

# Application Form INTERNATIONAL STUDENT

This application form is for International students who wish to express an interest in studying at Toi Ohomai. The information collected in this form will be used to assess your viability to potentially enrol at Toi Ohomai. This application does not constitute a legally binding agreement and applicants should not assume they are or will be enrolled by completing this form. More information will be required if and when an offer to study is made to you. This application, along with the certified copies of your documents must be emailed or posted to one of the Toi Ohomai addresses below. If your application is accepted then the original copies of your certified documents will be required prior to commencing study.

## ROTORUA

Mokoia Drive, Rotorua, New Zealand  
Private Bag 3028, Rotorua 3046, New Zealand  
Phone: +64 7 346 8999  
Email: internationalapplications@toiohomai.ac.nz  
www.toiohomai.ac.nz

## This form must be accompanied by:

- A certified copy of your Passport;
- Certified copies of your academic records translated into English;\*
- A certified copy of your English Language Proficiency results if applicable; and
- All additional information required for the qualification being applied for.

## TAURANGA

70 Windermere Drive, Tauranga, New Zealand  
Private Bag 12001, Tauranga 3143, New Zealand  
Phone: +64 7 557 8993  
Email: internationaltga@toiohomai.ac.nz  
www.toiohomai.ac.nz

## \*What is a certified copy of a document?

A certified copy is a photocopy of your original document, signed as being a true and accurate copy.

## To be considered a certified copy it must have:

- The words "original sighted";
- Name and signature of person sighting the original document;
- Date original sighted; and
- Institution/organisation stamp or handwritten institution/organisation name.

## The following positions are approved to certify documentation:

- Notary Public
- Authorised Education Agent
- New Zealand Consulate or Embassy
- New Zealand Court Registrar
- Barrister and Solicitor of the High Court of New Zealand

## 1 Personal Information (please print clearly)

Title (tick one)	Mr	Mrs	Ms	Miss	Other
Legal family name/Last name	Legal given name(s)/first name(s)				
Citizenship	Gender				
	Male/Tāne		Female/Wahine		
Date of Birth	Are you under 18 years of age?				
Day	Month	Year	Yes	No	

## 2 Contact Details

Please contact your administrator on campus if your contact details change at all in the future (see last page for locations and contact details).

Number and Street	Suburb	
Town/City	Country	Mobile phone (0 )
Personal email	Home phone (0 )	
Family Member for Emergency Contact		
Name	Relationship	Phone

## 3 Agent/Representative Contact Details

Company/Name	Agent/Representative Stamp
Email	
City	Country

## 4 Course Selection

English Language Course	Preferred Start Date	Number of weeks of study			
	Day	Month	Year		
Mainstream Qualification (e.g. Bachelor of Nursing)					
Qualification Duration	Months	Years	Endorsement/Strand		
Starting Date	February	May	July	November	Year
Do you intend to study	Full-time	Part-time	Do you expect to finish your qualification within one year?	Yes	No

## 5 Recognition of Prior Learning

Do you wish to apply for recognition of credit for any previous formal or informal learning? Yes No

If 'Yes', please download and complete the cross-credit application form from [www.toiohomai.ac.nz](http://www.toiohomai.ac.nz) and attach verified copies of relevant academic transcripts or final award/s translated into English.

## 6 Career Intention

Why did you choose this qualification and what is your future career intention?

## 7 English Language Proficiency

Is English one of your first languages? Yes No If 'No', please specify language

Please tick which box is applicable

I have previously sat an English Language Proficiency Test

English proficiency evidence attached  
(please specify)

Test Name (e.g., IELTS, TOEFL)

Test Date

Day

Month

Year

Listening		Reading		Writing		Speaking		Overall Band Score	
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I have booked for an English Language Proficiency Test on

Day

Month

Year

## 8 Secondary School Education (i.e., High School)

Overseas country  
(please specify country)

New Zealand  
(please specify school)

## 9 Tertiary Studies (i.e., polytechnic, university)

Is this your first year of tertiary study since leaving school? Yes No If 'No', please state first year of tertiary study

Institution	Country	Years Attended	Qualifications Sought	Year Achieved

## 10 Learner Support (The information you supply is confidential)

Do you live with the effects of significant injury, long-term illness and/or disability? Yes No (if 'Yes', please specify below)

## 11 Financial Details

Do you have a scholarship? Yes No If 'Yes', please provide a copy of your scholarship confirmation documents.

