Address:</i>
	<i>Suburb:</i>	<i>Suburb:</i>
	<i>Town/City:</i>	<i>Town/City:</i>
	<i>Country:</i> <i>Post Code:</i>	<i>Country:</i> <i>Post Code:</i>
	<i>Phone:</i> ()	
<i>Mobile:</i> ()		
<i>Fax:</i> ()		
<i>Email:</i>		

<p>12</p>	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes, which apply to you.</p>	<table border="0"> <tr> <td><i>NZ European/Pakeha</i></td> <td><input type="checkbox"/></td> <td>111</td> <td><i>Filipino</i></td> <td><input type="checkbox"/></td> <td>411</td> </tr> <tr> <td><i>New Zealand Māori</i></td> <td><input type="checkbox"/></td> <td>211</td> <td><i>Cambodian</i></td> <td><input type="checkbox"/></td> <td>412</td> </tr> <tr> <td><i>Samoaan</i></td> <td><input type="checkbox"/></td> <td>311</td> <td><i>Vietnamese</i></td> <td><input type="checkbox"/></td> <td>413</td> </tr> <tr> <td><i>Cook Island Māori</i></td> <td><input type="checkbox"/></td> <td>321</td> <td><i>Other Southeast Asian</i></td> <td><input type="checkbox"/></td> <td>414</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/></td> <td>331</td> <td><i>Chinese</i></td> <td><input type="checkbox"/></td> <td>421</td> </tr> <tr> <td><i>Niue</i></td> <td><input type="checkbox"/></td> <td>341</td> <td><i>Indian</i></td> <td><input type="checkbox"/></td> <td>431</td> </tr> <tr> <td><i>Tokelauen</i></td> <td><input type="checkbox"/></td> <td>351</td> <td><i>Sri Lankan</i></td> <td><input type="checkbox"/></td> <td>441</td> </tr> <tr> <td><i>Fijian</i></td> <td><input type="checkbox"/></td> <td>361</td> <td><i>Japanese</i></td> <td><input type="checkbox"/></td> <td>442</td> </tr> <tr> <td><i>Other Pacific Peoples</i></td> <td><input type="checkbox"/></td> <td>371</td> <td><i>Korean</i></td> <td><input type="checkbox"/></td> <td>443</td> </tr> <tr> <td><i>British/Irish</i></td> <td><input type="checkbox"/></td> <td>121</td> <td><i>Other Asian</i></td> <td><input type="checkbox"/></td> <td>444</td> </tr> <tr> <td><i>Dutch</i></td> <td><input type="checkbox"/></td> <td>122</td> <td><i>Middle Eastern</i></td> <td><input type="checkbox"/></td> <td>511</td> </tr> <tr> <td><i>Greek</i></td> <td><input type="checkbox"/></td> <td>123</td> <td><i>Latin American</i></td> <td><input type="checkbox"/></td> <td>521</td> </tr> <tr> <td><i>Polish</i></td> <td><input type="checkbox"/></td> <td>124</td> <td><i>African</i></td> <td><input type="checkbox"/></td> <td>531</td> </tr> <tr> <td><i>South Slav</i></td> <td><input type="checkbox"/></td> <td>125</td> <td><i>Other</i></td> <td><input type="checkbox"/></td> <td>611</td> </tr> <tr> <td><i>Italian</i></td> <td><input type="checkbox"/></td> <td>126</td> <td><i>Not Stated</i></td> <td><input type="checkbox"/></td> <td>999</td> </tr> <tr> <td><i>German</i></td> <td><input type="checkbox"/></td> <td>127</td> <td><i>Australian</i></td> <td><input type="checkbox"/></td> <td>128</td> </tr> <tr> <td><i>Other European</i></td> <td><input type="checkbox"/></td> <td>129</td> <td></td> <td></td> <td></td> </tr> </table> <p>Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p> <hr/>	<i>NZ European/Pakeha</i>	<input type="checkbox"/>	111	<i>Filipino</i>	<input type="checkbox"/>	411	<i>New Zealand Māori</i>	<input type="checkbox"/>	211	<i>Cambodian</i>	<input type="checkbox"/>	412	<i>Samoaan</i>	<input type="checkbox"/>	311	<i>Vietnamese</i>	<input type="checkbox"/>	413	<i>Cook Island Māori</i>	<input type="checkbox"/>	321	<i>Other Southeast Asian</i>	<input type="checkbox"/>	414	<i>Tongan</i>	<input type="checkbox"/>	331	<i>Chinese</i>	<input type="checkbox"/>	421	<i>Niue</i>	<input type="checkbox"/>	341	<i>Indian</i>	<input type="checkbox"/>	