

Accommodation and Transportation Application Form

If you would like to book an accommodation through AGI, please note that AGI uses accommodation agents to organise and monitor Homestays only.

Guidelines to Homestay and Transportation

Please note

AGI do not provide any homestay and airport transfer services. On behalf of Homestay Company, AGI shall ask you to complete the **Homestay Booking Form**. AGI will forward this form to Homestay Company to arrange suitable accommodation for AGI students.

Please make all payment to the following account:

Account Name: Public Trust AGI EDUCATION LIMITED
Account No: 02-0536-0305865-01
Bank Name: Bank of New Zealand
Branch Name: North End Branch, Wellington
Swift code: bknz22

Homestay

AGI shall assist you in arranging suitable accommodation:

All homestay families are checked for suitability. For any homestay issues please contact the AGI Student Welfare Officer. Current homestay families are only available for AGI students up to 3 nights before or after the course. Homestay fees must be paid through **AGI Public Trust Account**; private arrangements are not permitted.

Your homestay room should include a bed, wardrobe, desk/table, lamp and a chair for studying. There should also be adequate lighting and heating.

The following meals will be provided:

Monday to Friday: Breakfast and Dinner

Saturdays, Sundays and Public Holidays: Breakfast, Lunch and Dinner

HOMESTAY COMPANY REQUIRES 2 WEEKS WRITTEN NOTICE TO ARRANGE, CHANGE, CANCEL OR MOVE FROM YOUR CURRENT HOMESTAY.

Homestay Payments are to be made in advance.

AGI

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Please check with your homestay, to extend your time and advise the **AGI** Student Welfare Officer to complete a Homestay Extension Form. The extension form must be completed 2 weeks in advance. Ensure the next homestay period is paid before it is due. The Homestay Company. charges a late payment fee of NZD\$50.00 for accommodation fees not paid on time.

Refund for unused homestay accommodation

A refund for unused homestay fees will be paid once you have vacated your homestay accommodation.

If you have problems or are unhappy with your homestay please contact Homestay Company and/or AGI Student Welfare Officer immediately. When you first arrive at your new home, be patient as it will be difficult especially during the first two weeks. Have a great time with your host family. Use it as a great way to improve your English and discover New Zealand's homely culture.

Airport transfer

- Please inform the Homestay Company and/or AGI, by fax/email, at least one week in advance of your arrival if you require an airport pick up.
- You must provide the flight itinerary together with a Transport Request Form.
- If an Airport Transfer is requested, students will be met by a driver with a sign displaying the student's name and School attending.
- Students will be transferred to accommodation in a suitably licensed and insured vehicle.
- If the student does not show up at the airport for their own personal reasons, the pick-up fee is non-refundable.
- If the student cancels the transfer, they must inform Homestay Company and/or AGI 3 working days prior to arrival by fax/email.

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HOMESTAY BOOKING FORM

Please Note: Depending on availability, sometimes not all student requests can be met.

Fees

Home-stay Placement Fee	NZ\$260.00
Home-stay Accommodation Fee / per week	NZ\$280.00
Home-stay Accommodation Fee / per week (Under 18 years)	NZ\$295.00
Home-stay Accommodation Fee / per week (less than 4 weeks)	NZ\$295.00

(Breakfast and Dinner are included, Lunch is provided on Saturday, Sunday and Public Holidays)

STUDENT DETAILS

Family Name		Given Name	
Date of Birth		Gender	
Nationality		First Language	
Programme Name		Programme Start Date	
Accommodation Commencement Date		How Many Weeks?	
Are you a Vegetarian?		Do you have any special dietary requirements?	
Do you eat meat- e.g.: Pork, Chicken, and Beef?		Can you live with people who smoke?	
Do you smoke?		Do you want to live with children?	
Do you mind pets? – e.g.: Cat or Dog?		Do you want other students in the homestay?	
Do you have any other requirements?			

I (name) would like to stay with a Homestay family
from (date) _____ To (date) _____

Home-stay Placement Fee of NZ\$260.00 and Home-stay Accommodation Fee of NZ\$ _____
will be / has been paid to Public Trust AGI EDUCATION LIMITED On (date) _____

Student's Signature _____ Date _____

If you are under 18 year old, this form must be countersigned by a parent or Guardian.

Parents / Guardian Name: _____

Parents / Guardian Signature: _____ Date _____

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Transport Request Form

Student Name:	City/Country:
Telephone Number:	Mobile Number:
Email:	
<u>Fees</u>	
Airport Transfers	
One way	NZ\$130
Home-stay Transfers One way	NZ\$120+GST

I (name) _____ would like to be picked up

From (address) _____ to (address) _____

At (time) _____ am/pm on (date) _____

Transport fee of NZ\$ _____ will be / has been paid to Public Trust AGI EDUCATION LIMITED

On (date) _____

Arrival and departure flight details / any other requirements

Student's Signature _____ Date _____

If you are under 18 year old this form must be countersigned by a parent or Guardian.

Parents / Guardian Name: _____

Parents / Guardian Signature: _____ Date _____

In case of emergencies or delays in arrival, please contact the Homestay Company directly.