IPU NEW ZEALAND
TERTIARY INSTITUTE

Application for Admission and Provisional Enrolment

International Students

Checklist

- ☐ I have completed, signed and dated the Application for Admission form.
- ☐ I have read and understood the International Enrolment & Fees Guide.

I have attached:

- ☐ Proof of age and identity (Certified copy of birth certificate or passport)
- ☐ Certified Transcripts in English (Secondary and Tertiary)
- ☐ Proof of English proficiency (taken within the last two years)
- ☐ Passport-sized photograph (taken within last six months)

All documentation should be in English and certified.

IMPORTANT

- Before completing this form, please read the *International Enrolment & Fees Guide*, which contains important information including further terms and conditions of your enrolment at IPU New Zealand.
- If IPU New Zealand offers you a place and if you accept that place, IPU New Zealand must see your passport containing evidence that you have the appropriate permit/visa to study at IPU New Zealand.
- Before sending IPU New Zealand this form, please read the checklist on the back page of this form.

Please post completed application to:
IPU New Zealand
International Admissions
Private Bag 11021, Manawatu Mail Centre,
Palmerston North 4442
New Zealand

If you should have any question or enquiry, please contact IPU New Zealand: Phone: +64 6 354 0922 or email: info@ipu.ac.nz

Welcome to IPU New Zealand! Thank you for choosing to study with us.
When filling in this form, please write clearly in English using block letters.

Have you previously applied or enrolled at IPU New Zealand? ☐ No ☐ Yes **If "Yes", Student ID No.** _____

If you have previously studied at IPU New Zealand, under a different name to the one you currently use, please write it in the space provided:

_____

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Section 1: My Personal Details

Title: Mr Mrs Miss Ms Other _____

Legal Family name (as shown on your birth certificate or passport)

Legal First name(s) (as shown on birth certificate or your passport)

Preferred name(s)

Gender
Male Female

Date of Birth (Day / Month / Year)
Day Month

Permanent Address in home country
Number and Street Name

Town/City Province/Region Postal/Zip Code

Country

Home telephone number
Country Code +

Work telephone Number
Country Code +

Cellphone number
Country Code +

Email address

Parents/Guardian emergency contact name:

Parents/Guardian emergency contact telephone number:

Parents/Guardian emergency contact address:

Email address

Can your emergency contact person speak English?

Yes No If not, what language do they speak?

Section 2: Proposed Course of Study

(see the International Enrolment & Fees Guide for programme information)

Please tick the name(s) of the qualifications you wish to study:

- Master of Contemporary International Studies
- Postgraduate Diploma of Contemporary International Studies
- Graduate Diploma of Contemporary International Studies
- Bachelor of Contemporary International Studies
- Diploma of Japanese Studies
- Level 5 Tourism & Travel Studies
- Level 5 Business Studies (Project Management)
- English Language Studies* (April, June, August, October, January)

*Only available to students whose native language is not English

Planned Start Date:
Year April (Semester 1) August (Semester 2) January (Summer term)

Section 3: My Educational History and Other Details

Academic Background
Please provide certified official documentation (in English) of academic results for all qualifications.

Secondary School last attended

Name of school	Qualification	Year started	Year finished

Tertiary Study

Name of Institution	Qualification	Year started	Year finished

Credit (For undergraduate programmes only)
Do you wish to have previous tertiary study assessed for recognition of credit? Yes No
Your application must include an official outline and course descriptions.

Nationality – (As shown on your passport)

111	NZ European / Pakeha	311	Samoan	421	Chinese
121	British / Irish	321	Cook Island Maori	431	Indian
122	Dutch	331	Tongan	441	Sri Lankan
123	Greek	341	Niuean	442	Japanese
124	Polish	351	Tokelauan	443	Korean
125	South Slav	361	Fijian	444	Other Asian
126	Italian	371	Other Pacific Island Group	511	Middle Eastern
127	German	411	Filipino	521	Latin American
128	Australian	412	Cambodian	531	African
129	Other European	413	Vietnamese	611	Other– specify:
211	New Zealand Maori	414	Other Southeast Asian		

Current Occupation (please tick appropriate box)

- +01 Secondary school student
- +02 Non-employment or beneficiary (excluding retired)
- +03 Wage or salary worker
- +04 Self-employed
- 05 University student
- 06 Polytechnic/Institute of Technology student
- +08 House person or retired
- 11 Private Training Establishment student
- +09 Overseas – specify: _____

+ If this is your first year of tertiary study you must select one of these categories.

