International Student
APPLICATION / ENROLMENT FORM

WWW.WHITIREIA.AC.NZ

Do not use this form if you are a New Zealand or Australian citizen, or permanent resident of New Zealand. If you apply through an approved Whitireia New Zealand Agent all correspondence relating to your application will be forwarded to that agent. This application is for the 2011 academic year.

Note: *This form is to be completed in English.*

Personal Details

Whitireia Student ID. (if you have ever studied with us) | Campus | Year

Family name

First names

I like to be called (Family Name / First Name)

Gender | Female | Date of birth (Day / Month / Year)

Passport number | Passport expiry date (Day / Month / Year)

Issuing country

Which ethnic group or groups do you belong to? (eg. Chinese)

Country of origin address

Postal Code

Tel. (Country Code / Area Code / Number) | Fax. (Country Code / Area Code / Number)

Address (in New Zealand)

Postal Code | Email

Tel. (Country Code / Area Code / Number) | Mob. (Country Code / Number)

Who should we contact in an emergency? (If you are under 18 please include guardian details, if different from above.)

Name | Relationship

Address

Postal Code

Tel. (Country Code / Area Code / Number) | Email

Fax. (Country Code / Area Code / Number) | Mob. (Country Code / Number)

Agent name

Agent email

PLACE AGENT STAMP HERE

Once completed please tear off the filled in Application forms and fax to either the Main Campus - Porirua or Auckland Campus

IMPORTANT:

SEND YOUR COMPLETED APPLICATION/ENROLMENT FORMS TO EITHER THE **MAIN CAMPUS - PORIRUA** OR **AUCKLAND CAMPUS**

MAIN CAMPUS - PORIRUA
WINEERA DRIVE
PRIVATE BAG 50 910
PORIRUA CITY, 5240
NEW ZEALAND
PH: +64 4 237 3100
FX: +64 4 237 3101
EMAIL: international@whitireia.ac.nz

WELLINGTON CITY CAMPUS
LEVEL 1, 107 CUBA STREET
PO BOX 9511, MARION SQUARE
WELLINGTON, 6141
NEW ZEALAND
PH: +64 4 237 3100 EXT 3978
FX: +64 4 238 6213
EMAIL: wellington@whitireia.ac.nz

KAPITI CAMPUS
MAIN HIGHWAY NORTH
PO BOX 249
PARAPARAUMU, 5254
NEW ZEALAND
PH: +64 4 298 0205
FX: +64 4 298 0201
EMAIL: international@whitireia.ac.nz

AUCKLAND CAMPUS
LEVEL 2, 450 QUEEN STREET,
PO BOX 106 219
AUCKLAND, 1143
NEW ZEALAND
PH: +64 9 379 4666
FX: +64 9 377 8243
EMAIL: auckland@whitireia.ac.nz

Whitireia
NEW ZEALAND

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How did you hear about Whitireia New Zealand?

Medical Information

Medical and travel insurance is compulsory for students studying in New Zealand.
This information is confidential. Information provided is used for statistical purposes and to help us improve services for students with disabilities.

Do you have any existing allergies or medical conditions or special needs?

Yes ☐ No ☐

If Yes, please state

If you have insurance – please complete details on next page.

English Studies

What is your first language?

Where did you study English?

Secondary School ☐ University/Institute/College ☐ Private language School ☐

Name the last secondary school you attended

and qualifications achieved

If you have been tested in English (eg. TOEFL, IELTS) give results

When do you expect to arrive in New Zealand? Day Month Year

and start your study? Day Month Year

Weeks of study required?

Where do you intend to study? Wellington ☐ Auckland ☐

Note: New English language students must attend placement testing. Applicants must also include a copy of their latest test results for TOEFL or IELTS Tests.

Mainstream Studies

If you plan to study in a general programme at Whitireia New Zealand please complete this information.

Which course(s) would you like to apply for?

