

# CAMBRIDGE CONSULTING (N.Z.) LIMITED

Email: kaz2045@outlook.jp  
Website: <http://www.cambridgenz.co.nz>  
Line: kas2040  
Skype: cambridge.consultingnz  
Facebook, Messenger: Cambridge Consultingnz

## 2023 Application Form

Please complete this form using **BLOCK LETTERS** in ink, then follow the instructions given at the end.

Section 1 – Personal Details					
Family Name			First Name		
<input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Number		Date of Birth	Nationality	
Address					
City / Town		Country		Zip Code	
Email		Phone		Fax	
Occupation			First Language		
How did you hear about us?	<input type="checkbox"/> Kurashikata	<input type="checkbox"/> Link NZ	<input type="checkbox"/> Gekkan NZ	<input type="checkbox"/> Web link	<input type="checkbox"/> Friends
How did you book your service?	<input type="checkbox"/> Name of Agent			<input type="checkbox"/> Direct	
English Level	<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC	<input type="checkbox"/> Eiken	

Section 2 – Service Information (Please read the conditions first and sign at the bottom of this form.)				
Which Consulting Service would you purchase?				
Academic Service	<input type="checkbox"/> MBA (Full)	<input type="checkbox"/> Master (Full)	<input type="checkbox"/> PG Diploma (Full)	<input type="checkbox"/> Bachelor (Full)
	<input type="checkbox"/> MBA (Part)	<input type="checkbox"/> Master (Part)	<input type="checkbox"/> PG Diploma (Part)	<input type="checkbox"/> Bachelor (Part)
Visa Service	<input type="checkbox"/> Visitor	<input type="checkbox"/> Working Holiday	<input type="checkbox"/>	<input type="checkbox"/> NZQA (Pre)
	<input type="checkbox"/> Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZQA (Full)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Service	<input type="checkbox"/> Company Formation	<input type="checkbox"/> Business Plan	<input type="checkbox"/> Market Research	<input type="checkbox"/> Market Research (Full)
	<input type="checkbox"/>		<input type="checkbox"/>	

Section 3 – Payment Method	
Telegraphic Transfer (TT)	<div><input type="checkbox"/> Japanese Yen Payment (<i>Outside NZ</i>) ANZ Bank NZ Limited International Payments Operations Office Level 1, 57 Vivian Street, Wellington JPY Account 854620JPY00001 Cambridge Consulting (N.Z.) Limited SWIFT Code: ANZBNZ22</div> <div><input type="checkbox"/> NZ Dollar Payment ANZ Bank NZ Limited 205 Queen Street Branch 205 Queen Street, CBD, Auckland 01-0258-0016632-30 Cambridge Consulting (N.Z.) Limited</div>

I have read, understand and accept the conditions on payment and refund policy.	
Signature of Customer	Date

Please email us by attaching in the PDF format, or mail to Cambridge Consulting (N.Z.) Limited.

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## Services & Fees

### 2023 Consultation Fees (Currency: NZD)

Academic Consulting Service	Academic Institution Placement	Free	Free
		Standard Service	Full Service
	<i>Bachelors</i>	(6 months) 2,000	(1 year) 3,500
	<i>Postgraduate Diplomas</i>	(6 months) 2,000	(1 year) 3,500
	<i>Masters</i>	(6 months) 2,500	(1 year) 4,500
	<i>MBA</i>	(6 months) 2,500	(1 year) 4,500
Visa Consulting Service	<i>NZQA Pre-assessment</i>		1,362
	<i>NZQA Full Report</i>		1,700
	<i>Visitor Visa</i>		300
	<i>Student Visa</i>		450
	<i>Working Holiday Visa</i>		
	<i>Business Plan</i>		12,000
Business Consulting Service	<i>Company Formation</i>		2,000
	<i>Business Start Up Support</i>		3,000
	<i>Accounting Support (12 months)</i>		3,000
	<i>GST &amp; Tax Returns</i>		2,000
	<i>Market Research</i>		2,000
	<i>Market Research (Full)</i>		5,000

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## Payment Policy

- All our fees are NZ 15% Good and Service Tax (GST) exclusive.
- Consulting services are accepted with a customer's signed, completed application form and full consultation fee payment on agreement.
- Fee payment by Japanese customers is in Japanese Yen (JPY). Local Japanese customers can pay in NZ Dollars. Cambridge Consulting (N.Z.) Limited (hereafter CCNZ) applies TTB rates of ANZ Bank Limited (NZ) on our invoice day for foreign currency exchange rates. CCNZ applies an extra JPY3.00 for Japanese Yen payment.
- Customer payment method is by Telegraphic Transfer (TT).
- CCNZ has the right to charge a 50% of full consultation fee invoice in case of customer's cancellation after our formal agreement for our Business Consulting Services.

## Refund Policy

### Cancellation for our Academic Consultation Service

- All notices of cancellation must be made in writing to CCNZ.
- If written notice of cancellation is received by CCNZ within 1 week after the contract, a refund of all fees less a cancellation fee of 30% and the costs already incurred shall apply.
- If written notice of cancellation is received by CCNZ between 1 week and 2 weeks after the contract, a refund of all fees less a cancellation fee of 50% and the costs already incurred shall apply.
- If written notice of cancellation is received by CCNZ between 2 weeks and 3 weeks after the contract, a refund of all fees less a cancellation fee of 70% and the costs already incurred shall apply.
- If written notice of cancellation is received by CCNZ 4 weeks onward after the contract, there will be no refund of fees.

### Refund for our Academic Consultation Service

- A notice of cancellation due to exceptional circumstances may be accepted as grounds for a refund of fees. Subject to the provision of acceptable documentary evidence in support of the application for the refund, and subject to the date CCNZ receives written notice of cancellation.

This includes:

- Inability to obtain a student visa / permit
  - Serious illness or disability of the applicant
  - Death of an applicant or close family member (i.e. parent, sibling, spouse or child)
  - Political, civil or natural event that prevents arrival of the applicant
- In the event of a cancellation, CCNZ must be reimbursed for any fees, which have been paid or incurred by CCNZ or other representatives. Where CCNZ refunds the fees, agent fees will be deducted from the refund. The cost of any additional services that were completed prior to cancellation will also need to be retained.
- For Academic Consulting Services (MBA, Master, PG Diploma, and Bachelor), if our customer is not accepted by a tertiary institution, CCNZ would refund a half of the fees less all costs already incurred to the student.

### Payment of Refund for our Academic Consultation Service

- Refund will be made by bank cheque or telegraphic transfer in NZ Dollars or foreign currency equivalent at the time of the refund.
- Telegraphic transfer will be made out to the person CCNZ originally received the fees from and send to the person's home address, unless other arrangements have been approved by CCNZ.

## Conditions – General

- Academic Consulting Service fees do not include the tuition fees of the NZ tertiary institutes.
- Academic Consulting Service fees for the 2nd year onward (2nd & 3rd years) are a half of each fee.
- Customers receive a service performance checklist at the end of our service (two 6-monthly checklists for the 1-year consulting services).
- Refund due to the unsatisfactory performance by CCNZ would be negotiated between our customer and CCNZ based on the checklist(s).
- In case that the customer is still not happy with the outcome, the customer would appeal formally in writing to IEAA as an external mediator (refer to Code of Practice for the Pastoral Care of International Students in multi-language).

Cambridge Consulting (N.Z.) Limited is a total consulting service provider. We observe Code of Practice for the Pastoral Care of International Students.

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