

Date of Enrolment ___/___/___

Family Name:		First Name:	
Preferred Name:		Nationality/Ethnicity:	
Gender: Male _____ Female _____		Date of Birth: ___/___/___	
E-mail Address:		Passport Number:	
Address in New Zealand:			
Contact Phone Number:			
Address in your Home Country:			
Contact details in you Home Country:			
Emergency Contact Person: _____ Phone number: _____ Address: _____ _____		Processed by: (Office use only) Sign: _____ Name: _____ Date: ___/___/___	
Do you wish to apply for cross credit arrangement (please refer to our cross credit policy on the back page)		Yes: _____ No: _____	
Academic Background, qualification or work experience _____ Do you require homestay arrangement: Yes _____ No _____ Do you require Airport pickup: Yes _____ No _____ Do you have any allergies or medical conditions that staff should know about? If Yes, please specify _____		IELTS Overall Results: _____ Or Equivalent _____	
Agent's Details (if applicable):			
I am applying for admission to: (please tick the course)		Course Start Date: <u>Academic Year 2010</u>	
1. Diploma in Professional Cookery L5		<u>2nd, Feb, 2010</u>	
2. Diploma in International Culinary Arts L5		<u>19th, April, 2010</u>	
3. National Diploma in Hospitality Management L5		<u>12th, June, 2010</u>	
4. Diploma in Hotel, Hospitality and Management L5		<u>27th, Sep, 2010</u>	
5. National Diploma in Business L5		Or:	
6. National Certificate in Hospitality - Professional Cookery (Patisserie Strand) L4		_____/_____/____	
7. NSIA Certificate for Hospitality and Cookery English L3			
8. National Certificate in Hospitality (Food and Beverage) L3			
9. Barista Short Course L3			
10. General English (_____ weeks)			
11. Other: _____			

***** **Important – Please read before completing the form** *****

CODE: North Shore International Academy has agreed to observe and be bound by the Code of Practice for Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>. (Please refer to the summary attached)

Conditions of Acceptance

1. All applications are subject to availability of course.
2. Fees must be paid prior to the commencement of the course.
3. All international students must hold an appropriate visa or permit.

IMMIGRATION: "Full details of visa/permit requirements, advice on the 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 <http://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 entitlement to publicly-funded health services are available through the Ministry of Health, and can be viewed on their websites at <http://www.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 <http://www.acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Rules: In signing this enrolment form the student undertakes to comply with the published rules and regulations of the Academy with regard to attendance, academic progress, standard of dresses and health and safety, these can be viewed on website at : http://www.nsia.co.nz/net/resources/Student_Handbook.pdf

Fee Protection and Indemnification

- The student's fee will be banked into a Trust account, administrated by NZ Public Trust, 205 Great South Rd, Auckland, PO Box 5149, Auckland, and will be released on a pro rata basis from the Trust account in accordance with an agreed monthly schedule on the basis of tuition delivered until the completion of the course.
- Please only make the cheque or deposit to the Public Trust – NSIA Account.
- This structure is designed according to the NZQA Fee indemnification policy to protect students' interest in the event of withdrawal, insolvency, closure of the school, cancellation by the school of a course before or during the course, de-registration or withdrawal/part withdrawal of accreditation of the school. In the unlikely event of the school going into liquidation or receivership, the trust fund will cover the claims.

Withdrawal and Refund Policies and Procedures

- If a student has enrolled for 3 months or longer wishes to withdraw from the course before the eighth day of a course of study for which attendance of students at NSIA is required, then the school will refund all tuition fees, except \$500.00 or 10% of the fees paid, whichever is the lesser. No refund is available after the first eight days.
- If a student has enrolled for five weeks or more but less than three months wishes to withdraw from the course within the first five days of the course, you will be refunded with 75% of the tuition fees. No refund is available after the first five days.
- If a student has enrolled for up to and including four weeks and six days wishes to withdraw from the course within the first two days of the course, you will be refunded with 50% of the tuition fees. No refund is available after the first two days.
- All application of refund must be made to the Managing Director in writing, accompanied with all original documents and account details. The refund, once approved, will be paid directly to the student's account by the Public Trust.
- Tuition fees cannot be transferred to another person. If the student's tuition fee is from the bank or Study Link Loan, the amount of the refund will be refunded to the bank or Study Link.
- All fees are received and refunded in NZ dollars. The Academy is not responsible for any currency fluctuations between enrolment and issuing of refunds.
- No refund is available if the student is expelled from the Academy.

*Immigration New Zealand had made changes to the policy regarding international students effective from 30/11/2009. If you want to withdraw from our school to transfer to another school, you must:

- a. Get an offer from a new school
- b. Once you have this offer, you must apply to immigration New Zealand for Variation of Condition
- c. If they approve the change you can then withdraw from our school
- d. You are required to attend the course before getting the approval from Immigration New Zealand

*Students may be allowed to join a course as a late arrival after the scheduled course starting date. The provision of NSIA's refund policy applies from the scheduled course starting date and NOT the date on which the late student arrives.

* If the student pays any tuition fee for continuing or extending the studies within the same course after the first 8 days of the course starting date, the fee is not refundable. For example, if a student pays the 2nd year course fee after 8 days of the 1st year course starting date, the fee paid for 2nd year will be non-refundable.

Recognition of Prior Learning and Cross-credits

If the student wants to apply for RPL and credit transfer, he/she needs to submit evidence to the academic register before enrolment. Evidence may include certificates, academic records, IELTS/TOFEL test scores, and/or record of learning. A written confirmation including assessment result and study plan will be forwarded to the student before the course starting date. No cross credit application assessments will be processed after the course starting date.

Privacy Statement: The Academy will only collect information that is required by NZ law or that is required by this organization to officially enroll the student. The information will not be released to another individual or organization without the express permission of the owner of the information unless required to do so by a representative of the New Zealand government or one of its agencies in accordance with the Privacy Act 1993 and its subsequent amendments. Students may have access to all material relating to them held by this organization in order to make corrections.

Declaration- I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, and I agree to abide by the conditions described above. I consent to the disclosure of personal information as described above

Student Signature: _____

Date ____/____/____

(Under 18 students only) Parent's Name: _____

Telephone Number: _____

Address: _____

Email: _____

Parent's Signature: _____

Date ____/____/____