RESULTS OF ENGLISH LANGUAGE EXAMINATIONS

Please specify any International English Language Examinations you have taken (such as: TOEIC, TOEFL, IELTS)

	Score	Date Taken	
None			
TOEIC	fltkjylfktjyfl		
TOEFL			
IELTS Academic			
Pearson			
Other			Please Specify

Section 4: Fees (See *International Enrolment & Fees Guide* for more information.)

I agree to pay IPU New Zealand the relevant tuition fees and course costs and all other costs set by IPU New Zealand (if any) if IPU New Zealand offers me a place in writing and if I accept that place.
I agree to pay IPU New Zealand in full for the courses and options I have chosen no later than the first day of teaching for my programme of study. If I am permitted by IPU New Zealand to commence study after the first day of teaching for my programme of study, then I agree to pay IPU New Zealand in full no later than the date that IPU New Zealand has advised me in writing that I must start.
I understand that, if I accept IPU New Zealand's offer of place and I choose to withdraw, I am still liable to IPU New Zealand according to the Refund Policy.

Please note: - You must pay your tuition fees directly to IPU New Zealand only.
- If an organisation is paying your fees, please provide a letter with this form from an authorised person at that organisation, stating that it will be paying your fees.

Payment of Fees

Upon receipt of our invoice for your tuition fees and all other costs set by IPU New Zealand (if any), please make your payment. How will you be making your payment?:

Bank Draft/Cash Telegraphic Transfer Fund Transfer Scheme

- The Board of Trustees of International Educational Foundation Limited confirms that IPU New Zealand has the financial resources available to refund fees to students when required in compliance with NZQA Student Fee Protection Rules 2013.
(Available at: www.nzqa.govt.nz/assets/About-us/Our-role/Rules/SFP-Rules.pdf). For full details on IPU New Zealand's Student Fee Protection and Refund policies please refer to the Academic Handbook.

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Section 5: Accommodation Option

IPU New Zealand offers students the following types of accommodation with the fees as listed below.

Residential Fee

Small Room	NZ$15,000.00
Large Room	NZ$16,000.00
Homestay	NZ$17,000.00

(All fees are for 12 Months)

This residential fee **includes** 3 meals a day provided in the Dining Hall on weekdays, (excluding homestay, where lunch will be taken at the on-campus dining room. Breakfast, dinner and weekend lunch provided by the host family). All halls are single-sex.

The rooms to which students will be allocated are decided based on an accommodation preference form. Students will be asked to list their preferences from the three options above. Final decisions on room allocation will be made giving priority to senior students and considering each student's behaviour, attendance, attitude and other such factors. Because of the limited number of rooms available under each category, some students may be allocated to a room other than the type of which they have requested. As a general rule we will not allow room changes during the academic year.

The above room rates are calculated based on one student occupying the room for a period of one year, so if the student is to be absent from the Halls of Residence and the room for which they have been allocated for any reason (travel etc.) there is absolutely no refund of accommodation fees.

Please indicate your preferences from the following options (1 for the most preferred, and 3 for the least preferred).

Preference	Room Option
☐	Small Room (7m^2)
☐	Large Room (11m^2)
☐	Homestay (from second year of study)

Please refer to the *Tuition & Accomodation Fees*, page 2 of the *International Enrolment & Fees Guide* before completing this section.
Note: Students cannot specify a particular hall or room. All rooms are subject to availability. The college will allocate you your choice wherever possible.

Section 6: Provisional Enrolment

1. This application for admission and provisional enrolment is subject to:
   - IPU New Zealand being satisfied as to my identity and being satisfied, based on all the information I have supplied, that IPU New Zealand ought to offer me a place; and
   - IPU New Zealand selecting me for a place, and places in the courses I have selected are available; and
   - IPU New Zealand being satisfied that I meet the entry criteria (if any); and
   - My acceptance, if IPU New Zealand offers me a place (see *International Enrolment & Fees Guide*); and
   - IPU New Zealand seeing my passport containing evidence that I have the appropriate permit/visa to study at IPU New Zealand for the duration of the course(s) I have applied to provisionally enrol in.
   - IPU New Zealand receiving in full all tuition fees, all other costs set by IPU New Zealand (if any) and where applicable Student Council fees.
2. IPU New Zealand may, at its sole discretion, waive all or any of the conditions in paragraph 1 (except for the last three bullet points).
3. If either IPU New Zealand does not offer me a place in writing, or if IPU New Zealand does offer me a place in writing but I do not accept that offer of a place on or before the first day of teaching for my course (or such later day that the Institute sets), or My endorsement is only valid while I have the appropriate permit/visa to study my programme at IPU New Zealand.
4. After offering me a place IPU New Zealand may still:
   - cancel or postpone any courses and/or qualifications that I have enrolled in (whether partially completed by me or not);
   - change the content of any courses and/or qualifications that I have enrolled in;
   - cancel my enrolment as permitted under the Education Act 1989 or otherwise at law.

