



# International Student Application Form 2009

This application form is for **NEW** students to Otago Polytechnic.



This form must be accompanied by:

- Two passport sized photographs;
- A certified copy of your passport or birth certificate;
- A certified copy of your academic records translated into English\*;
- A certified copy of your English Language Proficiency results (if applicable);
- References, portfolio or any other additional information, if required, for specific programme entry;
- A resumé/curriculum vitae of your work experience and educational background may also be included.

If you have previously enrolled in a tertiary institution in New Zealand, please write your National Student Identity number here

**NSI Number:** \_\_\_\_\_

## PERSONAL DETAILS

Family Name/Last Name:	Date of Birth (Day/Month/Year):
Given Name(s)/First Name(s):	Citizenship:
Preferred Name:	Issuing Country:
Title: Miss / Mrs / Ms / Mr / Dr / Other (Please Specify):	Passport Number:
Gender (Male/Female):	Passport Expiry Date:
Ethnic Identity:	Student Visa Number (if applicable):

## YOUR CONTACT DETAILS (in New Zealand OR Overseas)

Number & Street:	Telephone:	
Suburb:	Fax:	
City:	Cellphone:	
Country:	Postcode:	Email:
Preferred method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Post		

## AGENT/REPRESENTATIVE CONTACT DETAILS (IF APPLICABLE)

Name:	Telephone:	Agent/Representative Stamp
Number and Street:	Fax:	
Suburb:	Cellphone:	
City:	Email:	
Country:	Postcode:	

## EMERGENCY CONTACT (Next of Kin: Someone NOT Living in New Zealand)

Name:	Relationship to You:	Do They Speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	City:	
Country:	Home Phone Number:	
Work Phone Number:	Cellphone:	Email:

## PROGRAMME/COURSE APPLICATION DETAILS

	Name of Course/Programme	Start Date	Year of Study
1st Choice			
2nd Choice			

- Please nominate a second choice of programme to apply for in case your first choice application is unsuccessful.

\* A certified copy is a photocopy that has been 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 in New Zealand. i.e. a lawyer, a notary public, a Justice of the Peace or Court Official.



## FUNDING AND FEES

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My fees will be paid by:

- Bank Draft       Cheque       Credit Card (Mastercard or Visa only)       Direct Bank Credit       Telegraphic Transfer
- Home Government (Please Provide Details) \_\_\_\_\_
- Other (Please Specify) \_\_\_\_\_

If you are not paying your tuition fees personally, give the details of the person/organization that will be paying them for you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## DECLARATION AND SIGNATURE

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I have supplied the information on this form on the understanding that:

- I hereby declare that the information provided by me on this form is complete and correct. I understand that the making of a false declaration is an offence under the New Zealand Crimes Act 1961.
- The Otago Polytechnic Council has the power to make statutes and policies under the Education Act 1989. I agree to comply with and be bound by those policies and statutes and the Bill Robertson Library regulations.
- I have read and have accepted the Summary of Terms and Conditions of Enrolment for International Students at Otago Polytechnic printed on this form.
- I am aware that enrolment in any Programme/Course/Course Occurrence is conditional upon and subject to sufficient numbers of students enrolling in the Programme/Course/Course Occurrence.
- 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 this information on their data systems.
- In the event of hospitalization or medical emergency, I authorise the release of my personal information to the International Centre.
- I authorise Immigration New Zealand to release my personal information to the International Centre, Otago Polytechnic, for the purposes of enrolment and visa application processing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print your name in English: \_\_\_\_\_

## Application Checklist

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Please ensure that you have enclosed the following information with your application form:

- Two passport sized photographs;
- A certified copy of your passport or birth certificate;
- A certified copy of your academic records translated into English\*;
- A certified copy of your English Language Proficiency results (if applicable);
- References, portfolio or any other additional information, if required, for specific programme entry;
- A resumé/curriculum vitae of your work experience and educational background may also be included.

**Please Return Your Completed Application Form to:**

Courier Address: Otago Polytechnic, International Centre, H Block, Forth Street, Dunedin, New Zealand 9016

Postal Address: Otago Polytechnic, International Centre, Private Bag 1910, Dunedin, New Zealand 9054

Phone: +64 3 477 3014; Fax: +64 3 474 7285; Email: [international@tekotago.ac.nz](mailto:international@tekotago.ac.nz)

Website: [www.otagopolytechnic.ac.nz/international](http://www.otagopolytechnic.ac.nz/international)

# ENROLMENT FORM FOR INTERNATIONAL STUDENTS 2009

## Summary of Terms and Conditions of Enrolment for International Students

The following is a summary of the Terms and conditions of Enrolment for International Students. They form 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 program 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 Centre. Supporting documentation will need to be submitted.
- 5.2 No refunds will be given after 7 days from the programme commencement date.
- 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.

Circumstance	Refund due (% of tuition fees paid)	Cancellation fee (NZ\$)
Cancellation owing to failure to obtain a valid study permit or visa	100%	Nil
Cancellation prior to, or up to 7 days after the commencement of a programme	90%	10% of tuition fees paid
Withdrawal after 7 days from commencement of a programme	Nil	-
Cancellation if Otago Polytechnic is unable to proceed with the programme	100%	Nil

### 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 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.

These terms and Conditions are effective as of 20 June 2007.