

FOR OFFICE USE ONLY		Student ID Number:					

FOR OFFICE USE ONLY
Date Received:



# International Student Application Form 2011

Please complete ALL sections, in English, using a blue or black pen.  
Scan and email with relevant documents to international@op.ac.nz  
or mail to the address in section 13.



## 1. PROGRAMME OF STUDY YOU ARE APPLYING FOR:

Choice	Name of programme(s):	Preferred start date (month/year):
1		
2		
3		

- (a) Are you applying as an Exchange Student or Study Abroad? (Tick)  Yes  No
- (b) Will you be applying for transfer of credit of previous study?  Yes  No  
(This will be discussed with you on your arrival)

## 2. PERSONAL DETAILS

- (a) Have you enrolled at Otago Polytechnic before? (Tick)  Yes  No

(b) Family name:

First name(s):

Preferred name:

Gender:  Female  Male

Title:  Miss  Mrs  Ms  Mr  Dr  Other

Date of Birth:  /  /   
*Day Month Year*

Which ethnic group or groups do you belong to? (Tick one or more boxes, or specify)

- Chinese  Korean  Japanese  Thai  Indian  Russian  
 Vietnamese  Malaysian  English  Filipino  German  Arab  
 Other. Please specify: \_\_\_\_\_

Physical mailing address, **NOT** a P.O. box number.

(c) Home address:   
*(In your country)*

Postal code:  Email:

Telephone:  /  /  Mobile:   
*Country Area Number*

(d) NZ address:   
*(If known)*

Postal code:  Email:

Telephone:  Mobile:

- (e) Who should we contact in an emergency? (If you are under 18 please include guardian details, if different from above)

Name:  Relationship:

Address:

Email:  Fax:

Telephone:  Mobile:

- (f) Agent (if applicable)

Name:  Telephone:

Company name:  Mobile:

Email:

- Are you an Otago Polytechnic contracted Agent?  Yes  No (If no, please contact us to register)

Agent/Representative Stamp

**3. PLEASE TELL US WHY YOU WANT TO STUDY THIS PROGRAMME AND WHAT YOUR PLANS ARE WHEN YOU HAVE FINISHED YOUR STUDY AT OTAGO POLYTECHNIC:**

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**4. ACADEMIC QUALIFICATIONS**  
**(Please include certified copies of both your secondary and tertiary academic transcripts and your final award)**

**(a) Secondary studies (High School, Secondary School)**

Qualification e.g. Secondary School Diploma: Institution: Country: Date completed:

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**(b) Tertiary studies (College, University, Polytechnic, Teachers College)**

Qualification e.g. BSc; MA: Institution: Country: Date completed:

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**5. ENGLISH LANGUAGE PROFICIENCY (Please include certified copies of your English Language Test Results)**

(a) My first language is:

(b) If you have gained an English language qualification in the last two years please provide details (Tick)

IELTS  TOEFL  TOEIC  No test taken

I have booked for an English Language Proficiency Test (IELTS, TOEFL or TOEIC)

(c) Please estimate your current level of English (Tick)

Beginner  Elementary  Pre-Intermediate  Intermediate  Upper-Intermediate  Advanced

(d) If you can provide other evidence of your English language ability please state:

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**6. CURRENT OCCUPATION**

(a) Which main activity best describes your situation on 1 October in the year prior to this application? (Please tick the appropriate boxes)

Overseas (irrespective of occupation)

Other. Please specify:

**7. DISABILITY DETAILS (This information is confidential, and used to support students in their study)**

(a) Do you have any disability that may affect your study? (Tick)  Yes  No

If 'Yes', please specify:

*Disability support is available to you at your own cost.*

**8. MARKETING INFORMATION**

How did you hear about Otago Polytechnic? (Please Tick One):

Family member/friend

Education fair/expo

New Zealand/NZ Embassy/NZ Education Centre

Advertisement

Internet

Educational agency

Teacher/careers advisor

Other (please specify)

**9. COMPULSORY HEALTH & TRAVEL INSURANCE**

The code of Practice for the Pastoral Care of International Students requires all international students to have comprehensive health and travel insurance. We can arrange insurance for your period of study.

Do you want us to arrange insurance for you? (Tick)  Yes  No

## 10. ACCOMMODATION (Please refer to page 37 of the International Prospectus)

Do you want us to make homestay arrangements for you? (Tick)  Yes  No

Do you require more accommodation advice? (Tick)  Yes  No

Please go to [www.otagopolytechnic.ac.nz/international](http://www.otagopolytechnic.ac.nz/international) for information on accommodation options.

