

Thank you for your interest in attending one of Via's international retreats.

This Placeholder Deposit Form contains all information required for you to make a deposit in order to reserve a place on your preferred retreat.

Please complete this Placeholder Deposit Form by reading and following the instructions below, make your 20% deposit into the Trust Account as detailed below, then fax or post this completed form to us at:

Fax: + 64 9 302 5010

Post: Via NZ Limited, P O Box 91 261, Auckland 1030, New Zealand

Email: [info@via-nz.com](mailto:info@via-nz.com)

(Ph: + 64 9 302 5000)

This Placeholder Deposit Form contains three sections:

1: Terms and conditions for Via "placeholder" deposit

This document will need to be completed and signed by the applicant (and the applicants parent/guardian/sponsor, as appropriate, where the applicant is either under 18 years of age or where the applicant is not making payment themselves).

2: NZIC Charitable Trust – Trust Account Payment Schedule for Fees

This schedule will need to be completed and signed by the applicant (and the applicants parent/guardian/sponsor, as appropriate, where the applicant is either under 18 years of age or where the applicant is not making payment themselves).

3: Via Fees, Cancellations, Refunds and Fee Protection Scheme

For information only. Please read this document carefully.

Your deposit should be made by International Funds Transfer, in New Zealand Dollars, to:

Bank:	Westpac
Branch:	Mid City, Queen Street, Auckland, New Zealand
Account name:	NZIC Charitable Trust
Account number:	03-0104-0954562-02
Sys Code:	WPAONZ2W

we look forward to changing your understanding of your world

via: the power of experience

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## Terms and conditions for via "placeholder" deposit

This agreement is between Via NZ Limited (via) and

(you or your parent/guardian or sponsor)

for  (applicant's name)

relating to the via Retreat commencing  20  for six / twelve weeks

or viaFriends Retreat commencing  20  for three weeks.

This agreement relates to the payment of a deposit towards attendance at the via or viaFriends Retreat (via Retreat) in New Zealand for three, six or twelve weeks from the above date, but is wholly subject to acceptance of your application by via and can be terminated at any stage by either party subject to these terms.

In return for advance payment of a 20% deposit of the attendance fees via agrees to hold a place for you on your specified via Retreat, subject to availability of a place in that Retreat. Your attendance is wholly conditional upon your subsequent application being accepted and payment of the remaining fees and any taxes.

If your application is unsuccessful via will refund all monies received within a reasonable time period (subject to currency rate changes and less any bank fees).

If you decide not to proceed with your application or you withdraw your application once submitted at least 60 days before the commencement of the Retreat, via will refund all monies received within a reasonable time period (subject to currency rate changes and less any bank fees). Refunds due to a cancellation by you within 60 days of the commencement of the Retreat will be governed by the terms of your application form.

If your application is successful and you accept the offer of a place on the via Retreat, we intend to enter into a via Retreat Agreement with you and the terms and conditions contained in that agreement will come into force, superseding this agreement.

Signed:  Date:

Name:  on behalf of:   
(if appropriate)

Signed:  Date:

Position:  on behalf of Via NZ Limited

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## NZIC Charitable Trust - Trust Account Payment Schedule for Fees

Full name of applicant

Deposit (20%) (Due on acceptance of application or payable earlier) \$NZ  including GST

Date Paid / Due:  /  /  DD / MM / YYYY

Remaining Fee (Due sixty days prior to course commencing) \$NZ  including GST

Date Paid / Due:  /  /  DD / MM / YYYY

Course Start Date:  /  /  DD / MM / YYYY

Course Duration:  weeks  days

### Payment Schedule (from NZIC Charitable Trust to Via NZ Limited for via Retreats)

Via NZ Limited Course Details	Amount Payable	Date (Periodic payment start date or due date)
<b>Course and Tutoring Expenses</b> Course fees	30% of course fee	Monthly in advance in equal instalments
<b>Activities and Other Expenses</b> Activities Registration fee	30% of course fee 10% of course fee	Monthly in advance in equal instalments First day of course
<b>Living Expenses</b> Accommodation and food	30% of course fee	Monthly in advance in equal instalments

I confirm I have read and understood the above conditions and agree to them.

Client Signature:

Date:

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Via Fees, Cancellations, Refunds and Fee Protection Scheme

Fees for attendance of Via NZ Limited courses

The fee per student for the:

Six week via retreat is: NZ \$40,000 plus GST

Twelve week via retreat is: NZ \$75,000 plus GST

Three week viaFriends retreat is: NZ \$38,000 plus GST

Via NZ Limited (via) reserves the right to change or adjust this at any time, although the fee will not increase for an individual once an application has been received. The latest fee will be published on our website at [www.via-nz.com](http://www.via-nz.com).

