



NZIBT

New Zealand Institute of
Business and Technology

NZ Institute of Business and Technology

Lincoln University

P O Box 85055

Lincoln 7647

Christchurch

New Zealand

Tel 0800 4 NZIBT or 0800 4 69428

Web www.nzibt.ac.nz Email application@begroup.ac.nz

INTERNATIONAL STUDENT APPLICATION FORM

Welcome to NZ Institute of Business and Technology (NZIBT). Please read the instructions below carefully before you complete this Application Form. Once completed, either email or post (all pages) to us directly; alternatively, return them to your Education Consultant/Agent. Please keep a copy for your own records.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enroll you into a programme at NZIBT. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing and dating the form.
- Attaching to the form any additional information required. A description of the required documentation is provided below.

A PROGRAMME

1	Please write the name of the programme(s) in which you wish to enroll	1. Graduate Diploma in Business (L7)
		2.
		3.
	PREFERRED Start Date – 2017 (CIRCLE)	13 March - 24 April - 17 July - 21 August - 13 November
2	Have you studied at NZIBT before?	Yes <input type="checkbox"/> No <input type="checkbox"/>

B PERSONAL DETAILS

3	Family Name					
	First/Given Name(s)					
4	Preferred title	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
5	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 19 <input type="text"/> <input type="text"/>	6	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		day month year				
7	If you know your NSN (National Student Number), please write it here				<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"/>	
8	Citizenship			9	Passport Number	
10	Ethnicity (e.g. Indian, Chinese)					
11	Prior Activity – What was your MAIN activity or occupation at 1 November last year?			(Write "Overseas" if you were not in New Zealand)		

12	Disability	<p>Do you live with the effects of significant injury, long term illness or disability? The information you supply is confidential.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, how would you describe your impairment, disability or long term medical condition? We require this information so that we can provide any assistance you may require to study at NZIBT.</i></p>
-----------	------------	---

C CONTACT DETAILS, IMPORTANT: please complete all sections

13	Address and contact details in your home country	Home Address:	Postal Address: (if different from home address)	
		Phone:	Mobile:	
		Fax:	Applicant E-mail:	
	Next of Kin	Name:	Relationship:	
		Phone:	Mobile:	
	If known: New Zealand Emergency Contact	Name:	Home Address:	
Phone:				
If known: Student address and contact details in New Zealand	Home Address:		Phone:	
			Mobile:	
	Accommodation Type (e.g. Homestay, flat):		Fax:	

D ACADEMIC INFORMATION

14	Secondary School	<p>What was the name of the last secondary school you attended? State "Overseas", if applicable.</p>
		<p>What was your last year at secondary school? <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
		<p>What is the highest level of achievement you hold from a secondary school?</p>

15	Tertiary Study	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered 'No', please enter the name of the institution you studied at and the year of your first enrolment:</p> <p><i>Please provide verified documentation of academic transcripts for all qualifications and study (including any study previously undertaken within New Zealand).</i></p>	
		<p>Name: _____ Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>	
		<p>Do you wish to have previous study assessed for recognition of credit? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Your application must include an official outline and course descriptions of all study.</p>	
16	English Level	<p>To study at NZIBT you MUST be proficient in English. <i>Please provide evidence of the following:</i></p> <p>You have taken an academic IELTS English Language test – Date taken <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> 20<input type="checkbox"/><input type="checkbox"/></p> <p>What is your academic IELTS overall Score? <input type="checkbox"/></p> <p>What is your IELTS individual Score? Reading: <input type="checkbox"/> Writing: <input type="checkbox"/> Speaking: <input type="checkbox"/> Listening: <input type="checkbox"/></p> <p>OR you have taken another English language proficiency test (e.g. TOEFL, NZCEL, University of Cambridge or CAE examination, Pearson Test of English or City & Guilds IESOL).</p> <p>Date taken <input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/> 20<input type="checkbox"/><input type="checkbox"/></p> <p>English test name <input type="text"/> Results <input type="text"/></p>	
		E HEALTH AND WELFARE	
		<p>17 Insurance</p> <p><i>It is a condition of enrolment that you have medical and travel insurance. As your educational provider, we can arrange this insurance at your cost with Lincoln University's preferred insurance plan – Studentsafe-University, as part of our enrolment procedures. Under the Studentsafe-University insurance plan you will receive free health care from the Doctor, the Nurses, or the Counselling staff at the Student Health and Support on-campus at Lincoln University for matters coming under the scope of the insurance plan. For all other claims outside the scope of the insurance plan you will be fully liable and NZIBT have no liability in respect of claims which are a matter between you and the insurer.</i></p> <p>Student Safe-University Insurance Plan (Lincoln University) premium: \$590.00 (New Zealand dollars) for 12 months cover* *(Price is effective from 1 January 2015 and insurance premiums are subject to occasional market fluctuations). The cost of insurance will be added to your invoice. We will default to Student Safe if you do not select other and provide details.</p> <p>Please choose an insurance option:</p> <p>If you would like to discuss Family Insurance Policies, if coming to NZ with a spouse and children (via Student Safe University) please contact NZIBT at info@nzibt.ac.nz</p> <p><i>NOTE: If you choose to arrange your own insurance there are minimum requirements for cover under the Code of Practice for the Pastoral Care of International Students. Please see page 6 of this form. Email a copy of the insurance policy (in English) and the receipt for the payment to info@nzibt.ac.nz no later than two weeks prior to commencing your study.</i></p>	<p>Student-Safe University <input type="checkbox"/></p> <p>Other (arranged by student) <input type="checkbox"/></p>