## 12 Marketing Information

How did you find out about us? Education agent Family/friends Website Other  
(please specify) (please specify)

## 13 Has your student visa application been declined in any country?

Yes No (if 'Yes', please specify)

### TERMS AND CONDITIONS FOR APPLYING TO STUDY AT TOI OHOMAI

- If your Application is accepted you will receive a Letter of Offer for the programme of study you have requested.
- An interview may be required during the application/enrolment process.
- You must have access to sufficient funds (no less than \$15,000 per year) to support yourself while you are living and studying in New Zealand.
- To accept a place you must forward the full payment of fees outlined in the Letter of Offer.
- Payment can be transmitted in New Zealand dollars to Toi Ohomai's bank account as stated in the Letter of Offer.
- If the information you provide in this Application is incorrect in any significant way, Toi Ohomai reserves the right to terminate your enrolment on the programme of study.

### INTERNATIONAL STUDENT REFUND – ALL APPLICATIONS FOR REFUNDS MUST BE IN WRITING

The refund of application and enrolment fees, if applicable, is determined by the following:

If you have accepted a place at Toi Ohomai and have an approval in principle of a visa which is then declined by Immigration New Zealand, you will be entitled to a full refund of fees paid, however, you will be charged an administration fee of \$500.

- If you have accepted a place at Toi Ohomai, have paid your fees and have been issued a visa, and then if you withdraw during the month before the programme start date, you may be entitled to a refund of 70% of the fees paid less any taxes and other costs incurred, and you will be charged an administration fee of \$500. A refund will be made only after consideration by Toi Ohomai of your individual situation and reason for withdrawal.
- If you withdraw less than one month before the programme start date, or after the programme has started, you will not be entitled to a refund of fees paid except in exceptional mitigating circumstances, and at the discretion of Toi Ohomai, then a refund of up to 70% of fees paid, less any taxes and other costs incurred, may be given. You will be charged an administration fee of \$500. Toi Ohomai requires documentary evidence to support the case for exceptional mitigating circumstances, e.g. a medical condition evidenced by a recommendation from a hospital/specialist that states you are unable to continue or return within a reasonable timeframe (NOTE: statements from a general practitioner will not be considered adequate evidence).
- The date of withdrawal is the date you complete, sign and submit your Withdrawal Form to Toi Ohomai, not the last day you attend class. You will find the Refund Policy on our website. Look for "Toi Ohomai Regulations" under the About Us tab. You will find the International Student Withdrawals and Transfer Fees Schedule, as well as the Student Code of Conduct, and other important documents. Please contact us if you have any questions on this policy. <https://toiohomai.ac.nz/toi-ohomai-regulations>

### DECLARATION

It is important that every international student reads the information in this International Student Application Form before signing. I declare that the information I have provided in this application and in any attached documentation is true and correct. I have not withheld or falsified any information, which could have a bearing on my enrolment or the condition of my enrolment.

By signing the declaration, you understand and agree that:

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|---|--|
| <ul style="list-style-type: none"> <li>i) I have read and understand the programme brochures and/or descriptions;</li> <li>ii) Toi Ohomai has obligations under the Privacy Act 1993, and I authorise Toi Ohomai to obtain, hold, use and disclose information collected about me as appropriate and in accordance with the Privacy Act 1993;</li> <li>iii) I authorise Toi Ohomai to release academic records or information related to my health and safety to my parents or my educational placement agency should Toi Ohomai consider it is necessary to do so for my well-being or educational benefit;</li> <li>iv) I fully understand Toi Ohomai's Refund Policy, outlined above;</li> </ul> | <ul style="list-style-type: none"> <li>v) I understand that courses will be taught subject to sufficient enrolments being received. Subject to unforeseen circumstances such as student demand and/or resource availability, Toi Ohomai reserves the right to cancel or change the content, timing, method or place of delivery of any programme and/or course;</li> <li>vi) I am committed to completing the programme of study I have chosen and understand that completion of the programme is not a guarantee for future employment;</li> <li>vii) Making a false declaration is an offence under the Crimes Act 1961; and</li> <li>viii) I fully understand that any immigration or visa information provided by Toi Ohomai is information only and not employment/legal/immigration advice. Further immigration or visa information can be obtained from Immigration New Zealand at <a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a>.</li> </ul> |
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### IMPORTANT – PLEASE SIGN AND DATE

Applicant Signature

Date

### TO BE SIGNED BY PARENT/GUARDIAN IF APPLICANT IS UNDER THE AGE OF 18 YEARS

Signature

Date

### CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Toi Ohomai 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. Copies of the Code are available on request from Toi Ohomai or from the following website: <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice>