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Welcome to NZMA. Please read the instructions below carefully before you complete this Enrolment Form.
Once completed, either fax, scan or post to us directly; alternatively, return them to your Education Consultant/Agent.
Please keep a copy for your records.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a programme at NZMA. 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 and dating the form
- Attaching to the form any additional information required (see application checklist)

PERSONAL DETAILS

FAMILY NAME: _____

PASSPORT NUMBER: _____

FIRST/GIVEN NAME(S): _____

CITIZENSHIP: _____

PREFERRED NAME: _____

ETHNICITY: _____

DATE OF BIRTH: _____

GENDER: Male Female

What was your main activity or occupation at 1 October last year? Write "Overseas" if you were not in New Zealand: _____

Do you live with the effects of significant injury, mental or physical illness, long term illness or disability?: No Yes

If yes, please provide details (the information you supply is confidential): _____

Is there any other information that we need to be aware of that may impact on your study?: No Yes

If yes, please provide details (the information you supply is confidential): _____

CONTACT DETAILS

CURRENT ADDRESS: _____

HOME PHONE: _____

MOBILE NUMBER: _____

EMAIL ADDRESS: _____

QUALIFICATION

Start Date: ___ / ___ / _____

End Date: (if known) ___ / ___ / _____

- Certificate in Hospitality and Employment Skills Level 3 (PC9451)
 National Certificate in Hospitality Level 4 (NC0915)
 National Diploma in Hospitality Management Level 5 (ND0769)
 Diploma in Hospitality Management Level 5 (PC4032)
 Diploma in Hospitality Management Level 6 (with strands in Advanced Hospitality Management, Licensed Retail, Professional Cookery, and Leisure and Tourism) (112814)

- Diploma in Applied Hospitality Management Level 6 (CO3616)
 National Certificate in Hospitality (Basic Cookery) Level 3
 National Certificate in Hospitality (Cookery) Level 4
 Diploma in Professional Cookery (Level 5)
 Diploma in Business (Level 5)
 Diploma in Business (Level 6)
 Other (please specify) _____

INSURANCE

All international students studying in New Zealand are required to have comprehensive medical and travel insurance for the entire period of study. (please see the Important Information section on page 4 for information about Compulsory Travel and Medical insurance). Would you like us to arrange this for you? No, I will arrange my own insurance Yes, please arrange insurance for me

If yes, do you have any pre-existing medical conditions? No Yes

If yes, please provide details (the information you supply is confidential): _____

Which policy would you like us to purchase for you? Southern Cross Student Max (Full Cover) Southern Cross Student Essentials
 Orbit Unicare NZ Student Plan (Full Cover)

APPLICATION CHECKLIST

- All sections completed
 Evidence of work experience attached (if applicable)
 Copy of passport (and visa if applicable) attached
 Copy of enrolment form given to student
 Evidence of prior study attached
 Form signed by student and consultant/Agent
 Evidence of IELTS/TOEFL score attached

Consultancy Name/Stamp

ADDITIONAL CONTACT INFORMATION

NEXT OF KIN/PARENT NAME: _____
 NEXT OF KIN ADDRESS: _____

RELATIONSHIP TO STUDENT: _____
 HOME PHONE: _____
 MOBILE NUMBER: _____
 EMAIL ADDRESS: _____

Do you know where you will be living when you begin your study?
 ADDRESS WHILE STUDYING (if different from current address): _____

No Yes If yes, please provide details below
 HOME PHONE: _____
 MOBILE NUMBER: _____
 EMAIL ADDRESS: _____

ACCOMMODATION TYPE: Homestay Flat/Apartment Boarding
 Do you already have an emergency contact in New Zealand?
 EMERGENCY CONTACT NAME: _____
 ADDRESS: _____

Living with friends Living with parents Licensed Hostel
 No Yes If yes, please provide details below
 RELATIONSHIP TO STUDENT: _____
 MOBILE NUMBER: _____
 HOME PHONE: _____
 EMAIL ADDRESS: _____