431	<i>Tokelauen</i>	<input type="checkbox"/>	351	<i>Sri Lankan</i>	<input type="checkbox"/>	441	<i>Fijian</i>	<input type="checkbox"/>	361	<i>Japanese</i>	<input type="checkbox"/>	442	<i>Other Pacific Peoples</i>	<input type="checkbox"/>	371	<i>Korean</i>	<input type="checkbox"/>	443	<i>British/Irish</i>	<input type="checkbox"/>	121	<i>Other Asian</i>	<input type="checkbox"/>	444	<i>Dutch</i>	<input type="checkbox"/>	122	<i>Middle Eastern</i>	<input type="checkbox"/>	511	<i>Greek</i>	<input type="checkbox"/>	123	<i>Latin American</i>	<input type="checkbox"/>	521	<i>Polish</i>	<input type="checkbox"/>	124	<i>African</i>	<input type="checkbox"/>	531	<i>South Slav</i>	<input type="checkbox"/>	125	<i>Other</i>	<input type="checkbox"/>	611	<i>Italian</i>	<input type="checkbox"/>	126	<i>Not Stated</i>	<input type="checkbox"/>	999	<i>German</i>	<input type="checkbox"/>	127	<i>Australian</i>	<input type="checkbox"/>	128	<i>Other European</i>	<input type="checkbox"/>	129			
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<p>13</p>	<p>Iwi: If you identified as New Zealand Māori in question 13, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p>	<p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p>																																																																																																						
<p>14</p>	<p>Prior activity:</p>	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2017? You may tick only one box.</p> <table border="0"> <tr> <td><i>Secondary school student</i></td> <td><input type="checkbox"/></td> <td>01</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> <td><input type="checkbox"/></td> <td>02</td> </tr> <tr> <td><i>Wage or salary worker</i></td> <td><input type="checkbox"/></td> <td>03</td> <td><i>Self-employed</i></td> <td><input type="checkbox"/></td> <td>04</td> </tr> <tr> <td><i>University student</i></td> <td><input type="checkbox"/></td> <td>05</td> <td><i>Polytechnic student</i></td> <td><input type="checkbox"/></td> <td>06</td> </tr> <tr> <td><i>House-person or retired</i></td> <td><input type="checkbox"/></td> <td>08</td> <td><i>Overseas (irrespective of occupation)</i></td> <td><input type="checkbox"/></td> <td>09</td> </tr> <tr> <td><i>Private Training Establishment student</i></td> <td><input type="checkbox"/></td> <td>11</td> <td><i>Wānanga student</i></td> <td><input type="checkbox"/></td> <td>12</td> </tr> </table>	<i>Secondary school student</i>	<input type="checkbox"/>	01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/>	02	<i>Wage or salary worker</i>	<input type="checkbox"/>	03	<i>Self-employed</i>	<input type="checkbox"/>	04	<i>University student</i>	<input type="checkbox"/>	05	<i>Polytechnic student</i>	<input type="checkbox"/>	06	<i>House-person or retired</i>	<input type="checkbox"/>	08	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/>	09	<i>Private Training Establishment student</i>	<input type="checkbox"/>	11	<i>Wānanga student</i>	<input type="checkbox"/>	12																																																																								
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15	<p>¹Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p><i>If yes, how would you describe your impairment, disability or long term medical condition.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<p>Specific Learning Needs:</p> <p>Do you have any specific learning needs that you wish to advise us of? The information you provide is confidential.</p> <p><i>If yes, how would you describe your specific learning needs:</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D ACADEMIC INFORMATION

