

# INTERNATIONAL STUDENT APPLICATION FORM

2017



When filling in this form, print clearly in English using CAPITAL LETTERS

STUDENT ID NUMBER  
(Office Use Only)

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## PERSONAL DETAILS

Enter your full name in this section as shown on your passport or birth certificate. You should attach a copy or scan of your birth certificate or your personal details page from your passport.

Family Name

Date of Birth

Day	Month	Year		Age			

(If you are under 18, please ask your parents to fill up the Indemnity Document.)

Gender

Male       Female

Nationality (List countries where you hold Citizenship/Residence)

A  Citizenship (Please attach a copy of your passport)

Currently Living

Passport Number

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Type of Visa to Apply

B  Tick if you are a New Zealand Permanent Resident

(Please attach a copy of your passport with the New Zealand residence stamp)

Permanent Home Address

Address

  
  


Postal/Zip Code

State/Province

Country

Email Address

Telephone

Country Code	Area Code	Number	

Mobile Phone Number

Country Code	Area Code	Number	

Given Name

Preferred Given Name

Ethnicity

Please indicate which ethnic group(s) you belong to. (You may tick up to three options)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> NZ European/Pakeha    | <input type="checkbox"/> NZ Māori              | <input type="checkbox"/> Cook Island Māori |
| <input type="checkbox"/> Samoan                | <input type="checkbox"/> Tongan                | <input type="checkbox"/> Niuean            |
| <input type="checkbox"/> Tokelauan             | <input type="checkbox"/> Fijian                | <input type="checkbox"/> African           |
| <input type="checkbox"/> Middle Eastern        | <input type="checkbox"/> Latin American        | <input type="checkbox"/> Filipino          |
| <input type="checkbox"/> Cambodian             | <input type="checkbox"/> Vietnamese            | <input type="checkbox"/> Chinese           |
| <input type="checkbox"/> Indian                | <input type="checkbox"/> Sri Lankan            | <input type="checkbox"/> Japanese          |
| <input type="checkbox"/> Korean                | <input type="checkbox"/> British/Irish         | <input type="checkbox"/> Dutch             |
| <input type="checkbox"/> Greek                 | <input type="checkbox"/> Polish                | <input type="checkbox"/> South Slav        |
| <input type="checkbox"/> Italian               | <input type="checkbox"/> German                | <input type="checkbox"/> Australian        |
| <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Other Southeast Asian |  |
| <input type="checkbox"/> Other Asian           | <input type="checkbox"/> Other European        | <input type="checkbox"/> Other             |

If 'Other Pacific Peoples', 'Other Southeast Asian', 'Other Asian', 'Other European' or 'Other', please specify in the boxes below.

Correspondence Address OR Current New Zealand Address

Tick if this is your main contact address

Address

  
  


Postal/Zip Code

State/Province

Country

Telephone

Country Code	Area Code	Number	

Mobile Phone Number

Country Code	Area Code	Number	

## KNOW ABOUT EDENZ COLLEGES

How do you know about EDENZ Colleges?

Agent  Internet  Friend/Family  Other (specify)



## PROPOSED STUDY

The qualification I am applying for is:

Code of Programme	Location	Name of Programme	Duration	Start Date (Day/Month/Year)

(Please refer to the list of "FEE SCHEDULE & COURSE RELATED COST")

Are you an extending/returning student?  Yes. My previous course at EDENZ was   No

## ENGLISH LANGUAGE COMPETENCE

Is English your first language?  Yes  No

If No, have you been tested in English (eg. TOEFL, IELTS or completed NZCEL or other English qualification)?

Yes Test name  Result  Please attach the copy of the result.  No

If you are an extending/returning ESOL student, your previous English course level at EDENZ was

## PRIOR ACTIVITY

Prior activity at 1 October last year

- 01, Secondary school student  05, University student  09, Overseas (irrespective of occupation)  
 02, Non-employed or beneficiary (exc. retired)  06, Polytechnic student  
 03, Wage or salary worker  07, College of education student  11, Private Training Establishment student  
 04, Self-employed  08, House-person or retired  12, Wananga student

Highest Academic Award from Secondary School

- (00) No formal secondary qualification  (12) NCEA Level 1 or School Certificate  (14) University Entrance  (09) Overseas qualification (incl. Int Baccalaureate & Cambridge Exams)  
 (11) 14 or more credits at any level  (13) NCEA Level 2 or 6th Form Certificate  (15) NCEA Level 3 or Bursary or Scholarship  (98) Other

## PREVIOUS STUDY/WORK EXPERIENCE

(Please indicate your highest qualification and/or your last employment.)

