

# Enrolment Form International Students

UCOL is a polytechnic under the Education Act. Please print in pen.

If you need assistance or further information, please telephone us on: **+64 6 952 7000** or visit our website at: **www.ucol.ac.nz**

**WELCOME TO UCOL! Thank you for choosing to study with us.  
 Please complete this form and return it to us as soon as possible.**

Have you previously applied or enrolled at UCOL, Wanganui Regional Community Polytechnic or Masterton Community Polytechnic?

No  Yes - please provide Student ID No: \_\_\_\_\_

If you have previously studied at UCOL, Wanganui Regional Community Polytechnic or Masterton Community Polytechnic under a different name to the one you currently use, please write it in the space provided:

\_\_\_\_\_

## 1 MY PERSONAL DETAILS

Mr  Mrs  Miss  Ms  Other - If "other" please enter details: \_\_\_\_\_

Legal Family name \_\_\_\_\_ Legal First name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Gender  Male  Female Nationality (as shown on Student Passport) \_\_\_\_\_

Current Address  
 ADDRESS 1 \_\_\_\_\_  
 ADDRESS 2 \_\_\_\_\_ TOWN OR CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_ POSTCODE \_\_\_\_\_

Home telephone number \_\_\_\_\_ Mobile number \_\_\_\_\_  
 (AREA CODE) (AREA CODE)

Email address \_\_\_\_\_

Next of kin/emergency contact name: \_\_\_\_\_

Next of kin/emergency contact address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Next of kin/emergency contact telephone number \_\_\_\_\_  
 (AREA CODE)

## 2 QUALIFICATION/PAPERS

I wish to study the following qualification(s) (see International Prospectus)

QUALIFICATION NAME \_\_\_\_\_

Use the space below where the qualification you have chosen to study does not have set papers, or you are studying individual papers within a qualification, or studying part time. If you need more space ask UCOL for an elective sheet.

PAPER NAME(S) \_\_\_\_\_

Identify your programme preferred start date as listed on the UCOL website or International Prospectus

DAY MONTH YEAR

Which campus will you be studying at? (Please note: Some papers/qualifications are offered by UCOL at more than one campus)

Palmerston North  Masterton  Whanganui  Auckland

Are you CURRENTLY awaiting results of any studies undertaken this year?

No  Yes - please provide details: DEGREE/QUALIFICATION INSTITUTION AND COUNTRY DATE RESULTS AVAILABLE

### Elective Sheets

If you require an elective sheet but have not received one you may request one from [internationalstudent@ucol.ac.nz](mailto:internationalstudent@ucol.ac.nz)

### 3 IMMIGRATION REQUIREMENTS

What is your intended career?

Do you think your qualification will help you in your career?  Yes  No

### 4 MY EDUCATIONAL HISTORY AND OTHER DETAILS

#### SECONDARY SCHOOL RECORD

Name of the last secondary school you attended

City  State/Province  Country

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

Date you completed your last year at secondary school? (month, year)

I am currently attempting a final year qualification. Date results will be available (month, year)

Name of examination

A certified copy of results is required, please attach.

#### TERTIARY HIGHER EDUCATION STUDY RECORD

Is this application for your first year at a tertiary/higher education institution?  Yes  No

If your answer is "No" please give details of your study

Institution	Country	Qualification	Years Enrolled		Qualification Completed	
			From	To	Yes	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want to apply for credit of papers completed at another Tertiary Institution?  Yes  No

Please attach a certified copy of your academic records.

#### ENGLISH LANGUAGE PROFICIENCY

Have you completed an IELTS or TOEFL test?  Yes  No If "Yes", please attach your test results.

**PRIOR ACTIVITY** - as at 1 October prior to the date on which your course commences (select one)

Overseas - specify:

Living in New Zealand - specify:

#### DISABILITY

Do you have a disability, impairment, long-term injury or chronic medical condition?  Yes  No

If yes, please provide details of condition and support required

Are you deaf?  Yes  No

Most support is free for International Students, but you may have to pay for specific support or services.

#### INSURANCE IS A COMPULSORY COMPONENT TO STUDY IN NEW ZEALAND.

Do you have Medical and Travel Insurance?  Yes  No If "Yes," please attach a copy of your policies

If not, this will be purchased on your behalf by UCOL. Please provide copy of full insurance details with travel information.

