

## DEMI AU PAIR PROGRAMME



### Dates 2011

#### January Intake \* SPECIAL \*

- 20 Week Programme SPECIAL
  - Programme Duration: 10 January 2011 – 10 June 2011
  - Orientation Week: 10 January 2011 – 14 January 2011
  - Courses: 8 weeks General English +  
12 weeks Cambridge Preparation
- TOTAL PRICE: NZ\$ 6035.00**

21 weeks General English  
**TOTAL PRICE: NZ\$ 5485.00**

#### March Intake

- 12 or 24 Week Programme
- Orientation Week: 14 March 2011 – 18 March 2011
- Courses: All English courses available

#### June Intake

- 12 or 24 Week Programme
- Orientation Week: 13 June 2011 – 17 June 2011
- Courses: All courses available for 24 week enrolment  
General English available for 12 week enrolment

#### September Intake

- 12 or 24 week Programme
- Orientation Week: 05 September 2011 – 12 September 2011
- Courses: All courses available for both programme options



## Orientation Week Overview - Sample

	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
10:00 – 12:00	<ul style="list-style-type: none"> <li>• Meeting at School</li> <li>• DAP Handbook</li> <li>• Sim Cards</li> <li>• Student IDs</li> <li>• English Placement Test/Cambridge Intro</li> </ul>	<ul style="list-style-type: none"> <li>• Driving Rules NZ</li> <li>• What to do in Wellington/NZ?</li> <li>• Helpful websites</li> <li>• Bank Account</li> <li>• Family Evening</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Course</li> </ul>	<ul style="list-style-type: none"> <li>• Group Picture Civic Square &amp; Morning Break at Library</li> <li>• Review First Week/ Problems, questions reg. child care</li> <li>• Library Cards</li> </ul>

*Please note the overview is a sample, and will be adjusted according to student numbers. Details follow before programme start.*

## Package Prices 2011

- 12 Week Programme – General English or IELTS  
**NZ\$ 3425.00**
- 12 Week Programme – Cambridge Exam Prep  
**NZ\$ 4220.00**
- 24 Week Programme – General English or/and IELTS Prep  
**NZ\$ 6270.00**
- 24 Week Programme – General English and Cambridge Prep  
**NZ\$ 7005.00**

## Terms & Conditions

- For withdrawal and Refund regulations, please visit [www.campbell.ac.nz](http://www.campbell.ac.nz)
- **Please note individual starting dates will be available for 2011.**
- **Please request starting date on the enrolment form.**
- Orientation week for students starting outside of the intake dates will be a personal preparation week.

## **ENROLMENT PROCEDURES**

### **5 steps to become a Demi Au Pair in New Zealand:**

1. The following information must be received by Campbell 3 months before the Demi Au Pair is due to arrive:
  - Completed application form
  - 1 clear photo of applicant
  - A photo collage where the applicant is seen with their own family and children they have been looking after
  - 2 childcare references (not from family members and must be authenticated by the agent)
  - 2 character references (school teachers or work colleagues, not school friends)
  - Childcare Ability Assessment
  - a police report or criminal background check
  - a personal letter of introduction to the student's new host family
  - a medical certificate (stating that the student is both physically and mentally healthy)
  - Completed English language Pre-Test
  - CV in English language
2. On receipt of the above, Campbell will assess the application, and if successful, issue an "Offer of Place" and an "Invoice Proforma" for the total cost of the chosen programme.
3. Campbell will begin the process of matching the Demi Au Pair with a Host Family. Payment of fees must be received at least 1 month prior to applicant's arrival date.
4. Campbell will issue the Demi Au Pair with a "Receipt" upon receipt of the programme fees.
5. Campbell will send the details of the host family to the agent. The Demi Au Pair and the family should make contact with each other to form relationship before arrival to New Zealand.

