

Welcome to Academy New Zealand. Please read the instructions below carefully before you complete this application/enrolment form.

Please post or deliver your completed application/enrolment form to the appropriate Academy New Zealand Campus that you wish to study at.

**INSTRUCTIONS**

The purpose of this application/enrolment form is to get the information we need to enrol you into a programme at Academy New Zealand (referred to as the Academy). We also need to collect information from you which are required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please ask if you need help with this form.

- Complete all sections of the form.
- Print your answers clearly in pen, or tick the box that applies for multi-choice questions.
- Sign the form.
- Attach to the form additional documentation that is required. A description of the required documentation is provided.
- Attach any relevant additional information, such as your CV, references, certificates, exam results, etc, that you feel would enhance and support your application.

**APPLICATION SECTION**

**PROGRAMME DETAILS**

<b>1</b>	<b>Programme details:</b>	<p>What is the <b>name</b> and <b>number</b> of the programme you wish to study in 2012?</p> <p>_____</p> <p style="text-align: center;"><small>(Programme Name – Full Qualification Name) <span style="float: right;">(Programme Number – PC Code)</span></small></p> <p>Which campus will you be studying at? _____</p> <p>What will be your first day of the programme?    <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p style="text-align: center;"><small>day                      month                      year</small></p>						
<b>2</b>	<b>Academy history:</b>	<p>Have you studied at the Academy before?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, what was your ID number?    <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>If yes, please provide the following details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Programme Name</th> <th style="width: 30%;">Dates Attended</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;">From / / To / /</td> </tr> <tr> <td> </td> <td style="text-align: center;">From / / To / /</td> </tr> </tbody> </table>	Programme Name	Dates Attended		From / / To / /		From / / To / /
Programme Name	Dates Attended							
	From / / To / /							
	From / / To / /							

**PERSONAL DETAILS**

<b>3</b>	<b>Name:</b> <i>(Please print your Full Legal name)</i>	<p>Family Name: _____</p> <p>Given Name(s): _____</p> <p>Preferred first name: _____</p> <p>If you have previously enrolled under another name, what was that name? _____</p>															
<b>4</b>	<b>Preferred title:</b>	<p><input type="checkbox"/> Mr    <input type="checkbox"/> Mrs    <input type="checkbox"/> Miss    <input type="checkbox"/> Ms    <input type="checkbox"/> Other (specify): _____</p>															
<b>5</b>	<b>Date of birth:</b>	<b>6</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female														
		<p><input type="text"/><input type="text"/> <input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p style="text-align: center;"><small>day                      month                      year</small></p>															
<b>6</b>	<b>Address and contact details:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Home Country Address:</td> <td style="width: 50%;">New Zealand Address:</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Email:</td> <td> </td> </tr> <tr> <td>Fax:</td> <td>Email:</td> </tr> <tr> <td>Phone:</td> <td>Phone:</td> </tr> <tr> <td>Mobile:</td> <td>Mobile:</td> </tr> </table>		Home Country Address:	New Zealand Address:					Email:		Fax:	Email:	Phone:	Phone:	Mobile:	Mobile:
Home Country Address:	New Zealand Address:																
Email:																	
Fax:	Email:																
Phone:	Phone:																
Mobile:	Mobile:																

