NZ School of Vocational Education and Training

Enrolment Form

Level 4, 16 Waverley Street
Auckland 1141

Email: Projects@radiocareer.net
Phone: 09 600 6516
www.healthcareer.nz

Welcome to the NZ School of Vocational Education and Training.

Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 6 of the form.

Tick the course(s) you wish to enrol in

English language

- ☐ English for Elementary Learners (Micro-credential) (levels 1)
- ☐ English for Pre-Intermediate Learners (Micro-credential) (levels 2)
- ☐ English for Intermediate Learners (Micro-credential) (levels 3)
- ☐ English for Upper-Intermediate Learners (Micro-credential) (levels 4)
- ☐ Pre-Purchased English Language Tuition (PELT)

NZ Certificate

- ☐ New Zealand Certificate in Health and Wellbeing (Health assistance) (level 3)
- ☐ New Zealand Certificate in Disability Support (Level 4)

Preferred Course (Intake) Start Date: ____/____/_____ Preferred Course period (English Only): ____ weeks

Personal Details

First Name: _____Surname: _____

Preferred Name (English Name): _____Gender: ❑ Male ❑ Female

Date of Birth: _____/_____/_____ Country of Birth: _____ Passport No.: _____

Address: _____Post Code: _____

Country: _____ Phone: (home): _____ (mob.) _____

Email Address: _____ Marital Status: _____

Emergency Contact Details:

Name: _____ Phone No.: _____

Address: _____ _____

New Zealand School of Vocational Education and Training

If you know your NSN (National Student Number), please write it here:	☐☐☐-☐☐☐-☐☐☐☐

Citizenship and Residency:

You may need to supply evidence of residence or citizenship

Tick the box which best describes your citizenship:

New Zealand Citizen ☐ NZL Australian Citizen ☐ AUS
Other ☐

Please specify if "Other":

_____

(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)

If you ticked "Other", please also specify your fee/assistance status.

NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate)	☐ 01
Full Fee Paying Foreign Student	☐ 03
Exchange Scheme approved by Ministry of Education	☐ 04
Foreign Research Based Post-Graduate	☐ 06
Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze	☐ 08
On-Shore International PhD student	☐ 09
International ITO Off-Job Trainee	☐ 12

Tick the box if you have New Zealand Permanent Residency Status:
New Zealand Permanent Resident ☐ NZP

During your time studying in this qualification will you be resident in New Zealand or overseas?

In New Zealand ☐ Overseas ☐

Ethnicity:
What ethnic group(s) do you belong to?

You may tick up to three boxes, which apply to you.

NZ European/Pakeha	☐ 111	Filipino	☐ 411
New Zealand Māori	☐ 211	Cambodian	☐ 412
Samoan	☐ 311	Vietnamese	☐ 413
Cook Island Māori	☐ 321	Other Southeast Asian	☐ 414
Tongan	☐ 331	Chinese	☐ 421
Niue	☐ 341	Indian	☐ 431
Tokelauen	☐ 351	Sri Lankan	☐ 441
Fijian	☐ 361	Japanese	☐ 442
Other Pacific Peoples	☐ 371	Korean	☐ 443
British/Irish	☐ 121	Other Asian	☐ 444
Dutch	☐ 122	Middle Eastern	☐ 511
Greek	☐ 123	Latin American	☐ 521
Polish	☐ 124	African	☐ 531
South Slav	☐ 125	Other	☐ 611
Italian	☐ 126	Not Stated	☐ 999
German	☐ 127		
Australian	☐ 128		
Other European	☐ 129		

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

_____

New Zealand School of Vocational Education and Training

Iwi: If you identified as New Zealand Māori in question 12, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.	Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area):

