



NEW ZEALAND INSTITUTE OF TECHNICAL TRAINING

International Student Enrolment Form

DOCUMENTATION

You can bring the original documentation to the enrolment desk; alternatively you can provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy (for **Domestic students**) by a justice of the peace (JP), Solicitor, minister of the church, General Practitioner or School Principal. For International Students signed by, a Notary Public, Justice of the peace, Solicitor or Commissioner of Oaths.

International Students must bring their passport with them on arrival.

*Please note that your name, date of birth and residency as entered on this enrolment will 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 <https://nsi.education.govt.nz/>

NOTES FOR INTERNATIONAL STUDENTS

Code of Practice for the Pastoral Care of International Students: New Zealand Institute of Technical Training has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Qualification Authority (NZQA). Copies of the Code are available on request from this Institution or from the New Zealand Qualifications Authority (NZQA) website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/2016-code-of-practice/>

Immigration and Student Study Visas: New Zealand Institute of Technical Training adheres to the requirements and procedures of the New Zealand Immigration Services (NZIS) in the admission and enrolment of all prospective international students. New Zealand Institute of Technical Training will only enrol international students who hold a current student visa or permit that has been endorsed with the New Zealand Institute of Technical Training name and the course in which they have been offered a place. Under its regulations, NZIS will be notified immediately, by the NZIS electronic notification form, of the termination of an international student's enrolment. All visas/permits will be checked on arrival at New Zealand Institute of Technical Training. A copy of each student's original visa/permit and passport will be kept for the duration of the student's enrolment with New Zealand Institute of Technical Training. An offer of place from the Institute does not guarantee that a student will be issued with a student visa/permit by the immigration authorities.

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 <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 stay, 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, and can be viewed on their website 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: By law international students must have acceptable Medical and Travel Insurance from the time of their enrolment until their visa expires. International students must have appropriate and current medical and travel insurance while studying in New Zealand. It is compulsory for international students to have appropriate and current travel and medical insurance for the duration of their studies at New Zealand Institute of Technical Training. You must provide evidence of travel and medical insurance when you enrol. Approximate cost of travel and medical insurance is 583.00. New Zealand Institute of Technical Training can supply a range of insurance agents, but does not promote or have any monetary arrangement with any insurance agents.

Student Fee Protection and Indemnity for Student Fees: Your fees are protected by student fee trust account which ensures a student receives a refund on student fees – held in trust – if an education provider is unable to complete a course. This could be because of closure, insolvency, loss of NZQA accreditation or course withdrawal. By law all education providers are required to have some form of protection for fees paid in advance. New Zealand Institute of Technical Training has chosen to use The Public Trust as their student fee protector. The Public Trust is a government owned Trustee Company that has been in existence for over 130 years.

More information is available on their website, www.publictrust.co.nz.

Age Restriction: New Zealand Institute of Technical Training does not enrol students who are younger than 18 years at the time of enrolment.

Recognition of Prior Learning and Credit Transfer: An important principle of the National Qualifications Framework is that skills, knowledge and understanding gained outside formal education or training will be recognised. Recognition of prior learning (RPL) and/or recognition of current competencies (RCC) are based on recognition of skills currently 'used' or gained. If you believe you already have the skills being taught in a module that you are currently learning, you can apply to have your existing skills recognized and credited to your student record. Full details can be found in the Student Handbook. Please ask for a copy if you have not received the Student Handbook.

Support and Guidance: There are a number of agencies that offer assistance, especially for newly arrived students who may experience culture shock. The Student Handbook has a more extensive list.

Emergency Services like police, Fire or Ambulance Dial 111

For Public Transport: Information for Bus, Ferry and Train transport services
www.maxx.co.nz or phoning 09 366 6400 or text 3666.

