

# EmployNZ Tertiary Institute Application and Enrolment Form – International



- Complete all sections of this application form
- Attach all necessary documents
- Read sign and date the declaration at the end

## Programme of Study

- NZ Diploma in Information Technology (Technical Support) (Level 5) (120 Credits)
- NZ Diploma in Systems Administration (Level 6) (120 Credits)

Confirm the intake you are interested in

- 4<sup>th</sup> February
- 29<sup>th</sup> April
- 22<sup>nd</sup> July
- 14<sup>th</sup> October

**\*Orientation starts the week before the dates above**

## Section 1 – Contact Details

1.1 Email address

1.2 Phone number (country code, area code, number)

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1.3 Skype ID (skype interviews are between 9am – 4pm NZ time)

1.4 Address (in home country or in New Zealand if residing here)

## Section 2 – Personal Details

2.1 Title: Mr  Mrs  Miss  Other

2.2 Full Name: (as per Passport)

2.3 Date of Birth:

2.4 Gender: Male  Female  Other

2.5 Country of Birth:

2.6 Country of Citizenship:

2.7 Passport Number:

2.8 Current Visa:

2.9 Next of Kin: (full name)

2.10 Next of Kin – Telephone: (country code, area code, number)

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2.11 Next of Kin - Address: (in home country)

## Section 3 – English Language Proficiency

Is English your first language?

- Yes
- No – You will be required to provide complete details of English language tests you have taken

Test Type (e.g. IELTS)	
Score	
Date taken	

## Section 4 – Agent Details

Is this application submitted on behalf of the applicant by an approved agent of EmployNZ?  Yes  No

Agent company name:	
Agent email:	
Agent signature:	
Agent stamp:	

## Section 5 - Medical and Travel Insurance

5.1 Do you live with the effects of any significant illness or disability?  Yes  No

5.2 If yes please discuss with the International Team during enrolment

5.3 **Travel Insurance** – you are required to have travel insurance confirmed before you travel to New Zealand. Insurance will automatically be purchased for you as part of your enrolment.

## Section 6 – Academic Background and Work Experience

6.1 **Education** What was your main activity or occupation on the 1<sup>st</sup> October last year?

Please tick the applicable one:

- Secondary School Student       Polytechnic Student       University Student  
 Employed       Self Employed       Overseas  
 Private Training Establishment       Other: \_\_\_\_\_

### 6.2 Academic Summary

What was the highest qualification you achieved at secondary school? \_\_\_\_\_

What was the year you last attended secondary school? \_\_\_\_\_

If you have attended a Tertiary Institute please name it \_\_\_\_\_

What was the highest qualification you achieved at Tertiary level? \_\_\_\_\_

What was the year you last attended a Tertiary Institute? \_\_\_\_\_

6.3 **Study Reasons** - please explain your reasons for wanting to enter the programme you have chosen

**6.4 Work Experience** – Please provide information about relevant employment or work experience that relates to the programme you are applying to enter, (this is especially important for the level 7 programmes).

**Name of Employer:**

**Country:**

**Dates of employment:**

**Position Title and Key Tasks:**

\*Please attach evidence to support the information provided

## **Section 6 - Fees**

If EmployNZ confirms your enrolment in writing you must pay all fees (tuition fees, course costs, registration fees, and travel insurance), as set by EmployNZ in full prior to the start date of your programme of study.

**If any fees are unpaid on the first day of teaching EmployNZ reserves the right to cancel your enrolment.**

You are still liable to pay all fees even if you do not participate in the programme you are enrolled in unless EmployNZ receives a letter confirming your withdrawal from the programme, (within the relevant refund period). See **Section H** of this Application Form and the International Student Handbook for further details on the EmployNZ refund policy.

By signing this agreement you agree you have read and understood the International Student Prospectus and have had the opportunity to read the International Student Handbook (available online at <https://www.employnz.co.nz/wp-content/uploads/2017/12/EmployNZ-International-Handbook-v2.pdf>)

## Section 7 – Privacy, Code of Practice, NZQA

### Privacy

EmployNZ collects and stores information from this form to comply with the requirements of the Ministry of Education, the New Zealand Qualifications Authority (Record of Learning registration) and the Department of Immigration. The information is also used to select learners for qualifications, to manage internal administrative processes, and for internal reporting.

