

# 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

Start date/year (e.g. July 2017)

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. July 2017)
First choice	<input type="text"/>	<input type="text"/>
Second choice	<input type="text"/>	<input type="text"/>

What career are you preparing for in choosing this field of study at NorthTec?

(The purpose of this question is to ensure that you are choosing appropriate study to match your planned career pathway. Where there is a mismatch between your career 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 intended career).

▶ **Marketing feedback**

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

- Advertising (TV / radio / newspaper)
  Agent
  New Zealand High Commission / Embassy  
 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: <input type="text"/>		Address: <input type="text"/>	
<input type="text"/>		<input type="text"/>	
Postal code: <input type="text"/>		Postal code: <input type="text"/>	
Phone: <input type="text"/>	Mobile: <input type="text"/>	Phone: <input type="text"/>	Mobile: <input type="text"/>
Email: <input type="text"/>		Email: <input type="text"/>	

## ► 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  
 Concentration / Learning       Hearing       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](http://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](http://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 application 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 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 IELTS/TOEFL/English Language equivalent certificates 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 application form to:

NorthTec International Office  
Whangarei Campus  
51 Raumanga Valley Road, Whangarei  
Private Bag 9019, Whangarei, 0140, New Zealand  
Phone: 0064 9 470 3775 Fax: 00 64 9 470 3781  
Email: [international@northtec.ac.nz](mailto:international@northtec.ac.nz)

OFFICE USE ONLY	STUDENT ID:		
Entered ARTENA / /	Passport No./BC No./NSN No.	Signed:	
Documentation sighted: / /	Invoice No.	(Checked/Date/Signature):	

# Cancellation and Refund Policy for International Students

Please ensure you have read, understood, and accept this policy before applying to NorthTec.

By accepting a place in a course at NorthTec, a student enters a contract with NorthTec for the period of one academic year (or the length of the course 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 course).

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

Any request for a refund must be made in writing to the General Manager of International. The request must include a detailed explanation of the reasons for withdrawal from the programme contracted. 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 cheque or bank draft to:

- the student's registered home address in country of origin, or,
- the student's agent

Note: Refunds will not be given directly to a student or transferred to a student's bank account in New Zealand unless authorized in writing by the student's agent or parents.

## 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 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 fees but shall not be entitled to any other compensation, costs or consequential damages of whatsoever nature.

### Other 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, students will receive a refund of fees paid less the registration fee, accommodation placement fee, any agency fees and a cancellation fee of 45% of the tuition fee.
- Special circumstances of a compassionate nature, as approved by NorthTec, may necessitate withdrawal from a course. Supporting information must be supplied in writing from the student, family and agent (if applicable).

## Summary Table of Cancellation and Refund Policy for International Students

Reason for wanting a refund	Information student must provide	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, the refund will be sent to that institution).
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 prior to the commencement of the programme of study.	Total fee paid less the registration fee, accommodation placement fee, and a cancellation fee of 45% of the tuition fee.
		After the commencement of the course.	No refund.
Compassionate reasons (serious illness etc)	Documentation supporting application for a refund.	At any time.	At the discretion of NorthTec.