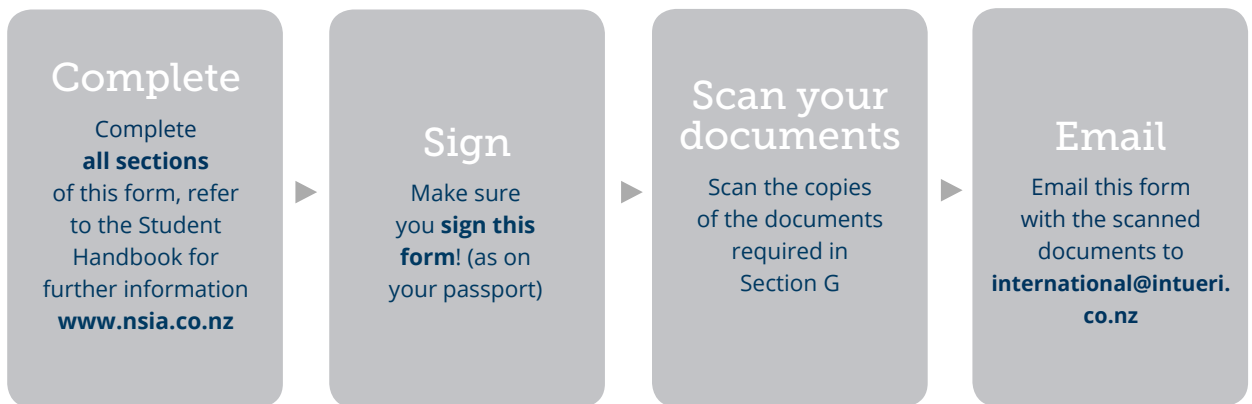


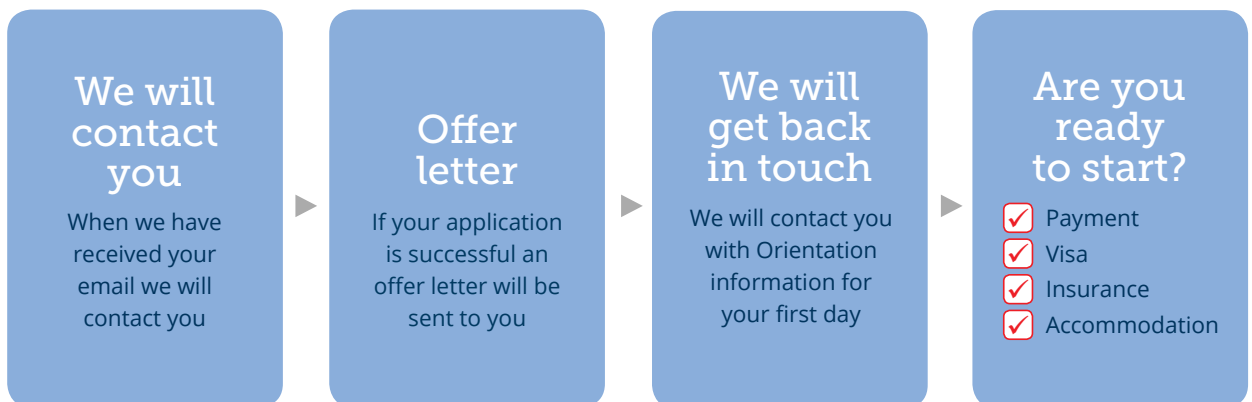
Guidance for Application and Enrolment

International Students

Keep this front page and page 2. This will guide you through your application process



Here's what happens next



Welcome to your future!

USE OF INFORMATION AND PRIVACY STATEMENT

Privacy The purpose of this enrolment form is to get the information from you that we need to offer you a place in a programme of study or a course at **NSIA**. **NSIA** is the trading name of **Global Education Group Limited** which is part of the Intueri Education Group of companies. The information collected will be held by **NSIA** and Intueri's student administration team, both in hard copy and on their computer systems.

NSIA collects and stores information from this form and during your period of study to:

- manage the business of **NSIA** (including internal reporting, administrative processes and selection of scholarship and prize winners);
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding; and
- supply information to government agencies and other organisations as set out below.

NSIA may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

NSIA supplies personal information it holds about you to government and other agencies, including: the Ministry of Education; the New Zealand Qualifications Authority; the Tertiary Education Commission; the Ministry of Social Development; in relation to student loans and allowances; Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment); for those who are not New Zealand citizens or permanent residents; Industry Training Organisations; Inland Revenue Department; agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of this form of support); other educational organisations for the purpose of verifying academic records.