16	Secondary Studies (High School):	Highest Qualification	Institution	Country	Date Started: Date Completed:
17	Tertiary Studies (College, University, Polytechnic):	Highest Qualification	Institution	Country	Date Started: Date Completed:

¹ The completion of this section is not compulsory

18	English Proficiency	<p>Do you speak a language other than English at home? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, which language? _____</p> <p>Is English your first language? No* <input type="checkbox"/> Yes <input type="checkbox"/></p> <p><small>*If English is not your first language, you may be required to complete an English Proficiency Test.</small></p> <p>If you have completed an English Proficiency Test please included a certified copy of the Test results.</p> <p>Name of English Language Test completed: _____</p> <p>Test Date (dd/mm/yyyy): ____/____/____</p> <p>Test scores:</p>
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E WORK BACKGROUND EXPERIENCE

19	Company Name	Title	Position	Employment Date: From – To

F IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

20 Do you currently have or will you have a Student Loan this year?

- No – please go to the next section

- Yes – please insert your IRD number (see notes for more information on interest write-off)

□□□-□□□-□□□

Interest Free Student Loans and other Interest Write-offs

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand.

Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding Student enrolments. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education.

For more information on interest free student loans, visit www.ird.govt.nz/studentloans.

21 **Conviction**

Do you have any criminal convictions or pending criminal charges? Yes No
(this does not include traffic related offences, other than those for drunk driving)

If you ticked yes to the question please provide details below:

**The information you provide is confidential.*

**This information is collected for the purpose of assessing your suitability for entering a teacher education programme.*

**A police check will be conducted as part of your induction onto the TESOL programme.*

22 Please supply two referees' name and phone number.
Please note that these referees cannot be family members.

(For NZCLT Programme only)

23	WHAT ARE YOUR CAREER INTENTIONS AND GOALS?
24	WHAT ARE YOUR IMMEDIATE PLANS AFTER YOU HAVE COMPLETED THIS PROGRAMME OF STUDY?

G DOCUMENTATION

25

To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

International students must bring their passport with them when they enrol.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information on National Student Index please see: <http://www.minedu.govt.nz/NZEducation/EducationPolicies/TertiaryEducation/ForTertiaryEducationInstitutions/NationalStudentIndex.aspx>

Please list here all documents that you have attached to this enrolment form.

**Documents should be securely stapled to the back of the form.*

DECLARATION

Privacy – NSLS collects and stores information from this form to:

manage the business of NSLS (including internal reporting, administrative processes and selection of scholarship and prize winners)
comply with the requirements of the Education Act 1989 and other legislation² relating to maintenance of records
Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that NSLS will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires NSLS to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.
<http://www.privacy.org.nz/>

Supply of information to government agencies and other organisations

NSLS supplies data collected on this form to government agencies, including:

the Ministry of Education

the New Zealand Qualifications Authority

the Tertiary Education Commission

the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)

Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)

Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

administer the tertiary education system, including allocating funding

develop policy advice for government

Conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, NSLS releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

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. NSLS's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of NSLS with regard to attendance, academic integrity and progress, conduct and use of information systems.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature

____/____/_____
Date

² This includes legislation governing the maintenance of official records and for accountability for public funding.

CONDITIONS OF ENROLMENT

The Ministry of Education Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>. (Please refer to the summary attached)

Conditions of Acceptance

1. All applications are subject to availability of course.
2. Fees must be paid prior to the commencement of the course.
3. All international students must hold an appropriate visa or permit.

IMMIGRATION: "Full details of visa/permit requirements, advice on the 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 <http://www.immigration.govt.nz>."

ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services while 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 entitlement to publicly funded health services are available through the Ministry of Health, and can be viewed on their websites at <http://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 <http://www.acc.co.nz>.

