

## Application Form for International Student

Welcome to the Kingston Institute of Business & Technology (KIBT). Please read the instructions below carefully before you complete this application form.

### INSTRUCTIONS

The purpose of this application is to get from you the information we need to offer you a place and to enrol you onto a course at KIBT. We also need to collect information which is required by the Ministry of Education and other Government agencies for statistical reasons.

Prior to completing this form, all students must first read the KIBT Student Handbook in full. This is available on request from KIBT or can be viewed at [www.kingston.ac.nz](http://www.kingston.ac.nz). Prospective students must also review the Code of Practice for the Pastoral care of International Students published by the New Zealand Qualification Authority (NZQA).

Please Note:

- carefully complete all sections of the form in English.
- Use ink not pencil
- Sign the form with your signature
- Additional documentation maybe required

This form must be accompanied by:

- ❖ A copy of your passport
- ❖ A copy of your English Language proficiency result (e.g. IELTS or TOEFL)

Please use **CAPITAL LETTERS** and tick the appropriate box.

\*Have you previously enrolled at Kingston before?       Yes       No

\*What was your main activity before you start you study?

- Living outside of New Zealand       Living in New Zealand (provide a copy of valid visa)

### PERSONAL DETAILS

Title:  Mr     Mrs     Ms     Miss     Other

First Name(s): \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male       Female

Country of Citizenship: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Current Visa Type:  Student Visa     Visitor Visa     Work Visa     Working Holiday Visa     None

Visa Expiry Date: \_\_\_\_\_

Is English your first language?     Yes       No

### CONTACT DETAILS

*Please provide your current address:*

Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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

#### *Emergency Contact Details*

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

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

How did you hear about Kingston?

- Agent       Website       Social network       Others \_\_\_\_\_

**EDUCATION CONSULTANT (AGENT DETAILS)**

*(If you have applied through an education consultant, please provide the following details)*

Full Name of Agent: \_\_\_\_\_

KIBT Authorised Agency Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROGRAMME INFORMATION**

**Do you intend to study Full-time or Part-time?**

- Full-time (12 weeks or more than 12 weeks)                       Part-time (less than 12 weeks)

**What is your reason for choosing the particular programme above?**

- Further Education       Employment       Community outcome       Others \_\_\_\_\_

**Course Name**

- New Zealand Certificate in English Language

Preferred Course start date:

Duration: \_\_\_\_\_ week(s)

DD	MM	YYYY
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**ENGLISH PROFICIENCY**

Have you studied in New Zealand before?                       Yes       No

If yes, please provide the name of the School you studied at: \_\_\_\_\_

Have you ever had your English language abilities or proficiency tested? e.g. IELTS, TOFEL etc.

- Yes       No

If yes, please provide the date of assessment and your results.

DD	MM	YYYY
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Results

**HIGHEST PREVIOUS EDUCATION**

High School: \_\_\_\_\_

University: \_\_\_\_\_

Name of Highest Qualification: \_\_\_\_\_

If you are registered with NZQA and have an NSN please write it here: \_\_\_\_\_

**HEALTH INFORMATION**

Do you have any health related issues which may impact on your ability to undertake study?

- Yes       No                      If yes, please specify: \_\_\_\_\_

Are you on any medication for a health issue at this time? \_\_\_\_\_

Are you allergic to or do you have any sensitivity to any food, substances or chemicals?

- Yes       No                      If yes, please specify: \_\_\_\_\_

**KIBT SERVICES**

**Would you like KIBT to arrange Homestay for you?**     Yes       No

(If you would like KIBT to arrange a homestay for you we need a minimum of 4 weeks' notice before your arrival to arrange a Homestay. The minimum period of homestay is 4 weeks. The Homestay fee must be paid to KIBT. A homestay placement fee will apply for this service and must be paid in advance. Please complete the Homestay Application Form.)

**Would you like KIBT to arrange an airport pick-up for you?**

Yes  No

(If yes, a Service fee will apply and must be paid in advance. Please give us a minimum of 5 working days' notice prior to your arrival in New Zealand.)

**Would you like KIBT to arrange Medical & Travel Insurance for you?**

Yes  No

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. Insurance is compulsory for all international students studying at KIBT. If you would like KIBT to arrange medical insurance please sign the declaration below:

- 1) Payment for medical insurance is required 5 working days prior to enrolment.
- 2) The signee takes responsibility for the payment of the medical insurance.

I declare that I will repay any medical insurance payments made by KIBT on my behalf if I fail to meet the medical insurance requirements on the first day of enrolment.

Signed: \_\_\_\_\_

### TERMS AND CONDITIONS OF ENROLMENT

1. ALL APPLICATIONS are subject to course availability.
2. IMMIGRATION: All international students must hold an appropriate visa or permit. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).
3. ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services while in New Zealand. If you received medical treatment during your visit, you may be liable for the full costs of 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 [www.moh.govt.nz](http://www.moh.govt.nz)
4. MEDICAL AND TRAVEL INSURANCE: International students (including group students) must have an appropriate and current medical and travel insurance while in New Zealand. KIBT provides medical and travel insurance through a New Zealand insurance company. KIBT has assessed the policies provided by the insurance company. Insurance is compulsory for all international students studying at KIBT and will be charged automatically unless alternative insurance that complies with the Code of Practice, has already been arranged.
5. TUTION FEE: Student fee payment schedule will be issued upon the receipt of the application form and all supporting documents. Fees are due for payment, before the start of your programme of study. Once tuition has commenced, tuition fees will remain the same irrespective of changes to immigration status, for instance obtaining Permanent Residency, and any other changes. Prior to commencement tuition fees are subject to change. KIBT reserves the right to change fees without notice. Where a student still owes money to KIBT for any outstanding items, the final qualification certificate (s) will not be issued until all accounts have been paid.
6. WITHDRAWAL AND REFUND POLICY  
All applications for refunds must be on the request for a withdrawal/refund application form obtainable from the Department of Administration. Supporting and required information must be submitted in writing to the Department of Administration.

