

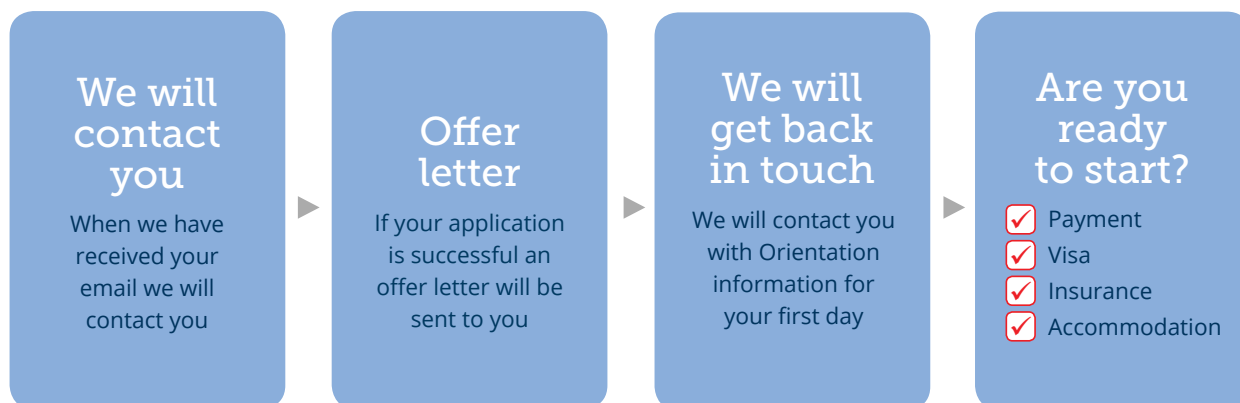
Guidance for Application and Enrolment

International Students

Keep this front page and page 2. This will guide you through your application process



Here's what happens next



Welcome to your future!

USE OF INFORMATION AND PRIVACY STATEMENT

Privacy The purpose of this enrolment form is to get the information from you that we need to offer you a place in a programme of study or a course at NSIA. NSIA is the trading name of Global Education Group Limited which is part of the Intueri Education Group of companies. The information collected will be held by NSIA and Intueri's student administration team, both in hard copy and on their computer systems.

NSIA collects and stores information from this form and during your period of study to:

- manage the business of NSIA (including internal reporting, administrative processes and selection of scholarship and prize winners);
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding; and
- supply information to government agencies and other organisations as set out below.

NSIA may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

NSIA supplies personal information it holds about you to government and other agencies, including: the Ministry of Education; the New Zealand Qualifications Authority; the Tertiary Education Commission; the Ministry of Social Development; in relation to student loans and allowances; Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment); for those who are not New Zealand citizens or permanent residents; Industry Training Organisations; Inland Revenue Department; agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of this form of support); other educational organisations for the purpose of verifying academic records.

Government agencies use the data supplied by tertiary education organisations to: administer the tertiary education system, including

funding and student loans; develop policy advice for government; conduct statistical analysis and research.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required or permitted by law, NSIA releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation.

In signing this enrolment form you authorise such disclosure on the understanding that NSIA will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted, in accordance with the Privacy Act 1993, which describes when information may be withheld. To do so, contact the NSIA Academy Director.

If you withhold information or provide incomplete, false or misleading information NSIA may decline or cancel your enrolment.

If you are an international student and under the age of 18, we will communicate with your parents, legal guardian or next of kin; or if you are an international student over 18 and we consider that you are at risk in any way, we may communicate with your parents, legal guardian or next of kin in each case disclosing personal information in order to comply with the Code of Practice for the Pastoral Care of International Students.

Personal information that you have provided will be given to homestay provider agencies and homestay families, if you have applied for placement in homestay accommodation.