Citizens Advice Bureau: The Citizens Advice Bureau can offer you advice and guidance on a range of issues. Call free phone or consult the website or the Telecom White Pages for the local bureau numbers.
Free phone 0800 FOR CAB (0800 367 222)
www.cab.org.nz

Auckland Migrant Resource Centre: The Auckland Regional Migrant Services Charitable Trust recognises moving to a new country can be a daunting experience. Some "new kiwis" find adjusting to their new life difficult. Employment, language barriers, housing and cultural differences are sometimes challenging. Even finding out basic information, such as how to get a driver's licence or where to do the shopping, can seem overwhelming at first.
Information service (09) 625 3090 ESOL service (09) 625 3094 All other services (09) 625 2440
Fax(09) 6252445 www.arms-mrc.org.nz

Water Safety: Many people enjoy a vast range of aquatic opportunities which the New Zealand environment offers, whether at home, at the pool, beach, river or out at sea. Information about keeping safe around water. www.watersafety.org.nz

Road Safety: Information regarding driving in New Zealand www.ltsa.govt.nz

Waitemata Asian Health Service: Health Advice Telephone (09) 486 8347

Language Line Interpretation Service when interacting with Government departments

Language.Line@dia.govt.nz
www.languageline.govt.nz

Family Planning Association: FPA works to promote a positive view of sexuality and to enable people to make informed choices about their sexual and reproductive health and well-being. Family Planning (FPA) provides sexual and reproductive health information, clinical services, education, training and research. www.familyplanning.org.nz

New Zealand Qualification Authority:

NZQA enforces the standards in the code of Practice. For information about how to make a complaint see the NZQA website; <http://www.nzqa.govt.nz/about-us/make-a-complaint/>

Is Your Complaint about money or Contracts

iStudent Complaints is an independent service provider by the New Zealand Government that can help you resolve concerns and complaints with an education provider. The service is free.
Phone: 64-4-9184975
Freephone: 0800-00-66-75 (NZ only)
Website: www.istudent.org.nz

Human Right Complaints Handles any concerns and issues about your human rights (09) 309 0874

Lifeline - Lifeline New Zealand has a team of trained telephone counsellors ready to take your call. Our service is free.

All calls are confidential and non-judgemental - we are here 24 hours a day, 365 days a year.

Telephone (09) 522 2999
0800 111 777

Go to the [Lifeline website](#).

Chinese Lifeline -The hotline runs in English, Mandarin, Cantonese and Korean (09) 522 2088 0 888 880

WITHDRAWALS AND REFUNDS

Early and Voluntary Withdrawals and Student Fees Refund
Responsibility: Student Affairs/Director of Marketing

Review Date: As required by external changes

PURPOSE

To provide information to all students about withdrawal and refund policies and procedures that meets the requirements of section 236A of the Education Act 1989.

STATUTORY OBLIGATIONS

- Education Act 1989, Section 236A
- And any subsequent amendments

BACKGROUND

New Zealand Institute of Technical Training must have in place policies and procedures that allow for refunds and withdrawals up until the tenth day after a course has started, after the tenth day of the course and any cancellation of a course.

POLICY

Information regarding student fees, refunds and withdrawals from courses will be displayed in all Student Handbooks, enrolment forms and on the website.

Students will be advised about New Zealand Institute of Technical Training Policy 2.4 before or at the time of enrolment. As per Section 236 of the Education Act 1989, students (International and Domestic) have the following entitlements:

a. Course length between 5 and 13 weeks (35 days – 3 months)

- Student withdrawing before the course start date will receive a full refund.
- Withdrawing within the first 5 days of the course for which attendance at New Zealand Institute of Technical Training is required will receive a refund of no less than 75% of total fees paid.
- Withdrawing more than 5 days after the first day of the course, internal policy applies: students will receive no refund, unless exceptional circumstances proven.

b. Course length of more than 3 months (greater than 13 weeks)

- i. Student withdrawing before the course start date will receive a full refund.
- ii. Withdrawing within 10 days of the course students receive a full refund, less administration fee of up to 25% of the total fees paid.
- iii. Withdrawing after 10 days of the course, internal policy applies: students will receive no refund, unless exceptional circumstances proven.

