

Enrolment Contract

Instructions

Please specify: International Student Domestic Student

The purpose of this enrolment is to obtain the information we need to offer you a place and The New Zealand School of Travel and Tourism (NZSTTT). We also need to collect information from you that is required by the Ministry of Education and other Government agencies for statistical and registration reasons. This form specifies the legal requirements of your enrolment with NZSTTT.

The applicant (prospective student) must:

Complete the relevant sections of this form depending on whether you are a domestic or international student;

Print answers clearly in pen or tick the box that applies;

Sign the declaration within the enrolment contract;

Attach the additional documentation required (see checklist) including a deposit

Personal Details

Please print your full legal name:

Please attach 2 passport sized photos here

1. Family name: _____

2. First name(s): _____

3. Preferred first name: _____

4. Preferred Title: Mr Mrs Miss Ms

5. Date of birth:

6. Gender: Male Female

7. Home address: _____

8. Mailing address:

If different to the above _____

9. Home Phone: _____

10. Mobile: _____

11. Fax: _____

12. Email: _____

13. Disability – do you live with the effects of significant injury, long term illness or disability?

Please indicate your disability (tick):

The information you supply is confidential.

Yes No

If "Yes" you will be sent information on the services available for students with a disability.

Deaf

Hearing impairment

Blind

Vision impairment

Specific learning disability

Other: _____

Medical Condition

Psychological/Psychiatric Disability

Mobility impairment

Speech impairment

Temporary impairment

Qualification

1. Please write the name of the qualification you wish to study: _____

Start date: Full time Part time

2. Have you ever studied at NZSTTT? Yes No *If "yes" what was your student ID number?*

3. If you have a NSI number please specify:

4. Will you be enrolled in any other course during your time at NZSTTT? Yes No

If "yes" please specify the qualification and the institute you will be studying at:

Citizenship

1. What is your citizenship?

New Zealand citizen NZL

New Zealand permanent resident NZP

Full fee paying foreign student

Australian citizen AUS

Other *If "Other" please specify:* _____

Ethnicity

1. What ethnic group(s) do you belong to? [Select up to three.]

European Pakeha or NZ European

Other Pacific Island

Niue

Samoa

Indian

Fijian

Tongan

NZ Maori

Chinese

Tokelauan

Cook Island Maori

Other Asian

Other *If "Other" or "Other Pacific Island" please specify:* _____

If "NZ Maori" please specify Iwi & Rohe: _____

Emergency Contact details

Please provide the details of next of kin in New Zealand whom we can contact in case of an emergency.

1. Name: _____

2. Relationship to applicant: _____

3. Home address: _____

4. Home phone: _____

5. Mobile: _____

6. Fax: _____

7. Email: _____

International Students

- Please provide the details of your parents / legal guardian.

1. Name: _____

2. Relationship to applicant: _____

3. Home address: _____

4. Home phone: _____

5. Mobile: _____

6. Fax: _____

7. Email: _____

Academic Information

1. Secondary/High School

What was the name of the last Secondary School that you attended?

What was your last year at Secondary School? _____

What was the highest qualification you achieved at Secondary School?

No Secondary Qualification

A or B Bursary

Sixth Form Certificate

University Scholarship

Higher School Certificate

NCEA Level 1: Points _____

School Certificate

NCEA Level 2: Points _____

University Entrance

NCEA Level 3: Points _____

Overseas Qualification

Other

Please Specify

Please Specify

2. Tertiary Study:

Have you previously been enrolled at a tertiary institution?

Yes

No

If "yes" what was your first year of enrolment? _____

Name of Institution _____

Do you expect to complete the academic requirements in order to graduate from your qualification of study this year?

Yes

No

3. Prior Activity

What was your main activity or occupations prior to coming to NZSTT?

For domestic students please identify what your main activity was on October last year.

Secondary school student

College of Education Student

Unemployed or other beneficiary

House-person or retired

Wage or salary earner

Private training establishment

Self employed

Overseas

University Student

Wananga student

Polytechnic Student

Other *Please Specify:*

Services

International students only

1. Accommodation Type?

Please indicate which type of accommodation you will be living in while you study at NZSTT.

- | | |
|--|--|
| <input type="checkbox"/> Privately arranged (A) | <input type="checkbox"/> Boarding Establishment (D)
<i>This option is not acceptable to NZSTT</i> |
| <input type="checkbox"/> Home stay (B) | |
| <input type="checkbox"/> Living with parents (C) | <input type="checkbox"/> Designated caregivers (E) |

2. Medical Insurance?

Do you have appropriate medical and travel insurance to cover the course duration?

- Yes No *If "no" NZSTT can assist you with this. Please enquire at Student Services*

Note: Appropriate insurance is compulsory for international students when studying at NZSTT.

Marketing

1. How did you hear about NZSTT?

- | | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Agent | <input type="checkbox"/> Magazine |
| <input type="checkbox"/> Friend | <input type="checkbox"/> School visit |
| <input type="checkbox"/> TV | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Expo |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other _____ |

Originals sighted (office use only)

Enrolling staff member to acknowledge by signature that documentation originals have been sighted.

Signed _____

Documentation

1. Before starting in a class, you must provide copies of the following:

- Certified birth certificate or passport
- Passport and visa permits to study at NZSTT – International Students
- 2 Passport sized photos
- Deposit
- Academic transcripts & certificates. Include a copy of your CV
- Copy of appropriate med. & travel insurance cover – International Students

You must sign the declaration at the end of this form.

Payment Details

1. How do you wish to pay?

2. Amount Paid:

Course fees: _____

International administration fee: _____

(International students only)

Travel and Medical Insurance: _____

Total (\$) _____

Office use only:

Receipt Number _____

Student Disclosure Information

1. Application Procedure

Applicants need to complete all sections of the NZSTT Enrolment Contract, attach all the relevant information and forward to Student Services or the individual that you have been dealing with at the campus.

Upon acceptance an invoice and a letter of acceptance is provided.

International students only – a letter of acceptance will be given after the enrolment application is correctly received by NZSTT and payment is made. Please contact the nearest NZ Immigration Service office for information on applying for a visa to study in New Zealand. Please note that you will require your letter of acceptance from NZSTT to apply for your student visa. NZSTT must have a copy of your current student visa endorsed with NZSTT before you commence your studies. An administration fee of \$100.00 will apply to all international students.

2. Deposit

A deposit of \$150.00 is required on your acceptance of NZSTT to secure your place with us. The deposit will be held in a trust account administered by the Public Trust until the commencement of your course. This fulfills the requirements of s236A of the Education Act 1989. Full payment of tuition fees is required before commencement of studies at NZSTT. If you are funding your studies through Student Loans, you should finalise your loan application prior to commencement of studies.

3. Payment

In signing this enrolment contract you undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. Non-payment of any outstanding fees after 2 weeks from the commencement of your course of study may result in the withdrawal of services able to be offered to you. NZSTT's policy on withdrawal and refund is itemised below and details in the student handbook.

