

Welcome to the Cornell Education Group (TCEG) (Cornell Institute of Business & Technology (CIBT), The Professional Bar and Restaurant School (PBRS), and Wilkinson's English Language School (WELS). Please read the instructions below carefully before you complete this application form.

**INSTRUCTIONS**

The purpose of this application form is to get from you the information we need to offer you a place and to enrol you into a course at TCEG. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical reasons.

Prior to completing this form, all students must first read the TCEG Student Handbook in full. This is available on request from TCEG or can be viewed at [www.cornell.ac.nz](http://www.cornell.ac.nz), [www.pbrs.ac.nz](http://www.pbrs.ac.nz) or [www.wels.ac.nz](http://www.wels.ac.nz). Prospective students must also review of the Code of Practice for the Pastoral Care of International Students published by the New Zealand Qualifications Authority (NZQA).

This is available at: <http://www.nzqa.govt.nz>

Please carefully complete:

- a. All sections of the form
- b. In English and in ink (Not pencil).
- c. Signing the form with your signature
- d. And supply additional documentation that maybe required.

Please use CAPITAL LETTERS and tick the appropriate box;

This form must be accompanied by:

- A copy of your passport or Birth Certificate
- Copies of your translated Academic Certificates and Transcript
- A copy of your English Language Proficiency result (eg. IELTS or TOEFL)
- Any other additional information required for the programme you intend to apply for,

**Student Details**

Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
Nationality \_\_\_\_\_  
Passport No. \_\_\_\_\_  
Visa Expiry Date \_\_\_\_\_ Visa Type \_\_\_\_\_  
Date of Birth (DD/MM/YY) \_\_\_\_\_  
Gender (Male  Female

**Contact Details**

*Contact details in home country*  
Home Address \_\_\_\_\_  
Post code \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Email address \_\_\_\_\_  
  
*Contact details in New Zealand while studying if known:*  
Address \_\_\_\_\_  
Post code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
  
*Emergency contact*  
Phone \_\_\_\_\_ Email address \_\_\_\_\_

**Highest Previous Education**

High School \_\_\_\_\_ University \_\_\_\_\_  
Previous Institution Attended \_\_\_\_\_  
Name of Highest Qualification \_\_\_\_\_  
Have you studied at TCEG before?  Yes  No  
If yes, please write down your Student ID number:  
\_\_\_\_\_  
  
If you are registered with NZQA and have an NSN please write it here:  
\_\_\_\_\_

**How did you find out about TCEG?**

Agent  Website  Social network  
 Referred by a TCEG student or graduate  Other

**Education Consultant (Agent)**

*If you have applied through an education consultant, please provide the following details*  
Full name of agent \_\_\_\_\_  
Phone \_\_\_\_\_ Email address \_\_\_\_\_  
  
Study • Work • Travel • Visa

**English Language Proficiency**

Is English your first language?  Yes  No  
If yes, you may be required to provide evidence of this  IELTS (Academic only)  TOEFL  Other  
If no, which English Language Proficiency Test have you completed? Overall Band Score \_\_\_\_\_ Test Date \_\_\_\_\_

**COURSE DETAILS ( Tick all that apply )****English (Wilkinson's English Language School)**

- English – Beginner/Elementary
  - English – Pre-Intermediate/Intermediate(Level 2)
  - English – Upper Intermediate/Advanced (Level 4)
  - Preparation for IELTS (Level 3)
- \_\_\_\_\_ weeks, Start date\_\_\_\_\_  Full Time  Part Time

**Business (Cornell)**

- Cornell Diploma in Business Studies (Level 7, 1yr)
- New Zealand Diploma in Business (Strategic Management) (Level 6,1yr)
- New Zealand Diploma in Business (Operational Management) (Level 5,1yr)

**Health Care (Cornell)**

- Diploma in Health (Advanced) (Applied Management) (Level 7, 1yr)

\* You are required to fill up a Pre-enrolment Application Form and followed by an interview by Cornell.

**Computing (Cornell)**

- Diploma in Software Development (Level 7, 1yr)
- Diploma in Information Technology - (Networking Technology Management and Administration) (Level 7, 2yrs)
- Diploma in Information Technology

- (Networking Technology Management) (Level 7, 1yr)
- Diploma in Information Technology
- (Networking Technology and Administration) (Level 5, 1yr)

**Cookery (Cornell)**

- Diploma in Professional Cookery (Level 5, 1yr)
- International Diploma in Food Preparation and Cookery Supervision - (Advanced) (Level 5, 2yrs)

**Hospitality (PBRS)**

- Diploma in Hotel Management (Level 6, 1yr)
- Diploma in Hospitality (Operational Management) - (Rooms Division Management) (Level 5, 1yr)
- New Zealand Certificate in Food and Beverage Service (Restaurant Services) Level 4
- New Zealand Certificate in Food and Beverage Service (Café Services and Bar Services) Level 3

