

# QRC DIPLOMA PROGRAMMES

Guide to Admissions and Application Form 2013/2014

## DIPLOMA APPLICATION PROCESS

### DOMESTIC STUDENTS

Complete and return the attached application form.  
Submit all requested documentation.

QRC will acknowledge receipt of your application  
by phone or email, within two working days  
of receiving your application.

QRC will assess your application. You will also be interviewed  
as part of the assessment process.

QRC will contact you about the outcome. If you are successful,  
we will email a Conditional Offer of Place and  
schedule of fees showing the deposit  
required to secure your place.

Once you have paid your deposit, you will be emailed an  
Acceptance Letter and invoice with the remaining  
fees balance for the first year of study.

On payment we issue your receipt. A QRC Welcome Pack  
is sent 6 weeks prior to the course commencement.

Orientation commences with a welcome function  
on the evening of Lodge check in.

### INTERNATIONAL STUDENTS

Complete and return the attached application form.  
Submit all requested documentation.

QRC will acknowledge receipt of your application  
by phone or email, within two working days  
of receiving your application.

QRC will assess your application. You will also be interviewed  
as part of the assessment process.

QRC will contact you about the outcome. If you are successful,  
we will email a Conditional Offer of Place and  
schedule of fees showing the deposit  
required to secure your place.

Once you have paid your deposit, you will be emailed an  
Acceptance Letter and invoice with the remaining fees  
balance for the first year of study.

You will also need to pay both your first years' tuition fees and  
course related costs. You will be emailed a Confirmation of Study  
letter to submit with your visa application, receipt of payment  
and the rest of your documentation.

A QRC Welcome Pack is sent 6 weeks prior to  
the course commencement.

Orientation commences with a welcome function  
on the evening of Lodge check in.

## STUDENT ENQUIRIES

Admissions will be pleased to help you through the application process. Please contact Admissions by phone, email, fax or post, or visit us at QRC House any time from 8:30am - 5:30pm Monday - Friday.

Tel: +64 3 409 0500  
Fax: +64 3 409 0505  
Email: [admissions@qrc.ac.nz](mailto:admissions@qrc.ac.nz)  
Location: 7 Coronation Drive, Queenstown  
Post: Queenstown Resort College, PO Box 1566, Queenstown 9348, New Zealand.

# DIPLOMA ENTRY REQUIREMENTS

## HOSPITALITY MANAGEMENT ENTRY REQUIREMENTS

Age	18 years of age at course commencement (some discretion applies for domestic enrolments)
Academic Requirements	<p><b>NCEA (NZ National Certificate of Education Achievement)</b> Candidates need 48 level 2 credits over 4 subjects which must include 4 level 2 credits in reading and 4 level 2 credits in writing. Candidates also need at least 14 level 1 credits in Mathematics.</p> <p><b>Cambridge International Exam (CIE)</b> Candidates must attain at least 60 UCAS points (from the UCAS Tariff) over two or more subjects and have IGCSE Maths Grade D or better and AS English Language or AS English Literature with Grade E or above.</p> <p><b>International Baccalaureate (IB)</b> Candidates must attain at least 3 passes in SL subjects including English and Mathematics.</p> <p><b>Australian Students</b> Successful completion of the Senior Secondary Qualification offered in your state (VCE, HSC, WACE, QCE, NTCE, TCE). <i>CIE &amp; IB students please refer to the above.</i></p> <p><b>International Academic Requirements</b> If English is not your first language, you will need to demonstrate English language proficiency equivalent to IELTS (Academic) 6.0 overall, with a minimum of 5.0 in each band and 6.0 in speaking.</p>
Interview	<b>All applicants are interviewed as part of the admissions process.</b>
Other	<ul style="list-style-type: none"> <li>■ CV / References</li> <li>■ All students are required to provide their own laptop computer.</li> </ul>