It is important that you are aware the Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records. In addition, when required by law, EmployNZ may release information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that EmployNZ will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Code of Practice. More information can be viewed at <http://www.privacy.org.nz/privacy-act>

### Code of Practice

EmployNZ Ltd has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 as published by the Ministry of Education. Copies of the Code of Practice are available upon request, or from the New Zealand Qualifications Authority website at: <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>

### New Zealand Qualifications Authority (NZQA)

EmployNZ Ltd is a category one education provider approved by the New Zealand Qualifications Authority under provisions of the Education Act 1989 and its subsequent amendments.

EmployNZ was judged to be highly confident in educational performance and highly confident in selfassessment capability. To view the full report please visit NZQA here - [www.nzqa.govt.nz/nqfdocs/provider-reports/7391.pdf](http://www.nzqa.govt.nz/nqfdocs/provider-reports/7391.pdf)

## Section 8 – Documents

### The following documents are required with this application

**Academic Transcripts** – verified copy

Verified copies of all qualifications must be supplied. Your transcript must include the name of the programme undertaken, the grades or marks achieved, and confirmation that you have completed the programme, (or provide evidence of graduation from the programme).

**English Language test certificate**

**\*IELTS** - If you have provided evidence of IELTS we will verify your result using your Test Report Form number.

**\*PTE** - If you are planning to provide a PTE Academic Certification, you must login to the website and select 'Send Score', then select EmployNZ, Tauranga, New Zealand as the Tertiary Institute. Then select the programme you are enrolling in and continue through to "submit" at the end. Verifying a PTE score takes two weeks after you have completed this process.

**Birth Certificate or Passport** – verified copy

Before we can confirm your eligibility for admission, you must supply an original or verified copy of your birth certificate or passport showing the same name that is on your academic documents.

**CV or Resume**

**Work experience details (section 6.4)**

## Section 9 – Declaration

Please read the points below and sign to show that you have understood

- I have read and understood all sections of this Application Form.
- I have read the EmployNZ Prospectus.
- I have had the opportunity to read the Student Handbook.
- I agree to follow all the stipulated guidelines and regulations while I am a student at EmployNZ.
- I agree that I will be liable for any damages caused by me to the property of EmployNZ.
- I authorise EmployNZ to verify any information provided by me and to use that information as stated in this Application Form.
- I understand and agree to inform EmployNZ of any changes to the information provided by me.
- I agree to obey the rules, regulations and policies of EmployNZ.
- I understand that any breach of the regulations, processes or procedures may lead to disciplinary action against me.
- I understand that If any fees are unpaid on the first day of teaching EmployNZ reserves the right to cancel my enrolment.
- By signing this declaration, I am aware that I will not be eligible to graduate until all my fees and any outstanding monies are paid to EmployNZ. In the case of a debt in my name at the time of graduation, EmployNZ reserves the right to hold my certification, including my Record of Learning until such time as all outstanding accounts are paid in full.
- I declare that the information provided by me in this form and any attached documentation is true and correct.
- I understand that EmployNZ has the right to suspend my application or expel me from the course if it is established at any stage that the information that I have provided is false or incorrect, or if I fail to provide the information requested on a particular date.

**Fees** - In signing this declaration, I agree to undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. I also agree to abide by the EmployNZ policy on withdrawals and refunds.

**Fees Refund** - I understand that **A)** if I withdraw before the start date of my course I am eligible for a total refund of the tuition fees less the registration fee. **B)** If I withdraw within ten working days from the start of the course, I am eligible for a total refund of the tuition fee minus up to 25% of the fee including the registration fee. **C)** If I withdraw after ten workings days from the start of the course I am not entitled to a refund except on compassionate grounds such as a bereavement or serious illness.

**EmployNZ reserves the right, at its sole discretion, to cancel or delay any programme, or change the schedule of any course that it offers due to low enrolments, or any other circumstances beyond its control. EmployNZ reserves the right to increase its fees and related costs at any time.**

**Read and understood  
Applicant's Signature**

**Date (day/month/year)**

Office use		Date
Checked by		
Special considerations		
Offered a place		