



# INTERNATIONAL COLLEGE of AUCKLAND

## Application to Enrol (international students)

If you apply through an approved International College of Auckland agent, all correspondence relating to your application will be forwarded back to this agent. This form is to be completed in English.

Year

### 1. Personal details

Title  Mr  Mrs  Ms  Miss  Other

If other, please specify

Legal surname

Legal first name/s

Preferred name (if different)

Date of birth

Day Month Year

Gender

Male  Female

Address in country of origin

Suburb

Town/City

Country

Telephone\*

Mobile\*

\*Include country and area codes

Email address

Address in New Zealand (if available)

Suburb

Town/City

Postcode

Telephone

Mobile

Email address

How would you prefer to receive correspondence from us?

Email  Post

Passport number

Passport expiry date

Day Month Year

Issuing country

Have you enrolled at ICA before?  Yes  No

If yes, what was the most recent year you were enrolled at ICA?

If you were previously enrolled at ICA under a different name, what was that name?

Student ID (if known)

### 2. Agent details

Agent name

Agent email

Agent telephone

Place agent stamp here

### OFFICE USE ONLY

		Date	Initial
Received from applicant			
AP <input type="checkbox"/>	AA <input type="checkbox"/>	Letter <input type="checkbox"/>	Inv <input type="checkbox"/>
AR <input type="checkbox"/>	AD <input type="checkbox"/>	AW <input type="checkbox"/>	EA <input type="checkbox"/>

### 3. Education history

What is the highest level of achievement you hold from a secondary school?

Will this be the first time you have enrolled in a tertiary institution since leaving secondary school?

Yes  No

If no, what was the year of your first enrolment?

What is the highest academic qualification you hold from a tertiary institution, e.g. certificate, diploma, degree?

Where did you achieve this qualification, e.g. institution, country?

In what year did you attain this qualification?

Demonstrated proficiencies of the student:

Career intention of the student:

### 4. Language

What is your first language?

Where did you study English?

Secondary school  University/tertiary institute/  
college  
 Private language school

If you have been tested in English (e.g. TOEFL, IELTS) please state results

### Office Use Only

### 5. Programme details

Which programme/s would you like to apply for? Please state in order of preference.

Programme name

Start date

    
Day Month Year

Programme name

Start date

    
Day Month Year

Entry requirements differ for each programme. Please check our current prospectus or contact us before selecting your programme of study.

When do you expect to arrive in New Zealand?

    
Day Month Year

When do you expect to start your study?

    
Day Month Year

Weeks of English study required:



New English language students must attend placement testing. Applicants must also include a copy of their latest test results for TOEFL or IELTS tests.

### 6. Fee payment details

Your fees are due for payment **before** the start of your programme of study. Please indicate how you intend to pay your fees.

**Tick only one box**

Amount

\$

Note: A \$25 bank fee will be charged for all overseas transfers. Please add this amount to your payment, if paying by direct deposit from an overseas bank. Please quote student name or ID as reference when you make a direct deposit.

Payment methods:

1. Cash.
2. Bank cheque made out to "International College of Auckland".
3. Direct deposit to our bank account

CashPayment  BankChequePayment

Direct Deposit

Please make payment to the following account and include your student ID or Offer of Place reference number as reference

Bank Name Bank of New Zealand

Address 100 Lambton Quay,  
Wellington,  
New Zealand

Account Name 6766331 International College of Auckland  
/Public Trust

Account Number 02-0536-0305865-01

Swift Code BKNZ22



## 12. STUDENTS DISCLOSURE INFORMATION

### ENROLMENT, PAYMENT, WITHDRAWAL AND REFUND POLICY, COMPLAINTS PROCEDURES AND DECLARATION

#### ENROLMENT, PAYMENT, WITHDRAWAL AND REFUND POLICY, AND COMPLAINTS PROCEDURES

(a) Application procedure

- Applicants need to complete all sections of the International College of Auckland Enrolment Application Form, attach all relevant certified information, and when completed forward to the Academic Registrar, International College of Auckland.
- Applications are assessed and upon acceptance an Invoice and Offer of Place will be provided.
- International Students Only. Please contact the nearest New Zealand Immigration Service Office for information on applying for a visa to study in New Zealand. Upon receipt of our Offer of Place, you may undergo "Pre-Visa Assessment" by applying for a visa and you should receive a positive response to the visa application prior to paying tuition fees. Alternatively, forward full payment of one year's fees to the Academic Registrar, International College of Auckland. All fees are converted to New Zealand Dollars at the time of receipt. After your payment is processed, you will be sent a Receipt for fees paid and a Confirmation of Enrolment document including accommodation guarantee if required. You should take the Receipt and Confirmation of Enrolment document when applying for the Student Visa to be issued. If you require Airport Pick-up and/or accommodation you must inform International College of Auckland two weeks in advance of your arrival in New Zealand of your request/s. Students who are not up to date with payments of fees will not be entitled to continue the or to graduate from it. International College of Auckland includes an International Administration Fee in the fees for international students for the enrolment period. qualification
- Domestic Students Only. Forward payment of tuition fees, resource fees, and accommodation fee as required to the Academic Registrar, International College of Auckland, prior to the Commencement of your programme. If you are funding your course through Student Loans you should finalise your Student Loan Application prior to acceptance, and arrange for any balance of fees to be paid to International College of Auckland prior to commencement of studies. Successful applicants will be sent an Invoice and a Receipt will be issued when payment is made.