### 5 ACCOMMODATION

Please tick your preferred accommodation option:

- I will make my own arrangements.** I do not want accommodation booked for me.  
Please remember if you arrange your own accommodation you must keep us informed of where you are living.
- I would like UCOL to assist me in finding accommodation.**

**You must advise us of your arrival details at least two weeks prior to your arrival.**

## 6 AGENT DETAILS

Are you using someone who you think is a UCOL agent to assist you?  Yes  No

If yes, please insert the agent's name, company name and contact details.

Company Name

Address

ADDRESS 1			
ADDRESS 2		TOWN OR CITY	
STATE	COUNTRY	POSTCODE	

## 7 FEES

If UCOL offers you a place and if UCOL receives acceptance of that offer then you:

- (i) Agree to pay to UCOL all UCOL tuition fees and all other UCOL fees before the first date teaching starts for your qualification.
- (ii) If UCOL allows you to start study after the first date that teaching starts then you agree to pay all UCOL fees before the date you are due to start studying together with the late start fee specified in the UCOL Prospectus for International Students.
- (iii) Even if you do not attend you will be required to pay all UCOL tuition fees and all other UCOL prescribed fees unless UCOL receives your withdrawal in the manner required by UCOL within the time required by UCOL for international students as stated in the International Fee Refund Policy in the International Prospectus.

### PAYMENT OF FEES

Upon receipt of our invoice for your tuition fees and all other costs set by UCOL (if any), advise how you will be making your payment:

Bank cheque/Cash  Telegraphic Transfer \* \*Please ensure you quote Student Name and/or UCOL ID Number.

Is an organisation paying your fees?  Yes (please fill out details below)  No (go to next section)

Organisation name

Telephone number

( AREA CODE )

Postal address

Order number

Contact person

### Telegraphic Transfer to UCOL's nominated bank account.

The details of this bank account are:

**Universal College of Learning**  
**Bank of Australia NZ (ANZ)**  
**Corner The Square & Broadway,**  
**Palmerston North, New Zealand**

01 0745 0039831 004

Swift code:  
ANZBNZ22

## 8 MEDICAL AUTHORITY

In the event of accident or ill health, I,  FULL NAME (Student) hereby authorise the full use and disclosure of all information related to my health between all medical practitioners, all registered nurses, all District Health Boards and UCOL (and each of them).

I authorise the disclosure of all relevant health information obtained by every medical practitioner and every registered nurse who treats me, to UCOL and to my next of kin or emergency contact person (and each of them).

I authorise medical treatment in life threatening situations, should my next of kin or emergency contact person be unavailable or unable to give consent.

I authorise UCOL to use and disclose all information obtained by UCOL pertaining to my health as UCOL determines appropriate.

## 9 MY ACKNOWLEDGEMENT AND DECLARATION

1. In completing and returning this form, I am applying and provisionally enrolling at UCOL, and if UCOL confirms my enrolment in writing and if UCOL receives my acceptance of an offer of place before its expiry date then I agree to pay to UCOL in full the relevant tuition fees and all other fees set by UCOL before the first day that teaching starts on the qualification I am enrolled in.
2. (i) I undertake to comply with all UCOL's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Admission and Enrolment Form (International Students).
- (ii) I acknowledge that in applying for admission and enrolment I have not relied on UCOL's (and/or UCOL's agents or contractors) judgement that qualification(s) paper(s) are suitable for any particular purpose or will achieve any particular result unless notified to me, in writing, by UCOL.
- (iii) In applying for admission and enrolment I acknowledge that, apart from the statements and warranties expressly given to me in writing by UCOL and not any agent, all other statements and warranties (express or implied) are excluded.
- (iv) I have received full written details of all fees, and any items that are or may be required by UCOL to be purchased or provided by me, for the qualification(s) /paper(s) I have chosen.

*Continued overleaf.*

- (v) I agree that the provisions of this Admission and Enrolment Form, together with the Terms and Conditions for International Students in the International Prospectus, current at the date I sign this form, form my contract with UCOL. That contract can only be varied by UCOL, in writing, signed by UCOL.
- (vi) I have read the UCOL International Prospectus and I understand it.
- (vii) I agree to supply to UCOL all information UCOL asks me to supply.
- (viii) I acknowledge that I have received a copy of the Summary of the Code of Practice for the Pastoral Care of International Students.
- (ix) Where I am transferring to UCOL from another education provider in New Zealand I consent to UCOL obtaining all information concerning me from that provider.
3. I agree that if UCOL confirms my enrolment, in writing, and if UCOL receives my acceptance of the UCOL offer of place, I may only withdraw if UCOL's Information Centre or Student Registry Services receives a Change of Circumstances Form duly completed and signed by me. My eligibility for a partial refund of tuition fees and when I have not already paid fees my obligation to pay fees depends on whether I am within the timeframes stipulated in the International Student Fee Refund policy in the International Prospectus and my reason for withdrawing.