2. A full refund of any and all course-related fees paid by students will automatically be given for courses which are cancelled by New Zealand Institute of Technical Training, or which did not start due to an insufficient number of enrolments.

3. New Zealand Institute of Technical Training reserves the right to cancel any course for which there are insufficient enrolments.

4. If course fees have been paid from a student loan, Study link will be notified and any refund will be sent to the appropriate student loan account management authority.

5. If course fees have been paid from training incentive allowances Work and Income will be notified and any refund will be sent to the appropriate Work and Income account management authority.

6. New Zealand Institute of Technical Training staff will ensure all students are aware that withdrawal from a course may affect student loans and allowances. Students should also be notified that processing of refunds may take up to 2 weeks, or longer where unusual circumstances arise.

7. The following link provides the current rights and responsibilities for withdrawal and refunds: <http://www.nzqa.govt.nz/providers-partners/registration-and-accreditation/student-fee-protection/student-withdrawals-and-refunds/>

These criteria are summarised in the following table:

Period of enrolment	1-34 days		35 days-3 months		More than 3 months	
	Within the first two days of the course	After more than two days	Within the first five days of the course	After more than five days	Within the first TEN days	After more than TEN days
Amount of refund	50% of total fees paid	No refund	75% of total fees paid	No refund	Full refund, less administration fee of up to 25% of the total fees paid	No refund

PROCEDURE:

- 1. Students wishing to withdraw from courses must complete the Course Withdrawal Request Form and make an appointment with the Managing Director to discuss their withdrawal and any refund of fees.
- 2. Student withdrawals are processed and if course fees have been paid the refund application for early withdrawals or beyond the early withdrawal period with exceptional circumstances are given to the Directors for approval.
- 3. Refund Requests are approved or declined by the Directors or nominee based on the refund and withdrawal policy. Requests for refunds beyond the refund period will be considered at the discretion of the Directors or nominee.
- 4. The Administrator will notify Study Link through VOS of withdrawn student. The Administrator will notify Work and Income of withdrawn clients receiving a training incentive allowance. The Administrator will notify New Zealand Immigration of the withdrawn International student.
- 5. Public Trust Refund Forms are generated by the Managing Director or nominee for approved refunds and given to the student for signature and any relevant information.
- 6. Completed Public Trust refund forms are given to the Managing Director for final processing and then sent to Public Trust for Authorisation and processing of fees held by Public Trust. Fees will be paid back to the loan provider, student or appointed provider for the continuation of their studies.
- 7. In the instance where fees have been released by Public Trust to New Zealand Institute of Technical Training according to the payment schedule the Managing Director will establish the balance to be refunded from New Zealand Institute of Technical Training back to the loan provider, student or appointed provider for the continuation of their studies.
- 8. All refund documents are filed and kept at the Managing Directors office for audit processes; copies are filed under the respective student's file.

Risk Management Review

A monthly report of student withdrawal rates be generated and forwarded to the Senior Management Team.

Monitoring of rates of retention will be communicated to all staff on a monthly basis.

Retention rates are considered a quality performance indicator.



NEW ZEALAND INSTITUTE OF TECHNICAL TRAINING

International Student Enrolment Form

Welcome to New Zealand Institute of Technical Training. Please read all the instructions before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you information we need to enrol you into a qualification at New Zealand Institute of Technical Training. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration purposes. Please fill in the form completely and properly. Any parts not completed may delay the application process.

- Complete all the sections of the form.
- Write down your answers clearly or ticking the box for multiple choice questions.
- Sign the form.
- Attach the form with other documentations which are required.