## **PACKAGE CONTENT**

For the duration of the Demi Au Pair's study at Campbell, and stay in New Zealand, Campbell will provide full support services. In addition to tuition, the Package Fee also includes:

- Pick-up from the airport and transport to homestay family
- Full English Needs Analysis and Placement Test upon arrival
- Car Accident Levy to cover the Insurance Access
- Administration of insurance claims, and full health and medical support
- Management of Demi Au Pair homestay accommodation
- Support for both the Demi Au Pair and homestay family
- Emergency contact in NZ for the full length of the Demi Au Pair's stay
- NZ Sim Card for GSM Mobile Phone for the full length of the Demi Au Pair's stay (NZ\$ 30.00 Bond)
- Advice and assistance with tax requirements relevant to the Demi Au Pair's status as an IR56 worker
- Storage of the Demi Au Pair's luggage while the Demi Au Pair is traveling around New Zealand
- Demi Au Pair orientation materials

- Provision of study materials including practice exam scripts
- Regular meetings and activities around town and country
- Unlimited computer and Internet access during school hours

### **Fees do not include:**

- International and Domestic Airfares
- Cost of travel from homestay to the Institute
- Personal expenses (Sightseeing, international phone calls, visits)
- External exam fees
- Exercise books for exam preparation
- Transfer costs from the Institute to the examination venue
- Accommodation costs if the Demi Au Pair has to be moved during the programme.

## **PROGRAMME PRICES**

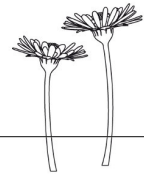
All prices are in \$NZ, and include all taxes. Prices are subject to change

Option 1	GE or IELTS:	12 weeks Package Total NZ\$ 3425.00
	Cambridge:	2 weeks Package Total NZ\$ 4220.00
Option 2	GE or IELTS	24 weeks Package Total NZ\$ 6270.00
	GE + Cambridge	24 weeks Package Total NZ\$ 7005.00
Other costs:	IELTS Exam:	NZ\$ 300.00
	Cambridge Exam:	NZ\$ 290.00
	Activities and trips:	Variable
	Daily transport:	NZ\$ 130.00 / month

See our website for more information about the average cost of living in Wellington.

## **TAX INFORMATION**

Demi Au Pairs qualify as IR56 employees. As such, Demi Au Pairs are responsible for meeting their own tax obligations. Demi Au Pairs receive accommodation in exchange for their work, and this is classified as earnings to the value of \$220.00 per week. Demi Au Pairs are therefore liable to pay tax on this amount plus the \$60.00 per week stipend. Demi Au Pairs must complete tax forms and any tax payments to the IRD monthly. The Institute will provide assistance with completing these forms. All prospective Demi Au Pairs must be given a copy of the Inland Revenue Department's IR356 booklet. It can be found as a .pdf file (open with Adobe Acrobat Reader): <http://www.ird.govt.nz/forms-guides/number/forms-300-399/>



## ENROLMENT FORM - DEMI AU PAIR PROGRAMME

### 1. Your Details

First/Family Name \_\_\_\_\_ Male  Female

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

### 2. Contact Details

Street \_\_\_\_\_

City \_\_\_\_\_

Province / State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile/Phone \_\_\_\_\_

Email \_\_\_\_\_

### 4. Emergency Contacts

Father  Mother  Other Family

#### Name

\_\_\_\_\_

#### Phone

\_\_\_\_\_

#### Email

\_\_\_\_\_

### 5. Start Date

Preferred Start Date  
\_\_\_\_/\_\_\_\_/20\_\_\_\_  
DD MM YY

Participation Orientation Week  
 Yes  No

### 6. Programme Selection

<input type="checkbox"/> Wellington Campus	<input type="checkbox"/> Auckland Campus
<input type="checkbox"/> 12 week Demi Au Pair Programme	<input type="checkbox"/> 12 week Demi Au Pair Programme
<input type="checkbox"/> 24 week Demi Au Pair Programme	<input type="checkbox"/> 24 week Demi Au Pair Programme
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

### 7. Course Selection

<input type="checkbox"/> General English	<input type="checkbox"/> IELTS Exam Preparation
<input type="checkbox"/> Cambridge Exam Prep FCE / CAE	<input type="checkbox"/> Other _____

### 8. Current English Level

(Please tick one)

No English  
 Some English  
 Advanced English

My current IELTS/ TOEFL/TOEIC/Cambridge level is (if known)

\_\_\_\_\_

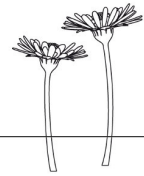
### 9. Education

Which levels of education have you achieved:

<input type="checkbox"/> Completed High School	<input type="checkbox"/> University Diploma
<input type="checkbox"/> Vocational Training School / College	<input type="checkbox"/> University Degree