## 10 DECLARATION

I declare that, to the best of my knowledge, all the information I have provided on the Admission and Enrolment (International Students) Form is true and complete, that I have read, I understand and I agree to the terms and conditions on this form and in the International Prospectus.

Signature	Date		
<input type="text"/>	DAY	MONTH	YEAR
Guardian Signature (if applicant under 18 years of age)	Date		
<input type="text"/>	DAY	MONTH	YEAR

If a guardian signs this form then the guardian agrees to pay all UCOL tuition fees and all other UCOL prescribed fees.

## CHECKLIST

- Application is fully completed, dated and signed by me.
- I have attached (or will supply) proof of my age and identity, in the form of a certified<sup>1</sup> copy of my current passport.
- I have attached (or will supply) certified proof of my highest level of achievement at secondary school, along with certified copies of all certificates awarded in respect of English courses where English is my second language, e.g. IELTS or TOEFL.
- I have attached evidence of having obtained compulsory medical and travel insurance (if applicable).

<sup>1</sup> A certified copy is a photocopy of the original document, which is signed by a Solicitor, Justice of the Peace, Notary Public or authorised UCOL person as being a true copy of the original document.

### UCOL PALMERSTON NORTH

Cnr Princess & King Streets

#### International Admissions

Private Bag 11022, Palmerston North, 4442  
Email: internationalstudent@ucol.ac.nz

### UCOL WHANGANUI

16 Rutland Street

Private Bag 3020, Whanganui, 4500

### UCOL MASTERTON

143-159 Chapel Street

PO Box 698, Masterton, 5840

**Please email completed application to:**  
internationalstudent@ucol.ac.nz

**Or post to:**  
UCOL Palmerston North, International Admissions,  
Private Bag 11022, Palmerston North, New Zealand 4442

# TERMS & CONDITIONS

The following are the terms and conditions of your enrolment with UCOL as an International student.

## 1. UCOL'S LIMITATION OF LIABILITY

In signing the Admission and Enrolment Form (International Students), you agree that, to the extent permitted at law, UCOL's liability to you, however it arises, if established, is limited to the amount of the tuition fees that you pay to UCOL for the enrolment period in which the liability arises.

## 2. DISPUTES AND COMPLAINTS

In signing the Admission and Enrolment Form (International Students) you agree to abide by UCOL's statutes and policies for resolving disputes and complaints.

## 3. EVENTS BEYOND UCOL'S CONTROL

If UCOL is unable to perform its obligations by reason of riot, earthquake, volcanic activity, fire, storm, strike, lockout, acts of terror, outbreak of illness, operation of law or other like cause beyond the control of UCOL, then UCOL shall be released from its obligations if and to the extent that UCOL is prevented or delayed from performing by reason of that force majeure, but without prejudice to any pre-existing claim or pre-existing liability.

## 4. PRIVACY

In signing the Admission and Enrolment Form (International Students) you acknowledge that:

UCOL collects and stores information about you. Some of this information is and will be provided by you. Some of it will be collected by UCOL in the programme of your enrolment at UCOL. UCOL will disclose such information to other organisations such as the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission, Industry Training Organisations (funding and academic outcomes), the Nursing Council, the Professional Registration Board, Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), AS@U, Department of Immigration and any agencies or others who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). UCOL may also use such information for marketing purposes, to select students for qualifications, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records or otherwise.

In addition, you agree that UCOL may release information about you to Government agencies such as the New Zealand Police, Department for Courts, Department of Corrections, Department of Immigration and the Accident Rehabilitation Compensation Insurance Corporation.

In signing the Admission and Enrolment Form (International Students) you authorise the collection, holding and disclosure referred to above.

Under the Privacy Act 1993 you may ask UCOL to provide you with copies of the information it holds about you. If you disagree with any such information you may ask to have it corrected.

## 5. PROGRAMME(S)/QUALIFICATION(S) CANCELLATIONS/POSTPONEMENTS

UCOL may at its discretion at any time (whether before or after a programme(s)/qualification(s) has started, or whether or not UCOL programme(s)/qualification has been partially completed) for any reason cancel any programme(s) or qualification(s) offered. If a programme(s) is cancelled or a qualification not offered, fees paid (not including fees for preceding enrolment periods) will be refunded to you, or to the person or organisation who paid them on your behalf. Under these circumstances no form of compensation will be paid by UCOL to you, or to the person or organisation who originally paid your fees.

