



APPLICATION FORM

TASMAN INTERNATIONAL ACADEMIES

info@tasman.ac.nz 0064 9 379 3468

Level 7-8, 290 Queen Street, CBD Auckland

www.tasman.ac.nz

➔ Please read this form carefully and complete all relevant sections. Please keep a copy for your reference.

SECTION A. Personal Details (please update us if you change your contact details)

FAMILY NAME:			GIVEN NAME(S):		
PREFERRED/ENGLISH NAME:			GENDER: Male <input type="checkbox"/> Female <input type="checkbox"/>		
DATE OF BIRTH: Day		Month	Year		AGE:
NATIONALITY:			PASSPORT NUMBER:		
CURRENT VALID VISA: <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Work <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other <input type="checkbox"/> (Please specify _____)					
ADDRESS IN NEW ZEALAND:					
Flat Number:		Street Number:		Street Name:	
Suburb:		City:		Postcode:	
LANDLINE:			MOBILE:		
E-MAIL:					
ID – WeChat / WhatsApp / Line / KakaoTalk / Skype					
ADDRESS IN HOME COUNTRY:					
STATE/PROVINCE:				COUNTRY:	
MOBILE IN HOME COUNTRY:			MOBILE IN HOME COUNTRY:		

SECTION B. Optional Support Service

➔ Do you require airport pick-up?

Yes (Arrival Date: _____ Flight Number: _____)

No

Not Applicable

➔ Do you wish Tasman International Academies to arrange the homestay?

Yes – Please complete the Homestay Application form

No

SECTION C. Programme Information - Please select the programme you plan to study

C1. Please note that you will be required to undertake an English Language Placement test.

- General English
 IELTS Preparation

☞ I wish to enrol for _____ weeks

C2. NZCEL PROGRAMME:

- New Zealand Certificate of English Language (Academic) Level 4

C3. DIPLOMA PROGRAMMES:

- New Zealand Diploma in IT-Technical Support Level 5
 Diploma in ICT - Support & Operations Level 7
 Diploma in Digital Marketing Level 7

C4. PREFERRED DATE:

Start: _____ Finish: _____

☞ Enrolment & Programme Dates:

- Term 1 (Jan) Mid-Term 1 (Feb) Term 2 (Apr) Mid-Term 2 (May) Term 3 (Jun) Mid-Term 3 (July) Term 4 (Sep) Mid-Term 4 (Oct) Term 5 (Nov)

SECTION D. Programme Entry Information

<input type="checkbox"/> IELTS	Date of Exam: ____ / ____ / _____	Overall Score:	Listening:	Reading:	Writing:	Speaking:
<input type="checkbox"/> TIA Placement Test <i>(English Programmes only)</i>	Date of Exam: ____ / ____ / _____	Overall Score:	Listening:	Reading:	Writing:	Speaking:
<input type="checkbox"/> PTE The Pearson Test of English	Date of Exam: ____ / ____ / _____	(Academic) Score:				
<input type="checkbox"/> NZCEL	Level:	Endorsement:				
<input type="checkbox"/> Other:	Please specify:					

Please attach a copy of your test results or certificate to the application form

SECTION E. Previous Academic background

☞ Have you previously studied in New Zealand? Yes No

☞ If yes, please attach a copy of your certificate(s) of attendance and achievement to the application form and complete the details below:

NSN (National Student Number) – *Compulsory*

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	QUALIFICATION	INSTITUTION	COMPLETION DATE
1			
2			

SECTION F. Future Study / Career Plans

☞ What are your plans upon completing your programme of study?

- Continue my education in New Zealand Find employment in New Zealand
 Continue my education in my home country Find employment in my home country
 Other – Please provide details:

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SECTION G. Medical Details / Special Needs:

Tasman International Academies requires that every international student has medical/travel insurance that satisfies NZQA and the Education (Pastoral Care of International Students) Code of Practice 2016.