Government agencies use the data supplied by tertiary education organisations to: administer the tertiary education system, including

funding and student loans; develop policy advice for 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. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required or permitted by law, **NSIA** releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation.

In signing this enrolment form you authorise such disclosure on the understanding that **NSIA** will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted, in accordance with the Privacy Act 1993, which describes when information may be withheld. To do so, contact the **NSIA** Academy Director.

If you withhold information or provide incomplete, false or misleading information **NSIA** may decline or cancel your enrolment.

If you are an international student and under the age of 18, we will communicate with your parents, legal guardian or next of kin; or if you are an international student over 18 and we consider that you are at risk in any way, we may communicate with your parents, legal guardian or next of kin in each case disclosing personal information in order to comply with the Code of Practice for the Pastoral Care of International Students.

Personal information that you have provided will be given to homestay provider agencies and homestay families, if you have applied for placement in homestay accommodation.

OTHER INTERESTS OF NSIA GOVERNING MEMBERS

Global Education Group Limited is overseen by the Intueri Education Group (IEG) New Zealand Leadership Team and supported by functions of the IEG support framework. Governing members associated with the leadership team and support functions also operate services and provide oversight to other education providers within the IEG.

Each director of Global Education Group Limited is also a director of other companies in the IEG that operate tertiary colleges or provide services to those colleges. In addition, Chris Kelly is on the Massey University Council; Nico Marx has interests in Australian Registered Training Organisations; Russell Woodward is employed by the University of Wollongong Enterprises and is a shareholder in Navitas Pty Limited; James Turner provides consulting services to education providers.

WITHDRAWAL & REFUND POLICIES

Note: All withdrawals must be in writing

Courses 3 months / 13 weeks or more	Courses 5 weeks or more but less than 3 months	Courses 3 days or more and less than 5 weeks
If a student withdraws up until the end of the tenth day the student will receive a full refund less a deduction for costs incurred of up to 25% of fees paid	If a student withdraws up until the end of the fifth day the student will receive a full refund less a deduction for costs incurred of up to 25% of fees paid	If a student withdraws up until the end of the second day the student will receive a refund of at least 50% of fees paid
If a student withdraws after the end of the tenth day there will be no refund of fees	If a student withdraws after the end of the fifth day there will be no refund of fees	If a student withdraws after the end of the second day there will be no refund of fees
If an enrolment is terminated as a result of disciplinary action there will be no refund of fees	If an enrolment is terminated as a result of disciplinary action there will be no refund of fees	If an enrolment is terminated as a result of disciplinary action there will be no refund of fees
In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded	In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded	In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded
Any fees refunded will be paid to the trustee of a student's new education provider if the student agrees, otherwise directly to the student or any other party nominated by the student. 'Student' means parent or legal guardian if a student is under 18 years of age	Any fees refunded will be paid to the trustee of a student's new education provider if the student agrees, otherwise directly to the student or any other party nominated by the student. 'Student' means parent or legal guardian if a student is under 18 years of age	Any fees refunded will be paid to the trustee of a student's new education provider if the student agrees, otherwise directly to the student or any other party nominated by the student. 'Student' means parent or legal guardian if a student is under 18 years of age

Fees paid will be refunded in full should the course fail to start for any reason or should a student's visa application be declined.

Please note: For the purposes of the withdrawal period, your first day is the first day you are required to attend your course. This may differ from the advertised course start date.

REASONS FOR TERMINATION

Enrolment in a Programme of study or any particular paper or course may be terminated for any of the following reasons:

- the person fails to satisfy any requirement or condition specified in Programme regulations
- insufficient enrolments received resulting in the Programme or course not being commercially viable
- the Programme or school ceasing to be funded by the Tertiary Education Commission

- evidence that information supplied in support of the person's application for enrolment was untrue or misleading
- the person fails to provide any information that their Application and Enrolment Form states was required to be updated, including contact address, medical conditions, criminal charges or convictions
- in accordance with the Student Disciplinary Policy
- fees or course costs are not paid in full and on time.