## ADVENTURE TOURISM MANAGEMENT ENTRY REQUIREMENTS

Age	18 years of age at course commencement (some discretion applies for domestic enrolments)
Academic Requirements	<p><b>NCEA (NZ National Certificate of Education Achievement)</b> Candidates need 48 level 2 credits over 4 subjects which must include 4 level 2 credits in reading and 4 level 2 credits in writing. Candidates also need at least 14 level 1 credits in Mathematics.</p> <p><b>Cambridge International Exam (CIE)</b> Candidates must attain at least 60 UCAS points (from the UCAS Tariff) over two or more subjects and have IGCSE Maths Grade D or better and AS English Language or AS English Literature with Grade E or above.</p> <p><b>International Baccalaureate (IB)</b> Candidates must attain at least 3 passes in SL subjects including English and Mathematics.</p> <p><b>Australian Students</b> Successful completion of the Senior Secondary Qualification offered in your state (VCE, HSC, WACE, QCE, NTCE, TCE). <i>CIE &amp; IB students please refer to the above.</i></p> <p><b>International Academic Requirements</b> If English is not your first language, you will need to demonstrate English language proficiency equivalent to IELTS (Academic) 6.0 overall, with a minimum of 5.0 in each band and 6.0 in speaking.</p>
Interview	<b>All applicants are interviewed as part of the admissions process.</b>
Other	<ul style="list-style-type: none"> <li>■ Current Workplace First Aid Certificate</li> <li>■ Demonstrated involvement in outdoor recreation or sport</li> <li>■ A full medical certificate will be required within three months prior to attending the Outdoor Leadership component of the programme (either term 1 or 2). This will be at the student's own expense.</li> <li>■ CV / References</li> <li>■ All students are required to provide their own laptop computer.</li> </ul>

### Mature Domestic Students (20 years plus)

Mature domestic students may be exempt from meeting the academic entry requirements if they can demonstrate relevant work experience and genuine commitment to the industry, through their CV and work references.

# DIPLOMA FEES

## FEES FOR DOMESTIC & AUSTRALIAN STUDENTS

\$13,312 per academic year, including course related costs and enrolment fee and including GST.

## FEES FOR INTERNATIONAL STUDENTS

	Diploma of Hospitality Management	Diploma of Adventure Tourism Management
Tuition	\$20,000 per year	\$20,000 per year
Course Related Costs Year 1 (Terms 1 and 2)	\$3,250 (includes business suits & chef clothing, knives, textbooks) *Study grants are available.	\$5,100 (includes uniform, course activities & textbooks) *Study grants are available.
Course Related Costs Year 2 (Terms 5 and 6)	\$1,200 (includes College text books)	\$1,900 (includes course activities & College textbooks)
Enrolment Fee	\$200	\$200
Travel and Medical Insurance	From \$454 per year	From \$454 per year

All fees are quoted in New Zealand dollars and include GST. Fees are adjusted annually in October for the following year. Fees are subject to change. For the most up-to-date fees please refer to the QRC website.

## FEE PAYMENT

QRC fees can be paid by telegraphic transfer, bank draft or Credit Card (Visa and MasterCard) on condition that the payment is cleared well in advance of course commencement. Further information on payment methods are included in your invoice.

## STUDENT FEE PROTECTION

All fees paid by students are protected by QRC's Student Fee Trust Account arrangement with Public Trust, which is an independent New Zealand Government guaranteed student fee trust account. This means that in the unlikely event of QRC being unable to offer or continue to deliver any course for which you are enrolled, your unused fees will be available for refund to you so that you may continue your course with another provider of your choosing without financial disadvantage to you. On your arrival at QRC you will be asked to sign an application form to establish your Student Fee Trust Account and you will be given a copy of your account details, which you should retain. For any further information you may visit [www.feeprotect.co.nz](http://www.feeprotect.co.nz), [www.nzqa.govt.nz](http://www.nzqa.govt.nz) or contact Admissions.

# QRC DIPLOMA APPLICATION FORM

You can apply for QRC Diploma Programmes by completing and returning this application form or you can download a form online at [www.queenstownresortcollege.com](http://www.queenstownresortcollege.com).