F ARRIVAL AND ACCOMMODATION		
18	Airport Pick-up	Do you require airport pick-up on arrival at Christchurch International Airport? Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Accommodation	Do you wish to apply for on-campus accommodation at Lincoln University? <i>(This is subject to availability and terms and conditions as stipulated by Lincoln Hospitality Ltd)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> OR Do you wish to apply for home stay accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered "Yes" to either option we will contact you to confirm these arrangements.
G DECLARATION		
<p>Privacy – NZIBT collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Department of Immigration and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used 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.</p> <p>In addition, when required by statute, NZIBT releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).</p> <p>In signing this application form you authorise such disclosure on the understanding that NZIBT will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact your Student Advisor.</p> <p>NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. http://www.privacy.org.nz/people/peotop.html</p> <p>Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NZIBT policy on withdrawal and refund of fees may be obtained from the Campus Manager and is also listed in the 'Important Information' section of this Application Form.</p> <p>Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, health and safety, behaviour, and to provide NZIBT with an up-to-date copy of your student permit and any renewal, changes to your contact details, next of kin, accommodation type and residential address. www.nzibt.ac.nz</p> <p>Student Declaration - <i>I declare that to the best of my knowledge all the information supplied on, and with, this application form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I have read and understood the important information on the following pages of this application form.</i></p> <p>Print Full Name: _____</p> <p>Signature: _____ Date: _____ email: _____</p> <p>NZIBT Agent Declaration – <i>I declare that I have personally conducted the interview process with the above student and have followed the guidelines as required in the NZIBT Agency Agreement and in the Code of Practice for the Pastoral Care of International Students. I have sighted and confirmed the accuracy of all attached documentation.</i></p> <p>Agent Name: _____</p> <p>Email address: _____</p> <p>Signature: _____ Date: _____</p>		