	<b>Next of kin:</b>	Name:	Relationship to you:		
		Address:			
		Email:			
		Phone:			
		Mobile:			
7	<b>NZQA history: (if any)</b>	<p>If you are registered with NZQA and have an NZQA Record of Learning number or National Student Number (NSN), please write it here:</p> <p>□□□□-□□□□-□□□□□□</p> <p><i>Please supply a copy of your Record of Learning with this application form.</i></p>			
8	<b>Ethnicity:</b>	<p><i>Please specify your ethnicity:</i> _____</p> <p><i>Are you a Full Fee Paying Foreign Student?</i>    <input type="checkbox"/> <i>Yes</i>                      <input type="checkbox"/> <i>No</i></p> <p><i>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</i></p>			
9	<b>Health:</b>	<p>All international students enrolled at the Academy must be in good health and have Medical and Travel Insurance.</p> <p>Do you have any medical conditions we should be aware of? (eg. asthma, allergies, epilepsy etc.)</p> <p><input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes</i>    <i>if yes, please specify</i> _____</p> <p>Do you live with the effects of significant injury, long-term illness, or disability? (eg. hearing/sight impairment, mobility etc.)</p> <p><input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes</i>    <i>if yes, please specify</i> _____</p> <p><i>What type of Medical and Travel insurance does the international student have for the duration of his/her time of study in New Zealand?</i></p> <p><i>Type</i> _____ <i>Policy Number</i> _____</p> <p><i>(all non-New Zealand policies must be submitted in English prior to enrolment)</i></p>			
10	<b>Previous employment:</b>	<p>Have you been in previous employment?</p> <p><input type="checkbox"/> <i>No</i>                      <input type="checkbox"/> <i>Yes</i>    <i>if yes, please provide the following details:</i></p>			
		Employer	Position	From / /	To / /
11	<b>Legal:</b>	<p>Have you have any criminal convictions or pending court cases?</p> <p><input type="checkbox"/> <i>No</i>                      <input type="checkbox"/> <i>Yes</i>    <i>if yes, please provide the details:</i></p>			
<b>ACADEMIC INFORMATION</b>					
12	<b>Tertiary study:</b>	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in community or hobby classes.</p> <p><input type="checkbox"/> <i>Yes</i>                      <input type="checkbox"/> <i>No</i>                      <i>If no, what was the year of your first enrolment:</i>    □□□□</p>			
13	<b>English Language requirement:</b>	<p>Enrolment in Academy courses requires a minimum english language proficiency of IELTS 5.5, or TOEFL 550, or Cambridge First Certificate. Please bring a copy of your certificate with you on or before your start date. These listed levels of proficiency maybe higher for specific programmes, e.g. Diploma in Pharmacy Technician which has a requirement of good standard of English (IELTS 6.0 [14 credits in English and maths at NCEA Level 2] or equivalent, this will be detailed for you in the programme brochure and at interview.</p>			
<b>GENERAL INFORMATION</b>					
14	<i>How did you first hear about this programme of study?</i>	<p><input type="checkbox"/> <i>Family Member/Friend</i>                      <input type="checkbox"/> <i>Newspaper Advertising</i></p> <p><input type="checkbox"/> <i>School Careers Advisor</i>                      <input type="checkbox"/> <i>Other - please specify</i> _____</p>			

## DOCUMENTATION

15 International students must bring the following with them before the final acceptance for enrolment is confirmed.

- Passport, current valid student visa and student permit to study on this programme in New Zealand.
- Medical & Travel Insurance details.

A photocopy of your original document will be taken and held with your application/enrolment form. Alternatively you can bring a certified copy to the enrolment desk. Please list all documents that you have attached to this application/enrolment form. Documents should be securely stapled to this form.

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16 International students must be presented with the following before they enrol.

- Copy of summary of Code of Practice for International Students (Detailed in the Guidebook for Prospective International Students).
- International Student Proforma Invoice detailing all fees.
- Essential Information for Students brochure detailing fee protection and refund of fees policy.
- Guidebook for Prospective International Students detailing grievance policy
- Depending on the status of the application the prospective student maybe presented with a conditional Offer of Place so they can progress their student visa and permit applications with NZ Immigration Services.

Please list any other documents that you have presented to the applicant prior to enrolment.

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## DECLARATION

**Privacy** – The Academy collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Ministry of Social Development (confirmation of enrolment and academic outcomes) Industry Training Organisations (funding and academic outcomes), Inland Revenue Department (student loan interest rebate) and New Zealand Immigration Services (student visa and student permit details). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, the Academy releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Rehabilitation Compensation Corporation (ACC).

In signing this application/enrolment form you authorise such disclosure on the understanding that the Academy will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the Student Liaison Officer.

Please note that your name, date of birth and residency as entered on this enrolment may be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>

**New Zealand Immigration Services** – the Academy will inform New Zealand Immigration Services if a student is found not to hold a valid student visa / permit or terminates their study with the Academy.

**Fees** – In signing this application/enrolment form you acknowledge that you have been informed of all costs, read the Academy's policy on withdrawal and refund of fees and undertake to pay all tuition fees and course related costs as they become due, as set out in the relevant Proforma invoice, and to meet any late fees and collection charges associated with debt recovery. The Academy's policy on withdrawal and refund of fees is detailed in our Essential Information for Students brochure.

**Code of Practice for International Students** – In signing this application form you acknowledge that you have been informed about and received a summary of the Code of Practice for International Students.

**Rules** – In signing this application/enrolment form you undertake to comply with the published rules and policies of the Academy with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

**Declaration** – I declare that to the best of my knowledge all the information supplied on, and with, this application/enrolment form is true and complete. I understand that withholding of relevant information or the giving of false information may result in termination of enrolment.

I will inform the Academy of any changes to the details of this application.

I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