## 1. COURSE DETAILS

- I am applying for:  DIPLOMA OF HOSPITALITY MANAGEMENT, specialising in:  
 International Resort & Day Spa Management  Wine Studies  Event Management
- DIPLOMA OF ADVENTURE TOURISM MANAGEMENT  
 DIPLOMA OF ADVENTURE TOURISM MANAGEMENT specialising in Snowsport Business Management

My intended start date is ...../day ...../month ...../year

## 2. PERSONAL DETAILS

Family Name (Surname).....  
Given Name/s ..... Preferred Name .....

Date of Birth ...../day ...../month...../year Gender  Male  Female

Postal Address .....

Post Code ..... Country .....

Telephone ..... Mobile.....

Email..... Fax.....

Emergency Contact ..... Relationship .....

Phone..... Email .....

Are you:  NZ / Australian Citizen (go to 3)  NZ / Australian Permanent Resident (go to 3)  International Student

NSI Number (if known)    -    -

NZ Maori - Iwi .....

## INTERNATIONAL STUDENTS

Citizenship..... Type of Visa .....

Name as Shown on Passport..... Passport Number ..... Expiry Date.....

Are you applying through a QRC registered agent?  Yes  No

If yes, what is the agent's name and company .....

International students must participate in the medical and travel insurance scheme arranged by QRC or an equivalent.

I agree to participate in the medical and travel insurance scheme arranged by QRC – please send me further information .....

Agent Stamp  
**GEEBEE EDUCATION PVT. LTD.**  
HEAD OFFICE :  
27, Vaswani Mansions, 5th Floor, Opp. K.C. College,  
Dinshaw Vachha Road, Churchgate, Mumbai-400 020, India  
Tel. : 91-22-43222333 Fax : 91-22-22854453  
Email : [info@geebeeworld.com](mailto:info@geebeeworld.com)

## 3. EDUCATION RECORD AND ACHIEVEMENTS

Highest Educational Achievement:  
School / Institution..... Qualification..... Year.....

Please list any other achievements in support of your application .....

## 4. ENGLISH LANGUAGE ABILITY

What is your English language level?  English is my first language (go to 5)  
 Beginner  Elementary  Pre-Intermediate  
 Intermediate  Upper-Intermediate / Advanced

Have you completed an English language test?  Yes  No

If yes, please tick  IELTS  TOEIC Other..... Score ..... Date of test.....

Would you like to enrol in an English language course before starting the Diploma?  Yes  No (go to 5)

If yes, when would you like to start? ...../day ...../month...../year How many weeks tuition: .....

## 5. GOALS

If you have plans for further study after this course, please list these here .....

.....

What is your career goal? .....

.....

## 6. ACCOMMODATION AND TRANSFERS

It is highly recommended that QRC diploma students live in QRC accommodation:

- I agree to live in QRC accommodation for Term 1 & 2
- Single Room                       Twin Share Room
- I will not stay in QRC accommodation

Would you like to be welcomed on arrival and transferred to your accommodation?     Yes     No

## 7. FURTHER INFORMATION

How did you first hear about QRC? .....

Do you have any allergies, medical conditions, learning disabilities or physical disabilities?     Yes     No

If yes, please state .....

Does your impairment, disability or medical condition affect your study in any way?     Yes     No

## 8. CHECKLIST

**Diploma of Hospitality Management applicants must attach the following documents to this application:**

- Certified copies of your academic transcripts showing you have met the required entry criteria (in English if it is not your first language) NCEA, IB, Cambridge results for NZ students
- Evidence of English language ability (if English is NOT your first language)
- Curriculum Vitae (CV) including any relevant work references
- Certified copy of your birth certificate or passport
- Passport Photo
- Certified copies of any relevant industry-related awards and / or certificates

**Diploma of Adventure Tourism Management & Adventure Tourism Management specialising in Snowsports Business Management applicants must attach the following documents to this application:**

- Certified copies of your academic transcripts showing you have met the required entry criteria (in English if it is not your first language) NCEA, IB, Cambridge results for NZ students
- Evidence of English language ability (if English is NOT your first language)
- Curriculum Vitae (CV) including any relevant work references
- Certified copy of your birth certificate or passport
- Passport Photo
- Certified copy of current Workplace First Aid Certificate
- Certified copies of any relevant industry-related awards and / or certificates

I have read and understood the terms and conditions of this document.