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:

Admission Team: admissions@nitt.ac.nz

New Zealand Institute of Technical Training

AUCKLAND CITY CAMPUS: Level 13, 155 Queen Street, Auckland, CBD New Zealand | PH:+6493689100/ +6493689101

MANUKAU CAMPUS: 13B, Ronwood Avenue Manukau 2104 Auckland New Zealand | PH: +64 9 5514597 | Fax: +64 9 5514596

Website: www.nitt.ac.nz

A. QUALIFICATION

Please tick the box of the qualification you wish to enrol in for study:

- National Diploma in Business Administration - Level 5
- National Diploma In Business (Marketing) - Level 5
- National Diploma in Business (Accounting) - Level 5
- National Diploma in Business - Level 6
- National Diploma of Business - Level 5 and Level 6 Package Course
- Diploma in Business Advanced (Sustainability/ Productivity) - Level 7
- Diploma of Applied Retail Management (Advanced) - Level 7
- New Zealand Certificate in English Language (Academic) Level 3
- New Zealand Certificate in English Language (Academic) Level 4

Qualification Start Date: _____ (DD/MM/YYYY)

Have you studied at New Zealand Institute of Technical Training before? Yes No

(If you answered YES, what was your ID number, name of course or name enrolled as?) _____

FOR OFFICE USE ONLY

Student ID Number

NSN Number if known

Programme/Qualification Title

B. PERSONAL DETAILS

Surname/Family Name _____ First Name(s) _____ Preferred Name(s) _____

Title Mr. Mrs. Ms. Other Gender Male Female Date of Birth _____ (DD/MM/YYYY)

Passport No. _____ Email _____

If you know your National Student Number, please write it here, If not leave this space blank _____

Ethnicity: What ethic group(s) do you belong to? You may tick up to three boxes

- | | | | |
|--|---------------------------------------|---|---|
| African <input type="checkbox"/> 531 | Fijian <input type="checkbox"/> 361 | Japanese <input type="checkbox"/> 442 | Samoan <input type="checkbox"/> 311 |
| Australian <input type="checkbox"/> 128 | Filipino <input type="checkbox"/> 411 | Korean <input type="checkbox"/> 443 | Sri Lankan <input type="checkbox"/> 441 |
| British/Irish <input type="checkbox"/> 121 | German <input type="checkbox"/> 127 | Latin American <input type="checkbox"/> 521 | Tongan <input type="checkbox"/> 412 |
| Cambodian <input type="checkbox"/> 412 | Greek <input type="checkbox"/> 123 | Middle Eastern <input type="checkbox"/> 511 | Vietnamese <input type="checkbox"/> 413 |
| Chinese <input type="checkbox"/> 421 | Indian <input type="checkbox"/> 431 | Other Asian <input type="checkbox"/> 444 | Others <input type="checkbox"/> 611 |
| Dutch <input type="checkbox"/> 122 | Italian <input type="checkbox"/> 126 | Polish <input type="checkbox"/> 124 | |

Please specify if 'Other Asian' or 'Others'

Address

Permanent Address in Home Country

Country: _____
Tel:() _____
Mobile: _____

Next to kin in Home Country

Name: _____
Relationship: _____
Home Tel: _____
Work Tel: _____
Mobile: _____
Email: _____
Address (if different from permanent address from home country)

Address in New Zealand (if known)

Town/ City: _____
Tel:() _____
Mobile: _____

Next to kin in New Zealand (Emergency Contact if known)

Name: _____
Relationship: _____
Home Tel: _____
Work Tel: _____
Mobile: _____
Email: _____
Address (Not PO Box) _____

Health and Disability

Do you live with effects of significant injury, impairment, long term illness or disability? The information you will supply will be confidential.

Yes No If YES, please specify: _____

How can we best provide support and guidance? _____

C. ACADEMIC INFORMATION

What is the highest level of achievement you hold from a secondary school?

Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework.

Secondary Studies

Name of the last secondary school you attended: _____

Year Completed: _____ (DD/MM/YYYY)

Post Secondary Studies

Name of Qualifications	School / Institutions	Country	Year Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If requesting credits for the prior studies undertaken, please attach documentation evidence and fill out appropriate forms.

