

ENROLMENT APPLICATION FORM

Level 2-3, 1 Rankin Avenue, New Lynn, Auckland, New Zealand
 Phone: +64 9 826 1521 Fax: + 64 9 826 1529
 Email: info@ica.ac.nz Web: www.ica.ac.nz



INTERNATIONAL COLLEGE of AUCKLAND

INSTRUCTIONS

The purpose of this enrolment form is to obtain the information we need to offer you a place at International College of Auckland. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. The form also specifies the legal conditions of your enrolment with International College of Auckland.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register.

For further information please see <http://www.nsi.govt.nz/ima>

The applicant (prospective student) must complete the Enrolment Application Form by:

- COMPLETING Sections A-K of this form by printing answers clearly in pen, or ticking the box that applies;
- SIGNING the form and attaching any additional documentation that is required.



A QUALIFICATION		
1	Please write the name of the qualification/s you wish to study:	
	Start date	Duration/length
	Start date	Duration/length
2	Have you studied at International College of Auckland before?	Yes <input type="radio"/> No <input type="radio"/>
	If you answered YES, what was your Student ID number?	

B PERSONAL DETAILS			
	PRINT your full legal name (as per passport):	1	Family Name
2	First Name(s)	3	Preferred First Name
4	Preferred title Ms <input type="radio"/> Miss <input type="radio"/> Mrs <input type="radio"/> Mr <input type="radio"/>	Other (specify):	
5	Date of birth _____ day / _____ month / _____ year	6	Gender Male <input type="radio"/> Female <input type="radio"/>
7	Applicant's Home Address	8	Mailing address for documents/communications (if different from home address eg. Agent's address)
Phone		Mobile	
Fax		Email	
9	If you are registered with NZQA and have an NZQA Record of Learning Number, please write it here:	□□□ □□□ □□□	
10	Were you in New Zealand or overseas when you first received information about International College of Auckland? NZ <input type="radio"/> Overseas <input type="radio"/>		

11	Disability	Yes <input type="radio"/>	No <input type="radio"/>
	Do you have a disability that you wish to advise us of so that we can facilitate your studies at International College of Auckland? The information you supply is confidential.		
If you answered YES, please describe the disability?			

C EMERGENCY CONTACT DETAILS
Please provide the details of your parents/ next of kin whom we can contact in case of an emergency.
If you are an international student, this must be a person whom we can contact in your home country

1	Name of Parents / Next of Kin	2	Relationship to applicant
3	Address in Home Country		
4	Phone	5	Mobile
6	Fax	7	Email

D CITIZENSHIP / RESIDENCY

1	What is your citizenship?	2	Passport Number:
3	Do you have Permanent Residency in New Zealand?	Yes <input type="radio"/>	No <input type="radio"/>
	A certified copy of my Residency Permit is attached.	Yes <input type="radio"/>	No <input type="radio"/>

E ETHNICITY

1	Which ethnic group(s) do you identify with?
2	If you identify as a New Zealand Maori, with which Iwi do you identify? You may enter more than one Iwi.

F DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF

1	If you are a Domestic student and have a Student Loan, or will be getting one, you may be entitled to have the interest written off for the period you are studying. IRD Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---	--

G ACADEMIC INFORMATION

1	Studies in English (for those who have English as their Second Language)
	How long have you studied English for? _____ years In which countries?
	Where did you study English? Secondary School <input type="radio"/> Private Language School <input type="radio"/> University/Institute/College <input type="radio"/>
	Name and result of examinations or qualifications in English (if any)
	What is your language level? Beginner <input type="radio"/> Elementary <input type="radio"/> Intermediate <input type="radio"/> Advanced <input type="radio"/>
2	Secondary / High School
	What was the name of the last secondary / high school you attended? _____ Country _____
	How many years did you attend secondary / high school? <input type="text"/> years
	Which year was your final year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Total NCEA Credits Achieved (from New Zealand High School): Level 1 <input type="text"/> <input type="text"/> Level 2 <input type="text"/> <input type="text"/> Level 3 <input type="text"/> <input type="text"/>
	Name of your highest Secondary / High School qualification.
3	Tertiary Study
	Have you ever previously enrolled in a tertiary education institution? Yes <input type="radio"/> No <input type="radio"/>
	Name of University / Institute / College. _____ Country _____
	Which year was your first year in tertiary education? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	How many years did you attend tertiary education for? <input type="text"/> <input type="text"/> years
Name the qualification(s) gained.	