1st Choice

Start date Day Month Year

2nd Choice

Start date Day Month Year

Previous study/work experience

Dates	Institution/Company Name	Results
Day Month Year		
Day Month Year		
Day Month Year		

Accommodation

Do you require us to arrange Airport Pickup for you? Yes ☐ No ☐

Do you require us to make homestay arrangements for you? Yes ☐ No ☐

Do you require information on alternative accommodation? Yes ☐ No ☐

If Yes – we will send you a more detailed information and an accommodation request form. These service costs will be factored in to the enrolment offer. However, you may request this service at any time during your time of study.

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Compulsory Health and Travel Insurance

The Ministry of Education has published the Code of Practice for the Pastoral Care of International Students and requires all international students to have comprehensive health and travel insurance. We will arrange insurance for the period of your enrolment. To be exempt from this insurance you must provide us with translated proof that your health and travel insurance adequately covers you during your enrolment at Whitireia New Zealand.

Details of Policy Name

Duration *Years* *Months*

Expiry date *Day* *Month* *Year*

Student Declaration

I understand that the making of a false declaration is an offence under the Crimes Act 1961.

I agree to abide by the Statutes, Regulations, Rules, Codes and Policies of Whitireia New Zealand.

I undertake to protect my PIN and password from improper use; in particular, I declare that I will not disclose my PIN and password to any third party. I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my identity, and paid all the relevant fees and charges in accordance with Whitireia New Zealand's Terms and Conditions of Enrolment.

I acknowledge that I am not entitled to attend any class until my enrolment is complete. I accept that attendance at any class will make me liable for all fees and charges.

I have read and understood the refund schedule attached. ☐ *(tick box)*

I hereby declare that the information I have given on this form is true and correct; no information which could have a material bearing on any enrolment has been withheld.

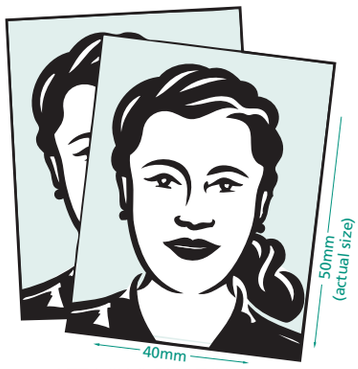
I understand that this data may be sent over the internet unencrypted and therefore total security cannot be ensured.

I understand that I must be at least 17 years of age to apply.

I will attend all classes except in case of illness.

I understand that NZIS will be notified if attendance and progress is below minimum standards.

I authorize Immigration New Zealand and the Department of Labour to provide Whitireia New Zealand with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.



ATTACH 2 PHOTOS

Signed

Date *Day* *Month* *Year*

New Zealand Privacy Act

Personal information is protected by the New Zealand Privacy Act 1993.

The information collected and held by Whitireia New Zealand will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

Whitireia is also required by the Privacy Act 1993, to provide some personal information (this typically may be name, current address, date of birth, ethnicity or academic details) to specified agencies. The agencies that may require Whitireia to provide this information include the Ministry of Education, Work and Income New Zealand, Inland Revenue Department, Department of Immigration (where students are not New Zealand citizens or permanent residents) and the Department of Justice.

Code of Practice

Whitireia has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code area available on request from this institution or from the New Zealand Ministry of Education website at: www.minedu.govt.nz

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Refund Information

This policy dictates the circumstances in which course fees can be refunded to International Students.

Refunds of tuition on fees will only be made in accordance with the following:

- By accepting a place in a programme, a student enters a contract with Whitireia New Zealand for an agreed period. This contract means there is an obligation to pay the fee for the length of the programme.
- Students who wish to defer their programme to the following semester must notify the Whitireia New Zealand International Unit a minimum of <u>two weeks before their programme starts.</u>
- Students who receive a deferment are not subsequently entitled to apply for a refund.
- There is no automatic right to full refund of fees if a student changes his/her mind about studying at Whitireia New Zealand.
- All applications for refunds must be on the request for a withdrawal/refund application form, obtainable from the International Unit. Supporting information must be submitted in writing to the International Unit.
- All refunds will be paid in NZ dollars or a nominated currency by cheque or bank draft sent to one of the following:
  - the applicant's registered address (in country of origin)
  - another institution

Applications for refunds will be considered under the following categories. Most require supporting documentation.