Applicant's signature .....

Parent / Guardian's signature .....

(if applicant is under 18 at time of application)

Date ...../day...../month...../year

Please attach a  
passport photo

## SEND TO:

Admissions, Queenstown Resort College, PO Box 1566, Queenstown 9348, New Zealand.  
Freephone: 0508 40 5050 (within Nz) Tel: +64 3 409 0500 Fax: +64 3 409 0505 Email: admissions@qrc.ac.nz  
[www.queenstownresortcollege.com](http://www.queenstownresortcollege.com)

# TERMS AND CONDITIONS OF ENROLMENT AT QRC

All students agree to be bound by the following terms as a condition of enrolment at QRC.

## 1. ENROLMENT

Applications for enrolment at QRC must include complete and accurate information. Any enrolment may be withdrawn without refund of fees where it is found that misleading or fraudulent information has been provided.

## 2. RULES AND REGULATIONS

Students agree to abide by general and course-specific rules and regulations and by the laws of New Zealand. Full details of rules and regulations, New Zealand law, conduct, attendance, dress code and academic requirements including circumstances in which tuition may be terminated are given at Orientation and in the students Programme Handbook.

## 3. RECOGNITION OF PRIOR LEARNING

English language achievement is recognised through IELTS test results or an acceptable alternative.

Enrolled students may apply for recognition of prior learning / credit where previous qualifications, study or experience are relevant to particular course outcomes. This must be done before course commencement. Full details are provided in the Diploma Booklet, on our website or at interview stage.

## 4. FEES

Fees are paid annually and must be paid no less than one month prior to course commencement (unless otherwise stated) and places are not guaranteed until these have been paid in full. These are paid in advance for a maximum of one year.

Enrolment will be cancelled unless the appropriate tuition fees have been paid by the payment deadline.

When payments are made by telegraphic or electronic transfer the bank charges are debited to the student, this is the same for international banking fees/transfer.

Tuition fees are not transferable.

QRC reserves the right to amend its fees. For the most up-to-date fees, please refer to the QRC website. Enrolled students will not be subject to any subsequent fee increases during their course of study.

Where tuition is affected by QRC observance of New Zealand public holidays, a minimum of three days shall constitute a week for tuition and fee purposes. Full details of New Zealand public holidays will be advised at Orientation.

## 5. REFUND POLICY

### Cancellation / Withdrawal by Student

All notices of cancellation / withdrawal must be made in writing to the Student Relations Manager and must be supported by appropriate documentation. The refund period varies for courses of different durations.

Withdrawal/ Refund	Course Duration					
	3 days – 5 weeks (3 – 34 days)		5 – 12 weeks (35 days – 3 months)		3 months + (13 weeks +) QRC Diploma Programmes	
<b>DOMESTIC STUDENT</b>						
Withdrawal Period	Before course commencement	After course commencement	Before course commencement	After course commencement	Within the first 14 days of course commencement or before the course commences	After 14 days of course commencement
Refund Amount	No refund	No refund	No refund	No refund	Full refund less 10% of the total fee or \$500 whichever is the lesser amount	No refund
<b>INTERNATIONAL STUDENT</b>						
Withdrawal Period	Within the first 2 days of the course commencing or before course commencement	After 2 days of the course commencement	Within the first 5 days of the course commencing or before course commencement	After 5 days of the course commencing	Within the first 10 working days of course commencement or before the course commences	After 10 working days of course commencement
Refund Amount	50% of total fees	No refund	No less than 75% of total fees	No refund	Up to 75% refund of the total fee	No refund

Students who withdraw before the course commences will also be subject to the above criteria, that is, they will be entitled to a refund less any amounts allowed to be retained by the QRC as noted above.