D. PATHWAY STUDY PLAN

Please describe how your enrolment in the course/qualification will assist you in your career progression or pathway:

(You can use additional paper to support your application)

Please indicate if you are looking for further tertiary education or employment when you graduate from this course/qualification:

Type of Further Tertiary Education: _____

Type or Role in Employment: _____

E. ENGLISH

IELTS score _____

Date Taken: _____ (DD/MM/YYYY)

If you have not done IELTS yet, please specify the dates you intended to sit _____

If you can provide other evidence of English ability like TOEFL, living in an English speaking country, you have finished ELICOS or any other evidence please state.

F. PAYMENT (for International Student)

Please tick the payment method you will be using to pay your tuition fees.

Cash/Cheque for \$NZD _____ Telegraphic Transfer for \$NZD _____

Direct Debit/Internet Banking for \$NZD _____ Via Agent for \$NZD _____

(A proof of the Payment should be sent to the office together with the Enrolment Form)

Bank Details

Bank Name: Westpac, Manukau city, 627 Great South Road
Account Name: New Zealand Institute of Technical Training

Account no: 03-0207-0358704-000
Swift no: WPACNZ2W

OR Pay direct to the Public Trust

Account Name: Public Trust

Bank: Bank of New Zealand, North End Branch, Wellington, New Zealand

Account no: 02-0536-0305865-01

PTE Reference: 8369461-TR-01

Swift Code: BKNZLN22

G. HOW DID YOU HEAR ABOUT THIS INSTITUTION?

- Agent NITT Website NZ Embassy
 Family/Friends Education/Career Fair Other Website/Internet
 Others Please specify _____

Name and address of the agent: _____

H. DATE OF ARRIVAL

What date will you arrive in New Zealand? _____

I. AIRPORT PICKUP AND ACCOMMODATION SERVICES

Do you want NITT to arrange airport pick up and/or accommodation for you? Airport pick up Accommodation

J. CHECKLIST

Have you:

- Filled all the sections
 Attached a copy of your passport
 Attached the evidence for English ability
 Attached copies of your Academic Qualification
 Attached a copy of your Visa (if applicable)
 Signed and dated the declaration

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO:

Admission Team: admissions@nitt.ac.nz

DECLARATION

Privacy: The organization collects and stores information from this form to comply with 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), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information may be supplied to, and sought from, other educational organisations for the purposes of verifying academic records.

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

In signing this enrolment form you authorise such disclosure on the understanding the organisation will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see the information held about you and amend any errors in that information. To do so, contact the Campus Manager.

NB: The Privacy Act came into force on 01 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles of the Act. This can be found at <http://www.privacy.org.nz/people/peotop.html>

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. You also agree to abide by the Institute's policy on withdrawals and refunds. Refer to the Student Handbook for the full Policies on Withdrawal/Refund and Indemnification of fees.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, standard of dress, health and safety, and behaviour. Please refer to the Student Handbook for more details.

Academic Requirements

- Demonstrate competency in all assessment tasks and completion of all assignments
- Minimum attendance for all

Declaration

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

Should this document be returned by email in types format, with all information given it will be deemed as being signed by the applicant.

Signature

__/__/__

Date

NITT Office Use Only

Pre enrolment

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> E Form | <input type="checkbox"/> CV |
| <input type="checkbox"/> Academic | <input type="checkbox"/> Passport copy |
| <input type="checkbox"/> English req. | <input type="checkbox"/> Offer/invoice sent |

Post enrolment/prior to commencement

- | | |
|--|--|
| <input type="checkbox"/> Fees paid | <input type="checkbox"/> Entered to the database |
| <input type="checkbox"/> Student Visa copy | <input type="checkbox"/> Clear for commencement |
| <input type="checkbox"/> Receipt/Confirm | <input type="checkbox"/> Med/travel insurance copy |

Insurance Details

Appropriate medical/travel insurance details (This must be completed prior to the commencement of this programme.)

Company Name _____ Policy Number: _____ Expiry Date: _____ (DD/MM/YYYY)

Applicant Passport Details

Student ID _____ Passport Issue Date _____

Passport Number _____ Passport Expiry Date _____

Date Entered _____ Country _____

Place of Issue _____