Prior activity:	What was your MAIN activity or occupation in New Zealand at 1 October 2018? You may tick only one box.				
	Secondary school student	☐ 01	Non-employed or beneficiary (excluding retired)	☐ 02	
	Wage or salary worker	☐ 03	Self-employed	☐ 04	
	University student	☐ 05	Polytechnic student	☐ 06	
	College of Education student	☐ 07	House-person or retired	☐ 08	
	Overseas (irrespective of occupation)	☐ 09	Private Training Establishment student	☐ 11	
	Wānanga student	☐ 12			

[1]Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential. If yes, how would you describe your impairment, disability or long term medical condition.	Yes ☐	No ☐

Academic information

Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. _____	Office Use
	What was your last year at secondary school? ☐☐☐☐	
	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. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.	
	No formal secondary qualifications	☐ 00
	14 or more credits at any level	☐ 11
	NCEA Level 1 **or** School Certificate	☐ 12
	NCEA Level 2 **or** 6th Form Certificate	☐ 13
	University Entrance	☐ 14
	NCEA Level 3 **or** Bursary **or** Scholarship	☐ 15
	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	☐ 09
	Other	☐ 98
	Not Known	☐ 99
	Please specify if "Overseas qualification" or "Other". _____	

New Zealand School of Vocational Education and Training

Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No ☐ Yes ☐ If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment: Name: _____ Year: ☐☐☐☐
	What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification? Year: ☐☐☐☐

English Level (Please circle)

IELTS overall Score (if appeared): _____ Individual score: R: _____ W: _____ S: _____ L: _____

OR any equivalent English language test score details: _____

For English Language Students, please indicate your English level:

Elementary Pre-Intermediate Intermediate

Do you require any language, literacy or numeracy assistance? YES ❑ NO ❑

Health and Insurance

It is a condition of enrolment to have a suitable insurance policy while studying in New Zealand, this also includes students with visitor visa, work visa or a working holiday visa.
I would like NZSVET to arrange my medical and travel insurance with Orbit Protect International Student (LITE)
From: _____ / _____ / _____ (This must be the day you leave your home country or NZSVET will arrange insurance 2 days before course starts)
Do you have any pre-existing medical condition (please brief if Yes)? NO YES _____

I am organizing my own insurance (please read below) ☐
Student organizing their own insurance must make sure it meets the requirements set out in **The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)**.
- The Insurance must cover the student's travel to and from and within New Zealand
- This must also Include diagnosis, prescription, surgery and hospitalization; and
- Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- Death of student, including cover of -
1. travel costs of family members to and from New Zealand; and
2. costs of repatriation or expatriation of the body; and
3. funeral expense.

NZSVET has the right to ask students to purchase further insurance if the student's own insurance does not meet the requirements above.

Accommodation / Airport Pick-up

Do you require accommodation? YES ❑ NO ❑

Do you require airport pick-up? YES ❑ NO ❑

New Zealand School of Vocational Education and Training

Homestay accommodate

Did you require homestay accommodation? YES ☐ NO ☐

From: _____/ _____ / _____ To: _____/ _____ / _____

Homestay preferences:

Family with younger children ☐ Family with older children ☐ Young family with no children ☐

Old family with no children ☐ Family with pets ☐ Do you smoke ☐

Do you have any allergy ☐ Do you require Halal food (extra charge) ☐

Notes:

- Minimum stay in homestay is 4 (four) weeks and two weeks notice is required when you wish to leave a family

- Arrangement will be only made when the school receives the fee

Refund policy

➢ Before the course commencement date:

Students who cancel their course before its commencement date will be refunded the tuition fee in full. The application fee and accommodation administration fee will not be refunded. If the school has already organised insurance for the student, the insurance fee is also not refundable.

➢ After the course commencement date:

1. For courses not longer than five weeks, 50% of the tuition fees can be refunded to a student cancelling his or her course no later than two (2) days after the course starts. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
2. For courses longer than five weeks but not longer than twelve weeks, 75% tuition fees can be refunded to a student cancelling his or her course no later than five (5) days after the course starts. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
3. For courses longer than twelve weeks, full less a deduction for cost incurred by the school minus a maximum of 25% of the fee total paid can be refunded to a student cancelling his or her course within the first ten (10) working days of their course. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.