Section 7: Insurance Agreement

COMPANY: **Orbit Protect Ltd** (Phone: +64 3 434 8151, Email: service@orbitprotect.com)
TYPE OF COVER: **Student Prime** with IPU New Zealand Health Clinic and selected pharmacies direct billing to OrbitProtect

Note: Under this cover you may see a doctor of IPU New Zealand Health Clinic and obtain prescribed and some non-prescribed medicine at designated pharmacies with no payment as they make a claim directly with OrbitProtect on your behalf.

STUDENT DETAILS:

FIRST NAME: FAMILY NAME:

NATIONALITY:

EMAIL ADDRESS:

Note: The date of your departure for New Zealand will be when your insurance cover takes effect for 12 months upon payment of a premium of NZ$454.00. For those who enrol for a period of less than 12 months, the insurance period will be shorter.

AGREEMENT:

i. I acknowledge that I will be insured with and charged for IPU New Zealand's default policy for international students following the completion of my application form.
ii. I understand that my insurance as above will start on the day when I commence my travel to IPU New Zealand. I agree that for this purpose I need to supply my travel itinerary to IPU New Zealand as soon as I have made travel arrangements.
iii. I have read and understood the details of the default insurance policy and its cancellation policy. (Note: See below for details)
iv. I understand that I have the option of arranging an international student insurance policy of my choice and that if I do so, I need to supply a written attestation from the insurance supplier that policies offered are consistent with the requirement of the Education (Pastoral Care of International Students) Code of Practice 2016 www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748319.html. Where, insurance company is not in English, I can be asked to declare in writing that the policy covers the requirements set out in the Code.
v. I understand that I need to communicate directly with the insurance company, not with IPU New Zealand, regarding any future claims or enquiries.

SIGNATURE OF STUDENT:

DATE OF SIGNATURE: / /
Day Month Year

Please fill out the attached Insurance Form and submit with the application if you agree.

Procedure of application for the default insurance policy
New student fills out and sends an application form and agreement form when they apply to IPU New Zealand
1. Once accepted for admission, the student pays the insurance premium
2. with tuition fees
3. The student supplies a travel itinerary to IPU New Zealand
4. IPU New Zealand sends the application form to the insurance company
5. An insurance policy is issued and emailed to IPU New Zealand and the student

Details of the default policy
Refer to the enclosed insurance brochure, or go to:
www.orbitprotect.com/insurance-products/international-student-insurance/cover-summary/

Cancellation procedure before the student's departure
1. New student notifies IPU New Zealand of insurance policy cancellation in writing
2. IPU New Zealand notifies OribtProtect if the student has already been issued with an insurance policy
3. Refund is made in accordance with OrbitProtect's cancellation policy

Cancellation Policy
Below is an excerpt from Policy Wording of the insurance company.

Policy Wording 9.1 *How can you cancel this policy?*:
You can cancel this policy at any time by giving us notice, as explained under "Giving Notice". **Upon cancellation of this policy by you, we will retain the proportion of the premium for the period the policy was in force and refund any unused premium less a charge, being 15% of the original table premium** and any administration or documentation fee, retained for administration."

Policy Wording 9.3 *Giving notice*:
a. If you give notice to us:
Any notice about this policy that you give to us must be:
- in writing, and
- delivered or posted to us.

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Section 8: Disability Details

1. Please specify your disability by ticking all relevant boxes.

- ☐ Deaf
- ☐ Hearing impaired
- ☐ Specific learning disability
- ☐ Medical (e.g. Chronic pain; epilepsy; neurological)
- ☐ Psychological / psychiatric
- ☐ Mobility
- ☐ Speech
- ☐ Blind
- ☐ Vision impaired
- ☐ Temporarily impaired (including temporary impairment or injury that is expected to last less than six months)
- ☐ Other (please state): flktjylfkthlfktjlftlfktj

2. The following questions must be ticked "Yes" if you require assistance. The purpose of these questions is to help determine what assistance (if any) IPU New Zealand can reasonably provide in the circumstances.

(a) In the event of an emergency would you need help to evacuate a building?

☐ Yes ☐ No

(b) Do you need additional resources to assist you with your studies?

☐ Yes ☐ No If "Yes", please specify: flktjylfkthlfktjlftlfktj

Section 9: Parental Consent (if applicant is under 18)

The New Zealand Code of Practice for the Pastoral Care of International Students provides a framework for education providers for the pastoral care of international students. The Code is established under Section 238F of the Education Act 1989. IPU New Zealand is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students, section:

15.7 Provides for parental consent of the students under the age 18 prior to enrolment and for communication arrangements with parents in the event of an emergency.