### 10. Employment

Do you currently have a job \_\_\_\_\_



## 11. Demi Pair Experience

Do you have older / younger brothers and sisters  No  Yes - If yes, how old are they: \_\_\_\_\_

What experience do you have in domestic housework (cleaning, housework, etc) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you prepared to cook meals for your host family  No  Yes

What experience do you have in dealing with children \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What age groups do you feel most confident looking after  Infant – 2 years old  3 years – 5 years old  6 years – 10 years old  11 years – 13 years old  14 years old and above

Do you have a full Driver's Licence?  No  Yes (If yes, since when: \_\_\_\_\_)

Are you prepared to drive on the left hand side  No  Yes

Please indicate any food requirements  None (I eat anything)  Vegetarian (I don't eat meat)  Other \_\_\_\_\_

Please indicate any allergies you have  Food \_\_\_\_\_  
 Animals \_\_\_\_\_  
 Medicine \_\_\_\_\_  
 Other \_\_\_\_\_

Do you have any other health problems \_\_\_\_\_  
 \_\_\_\_\_

Do you smoke cigarettes  No  Yes - If yes, how many per day: \_\_\_\_\_

Do you play sport  No  Yes - If yes, please give details: \_\_\_\_\_  
 \_\_\_\_\_

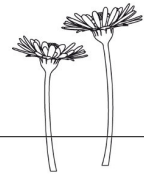
Do you play a musical instrument  No  Yes - If yes, please give details: \_\_\_\_\_  
 \_\_\_\_\_

What other hobbies or interests do you have Please give details: \_\_\_\_\_  
 \_\_\_\_\_

Do you like house pets  No  Yes

## 12. Other

How did you find out about this programme  Internet  Street sign  
 Education agent  Flyer / brochure  
 Trade Fair  Magazine / Newspaper  
 Friend / Word of mouth  Other \_\_\_\_\_



Please note the application will only be processed if the following documents are available:

Photo collage	2 character references	2 childcare references	Medical certificate
A letter to the host family	English CV, police report	1 clear photo of the applicant	English pre-test

### Terms and Conditions

#### 13. Conditions of Enrolment

**PLEASE REFER TO DEMI AU PAIR PROGRAMME INFORMATION FOR FURTHER PROGRAMME-SPECIFIC ENROLMENT CONDITIONS**

- 13.1 All fees must be received before enrolment can be officially accepted.
- 13.2 The General English course start days are any Monday (or, if Monday is a public holiday, the next business day). For start dates of other courses please refer to our website – [www.campbell.ac.nz](http://www.campbell.ac.nz).
- 13.3 Student placement in any class is subject to English language proficiency, which will be tested on arrival.
- 13.4 All enrolments must be made on this official enrolment form, which must be completed in full and signed by the applicant, or either a) the applicant's parents if the applicant is under 18 years of age, or b) by the applicant's appointed agent.

#### 14. Fees

- 14.1 All fees should be paid on receipt of an invoice from The Campbell Institute (Campbell) or no later than 1 month prior to the student's arrival date.
- 14.2 Campbell course fees are calculated on complete weeks and no discount is given for weeks which include public holidays.
- 14.3 Campbell reserves the right to change its fees with reasonable notice.
- 14.4 There will be no refund of tuition fees for absence during a course or early termination of a course.

Cancellation by Campbell is when a course is withdrawn from offer before or after tuition begins.

**14.1 Cancellation or Course Reduction before the end of the eighth course day**

The Campbell Institute will refund all fees, minus 10% of tuition fees or NZ\$500.00 (whichever is the lesser). We will also refund any unused portion of your accommodation fees, but please note that Accommodation Placement Fee is non-refundable once paid.

**14.2 Cancellation or Course Reduction after the end of the eighth course day**

The Campbell Institute will refund any unused portion of tuition fees – *pro rata* – minus 10% of the total tuition fees or \$500 (whichever is the lesser), and less 13% of the remainder of the tuition fees.

#### 15. Withdrawal and Refund Regulations

Please note that all refunds will be in \$NZ and will not take into account any fluctuations in currency exchange rate between the time of enrolment and the time of refund.

