



Level 7, 290 Queen Street, CBD Auckland
0064 9 379 3468
WWW.TASMAN.AC.NZ

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

Family Name:		Given Name(s):			
Preferred/English Name:		Date of Birth: ____/____/____		Age:	
Current Valid Visa: <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Work <input type="checkbox"/> Other: _____		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Nationality:	
Passport Number:		Mobile:			
Email:					
Address in New Zealand:					
Flat Number:		Street Number:		Street Name:	
-----		-----		-----	
Suburb:		City:		Postcode:	
-----		-----		-----	
Address in Home Country:				Overseas Mobile:	

SECTION B. Optional Support Service

Do you require airport pick-up? Yes No Not Applicable
 Do you wish Tasman International Academies to arrange the homestay? Yes *(please complete the Homestay 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 enroll for _____ weeks

C2. NZCEL programme: <input type="checkbox"/> New Zealand Certificate in English Language (Applied) level 3 <input type="checkbox"/> New Zealand Certificate in English Language (Academic) level 4	C3. DIPLOMA programme: <input type="checkbox"/> New Zealand Diploma in IT – Technical Support level 5 <input type="checkbox"/> Diploma in ICT - Support & Operations level 7
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C4. Preferred Date: Start: _____ Finish: _____

Enrolment & Programme Dates:

T1 (Jan) Mid-T1 (Feb) T2 (Apr) Mid-T2 (May) T3 (Jun) Mid-T3 (Jul) T4 (Sep) Mid-T4 (Oct) T5 (Nov)

SECTION D. Programme Entry Information *(If English is not your first language you need to complete this section)*

<input type="checkbox"/> TIA English Ability Test <i>(English Programmes only)</i>	Date of Exam:	Overall Score:	Listening:	Reading:	Writing:	Speaking:
<input type="checkbox"/> IELTS	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						



SECTION E. Previous Academic background

- + Have you previously studied in New Zealand? Yes, _____ NSN (National Student Number) No
 - + Do you have any work experience relevant to the program you are applying for? Yes No
- Please mention your highest qualification from overseas and NZ (High school, Certificate, Diploma, Degree or Other)

	QUALIFICATION	INSTITUTION	COMPLETION DATE
1			
2			

SECTION F. Future Study / Career Plans

What are your plans when completing your programme of study?

- Continue my education in New Zealand / home country
- Find employment in New Zealand / home country

Please write about your plans for your life and career and why this programme will help you achieve these:

attach additional page if required

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.

Insurance

- + Do you want TIA to arrange your Insurance? Yes No
- + If yes, complete the insurance application form
- + If no, please provide your insurance certificate copy

Do you have any allergies, disability or medical condition?

- Yes No

Please give details:

Please provide a medical certificate if:

- + You have been hospitalised in the last 6 months
- + You suffer from any life threatening condition
- + You have received treatment or medication in relation to

Are you currently taking any medication?

- Yes No

Please give details:

SECTION H. Emergency Contact

NEW ZEALAND CONTACT		HOME COUNTRY CONTACT (parent or legal guardian)	
Name:		Name:	
Relationship:	Languages spoken:	Relationship:	Languages spoken:
Address:		Address:	
Email:		Email:	
Mobile:		Mobile:	

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

Name of Parent: <input type="checkbox"/> Father <input type="checkbox"/> Mother	Mobile:
Address:	Email:

Designated Caregiver Information

Name (Residential/designated caregiver) you will live with in New Zealand:	Relationship:
Address in New Zealand	
Email:	Mobile:



- 1) **Enrolment Policy** - TIA reserves the right to accept or reject students in order to maintain an optimal Learning environment in school and fulfill all requirement of NZQA, INZ and TIA's rules and regulations.
- 2) **Enrolment Conditions** - Enrolment is subject to meeting the academic, English language requirements and some special requirement of the programme of study, payment of full fees in advance for the whole course, proof of a valid visa and appropriate insurance cover (COP), the provision of all requested documentation by the Schools and attendance at Orientation. Students who do not meet the above requirements will not be enrolled and will not be eligible to attend classes.
- 3) **Attendance** - TIA 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 TIA attendance policy and procedures and New Zealand Immigration Service will be notified/termination of enrolment. Absentee students will provide evidence of the reason for their absence.
- 4) **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
- 5) **Visas** - International students require visas for study longer than three months TIA 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.

All international students are required by law to have a valid visa for the duration of their study at the Schools.

International students without a valid visa are not entitled to attend classes until they have provided a copy of their visa to the Schools before the first day of their programme of study. Students are required to maintain their visa conditions while studying at the Schools. Immigration New Zealand will be informed of students who do not hold a valid visa, breach their visa conditions or have a change in circumstances.

- 6) **Cancellation and Refunds** - All cancellation and application for refund must be received in writing and must be accompanied by all supporting documents. On a student's withdrawal from the school, New Zealand Immigration Service will be advised.
- 7) **Liability, Health and Travel Insurance** - TIA 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.
- 8) **The Privacy Act** - Personal information on the Enrolment Form will be held by TIA 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.
- 9) **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. For more information, please refer to www.hostfamilies.co.nz regarding homestay arrangement, charges, cancellation and refund.
- ✦ 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 according to the homestay refund policy.