**Short Course**

- LAVAZZA Barista Course (20hrs) (20hrs tuition + 20hrs internship(optional))
- Bar and Cocktail Certificate
- Licence Controller Qualification

**Campus**

- Auckland City Campus
- Auckland Panmure Campus (For cookery courses only)
- Tauranga Campus (For selected Business & IT courses, Please check with TCEG)
- Christchurch Campus (For Wilkinson's English only)

**Starting**

Start date(DD/MM/YYYY): \_\_\_\_\_

**HEALTH, ACCOMMODATION AND AIRPORT PICKUP**

- Do you have any health related issues which may impact on your ability to undertake study?  
If yes, please specify. \_\_\_\_\_
- Are you on any medication for a health issue at this time? \_\_\_\_\_
- Are you allergic to or do you have any sensitivity to any food, substances or chemicals: If yes, please specify \_\_\_\_\_
- TCEG arranges Travel/Medical insurance. Fees must be paid in advance. Travel/Medical Insurance: Yes  No
- TCEG arranges homestay but we must have a minimum of 4 weeks' notice. The minimum period of homestay is 4 weeks. Homestay fees must be paid to TCEG. A homestay placement fee will apply for this service and must be paid in advance. Homestay: Yes  No
- If yes, please ensure that you complete the Homestay Application Form. A minimum of 4 weeks' notice to arrange Homestay is required before your arrival.
- TCEG arranges Airport pickup. Service fee will apply and must be paid in advance. Airport: Yes  No
- If yes, please ensure that you complete the Airport Pickup Application Form a minimum of ten working days prior to your arrival in New Zealand.

**TERMS AND CONDITIONS OF ENROLMENT**

1. **ALL APPLICATIONS** are subject to the availability of course
2. **IMMIGRATION:** All international students must hold an appropriate visa or permit. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).
3. **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 entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).
3. **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 [www.acc.co.nz](http://www.acc.co.nz).
4. **MEDICAL AND TRAVEL INSURANCE:** International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. TCEG provides medical and travel insurance through a New Zealand insurance company. TCEG has assessed the policies provided by the insurance company. Insurance is compulsory for all international students studying at TCEG and will automatically be charged for unless an alternative insurance compliant with the Code of Practice has already been arranged.
5. **TUITION FEE:** Student fee payment schedule will be issued upon the receipt of application form and all supporting documents. Fees are due for payment, before the start of your programme of study. Once tuition has commenced, tuition fees will remain the same irrespective of changes to immigration status, for instance obtaining Permanent Residency, and any other changes. Prior to commencement tuition

fees are subject to change. TCEG reserves the right to change fees without notice. Where a student still owes money to TCEG for any outstanding items, the final qualification certificate(s) will not be issued until all accounts have been paid.

**6. PUBLIC TRUST AND INDEMNIFICATION:** Student's fees(except for short courses) will be deposited in the government owned public trust account administered by NZ Public Trust. The fees will be released on a pro rate basis from this trust account in accordance with an agreed monthly schedule based on tuition delivered and until the completion of the programme.

**7. WITHDRAWAL AND REFUND POLICY**

Course Length	Withdrawal Period	Amount of refund
1-34 days	Before the course starts, within the first two working days of the course starts	50% of total fees paid
	After two working days of the course starts	No refund
35days -3months	Before the course starts and within the first five working days of the course starts	75% of total fees paid
	After five working days of the course starts	No refund
More than 3 months	Before the course starts	Full refund of all fees paid, less 15% of total tuition and enrolment fees paid
	Within the first ten working days of the course starts	Full refund of all fees paid, less up to 25% of total tuition, material and enrolment fees paid
	After ten working days of the course starts	No refunds

- The first day of your course is shown on your offer letter.
- If the visa application is rejected, full tuition fees less NZ\$500 will be refunded within 2 weeks from the date of receipt of notice (proof needs to be provided)
- If TCEG decides, for any reason, to discontinue a course/qualification of study, before the planned start date, all fees solely paid for that course will be fully refunded. Other than the student being entitled to such refund, it will have no other claim against TCEG.
- No refund is available if a student is excluded from study from TCEG for any reason (including inappropriate behavior, poor attendance or inadequate academic progress)
- No refund is available if a student wishes to transfer to another school after the refund period.
- No refund is available if a student's enrolment is cancelled because the enrolment application is found to be inaccurate in any way.
- No refund is available if a student has his/her visa/permit to study at TCEG cancelled.
- No refund is available if a student seeks a refund of fees that have been paid after the start of the course and outside the refund period a above.
- If a student wishes to withdraw from homestay arranged by TCEG.

they must provide at least two (2) weeks' notice in advance (either before they arrive in New Zealand or before the date on which they wish to leave the homestay accommodation). Failure to provide this notice will result in 2 weeks accommodation fees being forfeited. The homestay placement fee is non refundable under any circumstances.