Course length	Withdrawal Period	Amount of Refund
< 5 weeks	2nd day of course	50%
Between 5 & 12 weeks	5th day of course	75%
13 weeks or greater	10th working days	75%

4. If, for the some reason, the school has to cancel the course before the commencement date, we will refund in full the fees paid. If the course is cancelled after its commencement date, we will refund pro rata for the weeks not delivered.
5. Where payment is received from an overseas study agency, we will pay tuition refund to that agency. Any such agency is considered to be the student's representative, retailing our school services.
6. Transfer of tuition entitlements between students is specifically prohibited.
7. Refunds or enrolment extensions will not be given to students:
- taking a holiday during their course, unless approved by the Institute
- arriving later than the course start date, unless approved by the Institute
- leaving the Institute before the course is finished, unless approved by the Institute
8. If, for some reason, students are not able to obtain their visa, we will refund pro rata for the weeks from the date the student inform the school their visa was declined.
9. Homestay dates are from Saturday to Saturday, or Sunday to Sunday. If you are staying longer than specified above, please contact us to arrange the additional payment. Homestay fees will be refunded if you move to a private accommodation, if you give us at least two weeks' notice about the move.
10. The School will not be held responsible for any sickness, damage, injury or loss incurred at the Institute, at the accommodation organised by the School, or at any activity or trip organised by the School. It is the student's responsibility to have adequate insurance to cover medical expenses, repatriation and loss of school fees if the student needs to shorten the enrolment (or cancel the course) as a result of any such event described above.
11. The School reserves the right to amend fees and conditions at any time.

Process of withdrawal / refund

1. All Withdrawal /Cancellation requests must be made in writing to the school and signed, dated by the student (or parent for under 18 years old) and presented with supporting documents, such as a letter from Immigration New Zealand or Medical Certificate, giving reasons.
2. All refunds will be made to the student's account if the withdrawal request is approved and the student is entitled to any refunds.
3. Written permission will be requested if the student wishes any refund to be paid to a third party. In this case, the school needs to obtain the third party's identification as well. Whether the refund to the third party is accepted or not will be decided by the school's fee protection provider (Public Trust) and the school has no power over their decision.

New Zealand School of Vocational Education and Training

Homestay refund and cancellation policy

- ✧ 8 Days or more prior to commencement of the homestay, we will retain the placement fee and we will to refund the balance of homestay fees paid
- ✧ 7 Days or less prior to commencement of the homestay, we will retain the placement fee and 1 week's homestay fee, and agrees to refund the balance of Homestay fees paid

Education Agent Details

If you were referred by an education agent, provide the information below.

Agent Name/ Business name:_____

Documentation

To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.

A statement of Whakapapa, including date of birth, countersigned by a kaumatua.

- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, and Minister of the Church, General Practitioner or School Principal for example.

International students must bring their passport with them when they enrol.

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: http://www.nsi.govt.nz/ima.

New Zealand School of Vocational Education and Training has agreed to observe and be bound by ***The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)****. Copies of the Code are available from the NZQA website* ***www.nzqa.govt.nz***

Privacy – The Organisation 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), 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 about students may be supplied to, and sought from, other educational organisations for the purpose 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 that 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 any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 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 in the Act. http://www.privacy.org.nz/privacy-act

Fees In signing this enrolment form you undertake to pay full fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Organisation's policy on withdrawal and refund of fees may be obtained from the Admissions Officer.

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

New Zealand School of Vocational Education and Training

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

_____ _____/_____/_____

Signature Date

_____ _____/_____/_____

Parent / Guardian Signature Date

➢ **Please make sure that you sign your enrolment form above** ➢

Office Use Only		
Documentation _____ _____/_____/_____	**Approved** _____ _____/_____/_____	**Entered** _____ _____/_____/_____