**15.1 Tuition Withdrawals and Refunds**

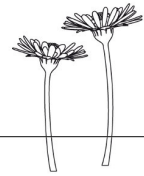
Withdrawal from a programme is when a student voluntarily withdraws before or after commencing studies.

**For courses less than 5 weeks:**

1. Withdrawal by a student at any time up until the end of the second day of the course will result in a refund of 50% of total course-related fees paid.
2. Withdrawal from a course after the end of the second day of the course will not result in any refund; however withdrawal on compassionate grounds may result in a partial refund at the discretion of Head of School. Compassionate grounds include major illness or accident, bereavement, or other major trauma. In such a case the maximum refund will be 75% of tuition fees. Enrolment fees will not be refunded.

**For courses between 5 and 12 weeks:**

1. Withdrawal by a student at any time up until the end of the fifth day of the course will result in a refund of 75% of total course-related fees paid.
2. Withdrawal from a course after the end of the fifth day will not result in any refund; however withdrawal on compassionate grounds may result in a partial refund at the discretion of Head of School. Compassionate grounds include major illness or accident, bereavement, or other major trauma. In such a case the maximum refund will be 75% of tuition fees. Enrolment fees will not be refunded.




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**For courses of 3 months and greater:**

1. Withdrawal by a student at any time up until the end of the eighth day of the course will result in a full refund of tuition fees; minus a reasonable administration fee (not more than 10% of course related fees paid, or \$500, whichever is the lesser).
2. Withdrawal from a course after the end of the eighth day of the course will not result in any refund; however withdrawal on compassionate grounds may result in a partial refund at the discretion of Head of School. Compassionate grounds include major illness or accident, bereavement, or other major trauma. In such a case the maximum refund will be 75% of tuition fees. Enrolment fees will not be refunded.

**15.2 Expulsions**

In the case of a student's expulsion from The Campbell Institute, there will be no refund of fees.

**15.3 Homestay Fees**

Homestay fees are fully refundable provided two weeks notice is given to homestay provider, or two weeks of homestay fees are forfeited. Accommodation Placement and Accommodation Management fees are non-refundable.

<b>16. Withdrawal and Refund Procedures</b>	<p>In order to claim a refund, an Application for Refund of Tuition Fees must be made in writing to the Institute. The application must include the reason for withdrawal or cancellation. The application must be submitted to the Head of School.</p> <p>The Institute will consider the following factors when awarding a refund:</p> <ol style="list-style-type: none"> <li>1. The circumstances and reasons for withdrawal.</li> <li>2. The costs already incurred by the school, including teachers' salaries, resources committed to the delivery of the course, and administrative costs.</li> </ol>
<b>17. Homestay Accommodation</b>	<p>17.1 Accommodation arranged by Campbell is only available for the period of study at Campbell.</p> <p>17.2 Student may stay with the homestay family for one week before and/or one week after the course has ended by special arrangement with Campbell only.</p> <p>17.3 The accommodation week is seven days and seven nights.</p> <p>17.4 Homestay information will not be released to an agent or student until full fees have been received by Campbell.</p> <p>17.5 If the student is unhappy with their first Homestay allocation, the student may request to change to a new Homestay family once only. More than one change may incur an additional administration charge.</p>
<b>18. Holidays</b>	<p>18.1 Campbell is closed the last week of December, the first week of January and on all New Zealand public and local holidays. This does not necessarily apply to groups.</p> <p>18.2 Any holidays taken by students are subject to the Campbell holiday policy.</p>
<b>19. Insurance</b>	<p>19.1 Health and travel insurance is compulsory for all Campbell students.</p> <p>19.2 Campbell does not take any responsibility for any injury to students or damage / loss of student property.</p>
<b>20. Validity</b>	<p>20.1 These conditions take effect as of 1<sup>st</sup> January 2007 and remain valid until revised.</p>
<b>21. Acceptance of Terms and Conditions</b>	<p>21.1 On payment of fees, the terms and conditions on this enrolment form will be deemed to have been accepted in full, whether or not this form has been signed by the student.</p>

**22. How to Pay****Post a bank draft (payable in NZ dollars) to:**

The Campbell Institute  
PO Box 24-300  
Wellington  
New Zealand

**Or****Send an international telegraphic transfer to:**

Bank: Bank of New Zealand  
Branch: Manners Street, Wellington

Account Name: The Campbell Institute Limited  
Account Number: **02 0560 0058606 00**  
SWIFT Code: **BKNZNZ22**



The Campbell Institute is registered as a Private Training Establishment and courses are approved by the New Zealand Qualifications Authority (NZQA) pursuant to and under the provisions of the Education Amendment Act 1990.