## 11. STUDENT DECLARATION

- a) I declare that the information I have supplied on this form and in the attached documents is true and correct. I authorise Otago Polytechnic to obtain official records from any educational institution that I have previously attended. I understand that Otago Polytechnic reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- b) I agree to abide by all relevant statutes, regulations, rules, codes and policies of Otago Polytechnic.
- c) I have read and accept the Summary of Terms and Conditions of Enrolment, including the Withdrawal, Refund, and Privacy Information printed on this form.
- d) I am aware that enrolment in any Programme/Course/Course Occurrence is conditional upon and subject to sufficient numbers of students enrolling in that Programme/Course/Course Occurrence.
- e) I authorise the sharing of information between Otago Polytechnic and Immigration New Zealand. I understand that Immigration New Zealand will be notified if my enrolment is cancelled due to my poor attendance and/or academic progress.
- f) I consent to OPSA (Otago Polytechnic Student Association) and Otago Polytechnic using the information supplied here, including my Student Identification Card photograph, for official purposes only, and to the storage of information on their data systems, in accordance with the provisions of the Privacy Act, 1993.

I have read and agree to abide by the Summary of Terms and Conditions for Enrolment of International Students.

**Applicant's Signature:**

**Date:**

Please print your name in English:

**Signature of parent/guardian for applicants under the age of 18 years:**

**Parent's Signature:**

**Date:**

Please print your name in English:

## 12. APPLICATION CHECKLIST – No application will be processed until all required documents are received.

Please ensure you have completed all the required sections of this form.

**Have you included: (Please do not send original documents – send certified\* copies only)**

- Certified English translations of your academic records, including your academic transcripts for both secondary and tertiary study and a copy of your final award for your diploma or degree, and other qualifications (as applicable).
- A copy of your official English Language test results (if applicable).
- A copy of your passport or birth certificate.
- Resumé/curriculum vitae.
- References, portfolio or any other additional information if required, for specific programme entry.

\* A certified copy is a photocopy that has been officially stamped or endorsed by a person who confirms that the copy is a true copy of the document. The person who certifies the copy must be authorised to do so by law in your home country or New Zealand, such as a Lawyer, a Justice of the Peace, a Court Official, a Notary Public or Member of Parliament. Otago Polytechnic Customer Services and Overseas Agents who have a current Otago Polytechnic Agent Agreement may also certify documents for this application.

## 13. APPLICATION SUBMISSION OPTIONS:

You can email your scanned application and all supplementary documentation to: [international@op.ac.nz](mailto:international@op.ac.nz)  
OR mail it to the postal address below.

**Courier Address:** Otago Polytechnic Customer Services, Forth Street, Dunedin, New Zealand Postcode 9016

**Postal Address:** Otago Polytechnic Customer Services, Private Bag 1910, Dunedin, New Zealand Postcode 9054

**Phone:** +64 3 477 3014 **Fax:** +64 3 471 6870 **Email:** [international@op.ac.nz](mailto:international@op.ac.nz) **Website:** [www.otagopolytechnic.ac.nz/international](http://www.otagopolytechnic.ac.nz/international)

# SUMMARY OF TERMS AND CONDITIONS OF ENROLMENT FOR INTERNATIONAL STUDENTS 2011

This Summary of the Terms and Conditions of Enrolment for International Students forms a part of the contract each international student will have with Otago Polytechnic. Please read them carefully, and ensure you understand the terms and conditions before signing the declaration overleaf.

## 1. STUDY PERMIT OR VISA

- 1.1 This enrolment agreement is conditional upon the student obtaining the appropriate student visa or permit, to enable the student to live and study in New Zealand.
- 1.2 The student will ensure they hold a valid student permit or visa for the duration of their enrolment at Otago Polytechnic. If the student fails to obtain or maintain a valid student permit or visa, this enrolment agreement will be void.
- 1.3 If the student is required to leave New Zealand for whatever reason, this enrolment agreement will lapse and Otago Polytechnic may offer the place of enrolment to another student.
- 1.4 The Offer of Place does not guarantee that the student will be issued with the appropriate student visa or permit.
- 1.5 The student is responsible for complying with all conditions relating to the study visa or permit.

## 2. ENROLMENT ACCORDING TO THE AGREEMENT

- 2.1 Acceptance of the Offer of Place entitles the student to enrol at Otago Polytechnic in the programme of study specified in the offer of place.
- 2.2 This does not entitle the student to enrol in any other programme of study at Otago Polytechnic, or at any other institution in New Zealand.

## 3. FEES

- 3.1 The student is not enrolled at Otago Polytechnic until all fees are paid for the first year of the programme of study, or for the remaining part of the year where the student is enrolling for the first time in the middle of an academic year.
- 3.2 For subsequent periods of study, the student agrees to ensure that all fees for the academic year are paid in full no later than the required payment date.
- 3.3 A place at Otago Polytechnic is not confirmed until fees are paid.
- 3.4 Otago Polytechnic may invoice the student for the underpayment of fees resulting from currency exchange fluctuations and/or banking transactions.

