

International Student Registration Form

All fields to be completed

▶ **Personal details** Mrs Ms Miss Mr Other - specify

Family name First name(s)

Preferred name Date of birth (day/month/year) Gender M F

Citizenship (as per passport) Country of birth

Passport number Issue date Expiry date

▶ **Place of study** Year of study Place of study: Auckland Whangarei

▶ **English language** (Complete this section if English is NOT your first language)

You MUST provide proof of your English proficiency to study at NorthTec.

I have attached or intend to provide certified copies of English Language test results and/or English Language qualifications Yes No
OR

I would like to apply for an English Language programme to study at NorthTec Yes No

If you do not meet the English requirements for the Academic programme you are applying for, we will advise you and provide a conditional offer.

▶ **Academic programme**

Choose two programmes you would like to study and list them in order of preference. If you do not meet the entry requirements of your first choice, we will automatically assess your eligibility for an available pathway programme into your second choice.

	Programme	Start date (e.g. Feb 2019)
First choice	<input type="text"/>	<input type="text"/>
Second choice	<input type="text"/>	<input type="text"/>

1. Why did you choose this programme of study?

2. What are your intentions once you have finished this programme, eg. further study?

3. What are your intentions once you leave NorthTec?

(The purpose of these questions is to ensure that you are choosing appropriate study to match your planned intentions. Where there is a mismatch between your intentions and the programme applied for, we may suggest a more suitable programme at NorthTec or at another suitable New Zealand education institution that will better prepare you for your intentions).

▶ **Marketing feedback**

Which of the following most influenced your decision to apply to NorthTec?

- Advertising (TV / radio / newspaper)
 Agent
 Education exhibition / fair
 www.northtec.ac.nz
 Family / friends
 Other

Agent contact details (if applicable)

► Contact details

Current contact details (NZ or overseas)		Address while studying in New Zealand	
Address: _____ _____		Address: _____ _____	
Postal code: _____		Postal code: _____	
Phone: _____	Mobile: _____	Phone: _____	Mobile: _____
Email: _____		Email: _____	

► Ethnicity

What ethnic group(s) do you belong to? Please enter the three digit code from below. You may enter up to three different ethnic groups.

Selection 1 Selection 2 Selection 3

<input type="checkbox"/> 361 Fijian	<input type="checkbox"/> 211 Other European	<input type="checkbox"/> 441 Sri Lankan	<input type="checkbox"/> 511 Middle Eastern
<input type="checkbox"/> 371 Other Pacific Peoples	<input type="checkbox"/> 411 Filipino	<input type="checkbox"/> 442 Japanese	<input type="checkbox"/> 521 Latin American
<input type="checkbox"/> 121 British / Irish	<input type="checkbox"/> 414 Malaysian	<input type="checkbox"/> 413 Vietnamese	<input type="checkbox"/> 531 African
<input type="checkbox"/> 122 Dutch	<input type="checkbox"/> 421 Chinese	<input type="checkbox"/> 443 Korean	<input type="checkbox"/> 611 Other
<input type="checkbox"/> 127 German	<input type="checkbox"/> 431 Indian	<input type="checkbox"/> 444 Other Asian	If "Other" please specify <input type="text"/>

► Academic qualifications

Secondary studies (high school/secondary school)

Highest qualification gained	Institution	Country	Date completed

► Tertiary study

Have you ever enrolled in a tertiary education institution (university, polytechnic, college of education, private training establishment or wānanga) either in New Zealand or overseas since leaving school? Yes No

If you answered "Yes", please enter the name of the organisation you studied at and the year of your first enrolment:

Name of organisation Year

Tertiary studies (college, university, polytechnic, teachers college)

Qualification e.g. BSc; MA	Institution	Country	Date completed

► Prior activity

What was your main activity as at 1 October in the previous year?

- 01 Secondary school student 03 Wage or salary worker 05 University student
 06 Polytechnic student 09 Overseas (irrespective of occupation)

► Disabilities / Health

This information is **confidential** to NorthTec but it could be used by the Student Advisors to obtain further resources and support that will assist you in your studies.

