



INTERNATIONAL COLLEGE *of* AUCKLAND

Application for Admission Checklist for ICA New Zealand

The below documents are necessary for us to assess an application and then proceed with making an Offer of Place. If any of the documents are missing, kindly arrange them at its earliest.

- A Completed Application form
- Copy of passport (Photo Page)
- Official Transcripts / Academic Documents
- English Proficiency Test certificate
- Curriculum Vitae
- Statement of Purpose





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 area codes

Email address

Address in New Zealand (if available)

Suburb

Town/City

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 languages school

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

Office Use Only

5. Programme Details

Which programmes 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

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

Cash Payment

Bank Cheque Payment

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 6766331
Account Name	International College of Auckland/ Public Trust
Account Number	02-0536-0305865-01
Swift Code	BKNZNZ22

11. ICA STUDENT DISCLOSURE INFORMATION - TERMS AND CONDITIONS

1. Students applying for IT, Engineering, and English programs at the International College of Auckland (ICA), an NZQA accredited provider (No 7488), must understand and acknowledge the terms and conditions of the International College of Auckland.

2. Enrolment Conditions

A. Applicants must complete all sections of the International College of Auckland Enrolment Application Form, attach all relevant documents, and submit the completed form to ICA Admissions at admissions@ica.ac.nz. Enrolment is contingent upon meeting the academic and English language requirements of the programme of study, paying full fees in advance for the entire course, providing proof of a valid visa and appropriate insurance cover (see below), submitting all requested documentation by the schools, and attending Orientation. Students who do not meet these requirements will not be enrolled and will be ineligible to attend classes.

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

3. Fee Protect Policy

A. In compliance with the Education Amendment Act 2011 (Section 234E), ICA provides fee protection for all student tuition fees, accommodation fees, and living expenses paid to the school through Public Trust. This meets the requirements of NZQA and the Education (Pastoral Care of International Students) Code of Practice 2021.

B. All tuition and accommodation fees at ICA are protected by a Public Trust Account. Fee protect is a student fee trust account that ensures you receive a refund of the fees (or a portion of the fees) you pay to a training provider if the provider is unable to complete the course, for example, due to closure, insolvency, or loss of NZQA accreditation. Student fees include course tuition fees, accommodation costs, and travel and health insurance premiums if arranged through the provider.

4. Withdrawal and Refund Policy

ICA Refund Policy is in accordance with the Education Act 1989 and amendments as implemented by the New Zealand Qualifications Authority (NZQA) and is applied to all international students. The refund of application and enrolment fees, if applicable, is determined by the following.

A. WITHDRAWAL BEFORE COURSE COMMENCEMENT

• If the student has received an approval in principle and paid their fees, but the visa was subsequently declined by Immigration New Zealand, the student will be entitled for a full refund less NZ\$500 for the administration/registration fee.

• If the student has received an approval in principle, paid their fees and been issued a visa for the International College of Auckland but decides to withdraw before the course commencement, the student is entitled to a refund of 75% of the fees paid.

• For two years study: If the student withdraws before the second year commences, they are entitled to a refund of 75% of the fees paid for the second year of study.

B. WITHDRAWAL FROM COURSES LESS THAN THREE MONTHS IN

• For courses five weeks or less: If the student withdraws within the first two days of the course, the student is entitled to a refund of 50% of the fees paid.

• For courses five week or more but less than three months: If the student withdraws within the first five days of the course, 75% of the fees paid will be refunded.

ITEM	EVIDENCE REQUIRED	AMOUNT OF REFUND
If the visa is declined	Official decline letter from INZ	Full fees less \$500
Withdrawal before the course starts	A written statement from the student outlining the reason for their changes of circumstances	Full fees less 25%
Withdrawal before the 2nd year begins		Full fees less 25% of the 2nd year fees
After 11 th Day		No Refund

5. Homestay Policy

A minimum of two weeks' notice must be given to book a homestay or student residence. If the school arranges homestay accommodation for you, the minimum period will be four weeks or the full course if shorter. All homestay fees must be paid in full before placement in accommodation. Students who have not paid the homestay fees in full will not be placed in a homestay. The homestay placement fee, homestay fee and the ongoing administration must be paid two weeks in advance.