WITHDRAWAL & REFUND POLICIES

Note: All withdrawals must be in writing

Courses 3 months / 13 weeks or more	Courses 5 weeks or more but less than 3 months	Courses 3 days or more and less than 5 weeks
If a student withdraws up until the end of the tenth day the student will receive a full refund less a deduction for costs incurred of up to 25% of fees paid	If a student withdraws up until the end of the fifth day the student will receive a full refund less a deduction for costs incurred of up to 25% of fees paid	If a student withdraws up until the end of the second day the student will receive a refund of at least 50% of fees paid
If a student withdraws after the end of the tenth day there will be no refund of fees	If a student withdraws after the end of the fifth day there will be no refund of fees	If a student withdraws after the end of the second day there will be no refund of fees
If an enrolment is terminated as a result of disciplinary action there will be no refund of fees	If an enrolment is terminated as a result of disciplinary action there will be no refund of fees	If an enrolment is terminated as a result of disciplinary action there will be no refund of fees
In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded	In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded	In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded
Any fees refunded will be paid to the source from which the funds originally came	Any fees refunded will be paid to the source from which the funds originally came	Any fees refunded will be paid to the source from which the funds originally came

Fees paid will be refunded in full should the school fail to start for any reason or should a student's visa application be declined.

Please note: For the purposes of the withdrawal period, your first day is the first day you are required to attend your course. This may differ from the advertised course start date.

CODE OF PRACTICE

Code NSIA has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Ministry of Education website at www.minedu.govt.nz/international.

Immigration Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, 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 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 (including group students) must have appropriate and current medical and travel insurance while in New Zealand

Application and Enrolment Form

International Students

Symonds St Campus
100 Symonds Street, Grafton, Auckland 1010

Hobson St Campus
171 Hobson Street, Auckland 1010

A PROGRAMME / COURSE

- | | |
|---|--|
| <input type="checkbox"/> New Zealand Certificate in Cookery Level 4 (NZ2101) | <input type="checkbox"/> NSIA Diploma in Hospitality Management Level 5 (PC5000) |
| <input type="checkbox"/> New Zealand Diploma in Cookery (Advanced) Level 5 (NZ2102) | <input type="checkbox"/> Diploma in Hotel, Hospitality and Management Level 5 (PC9000) |
| <input type="checkbox"/> Diploma in Culinary Arts Level 5 (CI9789) | <input type="checkbox"/> ESOL Training Scheme (.....weeks) Start date |

Intake: January April July October

The specific programme start and end day will be provided on the offer of place should your application be successful

Have you studied at NSIA before? No Yes If Yes, enter your NSIA Student Number

B PERSONAL DETAILS

Title: (please tick) Ms Miss Mrs Mr Other (please specify)

Legal surname:

Legal first name/s:

Preferred first name:

Previous name(s) known by:

Passport number:

Date of birth: (DD/MM/YY)

Gender: (please tick) Female Male

Home country address:

Postcode:

Email:

Telephone / Mobile:

AGENT INFORMATION

Have you used an agent? (please tick) No Yes If Yes, please enter the details below

Agency name:

Agent's name:

Agent's signature

OFFICE USE

NSIA Student ID

Cross Credits / RPL to be considered

DOCUMENTATION COMPLETE

Signature
Date

APPROVED TO ENROL

Signature
Date

ENTERED IN SMS

Signature
Date

EMERGENCY CONTACT

Contact Name:

Relationship:

Email:

Telephone:

FEE STATUS

I am an International Fee-Paying Student (including people on current work visa) (please tick) 03

ETHNICITY

What ethnic group(s) do you belong to? (You may tick up to three groups which apply to you)