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

If you answered "Yes" above, indicate which of the following is affected:

Vision Mobility / Movement Communication / Speech / Written Hearing
 Concentration / Learning Other (please state)

► Additional application requirements

Additional charges apply for the services listed below. Please tick:

- I would like NorthTec to arrange my homestay. If yes: How many weeks? (minimum 4 weeks) OR Duration of study
- I would like NorthTec to help me find non-homestay accommodation.
- I would like NorthTec to book transport for me from Auckland airport to my accommodation in Auckland or Whangarei.
- I understand NorthTec will arrange my medical and travel insurance.
- I would like to apply for credit transfer/credit recognition of my previous study.

► Privacy statement and declaration

NorthTec collects and holds personal information about students to comply with various statutes, including the Education Act, the Public Finance Act and the Inland Revenue Act, and to enable NorthTec to make decisions in relation to your tertiary study at NorthTec. We may use the personal information provided by you on this form to send you information about NorthTec courses and programmes that may be of interest to you. If you do not provide any of the information requested on this form, or if any information provided by you is not true and correct, then NorthTec may refuse to process your application or may terminate your enrolment. Personal information collected on this form may be disclosed to academic and administration staff where relevant to their duties, and also where relevant to other agencies such as the Ministry of Education, Tertiary Education Commission, New Zealand Qualifications Authority, Ministry of Foreign Affairs and Trade, Career Services, scholarship providers, Ministry of Immigration, Ministry of Social Development, Industry Training Organisations, Industry Licensing and Registration bodies, NorthTec Student Union, other tertiary institutions, previous secondary schools and providers of work experience for students in courses with a practical component.

In addition, when required by law, NorthTec will release information to parents, caregivers, agents and to government agencies such as the New Zealand Police, Department of Justice, Inland Revenue, Ministry of Social Development and the Accident Compensation Corporation. You have the right to access and correct personal information about you which has been collected by NorthTec, in accordance with NorthTec's Privacy of Information Policy and Procedures, available at www.northtec.ac.nz

Rules - In signing this Registration Form you undertake to comply with the statutes, regulations, rules and policies of NorthTec. (Refer to the Academic Calendar on www.northtec.ac.nz)

Health and Safety - In signing this Registration Form you undertake to disclose, prior to enrolment, all health information that might affect your ability to complete the programme or the health and safety of yourself or others. If you do not disclose all relevant information staff will be unable to advise you appropriately and you may enrol on a programme that you are unable to complete.

I hereby declare that the information provided by me on this registration form is true and correct. I understand that failure to disclose requested information or supplying false information may result in my application/enrolment not being processed or being cancelled. I authorise the Immigration NZ and the Department of Labour to provide NorthTec with any personal details regarding my immigration status, including any information that I have submitted to Immigration NZ in the course of any visa or permit application. I agree to abide by all NorthTec statutes, regulations and policies as may be amended from time to time. I have read, understood and accept the NorthTec Cancellation and Refund Policy for International Students.

Applicants Signature:

Date:

► Parent's signature and address (if applicable)

If you are under 18 years of age a parent/guardian must sign below to acknowledge acceptance of this declaration.

Parent's name: Signature: Date:

Address:

Postal code: Email:

Mobile: Phone:

► Emergency contact details

Name: Relationship:

Address:

Postal code:

Phone: Mobile:

Email:

► Checklist

Before you submit your form, please check:

- Registration form signed by applicant; and by parent/guardian if under 18
- Certified English language proficiency evidence attached
- Certified copy of passport or birth certificate attached
- Certified English translation of academic qualifications and transcripts attached
- Additional information supplied (e.g. CV, design portfolio, work reference)

Send the completed Registration Form to NorthTec International Office

Whangarei Campus

Postal Address
Private Bag 9019, Whangarei,
0148, New Zealand

51 Raumanga Valley Road,
Whangarei, 0110

Telephone: +64 9 470 3775

E: international@northtec.ac.nz

Auckland Campus

Postal Address
PO Box 3446, Shortland Street,
Auckland, 1140, New Zealand

155 Queen Street, Level 10,
Acrossia House, 1010

Telephone: +64 9 309 2965

E: aucklandinternational@northtec.ac.nz

Cancellation and Refund Policy for International Students

FOR INTERNATIONAL STUDENTS INCORPORATING THE CONDITIONS FOR TERMINATING ENROLMENT AND THE CONDITIONS FOR TERMINATING THE CONTRACT

Refunds of programme fees will only be made in accordance with the following policy:

By accepting a place in a programme of study at NorthTec, a student enters a contract with NorthTec for the period of one academic year (or the length of the programme if it is less than one year). This contract means there is an obligation to pay the fee for the year (or for the length of the shorter programme).

