



OFFICE USE ONLY
APPROVED / DECLINED / CONDITIONAL

Comment

NAME

SIGNED

DATE

International Enrolment Form

PLEASE USE A PEN AND COMPLETE IN ENGLISH

PLEASE COMPLETE ALL RELEVANT SECTIONS OF THIS FORM AND SEND WITH ALL RELEVANT DOCUMENTS:

POST

WelTec International
Wellington Institute of Technology
Private Bag 39803, Wellington Mail Centre
Lower Hutt 5045
New Zealand

FAX

+64 4 9202 718

EMAIL

international@weltec.ac.nz

For more information telephone: **+64 4 9202 400**

1 PERSONAL INFORMATION

Have you enrolled at Wellington Institute of Technology before?

No Yes WelTec Student ID (if known)

Surname or Family Name(s)

First Names

Preferred Name(s)

Title: Mr Mrs Miss Ms Dr None

Gender: Male Female

Date of Birth
Day Month Year

Home Country Postal Address

Town/City	Postcode
Country	

New Zealand address (if available)

Suburb	
Town/City	Postcode

Contact Information

Phone	Mobile
Email	

2 PROGRAMME OF STUDY

Name of the Programme and course(s) you are applying for:

Code	Qualification / Courses	Start Date

3 FIRST YEAR

Will this be your 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? (Do not include enrolments in community or hobby classes)

Yes No

If you answered 'No', please enter the year of your first enrolment

4 AGENT DETAILS (IF APPLICABLE)

Contact Name	
Company Name	
Address	
Phone	Fax
Email	

Agent Stamp

5 EMERGENCY CONTACT

Who may we contact in case of an emergency?

Full Name	
Phone	Relationship

6 ENGLISH PROFICIENCY

To study at Wellington Institute of Technology, you **MUST** be proficient in English. Please provide evidence of the following:

- English was the language of instruction in previous studies completed in a native English-speaking country.
- I will sit/have sat an English language proficiency test (IELTS or TOEFL).

Date taken/to be taken

English test name

Results (if known)

7 CREDIT TRANSFER / ADVANCED STANDING

Are you applying for credit transfer?

- Yes: Please provide full official or certified academic transcripts and course descriptions for all tertiary qualifications.
- No

Relevant work history/experience

If you have work experience relevant to this application, please supply full details as part of a CV (curriculum vitae).

8 ETHNICITY

What ethnic group(s) do you belong to?

You may tick up to **three** boxes which apply to you.

- | | | | | |
|--|---|---|---|---|
| <input type="checkbox"/> 311 Samoan | <input type="checkbox"/> 127 German | <input type="checkbox"/> 414 Malaysian | <input type="checkbox"/> 443 Korean | <input type="checkbox"/> 611 Other |
| <input type="checkbox"/> 361 Fijian | <input type="checkbox"/> 000 Russian | <input type="checkbox"/> 421 Chinese | <input type="checkbox"/> 000 Taiwanese | If "Other" please specify
<input type="text"/> |
| <input type="checkbox"/> 371 Other Pacific Peoples | <input type="checkbox"/> 411 Filipino | <input type="checkbox"/> 431 Indian | <input type="checkbox"/> 511 Middle Eastern | |
| <input type="checkbox"/> 121 British/Irish | <input type="checkbox"/> 412 Cambodian | <input type="checkbox"/> 441 Sri Lankan | <input type="checkbox"/> 521 Latin American | |
| <input type="checkbox"/> 000 American | <input type="checkbox"/> 413 Vietnamese | <input type="checkbox"/> 442 Japanese | <input type="checkbox"/> 531 African | |

9 SECONDARY AND TERTIARY EDUCATION

What is the highest academic qualification you hold from a secondary school? (Please attach copies)

Date qualification was awarded

Country

Please list any University / Polytechnic qualifications here (Please attach copies).

Name of qualification

10 OCCUPATION

If you were in New Zealand, what was your MAIN activity or occupation at 1 October last year? Tick only ONE box

- | | | |
|--|--|---|
| <input type="checkbox"/> Visitor | <input type="checkbox"/> 05 University student | <input type="checkbox"/> 09 Overseas (irrespective of occupation) |
| <input type="checkbox"/> 01 Secondary school student | <input type="checkbox"/> 06 Polytechnic student | <input type="checkbox"/> 11 Private training establishment |
| <input type="checkbox"/> 03 Wage or salary worker | <input type="checkbox"/> 07 College of education student | <input type="checkbox"/> 99 Other <input type="text" value="Please specify"/> |
| <input type="checkbox"/> 04 Self employed | <input type="checkbox"/> 08 House person or retired | |

11 DISABILITY DETAILS

THIS INFORMATION IS CONFIDENTIAL. INFORMATION PROVIDED IS USED FOR STATISTICAL PURPOSES AND TO HELP US SUPPORT STUDENTS WITH DISABILITIES.

Do you live with the effects of injury, long-term illness or disability?