Last year secondary school

Start (Year)	Finish (Year)	Institution/Company Name	Qualification/Job Title

## ACCOMMODATION & AIRPORT PICK-UP REQUIREMENT

Do you want accommodation arranged?  Yes, I require  weeks accommodation initially (minimum of 4 weeks preferred).  No

I require to stay at  Homestay

Do you want airport pick-up?  Yes  No

\* If either accommodation or airport pick-up is required, please submit the confirmation form after the air ticket has been confirmed.

\*\* Students under 18 years without legal guardians in New Zealand must stay with accommodation arranged by EDENZ during study period.

## STUDENT MEDICAL & TRAVEL INSURANCE

By law, any student holding a student visa is required to have medical and travel insurance for the period of stay in New Zealand.

Do you need EDENZ Colleges to arrange medical and travel insurance for you?  Yes  No

If yes, the insurance will cover the whole of your period of stay in New Zealand.

### HEALTH

Do you have any injury, illness or disability?  Yes  No Do you suffer from depression or anxiety?  Yes  No

Do you have any allergies?  Yes  No Do you have any other health concerns?  Yes  No

## REFUND INFORMATION

### Tuition & Course Related Fees Refund

If students want to withdraw from the course, they or their Legal Guardian (for students who are under 18 years of age) must apply for it in writing on a Refund of Fees form, downloaded from the EDENZ website or obtained from the Registrar. Refunds are payable to the student, and are NOT transferable to another student.

The following refund arrangements apply (as required by NZQA):

#### For courses of less than 5 weeks\*

Up until the end of the second day of the course	50% refund less costs already incurred to a third party on behalf of the student
After more than 2 days of the course	No refund after this date

#### For courses of between 5 and 12 weeks\*

Up until the end of the fifth day of the course	75% refund less costs already incurred to a third party on behalf of the student
After 5 days of the course	No refund after this date

#### For courses of 13 weeks and greater\* and all Business Diploma courses\*\*

Within the first 10 working days of the course	Based on actual costs incurred, the maximum percentage of the payment, or sum of any payments, a private training establishment (PTE) may retain is 25%.
After more than 10 days of the course	No refund after this date

Notes: \* Week here means calendar week, not academic week  
\*\* Course here can mean either course or module.

All students are liable for the cost of any additional services requested if these have already been incurred for on behalf of the student, or rendered and/or completed prior to a cancellation. These would be subject to their cancellation policy.

NO refund of fees or extension of course will be given if the student:

- Arrives late for their course without notifying the school in writing.
- Takes time off which exceeds approved holiday.
- Leaves before the course is finished. EDENZ requires two week's notice for a holiday.

*If student defaults on any fee payments, the cost of debt recovery will be the students' responsibility. Edenz reserves the right to charge interest (currently at 11% p/a) on any outstanding debt.*

## CODE OF PRACTICE

EDENZ Colleges has agreed to observe and be bound by the Code of Practice for the 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 Qualification Authority website at: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## PRIVACY

Personal information is protected by the New Zealand Privacy Act 1993

The information collected and held by EDENZ Colleges will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

EDENZ is also required by the Privacy Act 1993, to provide some personal information (this typically may be name, current address, date of birth, ethnicity or academic details) to specified agencies. The agencies that may require EDENZ to provide this information include the Ministry of Education, Work and Income New Zealand, Inland Revenue Department, Department of Immigration (where students are not New Zealand citizens or permanent resident), New Zealand Police and the Department of Justice.

## CANCELLED PROGRAMMES AND PAPERS

EDENZ Colleges reserve the right to cancel or postpone any courses and/or programmes and shall not be liable for any claim other than the proportion of course/programme fee which the cancelled portion bears. Courses and programmes may be dependent upon the number of enrolments and/or any other factors.