GST is New Zealand Goods and Services Tax, currently 12.5%. It is not anticipated this can be recovered, even by non-residents, for services received within New Zealand such as offered by via.

A deposit of 20% is required to reserve a place and is due upon acceptance to attend the retreat. This deposit can be paid at any time in advance of acceptance with a full refund guaranteed in the event of a place not subsequently being offered. When making payment the Placeholder Deposit Form and the NZIC Charitable Trust Agreement as supplied must be completed and submitted.

Full payment of the balance is required at least 60 days in advance of the retreat starting. Payment in the absence of the offer by via of a place does not guarantee acceptance.

Payment of fees (both the deposit and the balance) should be made by International Funds Transfer in New Zealand dollars to:

Bank: Westpac  
Branch: Mid City Branch, Queen Street, Auckland, New Zealand  
Account name: NZIC Charitable Trust  
Account number: 03-0104-0954562-02  
Sys Code: WPACNZ2W

The fee is as all-inclusive as possible, but there are some expenses that are separate.

The fee includes:

- All accommodation, both on site at via and on any included activities
- All food, both on site at via and on any activities, unless purchased individually
- All tuition fees and study materials
- Multiple off site activities, as shown on the web site (as these will vary seasonally and depending on individuals' desires, a full list cannot be provided)
- Transfers to and from Auckland International Airport at the start and end of the retreat (international flights are not included)
- All inland travel organised by Via NZ Limited as part of the via programme
- Access to all via facilities and services (i.e. gymnasium, swimming pool, tennis courts, beautician, nutritionist, personal trainer, life coaches, tutors and entertainment)
- Internet access



Possible costs you may incur that are not included are:

- Any alcohol, tobacco or other items for personal consumption not provided by via
- Discretionary purchases, e.g. clothes, mementos
- Off site tourism activities that are not included or are shown as optional
- Additional personal security (please contact us to discuss our existing arrangements)
- International toll calls
- Medical care

#### Via Refund and Cancellation Policy

- If via cancels a course, all fees will be refunded in full (also see Fee Protection Scheme below)
- If you formally cancel your enrolment sixty days or more prior to the programme starting you will receive a 90% refund of the full fee, or forfeit half the deposit paid to reserve a place
- If you formally cancel your enrolment within sixty days, but more than ten days prior to the programme starting you will receive a 50% refund of the full fee. This will be increased to 90% as above if we are able to fill your place at short notice and the programme is fully booked upon commencement
- If you fail to secure your place by making full payment and your place is taken by somebody else we will refund 50% of the deposit paid, the balance being an administration fee
- If you formally cancel your enrolment within ten days of the retreat starting, or fail to inform us you will not attend or are asked to leave for disciplinary reasons \* the full fee payable is forfeit
- No refund will be given in the event that incorrect and/or fraudulent information or documentation is supplied as part of an application
- References above to formal cancellation of enrolment are references to the provision of written notice of cancellation or withdrawal to Via's Programme Director (at the address set out on our web site at [www.via-nz.com](http://www.via-nz.com)) and any applicable periods of time will be calculated from the date of receipt of such notice

In the event of exceptional circumstances we will attempt to reduce these cancellation fees upon application. Costs already incurred by via in providing the retreat will be deducted. Such circumstances include:

- Inability to obtain an appropriate New Zealand entry visa in advance of arrival
- Death, serious illness or injury to the attending client
- Death of a close family member (parent, sibling, spouse or child)
- Political, civil or natural events that prevent arrival

*\* In the event of being asked to leave for disciplinary reasons or if you choose to leave through dissatisfaction with the services received you may appeal to New Zealand's International Education Appeal Authority (IEAA)*

#### Fee Protection Scheme

All fees are paid into a totally separate trust account. This is administered by directors not connected with via and is also used by other New Zealand tertiary institutions. via believes this offers the best protection for clients' funds and is in line with the New Zealand Ministry of Education's guidelines for best practice. Funds for each via Retreat are only released to via by the Trust as and when the expenses related to the fees are incurred throughout the course of the Retreat. Funds for each viaFriends Retreat are released at the start of the Retreat. No funds are released to via prior to the Retreat commencing so if, for any reason, the Retreat does not proceed each client can obtain a full refund direct from the Trust, subject to the application of via's Refund and Cancellation Policy (as set out above).

All via contracts and policies are governed by and construed in accordance with the laws of New Zealand.