- Yes No

Do you wish to indicate your condition / disabilities?

Would you like to discuss your support needs with our Ability Resource Centre

- Yes No

12 WELTEC INFORMATION

How did you find out about WelTec?

You may tick more than one box.

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 00 Agent | <input type="checkbox"/> 05 Word of mouth | <input type="checkbox"/> 06 School visit / Expo |
| <input type="checkbox"/> 03 Newspaper | <input type="checkbox"/> 08 Family / Friends | <input type="checkbox"/> 07 Open Day |
| <input type="checkbox"/> 04 Web site | <input type="checkbox"/> 09 Prospectus / Brochures | <input type="checkbox"/> 99 Other <input type="text" value="Please specify"/> |

13 PRIVACY ACT

Wellington Institute of Technology undertakes to collect, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. <http://www.privacy.org.nz/privacy-act>

Information about your enrolment, attendance, progress and welfare may be obtained from and disclosed to your parents, guardians, agents, other providers of international education, the Police, Department of Courts, Immigration New Zealand, NZQA, WelTec's insurance agent or NZ Trade and Enterprise.

The Institute will, in accordance with the provisions of the Act, make available the personal information it collects from a particular student to that student on request and will make any appropriate corrections to that information to ensure that the information held is accurate.

14 REFUND POLICY

Refunds of tuition fees will only be made in accordance with the following policy:

- By accepting a place in a programme at Wellington Institute of Technology, a student enters a contract with WelTec for the period of one academic year (or the length of the course if less than one year). This contract means there is an obligation to pay the fee for the year (or the length of the shorter course).
- There is no automatic right to a refund of fees if a student changes his/her mind about studying at WelTec.
- Students who have paid fees for a programme that WelTec subsequently cancels, will receive a full refund.
- If a formal withdrawal from the enrolment is received no later than 2 weeks prior to commencement of the programme of study, 90% of the fees will be refunded.
- If a formal withdrawal from the enrolment is received less than 2 weeks prior to commencement of the programme of study, 50% of the fees will be refunded.
- **If formal withdrawal is received after the programme commences, the student is not entitled to a refund of fees.**
- Where exceptional circumstances necessitate withdrawal from a programme of study, WelTec may, after consideration of the exceptional circumstances relevant to the case, approve an appropriate refund less agent commission where applicable. Information to support the claim for exceptional circumstances needs to be supplied in writing and less an administration fee of \$600.
- If a student wishes to transfer to another institute and the International Office receives notice at least 2 weeks prior to the commencement of the programme of study, 75% of the fees will be refunded. An offer of a place from the other institution must support the application.
- A student who has paid fees for a programme and is subsequently refused an initial visa by Immigration New Zealand, will be paid a full refund less \$600 for administration purposes.
- A student who has paid fees for a programme and is subsequently refused an extension to an existing visa by the New Zealand Immigration Service on the basis of poor attendance, will receive no refund.
- If a student's permit extension is refused by immigration on the basis of poor performance, the student will receive a refund of only that portion of the fee which corresponds to the part of the programme for which no visa is issued. An administration fee of \$600 will be retained by the Institute.
- An international student who gains Permanent Residency is entitled to be treated as a domestic student. He/she will not receive a refund of fees for the trimester (for trimesterised courses) during which the Permanent Residency is granted. However, the student will be entitled to pay domestic fees for subsequent trimesters, and will be refunded international fees for those trimesters. For non-trimesterised courses, international fees are payable for the full year. If Permanent Residency is granted during the year, no part of the international fee for that year is refundable.
- All applications for refunds must be on the Application for Refund Form (obtainable from the Information Centre). Supporting information must be submitted together with the form to the International Office.
- WelTec will not pay refunds directly to international students or their agents in New Zealand. Refunds are either sent to the institution to which the student is transferring, or to the student's account in their country of origin, after the student permit has been cancelled.

15 DECLARATION

- I declare all information provided on this form and in support of this application to be true and complete and I understand that Wellington Institute of Technology may cancel my enrolment if false information has been supplied.
- I agree to abide by the Statutes, Regulations, Rules, Codes and Policies of Wellington Institute of Technology.
- I have read and understood the provisions of the Privacy Act as outlined above.
- I acknowledge and accept the refund policy and understand that there is no refund for withdrawals once a programme or course has commenced.
- I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my identity and paid all relevant fees and charges in accordance with WelTec's terms and conditions of enrolment.
- I understand that Immigration New Zealand will be notified if due to poor attendance and progress my enrolment is cancelled.
- In signing this enrolment form, I undertake to pay all fees as they are due and meet any late fees and collection charges associated with debt collection.

Signature

Date

16 CHECKLIST

Please read carefully and check appropriate boxes. Have you:

- Completed all relevant sections of this form?
- Attached certified copy of my English Proficiency results (if required).
- Read, dated and signed the declaration on this form?
- Attached certified copy of my academic results.
- Attached certified copy of my passport details or birth certificate proving my identity.