



English Teaching College

TOEIC Exam Enrolment Form



First Name: _____ Family Name: _____
DOB: _____ Nationality: _____
Email: _____ Phone Number: _____
Home Address: _____
School/
Agent Name: _____

Preferred TOEIC Exam Date : _____

Exam and Study Options

Option 1 : Exam Only

- ☐ \$230 *
☐ \$270 **

Option 2 : Self-study + Exam

- ☐ \$420 *
☐ \$460 **

Option 3 : Self-study + One week preparation course + Exam

- ☐ \$610 *
☐ \$650 **

* Price includes TOEIC score report.

** Price includes TOEIC score report and TOEIC certificate

Please indicate how you wish to receive your results by choosing one of the options below:

- ☐ I want to collect my results at the TOEIC Testing Centre
☐ I want my results sent to me and will bring an appropriately stamped A4 envelope with my address on the day of the test
☐ I want my results sent to me by NZ Post and will pay for it in advance (Fee: \$10)
☐ I want my results sent to me with a tracking number and will pay for it in advance (Fee: \$40)

- ☐ The applicant accepts the Terms and Conditions (page 2) of enrolment and wishes to apply for the exam under these terms.

Signatures: The applicant confirms that the information given in this enrolment form is true and correct.

Applicant's signature: _____ Date: _____

Parent or legal
guardian's signature: _____ Date: _____
(if applicant is under 18)

Authorised Representative: _____ Date: _____

Terms and Conditions

Enrolment Conditions

- Please note the closing date for all exams is ten days prior to the exam.
- All fees must be paid one week prior to the exam as per payment instructions below
- Fees are partially refundable as per conditions below:

Transferring your Test Date

- If you cannot sit the test on the date you applied for and want to transfer to another date, you must notify us at least 14 days before the date of the test you have applied for.
- If you notify us less than 14 days before the date of the first test you will have to pay the full test fee for the new test.

Cancelling your Test Date

- You need to notify us at least 14 days before the test date. If you notify us less than 14 days before the test, you will not receive any refund.
- If you do not come to the test on your scheduled date, you will not receive any refund, unless you can provide a medical certificate.
- There is a \$50 administration charge if you cancel your application. For queries please email marketing@etc.ac.nz
- Candidates who seek to cancel their registration or transfer test dates within the 2-week period prior to the test date will only receive a refund if they can satisfy the Administrator that their ability to sit the test has been affected by illness or serious cause. Serious causes include:
 - ☐ illness – e.g. hospital admission, serious injury or illness
(does not include minor illness such as a mild cold)
 - ☐ loss or bereavement – death of a close family member
 - ☐ hardship/trauma – victim of crime, victim of a traffic accident
 - ☐ military service

Payment Instructions

Please make payment to:

Bank:	WESTPAC NZ LTD
Account Number:	03 0726 0650336 00
Account Name:	Education & Training Consultants NZ Ltd
Branch name:	Broadway Ave Branch
Address:	1/17 Broadway Avenue, Palmerston North, NEW ZEALAND
SORT Code:	Westpac NZ 03 726 0650336 00
SWIFT Code:	WPACNZ2W

For any further information or questions please contact:

ETC - English Teaching College

Address: Level 2
204 Willis Street
Te Aro, Wellington 6141

Phone: 04 385 0066
Email: marketing@etc.ac.nz