The administration fees and the placement fee for this period are non-refundable. All homestay students must follow the Homestay Rules as set out in the Student Handbook. If the student moves out of the homestay, both the host family and the Schools must receive 2 weeks' notice of the student's intention to leave, otherwise there will be a cancellation fee, please refer to the Homestay Fee and Guidelines Agreement.

If a student goes on an approved holiday and wishes to return to the homestay, a holiday retainer will be charged. Please refer to the Homestay Fee and Guidelines Agreement.

6. Students Under the Age of 18

Students under the age of 18 must stay either in a homestay approved by the Schools, with their parent or with a designated caregiver. Parents of U18 students must sign the U18 Application Pack (Indemnity, health and medical disclosure, student code of conduct and handover plan). All students U18 must read, agree to and sign the U18 student code of conduct in the pack.

7. Airport Pickup

ICA must be informed at least 3 working days in advance, and flight details are required for airport pick-up/drop-off. Please note that airport pick-up may involve a shared ride. To receive a refund for airport transfer cancellations, more than 48 hours' notice is required. Cancellations with less notice will not be refunded.

8. Visa

All students are required to have a valid visa for the duration of their study at ICA. Student visas must be updated for programme renewals/ extensions, and a copy must be provided to ICA before the visa expiry date. 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 ICA. 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.

9. Insurance

All international students studying at the ICA are required to have appropriate insurance in accordance with the Code. It must cover all of the following:

A. the student's travel ,during the course and outside of New Zealand during the period of valid insurance policy.

B. medical care in New Zealand, including diagnosis, prescription, surgery and hospitalization.

C. repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and

D. death of the student, including cover of - (i) travel costs of family members to and from New Zealand; and (ii) Costs of repatriation or expatriation of the body; and (iii) Funeral expenses.

The schools provide insurance through Orbit Protect, which offers comprehensive coverage. Please refer to the link **International Student Insurance Coverage NZ » OrbitProtect** for full details. For renewal or extension of courses, a copy of the updated insurance policy must be provided before the current policy's expiry date. Students who have not provided an up-to-date insurance policy will not be eligible to attend classes until an appropriate policy is provided. Furthermore, students will be fully liable for all medical costs incurred in NZ as a result of injury or illness, except for any amount covered by Accident Compensation, until such a policy is provided.

10. Academic and English Language Assessment

The Schools have the right to decide the level of study based on the professional judgment of the Academic Director is giving regard to what is in the best interest of the student and question the authenticity of any English language assessment, or any assessment provided. The ICA reserve the right to test applicants on arrival, and if their English does not meet the School's entry requirement, the applicant may be asked to withdraw or pay for additional English language tuition. If the applicant withdraws, the withdrawal and refund conditions apply as per the Refund Policy of ICA.

11. Change of Programme Timetable and Content

ICA has the right to change the programme content and dates without notice.

12. Materials and Book Fees

ICA have course related cost and material fees are published on the websites.

13. Bring Your Own Device (BYOD)

International College of Auckland allows you to bring your own devices such as (laptop/ notebook/ tablet) is required for use in class and for self-directed learning at school. But a laptop/ notebook/ tablet is strongly recommended for longer courses. You are provided School's internal WIFI network and IT facilities is subject to the rules as set out in the School's Student Handbook.

Our Booklet | International College of Auckland (ica.ac.nz)

14. Holidays

For students enrolling in the International College of Auckland, holidays are generally not granted outside of the scheduled trimester breaks. For more details, please refer to the School's Student Handbook. Any student who takes a leave of absence without the approval of the Programme Leader or Academic Director will be recorded as absent. No compensation is provided to students for days when the School is closed due to public holidays.

15. Timetables

All students will have access to their relevant timetable at the beginning of the course. While the schools consider overall student needs when creating timetables, it is not possible to develop or adjust timetables to accommodate the specific needs of individual students.

