



New Zealand Institute of Science and Technology

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Please
provide 2
passport size
photographs

ENROLMENT FORM

Please complete **ALL** information.

1. Personal Details

Family Name :	Given Name(s) :
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth : DD / MM / YY
Address :	
Accommodation Type : <input type="checkbox"/> Homestay <input type="checkbox"/> Flatting <input type="checkbox"/> Hostel <input type="checkbox"/> Motel <input type="checkbox"/> others, please specify :	
Telephone (Home) :	Mobile :
E-mail :	Nationality :
Passport No :	Type of Visa :

2. Course Details

Please (✓) tick the course you are applying for :-

☐ General English ☐ General English plus Examination Preparation

What is your current level of English? ☐ Basic Elementary ☐ Elementary ☐ Pre-Intermediate ☐ Intermediate
☐ Upper Intermediate ☐ Pre-IELTS General ☐ Pre-IELTS Academic ☐ IELTS Academic ☐ Not sure

☐ Diploma in Business – Level 5 (incorporating NCC Education Level 4 Diploma in Business (QCF) (L4DB))

☐ Diploma in Business – Level 6 (incorporating NCC Education Level 5 Diploma in Business (QCF) (L5DB))

3. Academic Qualifications

Please provide details and attach a copy of any of the below (please tick) :		
<input type="checkbox"/> International English examination results	<input type="checkbox"/> Certificate or Diploma programme results	
Name of Examination: _____ Result: _____ Date: ____/____/____		
Please provide details and attach a copy of your academic qualifications:		
Name of School/University	Name of Qualification	Year

4. Insurance / Medical Information

NZIST requires that all international students have Medical/Travel insurance that satisfies the NZQA requirements. Medical insurance costs NZ\$375 per year (subject to changes). Please provide medical certificate if :

1. You have been hospitalized in the last 6 months
2. You suffer from any life threatening condition
3. You have received treatment or medication in relation to any condition during the 3 months prior to this application.

Do you have any allergies, disability or medical requirements? Yes ☐ No ☐

If yes, please provide details : _____

5. Transfer Service

Do you require Airport Transfer? Yes ☐ No ☐

Arrival Time : _____ Flight No : _____

Arrival Date : DD / MM / YY

6. Accommodation Details

Do you require NZIST to arrange homestay? Yes <input type="checkbox"/> No <input type="checkbox"/> (If "YES", tick the following)	
Homestay Preference	<input type="checkbox"/> with children <input type="checkbox"/> without children <input type="checkbox"/> no preference <input type="checkbox"/> with pets <input type="checkbox"/> without pets <input type="checkbox"/> no preference
Do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any health problem or allergies?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "YES", please specify : _____
Do you have any other requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "YES", please specify : _____
Duration _____ weeks	From _____ To _____ (DD/MM/YY)

7. Agents

Agents have a contract with New Zealand Institute of Science and Technology with strict terms regarding their professionalism, knowledge of NZIST courses, their responsibilities to you, and ethical treatment of students. Agents bound by the New Zealand Code of Practice for the Pastoral Care of International Students.

☐ Yes, I have an Agent and I know how to contact them if required.

My Agent's name is: _____

And I agree that they can work with NZIST on my behalf, and that they are responsible for the tasks and roles.

☐ No, I do not have an Agent.

8. Declaration

By signing this form, I understand and accept the conditions of outlined on this form. I understand this is a legally binding contract and I agree to pay the invoiced fees.

I declare that the information provided on this form is true and correct. I will inform the Institute if I have changed my contact details, accommodation type and residential address.

Student's Signature

Date

**** Students must notify NZIST of any change of contact details and residential address**

Conditions of Enrolment

New Zealand Institute of Science and Technology (NZIST) reserves the right to accept or reject students in order to maintain an optimal learning environment in school.

Enrolment Procedures

After receiving your application, arrangements will be made for an interview and a placement test with the Counsellor. Placement on a course is provisional upon the student completing the placement test. Selection for the course will be subjected to the fact that the student has the written skills needed to participate in the programme and sufficient places available to accommodate all applicants. Entry requirements will depend on the particular course applied for. On acceptance to the course of study you will be given a student handbook, assisted with any Ministry of Education forms and you will be given a tour of the Institute and informed with the time and place of the first lesson.

Payment of Fees

All tuition, accommodation, enrolment fee and other fees are payable in advance or by the due. A conditional offer of place at NZIST cannot be confirmed until all tuition, accommodation, insurance and airport pick-up (if required) fees have been received in full by NZIST.

Pay for credit to the account of **PUBLIC TRUST – NZIST**

Account NO: 020536 0305865 01 NORTH END BRANCH, WELLINGTON, Bank of New Zealand

All transfers must be clearly referenced with the student name and Student number (e.g. NZIST1408188).

Evidence of payment/electronic transfer of funds must be forwarded to NZIST.

Withdrawals and Refunds

Students who wish to withdraw from a programme must complete a Withdrawal Form available from the Management Office or the Counsellor.