15.8 Provides for regular communication with parents

Students full name	
Age at the time of application	
Fathers full name	
Mothers full name	
Parent(s) address	
E-mail address	
Contact phone numbers	

A summary of the Code of Practice for the Pastoral Care of International Students

The code sets standards for education providers to ensure that:

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner Information supplied to international students is comprehensive, accurate, and up-to-date
- Students are provided with information prior to entering into any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner
- The particular needs to international students are recognised
- International students are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found on the International Education page at: education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/

I give my consent for my parent(s) / guardian(s) to receive all academic information regarding myself from IPU New Zealand.

Signature (Student) Date

I hereby give parental consent for my child to enrol and study at IPU New Zealand and for IPU New Zealand to hold family contact details

Parent/Guardian's Signature Date

Section 10: My Acknowledgement and Declaration

(See *Application and Enrolment Guide for Admission*, pages 10-13 of the *International Enrolment & Fees Guide*)

1. In completing and returning this form, I am applying to enrol at IPU New Zealand. If IPU New Zealand offers me a place in writing and if I accept that place, I agree to pay to IPU New Zealand in full the relevant tuition fees, all other costs set by IPU New Zealand (if any) and (where applicable) Student Council fees before the first day I attend IPU New Zealand.

2. (i) I undertake to comply with all IPU New Zealand's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Application for Admission and Provisional Enrolment form).
   (ii) I acknowledge that I have not relied on IPU New Zealand's (and/or IPU New Zealand's agents or contractors) judgement that course(s) and/or qualification(s), are suitable for any particular purpose or will achieve any particular result.
   (iii) I acknowledge that, apart from the statements and warranties expressly given to me in writing by IPU New Zealand, 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 IPU New Zealand to be purchased or provided by me, for the course(s) I have chosen.
   (v) I understand that the terms and conditions of this form as well as Part C of the "Introduction to IPU New Zealand" form part of my contract with IPU New Zealand. I have read the "Introduction to IPU New Zealand". I understand and accept it.
   (vi) If I have applied to enrol in a course where IPU New Zealand requires me to supply further information (eg. health, police check etc.), I agree to promptly supply that information. I understand that my enrolment on that course is conditional on IPU New Zealand being satisfied with the content of the information I supply.
   (vii) If this is the first time I have enrolled at IPU New Zealand, I have attached (or agree to promptly send) a certified copy of my passport.
   (viii) I have attached (or agree to promptly send) proof of my highest level of achievement at secondary school and/or higher tertiary education.
   (ix) I agree to provide IPU New Zealand with evidence of an appropriate permit/visa for the duration of my course(s) and/or qualification at IPU New Zealand. I acknowledge that, if at any time during my enrolment at IPU New Zealand, I do not have a valid permit/visa then my enrolment at IPU New Zealand is at an end.
   (x) I understand that I must notify IPU New Zealand immediately if any of my contact details change, including my residential address.
   (xi) I acknowledge that I have received a copy of the Summary of the Code of Practice for the Pastoral Care of International Students.\
   (xii) I have attached a copy of my highest, latest recognised English test score or other proof of English proficiency.

3. I have read and understood the Privacy Act provisions (see Part C of the "Introduction to IPU New Zealand").

4. I agree that if IPU New Zealand offers me a place in writing and if I accept that offer of place, if I then choose to withdraw, I am subject to IPU New Zealand's refund policy.

Declaration

To the best of my knowledge, all the information I have provided on this form is true and complete.
I acknowledge that if IPU New Zealand offers me a place in writing, I may accept that place by completing, signing and returning the Confirmation of Acceptance Form or by paying IPU New Zealand's tuition fees. I acknowledge that if I do not accept IPU New Zealand's offer of place promptly by returning the assigned Confirmation of Acceptance Form, IPU New Zealand may (at IPU New Zealand's discretion), before it receives notice of my acceptance, withdraw its offer of place to me.

Signature _____ Date _____

Guardian's Signature (if applicant under 18 years at the date of signing this Application) _____ Date _____

NOTE: The New Zealand Code of Practice for the Pastoral Care of International Students requires parental consent for those students under the age of 18.
See *Pastoral Care of International Students*, page 20 of the *International Enrolment & Fees Guide*.

Privacy Waiver

I Family Name _____ First Name _____ Date of Birth _____

authorise Academic Registry at IPU New Zealand to discuss my student visa application for this provider with Immigration New Zealand to obtain information regarding the processing of the visa application and the decision on the application.