4	Prior Activity What was your main activity or occupation at 1 October last year.		
	Secondary school student <input type="radio"/>	University student <input type="radio"/>	Overseas (irrespective of occupation) <input type="radio"/>
	Non-employed or beneficiary (excluding retired) <input type="radio"/>	Polytechnic student <input type="radio"/>	Private Training Establishment student <input type="radio"/>
	Wage or salary worker <input type="radio"/>	College of Education student <input type="radio"/>	Wananga student <input type="radio"/>
	Self-employed <input type="radio"/>	House person or retired <input type="radio"/>	

H SERVICES	
1	Accommodation Do you wish to apply for accommodation (dormitory or homestay)? Yes <input type="radio"/> No <input type="radio"/> If YES, please complete the Accommodation Application Form.
2	Medical Insurance Do you wish to purchase our travel and medical insurance? Yes <input type="radio"/> No <input type="radio"/> If YES, please complete the Insurance Application Form. If NO, please provide a copy of your Medical Insurance. Attached: Yes <input type="radio"/> No <input type="radio"/> Note: Travel/Medical Insurance is compulsory for international students in New Zealand
3	Airport Transfer/Pick up Do you want an ICA representative to meet you at Auckland Airport when you arrive in NZ? Yes <input type="radio"/> No <input type="radio"/> If YES, you must notify International College of Auckland two weeks in advance of your arrival date.
	Marketing How did you hear about International College of Auckland? Agent <input type="radio"/> Friend/Family <input type="radio"/> Advertisement <input type="radio"/> (Where was the advertisement?) _____ Other _____

I DOCUMENTATION							
1	You must provide CERTIFIED COPIES of the following Attached (please tick) <ul style="list-style-type: none"> • Birth Certificate or Passport <input type="radio"/> • Academic Certificates and Transcripts <input type="radio"/> • Evidence of a legal change of name if the name on your application form is different to your relevant evidence e.g. marriage certificate, deed poll declaration <input type="radio"/> NB: "CERTIFIED COPY" means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Notary Public, or approved Representative of International College of Auckland.						
2	Please list here any other documents that you have attached to this enrolment form <table border="1"> <tr> <td>1</td> <td>Accommodation Application Form (if required)</td> <td><input type="radio"/></td> </tr> <tr> <td>2</td> <td>Medical Insurance Application Form, or copy of current Medical Insurance Certificate (International Students)</td> <td><input type="radio"/></td> </tr> </table>	1	Accommodation Application Form (if required)	<input type="radio"/>	2	Medical Insurance Application Form, or copy of current Medical Insurance Certificate (International Students)	<input type="radio"/>
1	Accommodation Application Form (if required)	<input type="radio"/>					
2	Medical Insurance Application Form, or copy of current Medical Insurance Certificate (International Students)	<input type="radio"/>					

J PAYMENT DETAILS	
1	Please send fees as follows: a) By Bank Draft payable to International College of Auckland, PO Box 15 388, Auckland, New Zealand. Attention: Academic Registrar, b) Account No: 03-1508-0053191-00 by NZ Dollars Telegraphic Transfer (T/T) to: International College of Auckland. Address: Westpac Bank, Pakuranga Branch, Auckland. International Swift Code: WPACNZ2W Note: Payments may be made by cash, cheque, Student Loan, bankdraft, direct credit, telegraphic transfer All bank charges must be paid by the applicant.