## 4. METHOD OF ACCEPTANCE

- 4.1 The student, within the stipulated time, must return one copy of the signed Offer of Place response form to Otago Polytechnic, indicating whether the student accepts or declines the Offer of Place.
- 4.2 On completion of the requirements of Clause 4.1 above, the Offer of Place and these terms, conditions, declarations and policies form a single binding agreement between Otago Polytechnic and the student.

## 5. REFUND OF FEES

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

- 5.1 All notices of cancellation and withdrawal of enrolment must be made on the Withdrawal notification and Request for Refund of Fees Form obtainable from the International Admissions Coordinator. Supporting documentation will need to be submitted.
- 5.2 No refunds will be given after 14 days from the programme commencement date, and after the last withdrawal date. The final date for withdrawal from courses and receiving a refund in a programme that starts in semester one is 31 March 2011, and in semester two is 31 August 2011.
- 5.3 Refunds will be paid in New Zealand Dollars. This will be sent to the person (or agent) who paid the fees in the applicant's country of origin. Upon provision of an Offer of place from another institution, it may be paid directly to that institution.
- 5.4 A request for a deferral of commencement does not incur any additional costs. Only one deferral is allowed per student, to a maximum of one academic year.
- 5.5 Any additional overpayment of fees will be refunded to the applicant upon request. Otago Polytechnic will not be liable for any interest accrued on the amount of the overpayment.
- 5.6 An international student in a full year programme who gains Permanent Residency must pay the international fees for the full year, regardless of the date Permanent Residency has been granted during that year.
- 5.7 Special circumstances, as approved by Otago Polytechnic, may necessitate withdrawal from a programme. Supporting information must be supplied in writing.
- 5.8 Under the Education Act 1989, Otago Polytechnic is a public tertiary education institute and this ensures that when a refund is payable, Otago Polytechnic can honour that commitment.
- 5.9 The table below gives details of the refund policy for International Students at Otago Polytechnic.

DATE OF ADVICE OF WITHDRAWAL	CLASSIFICATION	REFUND DUE (OF FEES PAID)	LESS ADMINISTRATION CHARGE PER WITHDRAWAL FORM	ACADEMIC RESULT
Before the programme start date	Not started	100%	No fee	No result recorded
For first two weeks	Programme commenced	95%	No fee	No result recorded
CAPL Facilitation	Before facilitation/assessment process commences	100%	NZD 200 (GST incl)	No result recorded
After programme start date but before last withdrawal date with refund <i>Commenced programme February – 31 March</i> <i>Commenced programme in July – 31 August</i>	Withdrawal	75% (NB. There is no refund of OPISA and Student Services levy, Student Health and Counselling levy or Internet fee)	NZD 200 (GST incl)	Withdrawn
After the last date for withdrawal but before 80% of the course/programme is completed	Withdrawal	Nil	Nil	Withdrawn
After 80% of the programme duration completed	Any withdrawal from a programme will not be processed in the SMS	Nil	Nil	Did Not Complete (DNC) or Grade attained (Refer to Grade Table for programme)
Final result entered or programme completed	Any withdrawal from a programme will not be processed in the SMS	Nil	Nil	Result or Grade attained

A full copy of the Withdrawal Policy can be found on our website: [www.otagopolytechnic.ac.nz/international](http://www.otagopolytechnic.ac.nz/international)

## 6. STUDENT COMPLIANCE

- 6.1 The student/parent/guardian agrees to have read, understood and accepted the Rules, Regulations and Policies of Otago Polytechnic.
- 6.2 The student acknowledges that once they are accepted for a programme of study, they are liable for the fees payable for the programme of study until such time as the student has paid their fees in full or formally withdrawn in writing from the programme.
- 6.3 The student acknowledges that attendance at any class without the full tuition fee having been paid, is in breach of Otago Polytechnic Policy and Otago Polytechnic may take steps to recover the outstanding fees as may be necessary.
- 6.4 The student shall abide by all requirements of their programme of study including attendance and attainment requirements.

## 7. PRIVACY – PERSONAL INFORMATION

- 7.1 Otago Polytechnic collects and stores information about students to comply with various statutes including the Education Act 1989 and the Public Finance Act. We also collect and store information to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements. You must provide the information asked for on your enrolment form. If you do not provide that information, we may refuse enrolment.
- 7.2 Where it is relevant, personal information may be disclosed to other agencies such as the Ministry of Education, NZ Qualifications Authority, as well as Industry Licensing and Registration Bodies. In addition, when required to by statute, we will release information to Government agencies such as the New Zealand Police, Department of Justice, and the New Zealand Immigration Service. Upon request, or upon failure to abide by the Terms and Conditions of Enrolment, information will also be provided to the recruitment agent, parent, guardian or caregiver of the student. We will also provide information to Otago Polytechnic Students' Association (OPSA) for its membership records.
- 7.3 You have the right to see and request correction of information that has been collected by us. Please contact Customer Services if you wish to enquire about personal information held by Otago Polytechnic.