ACADEMIC INFORMATION

What is the name of the last Secondary/High school you attended? (State "Overseas" if applicable): _____
 What is the highest level of achievement you hold from Secondary/High School? _____
 What was your last year in Secondary/High School? Year: _____
 Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Waananga either in New Zealand or overseas since leaving school? No Yes
 If no, please enter the name of the institution you studied at and the year of your first enrolment: _____ Year: _____
 What is your current level of English?
 Beginner Elementary Intermediate Advanced What is your IELTS/TOEFL Score? _____

ACCOMMODATION

Do you require homestay accommodation? No Yes
 If yes:
 Intended number of weeks at homestay: _____
 Religion: _____
 Dietary Requirements: _____
 Do you have any allergies or health problems we should be aware of? _____

 Hobbies/Interests: _____
 Do you have any other requirements? _____

Do you prefer a family with children? No Yes
 Can you live with pets? No Yes
 Do you smoke? No Yes
 Are you vegetarian? No Yes
 Do you want other students in the homestay? No Yes
 Do you require airport transfer? No Yes
 Arrival Details:
 Date: ____ / ____ / ____
d d m m y y y y Flight Number: _____
 Arrival Time: _____

Our homestay agents agree to place the student in suitable homestay care. Regular checks are made to ensure that both student and host family are compatible. These checks are made in accordance with the Code of Practice for the Pastoral Care of International Students and results are available on request. For students under the age of 18 not staying in a homestay assigned by NZMA, quarterly visits must be undertaken at a cost of \$60 to the student or their family. Students must agree to abide by the rules of the homestay agents, host family and school. While attending high school, students must stay in homestay accommodation and not own a motor vehicle. Where a student decides to terminate the homestay accommodation, notice of two weeks must be given. Our homestay agents will endeavour to keep all students safe at all times but cannot be held liable for personal injury or loss of life. All students must be medically insured.

Homestay Fees are \$225 per week with a placement fee of \$290.00 (including airport pick-up). One week's accommodation is seven days and seven nights. The minimum initial stay is four weeks. Additional fees apply for holding of rooms, late night airport pick-up* and extra care (guardianship of students under the age of 18). Accommodation fee refunds are available provided sufficient notice is given.

OFFICE USE ONLY

STAFF MEMBER NAME: _____		ENTRY CRITERIA SATISFIED: <input type="checkbox"/> No <input type="checkbox"/> Yes	
SIGNATURE: _____		COMMENTS: _____	
DATE: _____			
STUDENT ID NUMBER	FINANCE ID NUMBER	ENROLMENT ID NUMBER	

DECLARATION AND STUDENT ACKNOWLEDGEMENT

Privacy – NZMA and its related companies collect and store 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), Department of Immigration 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, for internal reporting and to provide ancillary services. 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, NZMA release 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 NZMA and its related companies 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 your Student Support Advisor or Academic Registry.

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 Institution 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 (a) all fees as they become due; (b) if you are paying fees in installments or year by year, you commit to paying the full fees for your entire course of study even if you withdraw or are withdrawn from your course; and (c) any late fees and collection charges associated with debt recovery. NZMA's policy on withdrawal and refund of fees may be obtained from the Student Support Advisor and is also listed in the Student Handbook and 'Important Information' section of this Enrolment Form. A diploma student who fails to achieve 80% completion of required assessments for a term will not be permitted to progress to the next term. To continue your study if this occurs, you will be required to re-enrol, repeat the uncompleted quarter and be charged additional fees.

Rules – In signing this 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, behaviour, and to provide NZMA with an up-to-date copy of your student permit and any renewal, changes to your contact details, next of kin, accommodation type and residential address.

Student Acknowledgement - New Zealand Management Academies (NZMA) wishes to ensure that you understand what will happen to the unused portion of your fees in the unlikely event of a course closure event. The unused portion of any fees you pay in advance (the Entitled Student Amount) to NZMA is protected by a bank bond (the Trust Fund) administered by Bendall & Cant Trustee Company Limited, an independent trustee. By signing this enrolment form, you understand that if your course closes (a Course Closure Event), it will be the trustee's duty to make sure the correct amounts of any refunds owing are distributed in accordance with the Student Fee Protection Bank Bond Trust Deed and the New Zealand Qualifications Authority Policy. You acknowledge and agree that:

- (a) if a Course Closure Event occurs and you transfer to an Alternative Provider with the approval of the Qualifications Authority, any amount agreed by you, up to the Entitled Student Amount attributable to you will be transferred from the Trust Fund to that Alternative Provider;
- (b) if a Course Closure Event occurs and you owe money to a Loan Provider in respect of that Course, the Trustee is authorised to repay the Entitled Student Amount attributable to you, less any amount transferred to an Alternative Provider, directly to that Loan Provider to the extent required to settle the amount due to the Loan Provider;
- (c) if another party is entitled to receive any refund of the Entitled Student Amount attributable to me, you will provide the Trustee with the contact details of that party to which the refund should be sent;
- (d) subject to (b) above, if a Course Closure Event occurs and the Trustee refunds any amount directly to you, the Trustee will refund the Entitled Student Amount attributable to you by way of direct credit to your bank account or cheque posted to your last known postal address notified to that Trustee;
- (e) any interest earned on the Trust Fund prior a Course Closure Event will vest in and be payable to NZMA for its own benefit, and you will have no claim to such interest;
- (f) personal information about you and information about your Student Fees may be supplied by NZMA to the Qualifications Authority, Auditor or the Trustee and by the Trustee or Auditor to the Qualifications Authority;
- (g) after the payments contemplated above have been made, the trusts on which the Trustee was holding the Trust Fund will have been discharged;
- (h) the Bank Bond does not cover any Accommodation Expenses, Travel and Health Insurance and Living Expenses.
- (i) I am/am not 18 years of age or older (delete whichever is not applicable, if Student under 18, Parent/Guardian to also sign).

Capitalised terms used in this acknowledgement shall have the meaning as defined in the Student Fee Protection Bank Bond Trust Deed between NZMA and the Trustee, copies of which are available from NZMA and the Trustee on request.

Student Declaration – I confirm that I am enrolling as a student at NZMA's School of Business and Hospitality Management. I declare that to the best of my knowledge all the information supplied on, and with, this 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 also agree to the use and disclosure of my information to my parent or student-appointed representative for any purpose related to my education or well-being both before and after admission.

I authorise Immigration New Zealand and the Department of Labour to provide NZMA with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

I understand that I may be required to attend organised NZMA excursions and activities as part of my course. I authorise NZMA to obtain medical treatment for me should such action be deemed necessary by NZMA or a staff member acting on behalf of NZMA. I agree to indemnify NZMA for any expense, loss, damage or liability of whatsoever nature as a result of authorising and arranging such emergency medical treatment.

I agree that I am responsible for my own books, equipment and personal items and I hereby release NZMA from all liability and claims for loss or damage to such terms, howsoever caused.

I have read and understood the important information on the following pages of this Enrolment Form.

Print Full Name: _____

Signature: _____ **Date:** _____

Consultant Declaration – I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation.

Consultant Signature: _____ **Date:** _____

Thank you for choosing to study at NZMA, we look forward to assisting you in achieving your educational goals. We will process your application and send your letter of offer within 48 hours of receiving it, this will be sent directly to your agent (if applicable).

Please remember to take the time to read the Important Information section of this form.

Code of Practice

New Zealand Management Academies has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

Fees

All international students are required to pay the first year's course fee prior to beginning their programme of study.

Please make Bank Drafts payable to:

"New Zealand Management Academies Ltd. – STUDENT FEES TRUST ACCOUNT" with Westpac Bank, Queen Street Branch, New Zealand, Account Number: 03-0104-0421491-26

We assume no responsibility for funds made out to persons or consultancies other than payments made out to the above mentioned Trust Account.

Where possible, the Bank Draft must be made out for New Zealand Dollars. If the amount is less than that required, we will not issue a receipt until the correct amount is deposited into our bank

Refund Policy

The refund policy is as follows:

1. **Withdrawal before course commencement**

In the event of withdrawal from the course after fees have been paid but before the commencement of the course, all fees will be refunded less an administration fee of up to 25% of total course fees.

2. **Withdrawal from courses less than three months**

2.1 *For courses lasting less than 5 weeks (34 days):*

If a student withdraws within the first two days after and including the scheduled start date of their course, 50% of the tuition fees will be refunded.