NZ European/Pakeha <input type="checkbox"/> 111	Other Pacific Peoples* <input type="checkbox"/> 371	Australian <input type="checkbox"/> 128	Sri Lankan <input type="checkbox"/> 441
New Zealand Maori <input type="checkbox"/> 211	British/Irish <input type="checkbox"/> 121	Other European* <input type="checkbox"/> 129	Japanese <input type="checkbox"/> 442
Samoa <input type="checkbox"/> 311	Dutch <input type="checkbox"/> 122	Filipino <input type="checkbox"/> 411	Korean <input type="checkbox"/> 443
Cook Island Maori <input type="checkbox"/> 321	Greek <input type="checkbox"/> 123	Cambodian <input type="checkbox"/> 412	Other Asian* <input type="checkbox"/> 444
Tongan <input type="checkbox"/> 331	Polish <input type="checkbox"/> 124	Vietnamese <input type="checkbox"/> 413	Middle Eastern <input type="checkbox"/> 511
Niuean <input type="checkbox"/> 341	South Slav <input type="checkbox"/> 125	Other Southeast Asian* <input type="checkbox"/> 414	Latin American <input type="checkbox"/> 521
Tokelauan <input type="checkbox"/> 351	Italian <input type="checkbox"/> 126	Chinese <input type="checkbox"/> 421	African <input type="checkbox"/> 531
Fijian <input type="checkbox"/> 361	German <input type="checkbox"/> 127	Indian <input type="checkbox"/> 431	Other* <input type="checkbox"/> 611
*If Other; Other Pacific Peoples; Other European; Other Southeast Asian; Other Asian: (please specify)			<input type="checkbox"/> 999

HEALTH

Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and /or participate in school activities? (please tick) Yes No

If yes, please provide a report from a registered health professional so we can assess our ability to support you during your study.

PRIOR ACTIVITY

What was your MAIN activity or occupation in October last year? (please tick one box only)

Secondary school student <input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02
Wage or salary worker <input type="checkbox"/> 03	Self-employed <input type="checkbox"/> 04
University student <input type="checkbox"/> 05	Polytechnic student <input type="checkbox"/> 06
House-person or retired <input type="checkbox"/> 08	Overseas (irrespective of occupation) <input type="checkbox"/> 09
Wananga student <input type="checkbox"/> 12	Private training establishment student <input type="checkbox"/> 11
Other <input type="checkbox"/> 99	If Other, please specify:

C ACADEMIC INFORMATION

HIGH SCHOOL

Where did you attend school? (please tick) Overseas New Zealand

What was the name of the last high school you attended?

What was your last year at high school?

What is the highest level of achievement you hold from a high school? (please tick one of the boxes below if in New Zealand or if Overseas please specify here*)

OVERSEAS

*

NEW ZEALAND

- | | | |
|---|--------------------------|---------------------|
| No formal high school qualifications | <input type="checkbox"/> | 00 |
| 14 or more credits at any level | <input type="checkbox"/> | 11 |
| NCEA Level 1 or School Certificate | <input type="checkbox"/> | 12 |
| Overseas qualification
(International Baccalaureate & Cambridge Exams) | <input type="checkbox"/> | 09 |
| NCEA Level 2 or 6th Form Certificate | <input type="checkbox"/> | 13 |
| University Entrance | <input type="checkbox"/> | 14 |
| NCEA Level 3 or Bursary or Scholarship | <input type="checkbox"/> | 15 |
| Other | <input type="checkbox"/> | 98 (please specify) |
| Not known | <input type="checkbox"/> | 99 |

TERTIARY STUDY

Will this be the first year you have enrolled at a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Yes No

If you answered 'No', please enter the name of the organisation/s you studied at:

What was the first year of enrolment?

NZQA HISTORY

If you are registered with NZQA and have an NZQA Record of Learning Number / National Student Number (NSN), please write it here:

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D ACCOMMODATION

Do you require any of the following services from NSIA? (please tick)

- Airport pick-up
- Homestay arrangement

E STUDENT CHECKLIST

We are required to ensure that you have received, read and understood important information about your programme before we consider your application. **Available on the website www.nsia.ac.nz**