Circumstances for full Refunds

- If New Zealand Immigration Services refuse to grant a student an initial visa for study in New Zealand or to extend an existing visa, the student is entitled to a 95% refund of the tuition fees (5% administration charge deducted).
- If Whitireia New Zealand is unable to proceed with the programme offered to a student, the tuition fee is refunded in full.

Other Circumstances

- If a student wishes to withdraw from their programme and leave New Zealand and notice is received by the International Unit a minimum of two weeks before their programme starts, 75% of paid tuition fees will be refunded (less an administration fee of 25%).
- If a student wishes to withdraw from their programme and/or does not attend the start of the programme and gives notice to the International Unit within two weeks of the programme start date (either before or after the start date), 50% of paid tution fees will be refunded (less an administration fee of 50%).
  <u>NO refund will be given after classes have been operating for two weeks.</u>
- If a student wishes to transfer to another institution, notice must be received by the International Unit a minimum of two weeks before the student's programme starts, then 75% of paid tuition fees (less an administration fee of 25%) will be paid directly to that institution. An unconditional offer of place from the other institution will be required for the refund to be arranged.
- If a student taking a semester-based programme and gains New Zealand Permanent Residency, they will not receive a refund of fees for the semester in which Permanent Residency is granted. However, in following semesters they will be treated as a New Zealand Permanent Resident and refunded any International fees paid beyond the semester in which residency was granted.
- Exceptional circumstances of a compassionate nature, as approved by Whitireia New Zealand may necessitate a student's withdrawal from a programme. In these circumstances, the amount of fees refunded will be at the discretion of Whitireia New Zealand.
- Supporting information must be supplied in writing.

English Study Refunds

If a student has extra weeks of pre-paid English study they cannot be refunded, but can be credited to another programme at Whitireia.

Exceptions: Extra weeks of English study will only be refunded if a student achieves IELTS 6.0 whilst studying at Whitireia New Zealand. Upon achieving IELTS 6.0 the student can enrol in an undergraduate degree programme at Whitireia New Zealand or at another New Zealand university. If the student transfers to a Whitireia undergraduate degree programme, the remainder of the tuition fee will be credited to the designated programme. If the student transfers to another university's undergraduate degree programme, they must present a Letter of Offer from said university to be eligible for a refund. This refund will be the remainder of the tuition fee, less a 30% administration fee.

Cancelled Programmes and papers

Whitireia reserves the right to cancel or postpone any courses and/or programmes and shall not be liable for any claim other than the proportion of course/programme fee which the cancelled portion bears. Courses and programmes may be dependent upon the number of enrolments and/or funding.

ALL REQUESTS FOR REFUNDS MUST BE IN WRITING

SUPPORTING DOCUMENTATION MUST BE ATTACHED BEFORE REFUNDS WILL BE CONSIDERED

Thank you for applying to study at Whitireia New Zealand,
please feel free to contact us at:

WELLINGTON MAIN CAMPUS - PORIRUA
WINEERA DRIVE
PRIVATE BAG 50 910
PORIRUA CITY, 5240
NEW ZEALAND
PH: +64 4 237 3100
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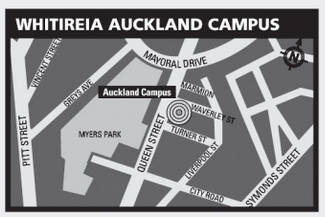

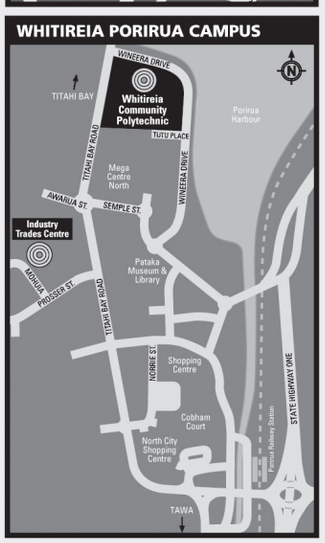

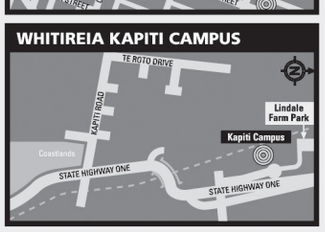

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