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

Rules: In signing this enrolment form the student undertakes to comply with the published rules and regulations of the Academy with regard to attendance, academic progress, standard of dresses and health and safety, these can be viewed on website at: http://www.nsls.co.nz/net/resources/Student_Handbook.pdf

Fee Protection and Indemnification

- The student's fee will be banked into a Trust account, administrated by NZ Public Trust, 205 Great South Rd, Auckland, PO Box 5149, Auckland, and will be released on a pro rata basis from the Trust account in accordance with an agreed monthly schedule on the basis of tuition delivered until the completion of the course.
- Please only make the cheque or deposit to the Public Trust – NSLS Account.(Bank: BNZ 020536-0305865-01)
- This structure is designed according to the NZQA Fee indemnification policy to protect students' interest in the event of withdrawal, insolvency, closure of the school, and cancellation by the school of a course before or during the course, de-registration or withdrawal/part withdrawal of accreditation of the school. In the unlikely event of the school going into liquidation or receivership, the trust fund will cover the claims.

Withdrawal and Refund Policies and Procedures

- If an international student has enrolled for a course that is 3 months or longer and wishes to withdraw occurs up to the end of the tenth working day after the start of a course, the school will refund all fees paid, except for up to 25% of the total fee. Refund on compassionate ground may be granted at the discretion of the director. No refund will be given after the tenth working day.
 - If a domestic student has enrolled for a course that is 3 months or longer and wishes to withdraw occurs up to the end of the eighth day after the start of a course, the school will refund all fees paid, except for \$500.00 or 10% of the tuition fee, whichever is the lesser. No refund is available after the first eight days.
 - If a student has enrolled for a course that is five weeks or longer but less than three months wishes to withdraw from the course within the first five days of the course, the school will refund 75% of the tuition fee. No refund is available after the first five days.
 - If a student has enrolled for a course that is up to and including four weeks and six days wishes to withdraw from the course within the first two days of the course, the school will refund 50% of the tuition fee. No refund is available after the first two days.
 - All application of refund must be made to the Managing Director in writing, accompanied with all original documents and account details.
 - The refund, once approved, will be paid directly to the student's account by the Public Trust.
 - Tuition fees cannot be transferred to another person. If the student's tuition fee is from the bank or Study Link Loan, the amount of the refund will be refunded to the bank or Study Link.
 - All fees are received and refunded in NZ dollars. The Academy is not responsible for any currency fluctuations between enrolment and issuing of refunds.
 - No refund is available if the student is expelled from the Academy.
- If you want to withdraw from our school to transfer to another school, you must:
- a. Get an offer from a new school
 - b. Once you have this offer, you must apply to immigration New Zealand for Variation of Condition
 - c. If they approve the change you can then withdraw from our school
 - d. You are required to attend the course before getting the approval from Immigration New Zealand
- Students may be allowed to join a course as a late arrival after the scheduled course starting date. The provision of NSLS's refund policy applies from the scheduled course starting date and NOT the date on which the late student arrives.

Deposit and Admin fee is non-refundable.

Student Handbook The NSLS student Handbook includes all information on fees, rules and policies regarding learning at NSLS. It can be downloaded from NSLS's website at <http://www.nsls.ac.nz> or can be provided by request. English student is required to read and understand the Student Handbook.

Privacy Statement: The Academy will only collect information that is required by NZ law or that is required by this organization to officially enrol the student. The information will not be released to another individual or organization without the express permission of the owner of the information unless required to do so by a representative of the New Zealand government or one of its agencies in accordance with the Privacy Act 1993 and its subsequent amendments. Students may have access to all material relating to them held by this organization in order to make corrections.

Declaration

I declare that to the best of my knowledge all the information supplied on, and with this enrolment form is true and complete, and I agree to abide by the conditions described above. I consent to the disclosure of personal information as described above.

Student Signature :

Date: / /

www.nsls.ac.nz

North Shore Language School (NZQA Registered and Accredited) & TEC Approved
Glenfield Campus: 122 Wairau Road Glenfield Auckland New Zealand
 Tel: +64 9 442 4500 Email: education.nsls@xtra.co.nz

➤ Please make sure that you sign your enrolment form above ◀

**Office Use Only
Documentation**

Approved

Entered

 ____/____/____

 ____/____/____

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