Students who wish to defer to the following semester must notify NorthTec International two weeks prior to the programme commencement.

There is no automatic right to a refund of fees if a student changes his/her mind about studying at NorthTec.

In normal circumstances, no refunds will be given after programme/course commencement. If a student decides to withdraw from a programme/course once enrolment has been finalised the student will need to complete a NorthTec Withdrawal Form which can be obtained from the International office.

Any request for a refund must be made in writing to the International Manager. The request must include a detailed explanation of the reasons for withdrawal from the programme/course. At this time, the student's family and agent will be notified by NorthTec that a request for refund has been received.

If a refund is given, it will be paid in NZ dollars and paid by direct credit either to:

- the original payer's nominated bank account, or
- if the Refund Authorisation Letter is completed by the original payer, to another party's bank account

Note: If the student is not the original payer, permission in writing from the original payer will need to be sought before the funds can be transferred to the student.

Consideration of Refund Applications

Applications for refunds will be considered under the following categories, which may require supporting documentation:

Full Refunds

- Immigration New Zealand (INZ) has refused to grant an initial visa for study in New Zealand
- Visa extension is refused by INZ
- NorthTec (Northland Polytechnic) is unable to proceed with the programme/course offered.
- If the programme contracted with NorthTec (Northland Polytechnic) is cancelled for whatever reason, then the student shall be entitled to a total refund of programme fees but shall not be entitled to any other compensation, costs or consequential damages of whatsoever nature.

Part Refunds

- An international student in a semester-based programme, who gains Permanent Residency will not receive a refund of fees for the semester in which residency is granted. However, they will be treated as a New Zealand Permanent Resident for the following semester and refunded any international fees paid beyond the semester in which residency was granted.
- International students in programmes designed with full year non-semester based courses must pay the international fees for the full year, regardless of the date Permanent Residence has been granted during that year.
- If a student wishes to withdraw their application, and notice is received by NorthTec International two weeks prior to course commencement, a cancellation fee of 45% of the tuition fee will be charged.
- Special circumstances of a compassionate nature, as approved by NorthTec, may necessitate withdrawal from a programme. Supporting information must be supplied in writing from the student, family and agent (if applicable).

No Refunds

- In the event of inadequate attendance and/or achievement resulting in the termination of enrolment and the contract, no refund is payable
- In the event of a disciplinary action resulting in the termination of enrolment and the contract, no refund is payable.

The conditions for terminating enrolment and the conditions for terminating the contract

– UNLESS OTHERWISE STATED TERMINATION OF ENROLMENT ENACTS THE TERMINATION OF CONTRACT – REFUND SUMMARY TABLE

Conditions for terminating enrolment and terminating the contract	Evidence required	Timing	Amount of refund
A visa was not granted	An official letter from INZ indicating the rejection of the visa application.	At any time	Total tuition fee minus registration fee and bank charges
Extension of visa is not granted	An official letter from INZ indicating the rejection of the visa application.	At any time	Total tuition fee minus registration fee and bank charges
NorthTec is unable to proceed with the programme	No documentation required from the student	The refund is automatic	Total fee paid (however if the student transfers to another institution, or another programme, the refund will be sent to that institution or applied to the alternative programme)
Student no longer wishes to study at NorthTec	A letter from the student outlining the reason for their change of circumstances. NorthTec will advise INZ and request cancellation of student visa	Two weeks or more before the commencement the programme of study	Total fee paid less the registration fee, accommodation placement fee, and any agency fees
		Within the two weeks prior to commencement of the programme of study	Total fee paid less the registration fee, accommodation placement fee, any agency fees, and a cancellation fee of 45% of the course fee
		After the commencement of the programme	No refund
Compassionate reasons (serious illness etc)	Documentation supporting application for a refund by the student	At any time	At the discretion of NorthTec and the relevant Executive Manager with responsibility for the programme area
Non-attendance or failure to achieve	As per the NorthTec International Policy http://www.northtec.ac.nz/aboutus/policies	After the commencement of the programme	No refund
Breach of NorthTec Regulations	As per the NorthTec Statutes and regulations http://www.northtec.ac.nz/aboutus/policies	At any time	No refund