Application and Enrolment Form

International Students

A PROGRAMME / COURSE

Cookery Programmes:

- ☐ Diploma in Culinary Arts Level 5 (C19789) 2 years
- ☐ NZ Certificate in Cookery Level 4 (NZ2101) 1st year
- ☐ NZ Diploma in Cookery (Advanced) - (Cookery Strand) Level 5 (NZ2102) 2nd year

Intakes: Cookery Programmes:

- ☐ January ☐ April ☐ July ☐ October

Baking and Patisserie Programmes:

- ☐ Diploma in Baking & Patisserie Level 5 (C25710) 2 years
- ☐ NZ Certificate in Baking Level 4 (NZ1842) 1st year
- ☐ NZ Diploma in Cookery (Advanced) - (Patisserie Strand) Level 5 (NZ2102) 2nd year

Intakes: Baking and Patisserie Programmes:

- ☐ January

Hospitality Programmes:

- ☐ Diploma in International Hospitality Management Level 5 (C25445) 2 years
- ☐ NZ Certificate in Food and Beverage Service with Strands in Restaurant Services and Barista Level 3 1st semester
- ☐ NZ Certificate in Food and Beverage Services with Restaurant Services Strand Level 4 2nd semester
- ☐ NZ Diploma in Hospitality Management Level 5 (NZ2539) 2nd year

Intakes: Hospitality Programmes:

- ☐ March ☐ July

- ☐ ESOL Training Scheme (..... weeks) Start date

NOTE: The specific programme start and end day will be provided on the offer of place should your application be successful

Have you studied at NSIA before? ☐ No ☐ Yes If Yes, enter your NSIA Student Number:

B PERSONAL DETAILS

Title: (please tick) ☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Other (please specify)

Legal first name/s:

Legal surname:

Date of birth: (DD/MM/YY)

Preferred first name:

Passport number:

Previous name(s) known by:

Gender: (please tick) ☐ Female ☐ Male

NZ address if known:

Postcode:

Home country address:

Postcode:

Email:

Telephone / Mobile:

AGENT INFORMATION

Have you used an agent? (please tick) ☐ No ☐ Yes If Yes, please enter the details below

Agency name:

Agent's name:

Agent's signature

OFFICE USE

NSIA Student ID

Cross Credits / RPL to be considered ☐

DOCUMENTATION COMPLETE

Signature

Date

APPROVED TO ENROL

Signature

Date

ENTERED IN SMS

Signature

Date

EMERGENCY CONTACT	
Contact Name:	
Relationship:	
Email:	
Telephone:	

FEE STATUS	
I am an International Fee-Paying Student (including people on current work visa) (please tick)	<input type="checkbox"/> 03

ETHNICITY				
What ethnic group(s) do you belong to? (You may tick up to three groups which apply to you)				
NZ European/Pakeha <input type="checkbox"/> 111	Other Pacific Peoples* <input type="checkbox"/> 371	Australian <input type="checkbox"/> 128	Sri Lankan <input type="checkbox"/> 441	
New Zealand Maori <input type="checkbox"/> 211	British/Irish <input type="checkbox"/> 121	Other European* <input type="checkbox"/> 129	Japanese <input type="checkbox"/> 442	
Samoaan <input type="checkbox"/> 311	Dutch <input type="checkbox"/> 122	Filipino <input type="checkbox"/> 411	Korean <input type="checkbox"/> 443	
Cook Island Maori <input type="checkbox"/> 321	Greek <input type="checkbox"/> 123	Cambodian <input type="checkbox"/> 412	Other Asian* <input type="checkbox"/> 444	
Tongan <input type="checkbox"/> 331	Polish <input type="checkbox"/> 124	Vietnamese <input type="checkbox"/> 413	Middle Eastern <input type="checkbox"/> 511	
Niuean <input type="checkbox"/> 341	South Slav <input type="checkbox"/> 125	Other Southeast Asian* <input type="checkbox"/> 414	Latin American <input type="checkbox"/> 521	
Tokelauen <input type="checkbox"/> 351	Italian <input type="checkbox"/> 126	Chinese <input type="checkbox"/> 421	African <input type="checkbox"/> 531	
Fijian <input type="checkbox"/> 361	German <input type="checkbox"/> 127	Indian <input type="checkbox"/> 431	Other* <input type="checkbox"/> 611	
*If Other; Other Pacific Peoples; Other European; Other Southeast Asian; Other Asian: (please specify)				<input type="checkbox"/> 999

HEALTH	
Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and /or participate in school activities? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide a report from a registered health professional so we can assess our ability to support you during your study.	