Please provide a medical certificate if:

1. You have been hospitalised in the last 6 months
2. You suffer from any life threatening condition
3. You have received treatment or medication in relation

☞ **Do you have any allergies, disability or medical requirements?**

Yes No

Please give details:

☞ **Are you currently taking any medication?**

Yes No

Please give details:

☞ **Are you pregnant?**

Yes - Date you are due to give birth: / /

If you intend to give birth during your programme of study, please talk to Administration Manager prior to your enrolment

No Not Applicable

SECTION H. Emergency Contact Details In New Zealand

NAME OF CONTACT: Mrs Mr Ms Miss Dr Other

RELATIONSHIP:

ADDRESS:

LANGUAGE(S) SPOKEN:

E-MAIL:

MOBILE/PHONE:

Emergency Contact Details In Home Country

NAME OF CONTACT: Mrs Mr Ms Miss Dr Other

RELATIONSHIP:

ADDRESS:

LANGUAGE(S) SPOKEN :

E-MAIL:

MOBILE/PHONE:

SECTION I. Under 18 : Please complete this section if you are under 18 years old

NAME OF PARENTS Father Mother

MOBILE/PHONE

ADDRESS:

E-MAIL:

Designated Caregiver Information

NAME OF PERSON (Residential/designated caregiver) YOU WILL LIVE WITH IN NEW ZEALAND: Mrs Mr Ms Miss Dr Other

RELATIONSHIP:

ADDRESS IN NEW ZELAND:

E-MAIL:

MOBILE/PHONE:

ENROLMENT TERMS AND CONDITIONS

Please read the following terms and conditions carefully before signing the application form

ENROLMENT POLICY

Tasman International Academies reserves the right to accept or reject students in order to maintain an optimal English Learning environment in school. Students accepted by Tasman International Academies must be 16 years of age or older. All fees must be received in full before students receive final confirmation of place.

ENROLMENT PROCEDURE

Complete the enrolment form online, send or fax it to us. On acceptance we will send you a fee statement and conditional offer of place. When documentation is in order and fees received, a confirmed letter of place will follow and you may apply to NZ Immigration for your student visa.

ACCEPTANCE UPON A COURSE OF STUDY

Each programme of study has English language entry requirements which students must meet before being accepted onto their chosen course of study. Please refer to Tasman International Academies' website for further information www.tasman.ac.nz. Students must provide evidence of their English language ability to study the programme level selected either through:

1. Holding a valid Academic IELTS score (within two years of issue) where each band meets the entry specifications for the programme or
2. Holding a valid TOEFL/ FCE / CAE score (within two years of issue) with an IELTS equivalency for the programme or
3. Holding a valid NZCEL with an Academic endorsement (within two years of issue) at the level required for the programme
4. Successfully achieving the English language level required for the programme by sitting Tasman International Academies' English Proficiency Test/English Language Placement Test.

Where the student does not meet the entry requirements Tasman International Academies will advise appropriate alternative study.

ATTENDANCE

Tasman International Academies requires all students to comply with attendance requirements of 100%. Students whose attendance is judged to be non-compliant with their visa will be disciplined according to Tasman International Academies' attendance policy and procedures and New Zealand Immigration Service will be notified. Absentee students will provide evidence of the reason for their absence.

IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand and can be viewed on their website at www.immigration.govt.nz.

VISAS

International students require visas for study longer than three months Tasman International Academies may assist current students with visa extensions. It is the student's responsibility to change their visa status where necessary and advised the New Zealand Immigration Service of any changes.

TUITION AND OTHER FEES

A conditional offer of place at Tasman International Academies cannot be confirmed until all tuition, accommodation, insurance and airport pick-up (if required) fees have been received in full by Tasman International Academies. Overseas students should make payment by bank cheque or Telegraphic Transfer to Tasman International Academies Pay for credit to the Public Trust account.

CANCELLATION AND REFUNDS

All cancellation and application for refund must be received in writing and must be accompanied by all original documents. On a student's withdrawal from the school, New Zealand Immigration Service will be advised.