UCOL may also postpone the start date of a programme(s) or start date of study for a qualification offered. If the new start date does not suit you we will refund the fees to you, or to the person or organisation who paid them. No compensation is payable by UCOL to you or anyone else. If you have partially completed programme(s)/qualification(s), UCOL may still cancel the programme(s)/qualification(s) and no compensation is payable.

No compensation will be payable to you by UCOL for the cancellation by UCOL of a programme(s)/qualification(s), for any reason, regardless of whether you have completed a number of days, weeks or months of a programme(s)/qualification(s), or whether you have completed one or more years towards a qualification.

In enrolling at UCOL you acknowledge that UCOL may decide to cancel or postpone programme(s)/qualification(s) from time to time for a variety of reasons including (but not limited to) insufficient participants, financial constraints and resourcing issues.

If you are studying at UCOL but offshore you acknowledge that UCOL may deliver the programme by distance if circumstances arise that UCOL deem it desirable.

## 6. PROVISIONAL ENROLMENT AT UCOL

Your admission and enrolment is provisional on:

1. UCOL being satisfied as to your identity and being satisfied, based on all the information you have supplied, that UCOL ought to confirm your enrolment; and
2. UCOL selecting you for a place, if places in the qualification(s)/course(s) you have selected are limited; and
3. UCOL being satisfied that you meet the entry criteria (if any) and the English competency requirements; and
4. UCOL sighting your passport containing evidence that you have the appropriate permit/visa to study at UCOL in the qualification(s); and UCOL receiving evidence of insurance policies for travel and health.
5. UCOL receiving in full all of UCOL's tuition fees, all other costs set by UCOL (if any) and Students' Association fees (where applicable); and
6. If UCOL offers you a place, UCOL receiving your acceptance of that offer before its expiry.

# FEE REFUND POLICY

The purpose of this policy is to provide the framework for assessing applications for refund of fees for international students. This is a UCOL wide policy.

## 1. POLICY STATEMENT

- 1.1 UCOL must receive payment in full of the tuition fees from an International Student no later than the first date teaching starts for the programme of study the International Student is enrolled in. If an International Student is permitted by UCOL to commence study after the first date teaching starts for the programme of study the International Student is enrolled in, payment in full of the tuition fees must be received by UCOL no later than the date that UCOL has advised the student in writing that they must start.
- 1.2 No refunds of tuition fees will be paid to International Students, except as expressly provided for in this policy.
- 1.3 This policy statement replaces all former UCOL policies and statutes in respect of refunds applying to International Students.

## 2. WITHDRAWAL

- 2.1 An International Student can only Withdraw from a programme(s)/qualification at UCOL by completing, signing and returning to UCOL's Student Information Services a UCOL Change of Details/Circumstances form.
- 2.2 Except as expressly provided for in this policy, no refund will be granted to an International Student who does not Withdraw from a programme/qualification in accordance with Clause 2.1 above.
- 2.3 The Date of Withdrawal is the date that UCOL receives the Change of Circumstances/Student Withdrawal form signed and completed by the International Student as evidenced by the date on the UCOL receipt stamp.

## 3. REFUNDS AS A RESULT OF WITHDRAWAL FROM A PROGRAMME/QUALIFICATION

- 3.1 The amount of a refund (if any) will depend on the Date of Withdrawal and/or the reason(s) for Withdrawal. Please refer to the table in Schedule A of this policy for the relevant Dates of Withdrawal and Partial Refunds that will be granted.

## 4. REFUNDS AS A RESULT OF A CHANGE IN RESIDENCY STATUS

- 4.1 If an International Student gains Permanent Residency during their programme of study, the student will not receive a refund of fees for the enrolment period in which residency was granted unless:
  - (i) Residency was granted before the end of two weeks from the Programme Commencement Date; and
  - (ii) The International Student has Withdrawn in accordance with Clause 2.1 of this Policy and has enrolled at UCOL as a Domestic Student.