(b) Fees Protection

ICA ensures that all fees from students are protected by a trust account set up with the Public Trust. This means that student fees are protected if the student withdraws from the course within the first eight days or if unexpectedly a course is closed early. Whether or not students are entitled to a refund of fees depends on the proportion of the course that has not been provided. In that situation the College will assist the student to make study arrangements with another provider and study credits will be transferred to the new provider. The New Zealand Qualifications Authority (NZQA) has accepted this arrangement as meeting requirements of its student indemnification policy.

(c) Arrival at International College of Auckland, Auckland/Hamilton, New Zealand

On arrival at International College of Auckland, bring evidence of identity, citizenship or immigration status (student permit/visa or permanent residence). For international students a copy of your Visa and Permit must be supplied to International College of Auckland upon arrival in Auckland/Hamilton.

(d) Payment

The student will upon demand pay all International College of Auckland expenses and legal costs (on a solicitor/agent/representative/client basis) in the collection of all overdue fees. If payment is overdue International College of Auckland may charge interest on any overdue amount at the rate of 2.5% per month from the overdue date until payment in full is received by International College of Auckland.

(e) Termination

Termination of enrolment can occur in the following situations:

- i. Visa not granted.
- ii. Extension of visa not granted.
- iii. Student does not wish to continue study with ICA.
- iv. Non-attendance or failure to achieve academically.
- v. Serious misconduct and/or disciplinary matters.

(f) Withdrawal and Refund Procedures:

- i. If a student's visa is declined by INZ, the student will be entitled for a full refund less \$500 of the total fees paid.
- ii. If a student withdraws before the commencement date, the student will be entitled for a full refund less 25% of the total fees paid.
- iii. If a student withdraws within the first 10 working days after and including the scheduled commencement date of the course, s/he will be refunded in full less a deduction for costs incurred by International College of Auckland, up to a maximum of 25% of the fee total paid. ICA will provide the student with details of the cost components for the purpose of working out the maximum deductible percentage.
- iv. If a student withdraws on day eleven or later of the course, the student will not be eligible for a refund of the fees unless there are exceptional circumstances. This will be at the discretion of the management and will be considered on a case to case basis. The student should provide documentation to support any such application. Documentation must be made within one month of the last day of attendance. The management will make no refund where a student has been expelled, or where a student wishes to transfer to another school, or where a student's enrolment application is found to be inaccurate in anyway and the contract is terminated.
- v. Where a student is withdrawing, written confirmation from the student or the student's parent/s or guardian (if the student is under 18 years old) must be provided. If a student obtained a bank loan for the purpose of studying at ICA, a confirmation that the lender consents to the withdrawal may be required.
- vi. Where ICA is aware that a student has obtained a bank loan for the purpose of attending ICA, ICA will endeavor to refund fees, in accordance with the Refund Policy, to the relevant lending bank unless otherwise instructed by that bank.
- vii. For a refund of his/her Homestay fees, a student is 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.
- viii. A student may be allowed to join a course as a late arrival after the scheduled commencement date. The provisions of ICA's Refund Policy apply from the scheduled commencement date and not the date on which a late student arrives.

(g) Complaints Procedure:

In the first instance, issues should be discussed with the Student Services officer, teacher, another staff member, the Students' Association, or student representatives on the Academic Board. Failing satisfactory resolution, students may make an appointment with the Academic Registrar, or write to the Principal or Academic Registrar. If necessary, complaints may be submitted in writing to the following external authorities: the International Education Appeal Authority of the Ministry of Education; or the New Zealand Qualifications Authority. Full details are contained in the International College of Auckland Student Handbook.

(h) International College of Auckland reserves the right to decline an application from any applicant without explanation

Note: (a) Withdrawal and refund procedures are in accordance with the Education Act 1989 and its subsequent amendments.

- (b) Where an IRD number has been supplied for the purposes of a student loan interest write-off, that information is being collected to provide to the Ministry of Education who will forward that information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

#### DECLARATION BY APPLICANT (PROSPECTIVE STUDENT)

- (a) I declare that the information supplied in this application and the attached documents is correct and complete.
- (b) I have read and accept the Enrolment, Payment, Withdrawal and Refund Policy above.
- (c) In signing this enrolment form I undertake to pay all fees as they become due, and to meet any late fees.
- (d) In signing this enrolment form I undertake to comply with the published rules and policies of International College of Auckland with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.
- (e) I undertake to provide up-to-date address and contact details at all times, and an up-to-date copy of my student permit and any renewal.
- (f) Privacy Act 1993. I authorise any person or company to provide to International College of Auckland such information as required in response to credit and enrolment enquiries. I further authorise International College of Auckland to furnish to any Governmental organisation or agency and to any other third party, including my parents/guardian, details of my enrolment application and subsequent dealings. Such information includes attendance and academic records that I may have as a result of my application being actioned and accepted by International College of Auckland. I give this authorisation on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, and that I may see any information held about me and amend any errors in that information by contacting the Academic Registrar.
- (g) I acknowledge that if I am an international student I must have travel and medical insurance while I am studying in New Zealand.

**< PLEASE MAKE SURE THAT YOU SIGN AND DATE BELOW >**

Signature and name of applicant (prospective student)

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

If not signed by prospective student, please sign and give name, and relationship to applicant

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian of applicant (if applicant is under 18 years old. Please fill out and attach Under 18s Consent Form).

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Application Approval: Programme(s) \_\_\_\_\_

Approved  Declined  Academic Registrar \_\_\_\_\_ Date \_\_\_\_\_

Comments / Conditions \_\_\_\_\_