PRIOR ACTIVITY	
What was your MAIN activity or occupation in October last year? (please tick one box only)	
Secondary school student <input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02
Wage or salary worker <input type="checkbox"/> 03	Self-employed <input type="checkbox"/> 04
University student <input type="checkbox"/> 05	Polytechnic student <input type="checkbox"/> 06
House-person or retired <input type="checkbox"/> 08	Overseas (irrespective of occupation) <input type="checkbox"/> 09
Wananga student <input type="checkbox"/> 12	Private training establishment student <input type="checkbox"/> 11
Other <input type="checkbox"/> 99	If Other, please specify:

E STUDENT CHECKLIST

We are required to ensure that you have received, read and understood important information about your programme before we consider your application. **Available on the website www.nsia.co.nz**

I have received, read and understood:		please tick
1	Programme/course regulations including the requirements for passing the programme and being awarded the qualification	<input type="checkbox"/>
2	The programme/course entry criteria	<input type="checkbox"/>
3	A relevant programme manual.	<input type="checkbox"/>
4	Attendance requirements – including contact time, self-directed learning hours, work experience and any other requirements	<input type="checkbox"/>
5	Programme/course fees – including tuition fees, compulsory course costs, course related costs, service fees and charges, re-do, re-sit fees and any other additional costs	<input type="checkbox"/>
6	Recognition of Prior Learning and Cross Credit Policy	<input type="checkbox"/>
7	Fee protection policy	<input type="checkbox"/>
8	Programme/course withdrawal and fee refund policy and procedure	<input type="checkbox"/>
9	School's process and procedure for receiving and responding to complaints and NZQA and DRS complaints processes	<input type="checkbox"/>
10	Student discipline and appeals processes and procedures	<input type="checkbox"/>
11	The code of conduct for students in this school	<input type="checkbox"/>
12	Use of information systems policy	<input type="checkbox"/>
13	Education (Pastoral Care of International Students) Code of Practice 2016	<input type="checkbox"/>
14	Medical and Travel Insurance requirements	<input type="checkbox"/>
15	The other interests of NSIA governing members (see page 2)	<input type="checkbox"/>

I acknowledge that:		please tick
1	NSIA is a Category 1 Provider. NZQA is Highly Confident in NSIA's Educational Performance and Capability in Self-assessment.	<input type="checkbox"/>
2	From time to time my work and/or photograph may be uploaded to Facebook or similar Social Media sites as part of promoting our school and programmes. I will never be tagged and NSIA will not post my surname. For specific events where we have engaged a photographer or film crew I will be asked to sign a release prior to involvement.	<input type="checkbox"/>
3	I must notify NSIA of any changes to my personal details e.g. Contact Number, Address.	<input type="checkbox"/>
4	I will be required to remove all jewellery during practical classes, including jewellery worn for religious purposes.	<input type="checkbox"/>
5	I will have to prepare, cook, and taste: shellfish, meat including beef & pork, offal and alcohol.	<input type="checkbox"/>

F DECLARATION AND SIGNATURE

INFORMATION PROVIDED

I declare that to the best of my knowledge all the information supplied on, and with, this application and enrolment form is true and complete.

I understand that non-disclosure of relevant information and/or provision of false information may invalidate my enrolment application, and if the enrolment application is accepted, may lead to termination of my enrolment.

I understand that it is my responsibility to disclose any significant changes to information on this form.

I understand that I must tell you if I am charged with any offence while studying at the school.

DISCLOSURE OF INFORMATION

I consent to the disclosure of personal information as described in "Use of information and Privacy Statement". Refer to page 2

HEALTH RELATED ISSUES

I have disclosed any health related issues.

NSIA POLICIES AND PROCEDURES

I agree to comply with the published rules and policies of NSIA and that failure to do so may result in termination of my enrolment.

CONTACT

I give consent to be contacted by my postal address, email and telephone number with any school related communication.

CANCELLATION OF COURSE

I understand that in the unlikely event of a course being cancelled I will be informed a minimum of 7 days prior to the course start date.

FEES

I understand that in signing this form, I undertake to pay all fees as they become due.

I have read and understand the "Withdrawal and Refund Policy". Refer to page 2

Signature of student (as on your passport):

Date:

Signature of Parent/legal guardian (if under 18):

Date:

Parent/legal guardian name:

Parent/legal guardian telephone:

Parent/legal guardian email:

Signature of NSIA:

Date:

G SEND YOUR DOCUMENTATION TO international@intueri.co.nz

Documents that you should send with this enrolment form:

- ☒ Completed Application and Enrolment Form
- ☒ Verified Evidence of meeting programme/course entry requirements e.g. IELTS Certificate or equivalent
- ☒ Passport (copy of the original ID photo and signature pages)
- ☒ Medical and Travel insurance if not organized by NSIA
- ☒ Academic and attendance records if your latest education provider is in New Zealand (on request).
- ☒ Declaration form of alcohol free for under 18 students
- ☒ Valid visa-copy of the sighted original for students who are currently in New Zealand