LIABILITY, HEALTH AND TRAVEL INSURANCE

Tasman International Academies wishes to ensure you're well-being during your time in our school and in New Zealand. For this reason, we require:

That all students have medical and travel insurance and TIA will take all reasonable steps to ensure students health and safety on our premises. On accepting our offer and paying the required fees, you are deemed to have accepted all of our Enrolment Conditions. TIA shall not be liable if, for any reason, the published courses cannot be offered. TIA reserves the right to change courses and fees without prior notice. TIA has agreed to observe and be bound by the Education (Pastoral Care of International Student) Code of Practice 2016 published by the New Zealand Qualifications Authority. Copies of the Code are available on request from TIA or from the New Zealand Qualifications Authority website at www.nzqa.govt.nz.

THE PRIVACY ACT

Personal information on the Enrolment Form will be held by Tasman International Academies and used for calculation of fees, monitoring of student's academic progress, administration of tests and assessments, maintenance of order and discipline, providing for students supports and welfare.

WITHDRAWAL AND REFUND POLICY

All fees including homestay fees are held in trust by the Public Trust for your protection. All funds held by the Public Trust are government guaranteed. The Public Trust pays the Academy your study fees in arrears.

Please read the refund policies carefully:

- If TIA is for some reason unable to offer your course, you are entitled to a full refund of all fees paid.
- In the unlikely event that your course is cancelled after its commencement date, you will be refunded all unused fees proportional to the number of weeks not delivered. Every attempt will be made by TIA to enrol you in another course suitable to your educational needs.
- No refunds will be given on the first four weeks of your homestay accommodation following arrival in New Zealand unless you are withdrawing from your course. If you are withdrawing from your course, then you are entitled to a refund of your homestay fees less the number of weeks (or partial weeks) already used.
- After the fourth week, if you are continuing to study at TIA and wish to leave your homestay you must provide evidence of suitable alternative accommodation. You must also give two weeks' notice in writing to the Administration manager who will advise your homestay host. Any other refund requests will be made at the discretion of the International Manager.

- In the unlikely event that your course is cancelled, and you wish to leave your homestay family, you will be refunded all unused homestay fees.

NZQA STUDENT FEE REFUND POLICY

TIA will adhere to NZQA's student fee refund whereby: 'Students who withdraw from a course at a PTE within the statutory refund period are entitled to a fee refund. If a student withdraws during the statutory period, PTE's are entitled to retain a portion of the fees. The portion of the fees refunded to a student and the portion retained by the PTE is dependent upon whether the student is international or domestic, and on the length of the course the student is enrolled in.

TIA STUDENT FEE REFUND POLICY

Where NZQA's statutory refund and withdrawal policy is no longer applicable, TIA will implement its own internal discretionary policy for refunds for international and domestic students.

- a. TIA's internal discretionary policy for refunds for international students is effective from:
 - the third working day for international students enrolled on a course for less than five weeks
 - the sixth working day for international students enrolled on a course for more than five weeks and less than three months
 - the eleventh working day for international students enrolled on a course for more than three months
- b. TIA's internal discretionary policy for refunds for domestic students is effective from:
 - the third working day for domestic students enrolled on a course of up to four weeks or six days or less
 - the sixth working day for domestic students enrolled on a course of five weeks or more but less than three months
 - the ninth working day for domestic students enrolled on a course of more than three months
- c. TIA's internal discretionary policy for refunds will take into consideration the circumstances under which the student is withdrawing and applying for a refund, including situations where students have not commenced studies.

TIA STUDENT FEE REFUND PROCEDURE

Any application for a refund should be made in writing to the Administration Manager stating the reason for your withdrawal and refund request. You will be advised in writing of the refund decision within 10 working days of your application being received. Any refund due will be paid within 60 days of receipt of application. TIA cannot be held responsible for any delays in refunding fees where the delay is caused by Public Trust.

A copy of TIA Refund & withdrawal policy and procedure is available on request from the Reception or from the TIA website at www.tasman.ac.nz.

Code of Practice

Tasman International Academies has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice published by the New Zealand Qualifications Authority. Copies of the Code are available on request from the Reception or from the New Zealand Qualifications Authority website at www.nzqa.govt.nz.

IMMIGRATION:

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 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 visit, you may be liable for the full costs of the 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.

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.

MEDICAL AND TRAVEL INSURANCE:

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This can be purchased from Tasman International Academies or an Insurance Company of your own choice in New Zealand or from overseas (with English Translation).