2.2 *For courses lasting between 5 and 12 weeks:*

If a student withdraws within the first 5 days after and including the scheduled start date of their course, 75% of the tuition fees will be refunded.

3. **Withdrawal from courses of 13 weeks or more**

3.1 *Withdrawal within the first ten working days after and including the course start date:* If a student withdraws within ten working days after and including the scheduled start date of their course, all tuition fees less 25% will be refunded.

3.2 *Withdrawal on day eleven or later of the course:* If a student withdraws from their course of study before the completion date, they would only be eligible for a refund of tuition fees in exceptional circumstances. This will be at the discretion of the Executive Team and will be considered on a case by case basis. Students should provide documentation to support any such application which must be made within one month of the last day of attendance.

4. **On Day Eleven or Later, The Executive Team will make no refund:**

4.1 Where a student has been expelled

4.2 Where a student wishes to transfer to another school

4.3 Where the enrolment application is found to be inaccurate in any way and the contract is terminated

5. **Written Confirmation of Withdrawal**

Before processing a refund of fees, NZMA may require a student to provide written confirmation of the withdrawal from the student's parents or guardian (if under 18 years old).

6. If NZMA decides, for any reason, to discontinue a programme of study, before the planned start date, all paid tuition fees will be fully refunded. Other than the student being entitled to such refund, it will have no other claim against NZMA.

7. If a refund is appropriate pursuant to the NZMA Refund Policy: (a) If NZMA receives student fees via an Education Consultant or directly from a member of a student's family, NZMA will endeavour to refund fees to the party that paid the fees to NZMA; or (b) If NZMA is aware that a student has obtained a bank loan for the purpose of attending NZMA, NZMA will endeavour to refund fees to the relevant lending bank unless otherwise instructed by that bank.

8. For a refund of their homestay fees, students are entitled to either give two weeks notice or forfeit two weeks of homestay fees. The remainder of the fees will then be refunded to the student. relevant lending bank unless otherwise instructed by that bank.

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

International students must have appropriate and current medical and travel insurance for the duration of their planned period of study. New Zealand Management Academies provides medical and travel insurance through Uni-Care, Southern Cross, and Orbit. NZMA has assessed the policies provided by these companies and determined that they meet the standards set out by the Code of Practice for the Pastoral Care of International Students.

Insurance is compulsory for all international students studying at New Zealand Management Academies and will automatically be charged for unless an alternative insurance compliant with the Code of Practice has already been arranged.

We receive an administration fee from the insurer for arranging this insurance. We have no liability in respect of claims which are a matter between you and the insurer.

Fees for annual policies vary depending on the provider and plan you choose, please contact us for current pricing.

The following is a summary of the Southern Cross Student Max Plan. More information, including full policy wording and sub limits for each section, can be found on their website at <https://www.scti.co.nz/international-student/>

Southern Cross Student Max Policy Section Limits	Maximum cover \$NZ (per person, per year)
Section 1 - Medical and Evacuation	Unlimited
Section 2 - Changes to your journey	\$50,000
Section 3 – Personal Accident	\$50,000
Section 4 – Personal Liability	\$500,000
Section 5 – Rental Vehicle Excess	\$1,500
Section 6 – Cash & Travel Documents (\$100 Excess applies per Unexpected event)	\$1,000
Section 7 – Baggage and Personal Items (\$200 Excess applies per Unexpected Event and \$500 excess for each laptop, personal computer or tablet computer)	\$25,000
*Sub limits Some of the sections above have sub limits for particular types of claims. These are set out on the schedule of benefits found on the Southern Cross website: https://www.scti.co.nz/international-student/legal/schedule-of-benefits?f=Html	

On Arrival

For international students, a copy of your Student Visa and Permit must be supplied to your Student Support Advisor upon your arrival in New Zealand. Student Support Advisors are available to assist with all matters relating to your accommodation, welfare and study while in New Zealand. Each Academy has Student Support Advisors available during course hours.

Part-time Work

If you are studying a Diploma then you may work for up to 20 hours per week on your student permit once you have applied for a variation of conditions. For other courses, you may not be entitled to work.

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.nzma.ac.nz Alternatively, if you have any questions please feel free to contact your agent or to email us at info@nzma.ac.nz we will be more than happy to assist