- 10) **NZQA Student Fee Refund Policy / TIA Student fees 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.

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.

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.

Please Note: 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.

- 11) **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 30 days of receipt of application. TIA cannot be held responsible for any delays in refunding fees where the delay is caused by Public Trust.
- 12) **Code of Practice** - TIA 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.
- 13) **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.
- 14) **Medical and Travel Insurance** - All international students studying at the School are required to have appropriate insurance in accordance with the COP. It must cover all of the conditions described in Code. This can be purchased from TIA or an Insurance Company of your own choice in New Zealand or from overseas (with English Translation).
- 15) **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).
- 16) **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.
- 17) **Disciplinary action** - Students may be disciplined from time to time. The level of disciplinary action will depend on the circumstances e.g. 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

**TASMAN INTERNATIONAL ACADEMIES**

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opportunity to improve. Any actions taken will be fair and appropriate.

18) Use of information and privacy statement - TIA collects and stores information from this form to:

- ✚ manage the business of TIA (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.

TIA 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 TIA 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, TIA 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 TIA 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.

Criminal Record Check

Have you ever been convicted of a criminal offence, and/or have been? Subject to disciplinary proceedings of a tertiary institution or professional body (please include all criminal matters including traffic offences)? Yes No

If yes, please give details, including dates of any disciplinary proceedings, convictions and any sentence imposed:

SECTION J.**Official Representative**

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

Education Agent

Other, specify: _____

Name of Company: _____

Name of Contact: _____

SECTION K.**Student Declaration**

✚ 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.

✚ Agreement to provide up-to-date address and contact details at all times.

✚ Do you give consent to TIA to view your visa status in the INZ verification service and verify all my documents? Yes No

✚ I am giving TIA the permission to use my image in and out of the classroom on photos, brochures and other promotional material. This material maybe in electronic or hard format. Yes No

Student Signature:

Date:

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

Legal Guardian Signature:

Date:

OFFICE USE ONLY:

Staff name:

Has the applicant provided the evidence of previous study? Yes No

Signature:

Has the applicant provided the evidence of English Language ability? Yes No

Date:

Has the applicant provided all requirements and completed all sections in this form? Yes No



Thank you for choosing Tasman International Academies as your partner in achieving your educational and career goals in New Zealand. We would like to hear from you to ensure that your Agents provide you the best possible service. We appreciate your time.

STUDENT CHECKLIST: My educational agent or/and School provided me the following documented information prior to my application for enrolment at Tasman International Academies. *(Please tick all that applies)*

PROGRAMMES	SCHOOL	NEW ZEALAND	STUDENT SUPPORT
<input type="checkbox"/> Entry requirements <input type="checkbox"/> Programme content & duration <input type="checkbox"/> Intake & orientation schedule <input type="checkbox"/> Information about pathways for further study and employment <input type="checkbox"/> Fees & course-related fees	<input type="checkbox"/> Quality assurance results <input type="checkbox"/> Campus location and information about TIA <input type="checkbox"/> Facilities & equipment available in school <input type="checkbox"/> School Policies on Enrolment, Complaints, Termination, Attendance, misconduct, etc.) <input type="checkbox"/> Refund/Withdrawal policy	<input type="checkbox"/> Housing & Accommodation options <input type="checkbox"/> Transportation <input type="checkbox"/> Visa & Insurance Requirement <input type="checkbox"/> General overview on living in New Zealand (e.g. cost of living, healthcare) <input type="checkbox"/> Student Right & Obligations <input type="checkbox"/> Health and Safety information	<input type="checkbox"/> Job seeking service <input type="checkbox"/> Language service <input type="checkbox"/> Staffing <input type="checkbox"/> Homestay/ Air-port pick-up arrangement <input type="checkbox"/> Holiday / Leave Policy <input type="checkbox"/> Emergency contact <input type="checkbox"/> Schooling for under 18 students (If applicable)

STUDENT DECLARATION

- I declare that the student information provided in this form is true and correct.
- I declare that I have been provided the information ticked above enabling me to make informed choices about Tasman International Academies.
- **TERMINATION:** I acknowledge receipt of the above information and understand that it may result in termination of my enrolment at TIA if I fail to follow the School Rules and Regulations which has been provided to me in this stage.

Student signature or legal Guardian Signature (for under 18 student):	Date:
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AGENT DECLARATION

Agent name:	<input type="checkbox"/> As Educational agent for this student, I confirm that I have provided all above information and relevant document to student, prior to student application for enrolment at Tasman International Academies.
Signature:	
Date:	

TIA ENROLMENT TEAM DECLARATION

Staff name:	<input type="checkbox"/> As TIA enrolment staff, I confirm that I have provided all above information and relevant document to student, prior to student application for enrolment at Tasman International Academies.
Signature:	
Date:	