The accommodation placement fee and the enrolment fee are non-refundable.

- i. If QRC withdraws a Confirmation of Place or withdraws a course before commencement, all unused fees are refundable to the fee payer.
- ii. If after course commencement, QRC is unable to continue to deliver any course for which a student is enrolled, all unused fees are refundable by our fee protection supplier to the fee payer, or representative, or to an alternative course provider nominated by the fee payer. In this case refunds will be in accordance with the Student Fee Trust Account schedule Signed by the student during Orientation, otherwise on a pro rata basis in respect of short courses that are exempt from fee protection.
- iii. Provisions i and ii above do not apply to voluntary withdrawal by a student nor to dismissal or expulsion of a student by the college.
- iv. Where a Conditional Letter of Offer is made and the academic condition is not met, the tuition fees paid for the course will be refunded in full.
- v. A notice of student withdrawal due to exceptional circumstances may be accepted as grounds for consideration of a refund or part refund of unused fees by exception. This is subject to the provision of documentary evidence in support of the application, and will be at the sole discretion of QRC. Grounds may include the inability to obtain a student visa, serious illness of a student, or death of a close family member. If a student fails to attend College without giving notice this will be taken as voluntary withdrawal.
- vi. In the event of a withdrawal from a course after commencement, QRC must be reimbursed for any fees, which have been paid or incurred by QRC or other representatives.

continued on reverse...

- vii. QRC will not refund the fees if a student cancels or withdraws after the refund period above.
- viii. QRC will not refund the tuition fees of any student whose enrolment is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- ix. QRC will not refund the tuition fees of any student who is removed from the college roll through non-attendance and / or is dismissed by the QRC Board.
- x. There is no refund entitlement in respect of withdrawal by the student from short courses of less than 3 days.
- xi. No refund is payable to domestic students for withdrawal from courses of less than 3 months duration. Courses of 3 months or longer are covered by the refund policy in Section 5.
- xii. Refunds will be paid by bank draft in New Zealand dollars, to a nominated bank account of the fee payer.

## 6. CONTACT DETAILS

All students are required to notify Student Relations of any change in their residential address or any other contact details while at QRC.

## 7. LOSS OR DAMAGE

QRC cannot be held responsible for any damage, loss or injury incurred within the College, or on a college activity or excursion. Your participation in any activity or sport is entirely your own choice. QRC accepts no responsibility in the event of any injury sustained during any activity or sport.

## 8. PRIVACY ACT

Student information collected by QRC during the enrolment process and during the period the student is enrolled at QRC is intended for use in connection with the education and well-being of the student and may be used by any of the staff or agents of QRC in connection with that purpose. You have right of access to and correction of this personal information in accordance with the Privacy Act.

## 9. STUDY ABROAD PAPER PREFERENCE

For a full list of papers available, please refer to our website.

## 10. INTERNATIONAL STUDENTS

The following terms and conditions of enrolment apply to international students studying at Queenstown Resort College.

### The Code of Practice for International Students

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students.

The Code applies to all educational providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

Queenstown Resort College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. The Code is available online from the Ministry of Education website.

### Visas and Permits

When you enrol from overseas, your agent or local NZ Trade Office will advise you of the visa application process. 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.

### Eligibility for Health Services

Most international students studying abroad 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.

### 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](http://www.immigration.govt.nz)

### Accident Insurance

The Accident Compensation Corporation (ACC) 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.

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying abroad in New Zealand. Queenstown Resort College will organise these insurances for you.

### Banking Information

On your arrival, you will be asked if you would like to open a bank account. You will be helped with this within the first three days, when QRC staff will take you to the ANZ Banking Group. Full services for students are provided.

### Counselling and Support for International Students on Campus

If you have a personal concern or problem, please speak to a tutor and / or student support person. There are many ways we can assist you and you will be referred to someone with the skills and sensitivity to address an issue with you. We have confidence in these people and invite them to be with you when needed.

## CONTACT