When students withdraw from the school, the New Zealand Immigration Service will be advised. The refund policy will be as below (according to NZQA's Student Fee Refund Policy that can be found on <http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/student-fee-protection/student-withdrawals-refunds/>) :-

- **Courses under 5 weeks:** If a student withdraws within the first 2 days of the commencement of the course, he or she is entitled to a refund of 50% of total fees paid.
- No refund is normally made in the case of withdrawals more than 2 days after the course commencement date. The only applications for a refund or remission of tuition fees, which will be considered after 2 days from the commencement date of a programme, will be those arising from medical reasons, or exceptional circumstances recognized by the directors of New Zealand Institute of Science and Technology.
- **Courses 5 weeks or more but less than 3 months:** If a student withdraws within the first 5 days of the commencement of the course, he or she is entitled to a refund of 75% of the total fees paid.
- No refund is normally made in the case of withdrawals more than 5 days after the course commencement date. The only applications for a refund or remission of tuition fees, which will be considered after 5 days from the commencement date of a course, will be those arising from medical reasons, or exceptional circumstances recognized by the directors of NZIST.
- **Courses 3 months or more:** If a student withdraws within 10 days of the commencement of the course, he or she is entitled to a refund of any fees, less 25%.
- No refund is normally made in the case of withdrawals more than 10 days after the course commencement date. The only applications for a refund or remission of tuition fees, which will be considered after 10 days from the commencement date of a course, will be those arising from medical reasons, or in exceptional circumstances as recognized by the directors of NZIST.

Additional to the NZQA's Student Fee Refund Policy, the following policies are imposed by NZIST :

- The above policy applies for students who are not able to start the course on the specified start date and who submit a request for withdrawal
- If the student is expelled from the course (due to low attendance or due to not starting the course on the specified start date), no fees will be refunded.

Note: The total fees mentioned above include all fees paid to NZIST, excluding accommodation fees. Any accommodation fees paid to NZIST, and placed into NZIST's Public Trust account will be refunded to the student. This excludes the homestay placement fee which will be retained by the Institute.

Student fee refund flowchart:

<http://www.nzqa.govt.nz/assets/Providers-and-partners/Registration-and-accreditation/Student-Fee-Protection/fee-refund-flow-chart.gif>

Student Fee Protection

NZIST has an agreement with Public Trust to protect students fees by holding students' fees in a trust account and pro rata, monthly, in arrears transferring the fees over to the Institute. This protects all students' fees against the closure of the Institute. Any fees paid by students will be deposited into NZIST trust account and will not be transferred to the New Zealand Institute of Science and Technology until seven days after the first day of the course commences. This ensures that the funds are available to students should they withdraw from the Institute at any time within 7 days after the first day of the course for which the attendance of students at the establishment is required.

Homestay Accommodation

Students under the age of 18 must stay with a Homestay if they are not living with their parents. In cases where NZIST assists students in the finding of accommodation, NZIST acts only as an agent for accommodation and cannot be held responsible for any accident, illness or damage to a student or property, which may happen during the student's stay. The student is responsible for providing their own insurance to cover these liabilities.

Student's Signature : _____

Student Disciplinary Procedure

Students must present themselves in a tidy, professional and hygienic manner at all times while attending New Zealand Institute of Science and Technology.

Should students be disruptive or uncooperative while attending the course, a first verbal warning will be given. If students fail to improve his or her behaviour, a second verbal warning will be given. A written warning for a third breach of policy will be given if students have previously been verbally warned. If the student thereafter persists with the offending conduct, New Zealand Institute of Science and Technology may, at its discretion, suspend or expel the student.

There will be notice of instant termination of enrolment in the event of serious misconduct which includes, but is not limited to, willful abuse of NZIST's property, both physical and intellectual, theft, any unauthorized access to the NZIST network, inappropriate Internet use, drunkenness, or being under the influence or in the possession of illegal drugs. Immigration authorities will then be informed that the student is no longer enrolled at New Zealand Institute of Science and Technology (NZIST).

Should a student causes harm, being abusive or physical to any member of staff or other students while attending the course, the said student shall be suspended pending an investigation. The suspension shall be for a period of time, which allows for a thorough investigation of the incident. Should the incident be deemed to be of a serious nature the student will be expelled from NZIST.

Where a student is in breach of a New Zealand law, expulsion will be immediate.

Infringement of Rules or Laws

If a student does not comply with the Institute rules and the laws of New Zealand, the institute reserves the right to suspend or expel the student. No refund of fees will be made.

Attendance

You are expected to attend classes at all time and to be punctual. If you are frequently absent and did not attend classes regularly (overall attendance less than 80%), the Institute will give you a verbal warning. If your attendance is still not improved after the verbal warning, a 1st warning (either letter or email) will be issued. If you did not attend the classes accordingly after 1st warning letter and attendance falls below 80%, 2nd warning (either letter or text) will be issued. If after two warnings and your overall attendance is not improved (overall attendance still less than 80%), the Institute will terminate the student's enrolment by filling in the Termination of Enrolment Form online (<http://www.dol.govt.nz/immigration/StudentTermination/>).

Liability

NZIST cannot be held responsible for any sickness; damage or loss incurred while the Institute activities. It is the responsibility of the student to arrange personal insurance. NZIST reserves the right to amend its fees without prior notice. NZIST shall not be liable if, for any reason, the published courses cannot be offered.

Code

NZIST has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. The Code of Practice for the Pastoral Care of International Students New Zealand has set high standards for the care and protection of all international students and the aim of the code is to ensure all international students are being taken good care of and are safe while studying in New Zealand. Copies of the code are available from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

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.

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 costs 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 at www.moh.govt.nz

Accident Insurance

The Accident Compensation Corporation 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 and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance

International students studying in New Zealand are not entitled to free medical care. International students must have appropriate and current medical and travel insurance while studying in New Zealand.

NZIST provides two Student Insurance policies for students to choose from which are Southern Cross Student Insurance and Uni-Care NZ Student Plan Insurance. Your counsellor will provide you with more information of the Insurance Plans and policies of these two companies and how to buy them accordingly. The insurance should cover to/exceed the current visa period. If you wish to provide your own insurance, you must provide a copy of the insurance policy, translated into English, to NZIST for verification of acceptable cover.

I have read and understood the conditions of enrolment.

Student's Signature : _____

Date : _____