

Practical Knowledge, Applied Wisdom

Incorporating Change Training

Please complete ALL sections of the Enrolment Form

Privacy Act: The purposes for which information collected on this form will be used are specified in the accompanying Guide to Enrolment.

Section A all students must complete

Personal Details

Name	Last Name	
First Name(s)		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth (dd/mm/yy)
		IELTS/TOEFL score
Which NZSBG campus do you want to study at?		
Home Address		
Phone	Fax	
Student's Email		
Contact	(in case of emergency)	
Name	Relationship (eg., mother, husband)	
Phone	Mobile	

Courses Available

Name of course(s) you are applying for ~	Please tick	Start Date (eg Feb/10)
NZIM Certificate in Management L4 (12 months in New Zealand)	<input type="checkbox"/>	
NZIM Certificate in Management L4 (12 months in India ~ delivered from New Zealand)	<input type="checkbox"/>	
SurePath 661 NZIM Certificate in Management L4 (6 months in India + 6 months in NZ)	<input type="checkbox"/>	
NZIM Certificate in Small Business Management L4 (12 months in NZ)	<input type="checkbox"/>	
NZIM Certificate in Small Business Management L4 (12 months in India ~ delivered from NZ)	<input type="checkbox"/>	
SurePath 661 NZIM Certificate in Small Business Management L4 (6 mths India + 6 mths NZ)	<input type="checkbox"/>	
NZIM Diploma in Management L5 (12 months in NZ)	<input type="checkbox"/>	
SurePath 661 NZIM Diploma in Management L5 (6 months in India + 6 months in NZ)	<input type="checkbox"/>	
New Zealand Diploma in Business L6 (up to 24 months in NZ)	<input type="checkbox"/>	
NZIM Diploma in Management (Advanced) L6 (12 months in NZ)	<input type="checkbox"/>	

Course Details

Qualification	Level	Length	Intake Starts	IELTS
Any NZIM Certificate ~ Full-Term (FT) in NZ	4	1 year	Monthly	5.0
Any NZIM Certificate ~ FT in India	4	1 year	Monthly	n/a
SurePath 661 option ~ Any NZIM Certificate (Level 4)	4	1 year	Monthly	*5.0
SurePath 661 option ~ NZIM Dip Mgt (Level 5)	5	1 year	Monthly	*5.5
NZIM Diploma in Management (6 papers) ~ FT NZ	5	1 year	Monthly	5.5
New Zealand Diploma In Business (12 papers) ~ FT NZ	6	Up to 2 years	Monthly	6.0
NZIM Diploma in Management (Advanced) (8 papers) ~ FT in NZ	6	1 year	Monthly	6.0

* IELTS score required for entry to NZ

Agency	Contact name
Company name	
Address	
Phone	Fax
Email	

Fees are due for payment BEFORE a student permit or visa will be Issued by the New Zealand Immigration Service or before any new enrolment.

If your course is due to start shortly, you may attach payment as follows.

The following arrangements for payment are acceptable:

Telegraphic Transfer (TT)

- Account name: **New Zealand School of Business & Government** Bank: **Bank of New Zealand**
Account number: 02-0500-0360010-02

Students: Please include your family name and initials so we can identify your deposit.

Agents: Please include your agency name as a reference on the TT and email registrar@sbg.ac.nz or fax us (0064-4-472-4848) a copy of the student details and a copy of the TT receipt from your bank.

Bank Draft

- Please post draft with completed Enrolment Form/s to:
New Zealand School of Business & Government
PO Box 12 524
Wellington 6144
New Zealand

I hereby apply for enrolment as a student at SBG and if accepted, I agree to comply with the School's Regulations as outlined in the Guide to Enrolment. I acknowledge my responsibility to be aware of the course regulations. I have read and understand the International Student Refund Policy.

I declare that all information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that SBG may cancel my enrolment if false information has been supplied, or required information is not supplied by the due date.

I have read and understood the provisions of the Privacy Act, as outlined in the Guide to Enrolment, and I authorise the School to collect, use and disclose personal information about me in accordance with the outline and the Privacy Act. I authorise any agency holding the source of any information I have provided on this form, to release that information to the School on request. I understand that by signing this form I am liable for all fees and charges relating to my enrolment unless I formally withdraw in writing in accordance with the terms of the School's policy on withdrawal and refund of fees.

I accept that this enrolment is subject to sufficient numbers for the class to run. Should SBG be obliged to cancel the course, they will not be liable for any non-fee related costs incurred by me. I authorise NZSBG to make any enquiries deemed necessary in respect of my status with the New Zealand Immigration Service (NZIS). I authorise sharing of information between SBG and NZIS.

Signature: _____ Date: _____

Have you:

- Read the Guide to Enrolment?
 Completed all required sections of this form?
 Given your email address? ~ compulsory if doing the 661 option
 Read, signed and dated the declaration on this form?
 Attached a verified photocopy of your passport?
 Attached verified copies of entry qualifications?
 Completed the payment details and attached your draft if appropriate?
 Included a verified copy of your IELTS certificate
 Allowed enough time for your student visa application to be processed?

Now post to:

New Zealand School of Business & Government
PO Box 12 524
Wellington 6144
New Zealand

Or scan and email to:

registrar@sbg.ac.nz

Or fax to +64 4 472 4848

For more information

Phone: +64 4 472 0567
info@sbg.ac.nz
www.sbg.ac.nz