## 5. REFUNDS IN OTHER CIRCUMSTANCES

- 5.1 At law, UCOL has the discretion to grant a full or partial refund to any student.
- 5.2 In special circumstances comprising reasons of a compassionate nature, UCOL at its sole option may grant a refund of a greater amount than is stated in this policy and/or may grant a refund outside the required timeframe for Withdrawal as stated in this policy. If an International Student believes that special circumstances of a compassionate nature exist, they must apply in writing to UCOL, enclosing supporting evidence of the special circumstances claimed and they must provide all other evidence requested by UCOL. UCOL will consider the request and may or may not grant a refund in an amount that UCOL deems appropriate.
- 5.3 If UCOL does not proceed with a programme/qualification offered and UCOL has received tuition fees from an International Student for that programme/qualification, UCOL will notify the International Student in writing that UCOL will not be proceeding with the programme/qualification. Pursuant to Clause 5.1 above, UCOL will grant a full refund of the tuition fees received by UCOL from the International Student for that programme/qualification but UCOL shall not be liable to compensate the student for any fluctuations in currency in the intervening period or for any other costs incurred by the student whatsoever.

## 6. PAYMENT OF REFUNDS

- 6.1 Refunds to International Students will be paid in New Zealand Dollars by cheque or bank draft and as directed in writing by the International Student. If UCOL does not receive such reasonable written directions within seven days of the Date of Withdrawal, UCOL will forward payment of the refund to the residential address of the International Student inserted on the Admission and Enrolment Form (International Students).

# FEE REFUND POLICY

## SCHEDULE A

Reason for Withdrawal	Date of Withdrawal	Amount of Refund
Refusal by New Zealand Immigration Service to grant an initial visa for study in New Zealand	Prior to the Programme Commencement Date	95% of the tuition fees received by UCOL from the International Student for the programme/qualification withdrawn from. Note Prospective students should not pay fees until such time as they have approval in writing of a "Visa in Principle" from the New Zealand Immigration Service.
The Student has decided not to study at any New Zealand Tertiary Institution for that particular Academic Year	Prior to the Programme Commencement Date	80% of the tuition fees received by UCOL from the International Student for the programme/qualification withdrawn from. Note If the student has already arrived in New Zealand they will be required to provide proof that they have returned to their normal Country of Residence.
The Student has decided to study at another New Zealand Tertiary Education provider	More than One Month Prior to the Programme Commencement Date	80% of the tuition fees received by UCOL from the International Student for the programme/qualification withdrawn from.
The Student has decided to study at another New Zealand Tertiary Education provider	Less than One Month Prior to the Programme Commencement Date up to two weeks after the Programme Commencement Date	(i) Where this would have been the student's first year of study at UCOL – 20% of the tuition fees received by UCOL from the International Student for the programme/qualification withdrawn from. (ii) Where this would have been the student's second or subsequent year of study at UCOL - 70% of the tuition fees received by UCOL from the International Student for the programme/qualification withdrawn from.
Student has decided to return home	Within the first two weeks after the Programme Commencement Date	70% of the tuition fees received by UCOL from the International Student for the programme/qualification withdrawn from. Note If the student has already arrived in New Zealand they will be required to provide proof that they have returned to their normal Country of Residence.
Any other reason	More than two weeks after the Programme Commencement Date	Nil – no refund will be provided

### Definitions

**Programme Commencement Date** – This is the first day on which teaching starts on the programme of study that the International Student is enrolled in.

**Enrolment Form** – This is the form that the International Student signed in order to enrol at UCOL.

#### International Student

An International Student is a person:

- (i) Who is a foreign student as defined in Section 2 or Section 159 of the Education Act 1989 and who is studying in New Zealand on a student permit under the Immigration Act 1987, and

- (ii) Who has entered into an enrolment agreement with UCOL for the period of one academic year (or the length of the programme if it is less than one year).

**Partial Refund** - A partial refund is the payment of a certain percentage of the tuition fees received by UCOL from the International Student in accordance with this Policy.

**Withdrawal** - A Withdrawal is whereby UCOL's Student Information Services receives a signed, completed Change of Details/Circumstances form in accordance with Clause 2.1 of this Policy.

### CHANGING PROGRAMMES AND/OR QUALIFICATIONS

If you wish to change programme(s)/qualification(s) after you have provisionally enrolled then you must withdraw from the programme(s)/ qualification(s) you no longer wish to take and go through the enrolment process for the new programme(s)/qualification(s). UCOL's Withdrawal Policy and Refund Policy for International Students will apply in respect to the programme(s)/qualification(s) you withdrew from. If you change programme(s)/qualification(s) after the relevant refund period for International Students then you will have to pay the tuition fees and all other UCOL fees for the programme(s)/qualification(s) you first enrolled in and the full fees for the programme(s)/qualification(s) you transfer to. You must also have your student visa altered to permit your study in the new qualification.