H APPLICATION CHECKLIST		
	Interview conducted <input type="checkbox"/> All sections completed <input type="checkbox"/> Passport photo attached <input type="checkbox"/> Evidence of prior study attached <input type="checkbox"/> Copy of passport (and visa if applicable) attached <input type="checkbox"/> Evidence of work experience attached (if applicable) <input type="checkbox"/> Evidence of English Language competency attached <input type="checkbox"/> Copy of Application Form given to student <input type="checkbox"/> Form signed by student and NZIBT Agent <input type="checkbox"/>	NZIBT Agency: _____ Agent Name: _____ Agency Stamp: _____
Office use only: Entry Criteria Satisfied <input type="checkbox"/> Entry Criteria Not Satisfied <input type="checkbox"/> Comments:		Campus Manager Name: _____ Signature: _____ Date: / /
I IMPORTANT INFORMATION		
	Code of Practice for the Pastoral Care of International Students	NZIBT has observes and is bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. You can read the Code of Practice for the Pastoral Care of International Students online; follow this link: http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/
	Fees	All international students are required to pay the first academic year's programme fee prior to beginning their study. Please make payments (in New Zealand dollars) to our Public Trust Account: Account Name: Public Trust NZ INSTITUTE OF BUSINESS AND TECHNOLOGY Account Number: 0205360305865 01 Student Reference: First Name/Family Name plus Student ID Number (<i>if available</i>) NZIBT Reference Number: 9030921TR01 We assume no responsibility for funds made out to persons or consultancies other than payments made out to the above mentioned Public Trust Account.
	Refund Policy	The refund policy is as follows: <ol style="list-style-type: none"> 1. Students withdrawing from the programme within the first ten working days from the start of the programme shall be entitled to a full refund less a deduction of 25% of costs already incurred. A full notice detailing the deductions will be given. All course withdrawal and fee refund requests must be in writing at the time of withdrawal. After the first ten days of the course no refunds will be payable, other than in exceptional circumstances. Any refund will be made to the student when they have returned to their home country and will be returned to the source bank account from which fees were originally paid to NZIBT or an in-country account nominated. 2. Students will not be allowed to transfer to different institutions in the first year of study, other than in exceptional circumstances. Even then the approval of both institutions and the New Zealand Immigration Service is required. Any fee refund applicable will be sent directly to the next institution.

Immigration	<p>Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at http://www.immigration.govt.nz</p> <p>Students must notify NZIBT, in writing, of any change of address or accommodation type otherwise they are in breach of their Student Permit and the Code of Practice for the Pastoral Care of International Students.</p> <p>No student will be allowed to change to a Visitor Visa until they have completed their course of study and have a letter from their institution to that effect to give to the New Zealand Immigration Service.</p>
Medical and Travel Insurance	<p>International students must have appropriate and current medical and travel insurance for the duration of their planned period of study.</p> <p>NZIBT provides medical and travel insurance through Lincoln University Student Safe-University plan. NZIBT has assessed the policies provided by the Student Safe-University plan and determined that they meet the standards set out by the Code of Practice for the Pastoral Care of International Students.</p> <p>If arranging your own insurance please note that this must include:</p> <ol style="list-style-type: none"> 1. Unlimited Health cover 2. Cover the period of your travel to and from NZ 3. An acceptable insurance company is a reputable and established insurer with a credit rating no lower than 'A' from Standard and Poors or B+ from A M Best, and is able to provide services 24 hours a day, seven days a week. <p>We require a copy of the policy and the receipt so that we can assess that it complies with the Code of Practice for the Pastoral care of International Students.</p>
Eligibility for Health Services	<p>Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at http://www.moh.govt.nz</p> <p>Under the Student Safe-University insurance plan you will receive free health care from the Doctor, the Nurses, or the Counselling staff at the Student Health and Support on-campus at Lincoln University for matters coming under the scope of the insurance plan. For all other claims outside the scope of the insurance plan you will be fully liable and NZIBT have no liability in respect of claims which are a matter between you and the insurer.</p>
Accident Insurance	<p>The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at http://www.acc.co.nz</p>
On Arrival	<p>For international students, a copy of your Student Visa along with all required original officially verified documents must be supplied to the Campus Manager on your arrival in New Zealand. The Campus Manager and the rest of the team is available to assist with all matters relating to your accommodation, welfare and study while in New Zealand.</p>
Part-time Work	<p>If you are studying on the Graduate Diploma of Business programme then you may work for up to 20 hours per week on your student visa.</p>
Fee Protection	<p>We use Public Trust's Fee Protect service to provide an independent trust account for the protection of your student fees. This ensures that sufficient monies are available at all times to refund the 'unexpired' portion of fees in the unlikely event that we are no longer able to deliver your programme due to financial or other external reasons.</p> <p>Public Trust is a government owned Trustee Company that has been in existence for over 130 years. More information about Fee Protect is available on their website, www.publictrust.co.nz.</p>
Class Attendance Policy	<p>Students are required to attend all classes (100%). The attendance is monitored very closely and the process and policy for Attendance is in the Student Handbook. www.nzibt.ac.nz</p> <p>Poor attendance will impact your Student Visa.</p>
Further Information	<p>Further information on programmes, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found on our website at www.nzibt.ac.nz or you can email us on info@nzibt.ac.nz (general enquiries) application@begroup.ac.nz (applications)</p>