- If a student wishes to cancel a booked airport pick up, they must provide at least one (1) week's notice before the arrival date and a full refund of the airport pick up fee will be given. Otherwise, the entire fee will be retained.
- TCEG will normally buy the medical and travel insurance one week before the course starts for students who paid his/her insurance fee with his/her tuition fee. Full refund of paid insurance fee will be given to the student if the student request for withdrawal before the course starts or within one week of the course starts. No refund of insurance fee will be given after one week of the course starts. Student will be informed about the refund policy of Insurance fee if the student asks TCEG to buy insurance earlier than one(1) week of the course starts.

**WITHDRAWAL AND REFUND PROCESS**

- 1) Any applications for withdrawal must be made in writing on the appropriate withdrawal form, and must state reasons in full. Written confirmation from the payee student's parents or legal guardian is required, if the student is under 18.
- 2) All applications for a refund will be reviewed and decided upon by the TCEG Executive Management Team in accordance with this Withdrawal and Refund Policy
- 3) Notification as to the decision in relation to refund application will be supplied to the student in writing within ten working days of receipt of the application.
- 4) Where a refund is approved, payment will be made to the student's account or a third party account agreed by the student. Where a student is under 18 years of age, the parent(s) or the legal guardian will need to give his/her signed approval and a clear indication of the account into which the refund will be made
- 5) All fees are received and refunded in NZ dollars. TCEG is not responsible for any currency fluctuations between enrolment and issuing of refunds
- 6) Notification will be sent to Immigration New Zealand that the student has withdrawn.

**8. ATTENDANCE:** Students studying at TCEG are required to maintain excellent attendance throughout the programme. Any student who fails to meet this attendance requirement may be subject to expulsion from the programme and TCEG will notify Immigration New Zealand.

**9. RECOGNITION OF PRIOR LEARNING (RPL) AND CROSS CREDITS:** Where a student believes he/she may be eligible for this, contact needs to be made with the school for the forms to apply for this recognition. An additional processing fee of \$500 will be required. This process must be completed before the Offer of Placement Letter is issued. No RPL/CC will be considered after the student has started his/her course.

**10. NOTIFICATION**

In signing this enrolment form you undertake to comply with the regulation to notify TCEG of your current contact details, Accommodation type, residential address and immigration status at all times, and you accept that failure to do so may result in your enrolment with TCEG being terminated.

**11. FURTHER INFORMATION**

Further information on courses, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found in our website at [www.cornell.ac.nz](http://www.cornell.ac.nz) and [www.pbrs.ac.nz](http://www.pbrs.ac.nz). Alternatively, if you have any questions please feel free to contact your agent or to email us at [info@cornell.ac.nz](mailto:info@cornell.ac.nz), we will be more than happy to assist you.

**Statutory Information Statement for Students (required under section 234B of the Education Act)**

1. TCEG provides the total costs and other financial commitments associated with the programme;
2. TCEG provides the total cost of any service fee, if applicable;
3. The governing members of TCEG declare that they have not :
  - a) any actual or potential material conflicts of interest arising from their role as governing member of TCEG; and
  - b) Interests in organizations in the education or immigration sector that provide goods or services to tertiary students.

**External Evaluation and Review (EER)**

In 2013, WELS received a Highly Confident in Educational Performance and a Confident in Capability in Self-Assessment (Cat. 1) whilst both CIBT and PBRS received a Confident in Educational Performance and a Confident in Capability in Self-Assessment (Cat. 2) from NZQA. This means that NZQA has full confidence in all of our institutes.

**The Code**

TCEG has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

**Declaration by :**

Privacy TCEG collects and stores information from this form to comply with the requirements of the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organizations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes). 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, TCEG releases information to Government- agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation Corporation (ACC), INZ agents and parents.

In signing this enrolment form you authorize such disclosure on the understanding that TCEG 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 person who enrolled you. You agree to abide by the statutes, regulations and policies of TCEG.

**I declare that**

1. To the best of my knowledge all the information supplied on, and with, this application form is true and complete;
2. I have read and understood the Code of Practice
3. I have read, understand and accept all policies detailed in the TCEG Student Handbook
4. I have read and accept the Statutory Information Statement for Students
5. I have read and accept the Terms and Conditions of Enrolment
6. I agree to the use and disclosure of my information to my parent/caregiver or student-appointed representative and /or an employee of TCEG for any purpose related to my education or wellbeing before and during my programme.
7. I consent to the disclosure of personal information as described above, if necessary by regulatory bodies and
8. I agree to pay all fees as they become due and to meet any late fees.

Student Name	Signature	Date
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Parent or legal guardian Name	Signature	Date
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(If applicant is under 18 years old. Parent or legal guardian signature is required.)

**Office use only**

Approved		Date		Signature
Not approved		English entry requirement verified		