16. Code of Conduct

All students are required to attend all of their scheduled classes, arrive on time, and behave responsibly while attending the School and in the homestay, in accordance with the School's published policies (including a required attendance rate of 100%, and prohibitions against violence, discrimination, harassment, bullying, carrying weapons, using illegal drugs, stealing, etc. See Student Handbook). Students who breach the published rules of the School will receive warning letters and may be withdrawn from the School as per the School's published procedure.

17. The Conditions for Terminating the Contract of Enrolment

A. The enrolment conditions include the circumstances under which the student's conduct may be in breach of the contract of enrolment (including conduct that occurs while the student is not under the immediate supervision or control of the signatory.

B. The type of disciplinary action that may be taken by the Schools include a report of an issue of concern, a first warning letter, a second warning letter, a withdrawal letter, or the termination of enrolment without warning at the discretion of the Director or Chairman.

C. Any disciplinary action is dealt with in accordance with the principles of natural justice.

18. Health and Safety

A. In the case of a medical emergency, I consent to my medical information being released to emergency services including ambulance staff, Police, hospitals and doctors.

B. I have disclosed any preexisting medical conditions, prescribed medication being taken, disabilities or special assistance required to ICA.

19. Use of Information and Privacy Statement

The Schools gather and retain information from this form to:

- Manage School operations, including internal reporting and administrative tasks.
- Meet the obligations of the Education Act 1989 and other relevant legislation, such as GDPR, for maintaining official records and ensuring accountability for public funding.
- Provide information to government agencies and other organizations as detailed below:

- The Schools may include your personal details (such as name, date of birth, and residency) in the National Student Index, overseen by the Ministry of Education.
- Provision of information to government agencies and other organizations: The Schools may share the data collected during your enrollment with government agencies, including:

By signing this enrollment form, you authorize the disclosure of your information with the assurance that the institution will adhere to the rules and regulations regarding privacy, as outlined in the Privacy Act 1993, the Education Act 1989, and other relevant laws such as GDPR. You have the right to request access to the information held about you and to ask for any inaccuracies to be corrected or noted.

- 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 the 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 and the GDPR. Integrated data is used for the production of official statistics, to inform policy advice to the government and for research purposes.

When required by law, the Schools may disclose information to government agencies such as the New Zealand Police, the Department of Justice, the Ministry of Social Development, and the Accident Compensation Corporation (ACC). Information collected from this form may also be shared with other educational institutions for the purpose of verifying academic records. Additionally, information gathered during the enrollment process and throughout the student's studies may be used to support the student's education and well-being. The Schools reserve the right to use academic profiles, results, and images for promotional purposes unless a written objection is provided. Students have the right to access and correct their personal information held by the Schools, including attendance and academic records."

I give my consent to the International College of Auckland (ICA) in New Zealand to communicate with Immigration New Zealand regarding my student visa application for this institution. I also allow them to obtain information about the processing status and the outcome of my visa application.

- I confirm that I am a genuine student and that I intend to pursue my studies at ICA.
- I declare that the information I have provided is accurate as of the time of this application.
- I acknowledge that I have read and understood the ICA Terms and Conditions, which have been explained to me. I agree to the Terms and Conditions of ICA and any related school policies outlined above.
- I also acknowledge that the Terms and Conditions are to be interpreted in English and are governed by the laws of New Zealand.

12. ICA STUDENT DISCLOSURE INFORMATION ENROLMENT, PAYMENT, WITHDRAWAL, REFUND POLICY, COMPLAINTS PROCEDURES AND DECLARATION

1 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 qualification or to graduate from it. International College of Auckland includes an International Administration Fee in the fees for international students for the first enrolment period.
- 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 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.

2 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.

3 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.

4 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.

5 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.

6 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 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.

7 Complaints Procedure

In the 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.

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

Note:

- (i) Withdrawal and refund procedures are in accordance with the Education Act 1989 and its subsequent amendments.
- (ii) 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.

9 DECLARATION BY APPLICANT (PROSPECTIVE STUDENT)

- (i) I declare that the information supplied in this application and the attached documents is correct and complete.
- (ii) I have read and accept the Enrolment, Payment, Withdrawal and Refund Policy above.
- (iii) In signing this enrolment form I undertake to pay all fees as they become due, and to meet any late fees.
- (iv) 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.
- (v) 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.
- (vi) 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 _____