**EDENZ Colleges agrees to:**

- Provide a study place on condition that the student meets the conditions of this agreement.
- Arrange suitable accommodation if requested.
- Monitor accommodation arrangements made by EDENZ Colleges on an on-going basis. For young International Students this should be done quarterly.
- Help arrange travel and medical insurance if requested.
- Provide a pleasant, safe, healthy and well equipped learning environment.
- Provide quality teaching delivered by skilled tutors with appropriate qualifications.
- Move the student to a different course or level within a course if this is in the student's best interest.
- Keep accurate records of student achievements and report them regularly to the student.
- Keep accurate records of student attendance to ensure they meet Immigration New Zealand requirements.
- Provide internal guidance and support in academic, personal and welfare matters, or help the student to gain external assistance if requested.
- Respect the student's rights and privacy, and provide in the Student Handbook and orientation clear guidelines for study and behaviour.
- Protect the student's personal information in accordance with NZ law, in particular the Privacy and Consumer Guarantee Acts.

**The student agrees to:**

- Accept the study place under the terms and conditions stated in this agreement and of his/her visa and permit.
- Provide full details on accommodation requirements.
- Notify EDENZ Colleges at once if either contact or accommodation details change in any way.
- Maintain appropriate travel and medical insurance during the planned period of study.
- Respect the college premises, equipment and resources and keep them free from damage.
- Study hard and make every effort to complete assignments on time.
- Accept the right of EDENZ Colleges to arrange course changes or adaptation.
- Dialogue about his/her progress and strive to apply any advice and guidance received.
- Attend classes regularly (at least 85%) and notify EDENZ Colleges about all absences.
- Advise EDENZ about any disability or additional needs prior to enrolment, and seek advice from the College about any serious study or personal problem.
- Observe the right to treat staff and other students with respect; and work constructively with them to achieve study goals.

**DECLARATION AND SIGNATURE**

Please read the following declaration and sign below.

- I agree to abide by the statutes, regulations and policies of EDENZ Colleges. I am aware that this agreement is subject to the laws of New Zealand. This agreement may be terminated with seven (7) days' notice from either party. The liability of EDENZ Colleges shall not exceed an amount equal to the fees paid by the student to EDENZ.
- I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that EDENZ may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. EDENZ reserves the right to inform all other New Zealand education institutions, Immigration New Zealand, and New Zealand Police, of such cases including the student's name and date of birth.
- I understand that all documents submitted with this application become the property of EDENZ and will not be returned to applicants. I agree to supply further documentation requested by EDENZ for the purpose of my enrolment and I authorise EDENZ to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where EDENZ considers the information relevant to my immigration status.
- I have read and understood the outline of how the Privacy Act will be applied in EDENZ, and I authorise EDENZ to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- I authorise any agency holding the source of any information I have provided on this form to release that information to EDENZ upon request
- I have read and fully understand the Tuition Contract between EDENZ Colleges and I, the International Student.
- I am aware that the payment for my tuition and/or other fees needs to be paid in full directly, or via an agent, to the EDENZ Colleges trust account as detailed in the Student Handbook by the payment date. I have also read and understood EDENZ refund policy for International students.

**Applicant's Signature**

**Date**

Day	Month	Year
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**Parent/Legal Guardian's Signature (if student is under 18 years of age)**

**Date**

Day	Month	Year
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## CHECK LIST FOR STUDENTS

- Signed application form
  - Copy of the pages of your passport (Showing personal details including name, DOB, citizenship, and passport number.)
  - Copy of English language results
  - Education qualification certificate
  - Accommodation and airport pick-up application form
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- If you apply for TESOL Courses, please make sure that you complete: **-Student Supplementary Form for TESOL-**
  - If you are under 18, please designating a Guardian in New Zealand and make sure that you complete: **-Indemnity Document-**  
If students' parents could not indicate anyone, EDENZ Colleges will be the only choice.

Please return this form with original signature to:

Mailing Address:

P. O. Box 10-222 Dominion Road, Auckland 1446, New Zealand

For other enquires:

[info@edenz.ac.nz](mailto:info@edenz.ac.nz)

Website: [www.edenz.ac.nz](http://www.edenz.ac.nz)

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