CONDITIONS FOR TERMINATING THE CONTRACT OF ENROLMENT:

Student enrolment may be terminated if the student voluntarily withdraws or is terminated by the School for misconduct. (refer to Breach of Contract).

BREACH OF CONTRACT:

If a student breaks any rules or policies relating to any part of their enrolment, or brings the School into disrepute either during or outside of School hours then they may be in breach of their contract.

DISCIPLINARY ACTION:

Students may be disciplined from time to time. The level of disciplinary action will depend on the circumstances eg serious misconduct may result in termination, whereas other breaches may result in a warning or series of warnings. In non-serious cases students are generally, given the opportunity to improve. Any actions taken will be fair and appropriate.

USE OF INFORMATION AND PRIVACY STATEMENT

Tasman International Academies collects and stores information from this form to:

- manage the business of Tasman International Academies (including internal reporting and administrative processes)
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding
- supply information to government agencies and other organisations as set out below.

Tasman International Academies may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

Supply of information to government agencies and other organisations Tasman International Academies supplies data collected on your enrolment to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, Tasman International Academies releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC). Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that Tasman International Academies will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Marketing/Student support Officer.

Disclaimer

These costs are indicative only, and vary depending upon individual requirements. Additional cost would be charged e.g student ID card, off-campus activities, coffee vending machine and print-out. Fees are subject to change. Medical / Travel insurance and Home-stay fees are external charges and not under the control of Tasman International Academies.

SECTION J. Official Representative

➡ Where did you hear about Tasman International Academies (TIA)?

- | | |
|--|--|
| <input type="checkbox"/> Google | <input type="checkbox"/> Education Agent |
| <input type="checkbox"/> Friends | |
| <input type="checkbox"/> Students at TIA | |
| <input type="checkbox"/> Baidu | |
| <input type="checkbox"/> Facebook | |
| <input type="checkbox"/> Instagram | |
| <input type="checkbox"/> WeChat | |
| <input type="checkbox"/> Weibo | |
| <input type="checkbox"/> Education Fair | |

Name of Company: _____

Name of Contact: _____

TIA Agent Code (If Known): _____

SECTION K. Student Declaration

- Moodle Course Enrolment- I declare that by enrolling into a programme of study at Tasman International Academies, I am committed to fully use and engage with Moodle as the Learning Management System and that I will comply with all organisational rules and regulations on the use of information technology and related software in the duration of my study at TIA as detailed in the School's Policy and Procedure for the use of computers, computer rooms and the internet.
- I have read and understood this document and the attached refund and fee protection policies.
- I declare the information in this application or any attachments are true and correct.
- I understand and agree to the Terms and Conditions of Enrolment and rules of Tasman International Academies.

STUDENT SIGNATURE:

DATE:

/ /
Day Month Year

Under 18 Applicant : Parent/legal guardian's signature is required

LEGAL GUARDIAN SIGNATURE:

DATE:

/ /
Day Month Year



FOR ADMINISTRATION USE ONLY: Application Form Checklist

If the checklist is incomplete and not meeting the requirements the student is not considered as fully enrolled.

Confirmation that the following has been completed accurately and in full:	
<input type="checkbox"/> Personal details	Staff Signature: Date:
<input type="checkbox"/> Accommodation Information	
<input type="checkbox"/> Programme Information	
<input type="checkbox"/> Programme Entry Information	
<input type="checkbox"/> Previous Study in NZ / NSN	
<input type="checkbox"/> Future Study / Career Plans	
<input type="checkbox"/> Medical Details	
<input type="checkbox"/> Emergency Contact Details in NZ	
<input type="checkbox"/> Emergency Contact Details in Home Country	
<input type="checkbox"/> Student Declaration	
<input type="checkbox"/> Under – 18 (if applicable)	
<input type="checkbox"/> Under-18 Student and Parent Declaration (if applicable)	
Has the applicant provided the evidence of previous study?	
Yes <input type="checkbox"/> specify:	
No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
Has the applicant provided the evidence of English Language ability?	
Yes <input type="checkbox"/> specify:	
No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
Comments:	
Application Signed by:	
Date:	



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