I have received, read and understood:		please tick
1	Programme/course regulations including the requirements for passing the programme and being awarded the qualification	<input type="checkbox"/>
2	The programme/course entry criteria	<input type="checkbox"/>
3	The Diploma in Culinary Arts Level 5 Programme Manual (if applicable)	<input type="checkbox"/>
4	Attendance requirements – including contact time, self-directed learning hours, work experience and any other requirements	<input type="checkbox"/>
5	Programme/course fees – including tuition fees, compulsory course costs, course related costs, service fees and charges and any other additional costs	<input type="checkbox"/>
6	Recognition of Prior Learning and Cross Credit Policy	<input type="checkbox"/>
7	Fee protection policy	<input type="checkbox"/>
8	Programme/course withdrawal and fee refund policy and procedure	<input type="checkbox"/>
9	School's process and procedure for receiving and responding to complaints and NZQA and IEAA complaints processes	<input type="checkbox"/>
10	Student discipline and appeals processes and procedures	<input type="checkbox"/>
11	The code of conduct for students in this school	<input type="checkbox"/>
12	Use of information systems policy	<input type="checkbox"/>
13	Code of Practice for the Pastoral Care of International Students	<input type="checkbox"/>
14	Medical and Travel Insurance requirements	<input type="checkbox"/>

I acknowledge that:		please tick
1	NSIA is a Category 1 Provider. NZQA is Highly Confident in NSIA's Educational Performance and Capability in Self-assessment.	<input type="checkbox"/>
2	From time to time my work and/or photograph may be uploaded to Facebook or similar Social Media sites as part of promoting our school and programmes. I will never be tagged and NSIA will not post my surname. For specific events where we have engaged a photographer or film crew I will be asked to sign a release prior to involvement.	<input type="checkbox"/>
3	I must notify NSIA of any changes to my personal details e.g. Contact Number, Address.	<input type="checkbox"/>
4	I will be required to remove all jewellery during practical classes, including jewellery worn for religious purposes.	<input type="checkbox"/>
5	I will have to prepare, cook, and taste: shellfish, meat including beef & pork, offal and alcohol.	<input type="checkbox"/>

F DECLARATION AND SIGNATURE

INFORMATION PROVIDED

I declare that to the best of my knowledge all the information supplied on, and with, this application and enrolment form is true and complete.

I understand that non-disclosure of relevant information and/or provision of false information may invalidate my enrolment application, and if the enrolment application is accepted, may lead to termination of my enrolment.

I understand that it is my responsibility to disclose any significant changes to information on this form.

I understand that I must tell you if I am charged with any offence while studying at the school.

DISCLOSURE OF INFORMATION

I consent to the disclosure of personal information as described in "Use of information and Privacy Statement". Refer to page 2

HEALTH RELATED ISSUES

I have disclosed any health related issues.

NSIA POLICIES AND PROCEDURES

I agree to comply with the published rules and policies of NSIA and that failure to do so may result in termination of my enrolment.

CONTACT

I give consent to be contacted by my postal address, email and telephone number with any school related communication.

CANCELLATION OF COURSE

I understand that in the unlikely event of a course being cancelled I will be informed a minimum of 7 days prior to the course start date.

FEES

I understand that in signing this form, I undertake to pay all fees as they become due.

I have read and understand the "Withdrawal and Refund Policy". Refer to page 2

Signature of student (as on your passport):

Date:

Signature of parent/guardian (if under 18):

Date:

Parent/guardian name:

Parent/guardian telephone:

Parent/guardian email:

Signature of NSIA:

Date:

G SEND YOUR DOCUMENTATION TO enrol@nsia.ac.nz

Documents that you should send with this enrolment form:

- Completed Application and Enrolment Form
- Evidence of meeting programme /course entry requirements e.g. IELTS Certificate or equivalent
- Record of Learning (overseas qualifications must be certified as a true copy of the original)
- Passport (copy of the original ID photo and signature pages)
- Medical and Travel insurance if not organized by NSIA
- Attendance record if your latest education provider is in New Zealand
- Declaration form of alcohol free for under 18 students
- Valid visa-copy of the sighted original for students who are currently in New Zealand