K STUDENTS DISCLOSURE INFORMATION
ENROLMENT, PAYMENT, WITHDRAWAL AND REFUND POLICY, COMPLAINTS PROCEDURES AND DECLARATION

ENROLMENT, PAYMENT, WITHDRAWAL AND REFUND POLICY, AND COMPLAINTS PROCEDURES
(a) Application procedure

- Applicants need to complete all sections of the International College of Auckland Enrolment Application Form, attach all relevant certified information, and when completed forward to the Academic Registrar, International College of Auckland.
- Applications are assessed and upon acceptance an Invoice and Offer of Place will be provided.
- International Students Only. Please contact the nearest New Zealand Immigration Service Office for information on applying for a visa to study in New Zealand. Upon receipt of our Offer of Place, you may undergo "Pre-Visa Assessment" by applying for a visa and you should receive a positive response to the visa application prior to paying tuition fees. Alternatively, forward full payment of one year's fees to the Academic Registrar, International College of Auckland. All fees are converted to New Zealand Dollars at the time of receipt. After your payment is processed, you will be sent a Receipt for fees paid and a Confirmation of Enrolment document including accommodation guarantee if required. You should take the Receipt and Confirmation of Enrolment document when applying for the Student Visa to be issued. If you require Airport Pick-up and/or accommodation you must inform International College of Auckland two weeks in advance of your arrival in New Zealand of your request/s. Students who are not up to date with payments of fees will not be entitled to continue the qualification or to graduate from it. International College of Auckland includes an International Administration Fee in the fees for international students for the first enrolment period.
- Domestic Students Only. Forward payment of tuition fees, resource fees, and accommodation fee as required to the Academic Registrar, International College of Auckland, prior to the

commencement of your programme. If you are funding your course through Student Loans you should finalise your Student Loan Application prior to acceptance, and arrange for any balance of fees to be paid to International College of Auckland prior to commencement of studies. Successful applicants will be sent an Invoice and a Receipt will be issued when payment is made.

(b) Fees Protection

ICA ensures that all fees from students are protected by a trust account set up with the Public Trust. This means that student fees are protected if the student withdraws from the course within the first eight days or if unexpectedly a course is closed early. Whether or not students are entitled to a refund of fees depends on the proportion of the course that has not been provided. In that situation the College will assist the student to make study arrangements with another provider and study credits will be transferred to the new provider. The New Zealand Qualifications Authority (NZQA) has accepted this arrangement as meeting requirements of its student indemnification policy.

(c) Arrival at International College of Auckland, Auckland, New Zealand

On arrival at International College of Auckland, bring evidence of identity, citizenship or immigration status (student permit/visa or permanent residence). For international students a copy of your Visa and Permit must be supplied to International College of Auckland upon arrival in Auckland.

(d) Payment

The student will upon demand pay all International College of Auckland expenses and legal costs (on a solicitor/agent/representative/client basis) in the collection of all overdue fees. If payment is overdue International College of Auckland may charge interest on any overdue amount at the rate of 2.5% per month from the overdue date until payment in full is received by International College of Auckland.

(e) Withdrawal and Refund Procedures:

- (i) In the event of withdrawal from the course after fees have been paid but before the commencement of the course, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.
- (ii) For courses lasting less than 5 weeks (34 days), if a student withdraws within the first two days after and including the scheduled start date of their course, 50% of the tuition fees will be refunded.
- (iii) For courses lasting between 5 and 12 weeks, if a student withdraws within the first 5 days after and including the scheduled start date of their course, 75% of the tuition fees will be refunded.
- (iv) For courses of 13 weeks or more, and for withdrawal within the first eight days after and including the course start date, if a student withdraws within eight days after and including the scheduled start date of their course, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.
- (v) For courses of 13 weeks or more, and for withdrawal on day nine or later of the course, if a student withdraws from their course of study before the completion date, they would only be eligible for a refund of tuition fees in exceptional circumstances. This will be at the discretion of the Board of Directors and will be considered on a case by case basis. Students should provide documentation to support any such application which must be made within one month of the last day of attendance.
- (vi) On Day Nine or later, the Board will make no refund where a student has been expelled, or where a student wishes to transfer to another school, or where the enrolment application is found to be inaccurate in any way and the contract is terminated.
- (vii) Before processing a refund fees, ICA may require a student to provide written confirmation of the withdrawal from the student's parents, guardian (if under 18 years old), or agent and, where a student has obtained a bank loan for the purpose of studying at ICA, may require confirmation that the lender consents to the withdrawal.
- (viii) Where ICA is aware that a student has obtained a bank loan for the purpose of attending ICA, ICA will endeavour to refund fees, in accordance with the Refund Policy, to the relevant lending bank unless otherwise instructed by that bank.
- (ix) For a refund of their homestay fees, students are entitled to either give two weeks notice or forfeit two weeks of homestay fees. The remainder of the fees will then be refunded to the student.
 - Students may be allowed to Join a course as a late arrival after the scheduled commencement date. The provisions of ICA's Refund Policy apply from the scheduled commencement date and not the date on which late students arrive.

(f) Complaints Procedure:

In the first instance, issues should be discussed with the Student Services Officer, teacher, another staff member, the Students' Association, or student representatives on the Academic Board. Failing satisfactory resolution, students may make an appointment with the Academic Registrar, or write to the Principal or Academic Registrar. If necessary, complaints may be submitted in writing to the following external authorities: the International Education Appeal Authority of the Ministry of Education; or the New Zealand Qualifications Authority. Full details are contained in the International College of Auckland Student Handbook.

(g) International College of Auckland reserves the right to decline an application from any applicant without explanation

Note: (a) Withdrawal and refund procedures are in accordance with the Education Act 1989 and its subsequent amendments.

- (b) Where an IRD number has been supplied for the purposes of a student loan interest write-off, that information is being collected to provide to the Ministry of Education who will forward that information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

DECLARATION BY APPLICANT (PROSPECTIVE STUDENT)

- (a) I declare that the information supplied in this application and the attached documents is correct and complete.
- (b) I have read and accept the Enrolment, Payment, Withdrawal and Refund Policy above.
- (c) In signing this enrolment form I undertake to pay all fees as they become due, and to meet any late fees.
- (d) In signing this enrolment form I undertake to comply with the published rules and policies of International College of Auckland with regard to attendance, academic progress, standard of health and safety, and behaviour.
- (e) I undertake to provide up-to-date address and contact details at all times, and an up-to-date copy of my student permit and any renewal.
- (f) Privacy Act 1993. I authorise any person or company to provide to International College of Auckland such information as required in response to credit and enrolment enquiries. I further authorise International College of Auckland to furnish to any Governmental organisation or agency and to any other third party, including my parents/guardian, details of my enrolment application and subsequent dealings. Such information includes attendance and academic records that I may have as a result of my application being actioned and accepted by International College of Auckland. I give this authorisation on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, and that I may see any information held about me and amend any errors in that information by contacting the Academic Registrar.
- (g) I acknowledge that if I am an international student I must have travel and medical insurance while I am studying in New Zealand.

< PLEASE MAKE SURE THAT YOU SIGN AND DATE BELOW >

Signature and name of applicant (prospective student)

Signature _____ Print name _____ Date _____

If not signed by prospective student, please sign and give name, and relationship to applicant

Signature _____ Print name _____ Relationship _____ Date _____

Signature of parent or guardian of applicant (if applicant is under 18 years old. Please fill out and attach Under 18s Consent Form).

Signature _____ Print name _____ Date _____

For official use only

Application Approval: Programme(s) _____

Approved Declined Academic Registrar _____ Date _____

Comments / Conditions _____