**Code:** The Campbell Institute has agreed to observe and be bound by the Code of Practice for Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at: [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

**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](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 cost 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: [www.moh.govt.nz](http://www.moh.govt.nz)

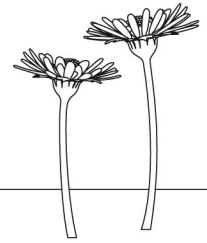
**Accident Insurance:** The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical treatment and related costs. Further information can be viewed on the ACC website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

Signatures	
The applicant confirms that the information given in this enrolment form is true and correct. I accept the Terms and Conditions of enrolment set out above and wish to apply under these terms.	
Student's Signature _____	Date _____
<b>OR</b>	
Authorised Representative _____	Date _____

AGENT USE ONLY	
Company	_____
Phone	_____
Fax	_____
Email	_____

Agent Stamp	
Au-pair Agentur Dr. Mona Lietz, Alter Holzweg 4, 38312 Dorstadt, Germany	



## Childcare Ability Assessment

Please write in note form the answers to the questions.

**Name** \_\_\_\_\_

1. Have you had 200 hours experience in childminding    yes / no
2. List 3 things you must do when changing Nappies.

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3. Under what circumstances would you smack a child?

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4. How would you handle a child of any age having a temper tantrum?

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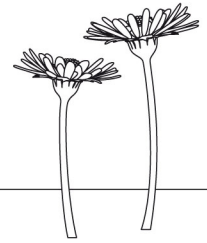
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5. How would you handle a child who refuses to eat?

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6. Can you tell about a time when you have been aware of children?

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7. What were the potential risks in this unsafe environment?

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8. If a baby or young child is crying what are the basic needs you would check for to try and determine the problem?

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9. What do you consider the most important qualities of a good childminder?

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10. Suggest a few games that you could play indoors that require no / very little equipment?

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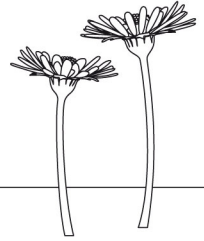
9. What would you say a typical day's routine would be looking after a child?

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10. How do you talk to children?

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11. How does the supervision of children differ when dealing with

- a baby
- a toddler
- a school child

12. Where do you see yourself in 5 years time?

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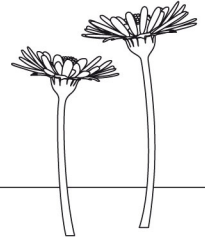
13. What do you enjoy most about childcare?

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**DEMI AU PAIR PROGRAMME**  
**MEDICAL CERTIFICATE**

*The candidate below has applied for participation in a Demi Au Pair Programme in New Zealand. If accepted in the programme the student will study 15 hours English per week and work for a New Zealand family helping with child care and light household tasks.*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Has the applicant suffered the following illness/conditions?

- |                   |                          |                                 |                          |                 |                          |
|-------------------|--------------------------|---------------------------------|--------------------------|-----------------|--------------------------|
| Asthma            | <input type="checkbox"/> | Epilepsy                        | <input type="checkbox"/> | Diabetes        | <input type="checkbox"/> |
| Rheumatic Fever   | <input type="checkbox"/> | Hay-Fever                       | <input type="checkbox"/> | Allergies       | <input type="checkbox"/> |
| Eating Disorder   | <input type="checkbox"/> | Drug Problem                    | <input type="checkbox"/> | Nervous Illness | <input type="checkbox"/> |
| Tuberculosis (TB) | <input type="checkbox"/> | Other health limitations: _____ |                          |                 |                          |

Please give full information (including dates and details) about every illness/condition mentioned (YES response) for any of the above listed questions.

\_\_\_\_\_  
\_\_\_\_\_

Is the applicant taking medication? If so, please state for what ailment.

\_\_\_\_\_  
\_\_\_\_\_

In my professional opinion the general state of the applicant's health is: (tick box)

- Excellent       Good       Fair       Poor

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Doctor's stamp and signature

Date: \_\_\_\_\_