



QRC Graduate Diploma in Tourism and Hospitality Management

Application Form

Admissions Process for 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, you will be emailed 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 invoiced for
the remaining tuition fees.

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

Orientation commences with a Welcome Function.

Admissions Process for 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, you will be emailed 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 invoiced for the remaining tuition
fees, course related costs and insurance.

On payment we issue your receipt. 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.

Graduate Diploma Entry Requirements

Age	18 years of age at course commencement.
Domestic and Australian Academic Requirements	Have completed a Bachelor's Degree preferably in a Commerce, Business or Management field or in a discipline other than Tourism and Hospitality Management* OR Shown evidence of equivalent practical and professional experience and knowledge.
International Academic Requirements	Have completed a Bachelor's Degree preferably in a Commerce, Business or Management field or in a discipline other than Tourism and Hospitality Management* AND Have an English level equivalent to Academic IELTS 6.0 (6.0 in speaking with no band less than 5.5) or a TOEFL iBT score of 60 (with a writing score of 20).
Interview	All applicants are interviewed as part of the admissions process.
Other	CV/References/Awards. Certified passport or birth certificate. All students are required to provide their own laptop computer.

*Students with a Bachelor's Degree in Tourism or Hospitality Management may be accepted if it is considered that the programme can add extra dimensions to their previous study.

Graduate Diploma Fees

Domestic Students	\$NZ
Tuition	\$14,690
Enrolment Fee	\$200
Total Costs	\$14,890
International Students	\$NZ
Tuition	\$23,000
Course Related Costs	\$1,200
Enrolment Fee	\$200
Travel Insurance (1 year)	\$454
Total Costs	\$24,854

All fees are quoted In New Zealand dollars and include GST. 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, MasterCard and Amex charges will apply) on condition that the payment is cleared 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 a student acknowledgement 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, www.nzqa.govt.nz or contact Admissions.

QRC Application Form Graduate Diploma in Tourism and Hospitality Management

You can apply for the QRC Graduate Diploma in Tourism and Hospitality Management by completing and returning this Application Form. Please complete all requested information. If you need another form, you can download it from our website at www.queenstownresortcollege.com. Please contact Admissions by phone, email or post; or visit us at QRC House any time from 8:30am - 5:30pm, Monday - Friday.

Admissions will be pleased to help you through the application process.

1. Course Details

My intended start date is: January October Year: _____

2. Personal Details

Family Name (Surname):			Given Name/s:		
Date of Birth:	Day	Month	Year	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Postal Address:					
Post Code:			Country:		
Telephone:			Mobile:		
Email:					
Emergency Contact Name:			Relationship:		
Phone:			Email:		
Are you:	<input type="checkbox"/> NZ/Australian Citizen (go to 3)		<input type="checkbox"/> NZ Maori – Iwi:		
	<input type="checkbox"/> NZ/Australian Permanent Resident (go to 3)		<input type="checkbox"/> International Student - Nationality:		
NSI Number (if known): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

International Students

Name as shown on Passport:	
Citizenship:	Type of Visa:
Passport Number:	Expiry Date:
Are you applying through a QRC registered agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, agents name:
Agent Company:	Agent Email:
International students must participate in the medical and travel insurance scheme arranged by QRC or an equivalent	
<input type="checkbox"/> I agree to participate in the medical and travel insurance scheme arranged by QRC – further information can be requested	

3. English Language Ability

Is English your first language?	<input type="checkbox"/> Yes, it is my first language (go to 4)		<input type="checkbox"/> No, English is NOT my first language	
Have you completed an English language test?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please tick:	<input type="checkbox"/> IELTS	<input type="checkbox"/> Other (name of provider):		Score: _____
				Date of test: _____

4. Education Record and Achievements

Highest Educational Qualification:	
School/Institution:	Year Achieved:
Please list any other achievements in support of your application:	

5. Goals

What is your career goal?

If you have plans for further study after this course, please list them here:

6. Accommodation and Transfers

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

I will live in Shotover Lodge

I will not live in Shotover Lodge

7. Medical Information

Do you have any allergies, medical conditions, learning 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. Further Information

How did you first hear about QRC? Careers Expo Agent Web
 Referral Other:

9. Checklist

Applicants must attach the following documents to this application:

- Academic transcripts showing you have met the required entry criteria
- 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
- Copies of relevant industry-related awards and/or certificates
- Statement of purpose

10. Declaration

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

Applicant's Signature _____

Date: _____

Please attach
a passport photo



Please return this application form to:
Admissions, Queenstown Resort College,
 PO Box 1566, Queenstown 9348, New Zealand
 or **email: admissions@qrc.ac.nz**

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. Fees

Fees 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.

4. 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.

Students who withdraw before the course commences will be entitled to a refund less any amounts allowed to be retained by the QRC as noted in the accompanying table.

The enrolment fee is 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.
- vii. QRC will not refund the fees if a student cancels or withdraws after the refund period as follows.
- 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. Refunds for this course is covered by the refund policy in Section 4.
- xi. Refunds will be paid by bank draft in New Zealand dollars, to a nominated bank account of the fee payer.

Withdrawal/Refund	Course Duration 3 months + (13 weeks +) QRC Graduate Diploma in Tourism and Hospitality Management	
Domestic Student		
Withdrawal Period	Within the first 8 days of course commencement or before the course commences	After 8 days of course commencement
Refund Amount	Full refund less 10% of the total fee or \$500 whichever is the lesser amount	No refund
International Student		
Withdrawal Period	Within the first 10 working days of course commencement or before the course commences	After 10 days of course commencement
Refund Amount	Up to 75% refund of the total fee	No refund

5. 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.

6. 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.

7. 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.

8. Shotover Lodge Signed Declaration

I have read the Terms and Conditions of Shotover Lodge and agree to abide by the rules and code of conduct as expected at Queenstown Resort College. (Terms and Conditions found on www.queenstownresortcollege.com)

9. International Students

The following terms and conditions of enrolment apply to international students studying at Queenstown Resort College. English language achievement is recognised through IELTS test results or an acceptable alternative.

Education (Pastoral Care of International Students) Code of Practice 2016

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 visas. 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 at www.education.govt.nz.

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.

www.immigration.govt.nz

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.

www.health.govt.nz.

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

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. Details can be viewed on www.acc.co.nz.

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.



For more information or to enrol call us on
NZ freephone **0800 441 114** or visit our
website **www.queenstownresortcollege.com**

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Queenstown 9348, New Zealand
Tel: +64 3 409 0500 Fax: +64 3 409 0505

Email: admissions@qrc.ac.nz