Course Length	Withdrawal Period	Amount of refund
1-30 days	Before the course starts, within the first two working days of the course starts	50% of total fees paid
	After two working days of the course starts	No Refund
31days – 3 months	Before the course starts and within the first five working days of the course starts	75% of total fees paid

	After five working days of the course starts	No Refund
More than 3 months	Before the course starts	85% of total fees paid
	Within the first ten working days of the course starts	75% of total fees paid
	After ten working days of the course starts	No refund

- The first day of your course is shown on your offer of place letter.
- If New Zealand Immigration Services refuse to grant a student an initial visa for study in New Zealand, the student is entitled to a 90% refund of the tuition fees, 10% administration charge deducted. (proof needs to be provided)
- If KIBT is unable to proceed with the programme offered to a student, the tuition fee is refunded in full.
- If a student wishes to withdraw the programme and leave New Zealand and notice is received by the student a minimum of five working days before the programme starts, 75% of paid tuition fees will be refunded.
- No refund is provided if a student:
  - ❖ is excluded from study at KIBT for any reason (including inappropriate behaviour, poor attendance or inadequate academic progress).
  - ❖ wishes to transfer to another school after the refund period.
  - ❖ enrolment is cancelled because the enrolment application is found to be inaccurate in any way.
  - ❖ has his/her visa/permit to study at KIBT cancelled.
  - ❖ seeks a refund of fees that have been paid after the start of the course and outside the refund period above.
- If a student wishes to withdraw from homestay arranged by KIBT, they must provide at least two (2) weeks advance notice (either before they arrive in New Zealand or before the date on which they wish to leave the homestay accommodation)/ Failure to provide this notice will result in 2 weeks accommodation fees being forfeited. The homestay placement fee is non-refundable under any circumstances.
- If a student wishes to cancel a booked airport pick up, they must provide at least one (1) weeks' notice before the arrival date and a full refund of the airport pick up fee will be given. Otherwise, the entire fee will be retained.
- KIBT will normally buy the medical and travel insurance one week before the course starts for students who have paid their insurance fee with their tuition fee. A full refund of the insurance fee will be paid to the student if the student withdraws before the course starts. Students will be informed about the insurance fee refund policy if they request that KIBT buy the insurance earlier than one (1) week before the course starts.

#### 7. WITHDRAWAL AND REFUND PROCESS

- Any applications for withdrawal must be made in writing on the appropriate withdrawal form, and must state reasons in full. Written confirmation from the payee student's parents or legal guardian is required, if the student is under 18.
- All applications for a refund will be reviewed and decided upon by the KIBT Executive Management Team in accordance with this Withdrawal and Refund Policy.
- Notification as to the decision in relation to refund application will be supplied to the student in writing within ten working days of receipt of the application.
- Where a refund is approved, payment will be made to the student's account or third party account agreed to by the student. Where a student is under 18 years of age, the parent(s) or the legal guardian will need to give his/her signed approval and a clear indication of the account into which the refund will be made.

- All fees are received and refunded in NZ dollars. KIBT is not responsible for any currency fluctuations between enrolment and issuing of refunds.
  - Notification will be sent to Immigration New Zealand that the student has withdrawn.
8. **ATTENDANCE:** Students studying at KIBT are required to maintain excellent attendance throughout the programme. Any student who fails to meet this attendance requirement may be subject to expulsion from the programme and KIBT will notify Immigration New Zealand.
  9. **RECOGNITION OF PRIOR LEARNING (RPL) AND CROSS CREDITS:** Where a student believes he/she may be eligible for this recognition an additional processing fee of \$500 will be required. This process must be completed before the Offer of Placement Letter is issued. No RPL/CC will be considered after the student has started his/her course.
  10. In signing this enrolment form you undertake to comply with the regulations and to notify KIBT of your current contact details, accommodation type, residential address and immigration status at all times. Failure to do so may result in your enrolment with KIBT being terminated.
  11. **FURTHER INFORMATION**  
Further information on courses, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found in our website at [www.kingston.ac.nz](http://www.kingston.ac.nz). Alternatively, if you have any question please feel free to contact your agent or to email us at [info@kingston.ac.nz](mailto:info@kingston.ac.nz), we will be more than happy to assist you.

**PERSONAL INFORMATION**

KIBT collects and stores the personal information from this application form to comply with the requirements of the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organizations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes). 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. In addition, when required by statute, KIBT releases information to Government- agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation Corporation (ACC), INZ agents and parents.

**DECLARATION AND TUITION AGREEMENT**

Notes: In signing this enrolment form you authorize such disclosure on the understanding that KIBT will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the person who enrolled you. You agree to abide by the statutes, regulations and policies of KIBT.

**I declare that**

1. To the best of my knowledge all the information supplied on, and with, this application form is true and complete;
2. I have read and understood the Code of Practice
3. I have read, understand and accept all policies detailed in the KIBT Student Handbook
4. I have read and accept the Statutory Information Statement for Students
5. I have read and accept the Terms and Conditions of Enrolment
6. I agree to the use and disclosure of my information to my parent/caregiver or student appointed representative and /or an employee of KIBT for any purpose related to my education or wellbeing before and during my programme.
7. I consent to the disclosure of personal information as described above, if necessary by regulatory bodies and
8. I agree to pay all fees as they become due and to meet any late fees.

Student Name	Signature	Date
_____	_____	_____

Parent or Legal Guardian Name	Signature	Date
_____	_____	_____