

Title Mr Mrs Ms Miss Other _____

Full Name _____ Birth Date _____

Permanent Address - Street _____

Suburb _____ City _____ Postcode _____

Telephone _____ Mobile Phone _____ E-mail _____

Course Address while studying (if different from above) - Street _____

Suburb _____ City _____ Postcode _____

I wish to enrol in the following:

Start Date Finish Date

- | | | | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| <input type="checkbox"/> | Tourism & Hospitality in New Zealand Level 2
FEE FREE 22 Weeks | _____ | _____ |
| <input type="checkbox"/> | Tourism, Travel & Airline Industry Level 3
\$5,818 22 Weeks \$3,879 15 Weeks | _____ | _____ |
| <input type="checkbox"/> | Tourism, Hotel & Airline Operations Level 4
\$4,622 16 Weeks | _____ | _____ |
| <input type="checkbox"/> | Tourism, Airline & Flight Attending Level 4
\$4,622 16 Weeks | _____ | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Add Flight Attending Practical's (optional)
\$1,550 4 Weeks (subtract \$200 if studying in Auckland) | _____ | _____ |
| <input type="checkbox"/> | Tourism, Hotel and Conference & Events Level 4
\$4,622 16 Weeks | _____ | _____ |
| <input type="checkbox"/> | Diploma in Tourism & Travel Level 5
\$9,109 32 Weeks | _____ | _____ |
| <input type="checkbox"/> | Diploma in Hotel & Hospitality Management Level 5
\$9,109 32 Weeks | _____ | _____ |
| <input type="checkbox"/> | Conference, Events & Hotel/Hospitality Management Option Level 5 \$18,990 2 Years
Tourism, Travel & Airline Industry Level 3 \$5,818
Tourism, Hotel and Conference & Events Level 4 \$4,622
Diploma in Hotel & Hospitality Management Level 5 \$8,550 | _____ | _____ |
| <input type="checkbox"/> | Travel & Tourism Management Option Level 5 \$18,990 2 Years
Tourism, Travel & Airline Industry Level 3 \$5,818
Tourism, Hotel & Airline Operations Level 4 \$4,622
Diploma in Tourism & Travel Level 5 \$8,550 | _____ | _____ |
| <input type="checkbox"/> | Aviation & Tourism Management Option Level 5 \$20,540 2 Years
Tourism, Travel & Airline Industry Level 3 \$5,818
Tourism, Airline & Flight Attending Level 4 \$4,622
Diploma in Tourism & Travel Level 5 \$8,550
Includes 4 weeks Flight Attending practical's \$1550 *
* subtract \$200 if studying in Auckland | _____ | _____ |
| <input type="checkbox"/> | Conference, Events & Tourism Management Option Level 5 \$18,990 2 Years
Tourism, Travel & Airline Industry Level 3 \$5,818
Tourism, Hotel and Conference & Events Level 4 \$4,622
Diploma in Tourism & Travel Level 5 \$8,550 | _____ | _____ |

Payment of Deposit and Course Fees/Trust Account

A \$290 deposit is required with your enrolment form, with the balance of fees due prior to date of course commencement. All monies are banked into the The New Zealand Guardian Trust Company Limited who administer the fees as per the legislative requirement Section 236A of the Education Act 1989. Should payment for the course not be received by the fourth week of the course, then the student will be liable for any legal or collection costs incurred.

If paying by cheque, please make payable to: New Zealand School of Tourism Ltd.

If you want to pay direct please pay:

Bank: ANZ
Bank Account Name: New Zealand School of Tourism Ltd
Bank Account Number: 01-1839-0925652-00
Reference: Your surname followed by first name or first initial

- I am paying a deposit of: \$ _____
- I intend to pay the balance of course fees by:
- Student Loan Cheque/Cash Fees Free (if applicable)

Acceptance

All applicants will need to meet the eligibility criteria. Preferential placements may be given during periods of high demand to applicants who have NCEA level 2, are in (or have completed) year 13 at secondary school and have held a position of leadership.

Refund and Cancellation Policy

The following withdrawal and refund policy applies to your course fees paid as per the Education Act 1989:

- (i) Students enrolled for a course of study may withdraw from that course from enrolment and up to seven days after the first day of the course for which attendance of students at the Campus is required. If withdrawal from that course also constitutes withdrawal from the Campus as a whole, the student is entitled to a refund of all payments made, less \$500 or 10% of any amount paid, whichever is the lesser amount.
- (ii) If the student withdraws from one course and transfers to another course at either the same or an alternative campus an Administration Fee of up to \$250.00 may be charged. Notices of withdrawal from a course must be made to the Campus in writing.
- (iii) No refunds will be considered seven days after the first day of course commencement.

We reserve the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

Course Cost includes:

- GST (Government Goods and Services Tax)
- NZQA fees
- All tuition, workbooks, manuals, and resources
- All outside visits
- The cost of transport, accommodation & possibly some activities on domestic study tours

Course Cost excludes:

- Personal stationery
- Lost, destroyed or stolen workbooks: \$10.00 per workbook.
- Uniform/corporate grooming requirements
- Industry resources e.g. reading material, textbooks
- The following domestic study tour components are not included:
 - Transportation from home to the airport/transport station
 - Any meals and drinks and items of a personal nature
 - Any optional activities over & above those included

Optional international field trip on all Diploma/Management Courses

The study includes international flights, accommodation, airport transfers, hotel inspections, and possible sightseeing depending on destination. Estimated cost is \$1,000.00 for 3 – 4 days for Australia or a South Pacific Island. This estimate excludes departure taxes, meals, insurance and possibly domestic fares if flights depart from Auckland. We would recommend you have at least NZD50.00 - NZD100.00 per day for your expenses.

Due to Government regulations any overseas field trip cannot be paid for using a student loan or allowance. Students will need to raise finance for these trips themselves.

Recognition of Prior Learning

New Zealand School of Tourism have a policy for recognition of prior learning. A form can be requested for this, and will be processed within one week for no additional cost.

Credit Transfer

New Zealand School of Tourism has a policy of recognising the transfer of credits from other New Zealand training establishments to us. For students who have already completed some of the modules included in the course there are some other options available to you.

Complaints Procedures

If you have a complaint it should be taken in the first instance to your Class Tutor or the Head of Training, for discussion. It will be discussed with you, along with the various options available, and if necessary discussed with any other parties involved and the Campus Manager, in an attempt to solve it. If the complaint is unable to be resolved satisfactorily, then it can be taken to the General Manager. If still not resolved then the complaint can be taken to: New Zealand Qualifications Authority Ph: (04) 802-3000

Course Content

New Zealand School of Tourism reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason such as withdrawal of agreement from airlines, political unrest in a country, strikes, price increases from suppliers etc. There is no refund for any part of the course not provided or undertaken for whatever reason. Certain criteria must be reached before students can go on field trips and study tours, and carry on to completing Level 4 or 5 programmes. Failure to reach these criteria will result in students unable to participate with no refund owing. If students are absent from class a medical certificate is required in order for you to make up the class with another group. Joining another group will not be possible however, if you are absent when your educational is on or if you had failed to meet the criteria.

Access to Studylink

I authorise New Zealand School of Tourism to contact Studylink as and when necessary to establish the status of my loan, and to check on the progress of the application. I understand that any information obtained will be kept confidential.

Documentation

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua
- Certificate of citizenship or letter of confirmation
- Proof of New Zealand Residency
- Australian learners who are living in NZ must supply one of the following documents: birth certificate, Australian passport, or a current Returning Resident's Visa if you are an Australian Permanent Resident

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register.

Liquidation

In the event of New Zealand School of Tourism LTD going in to liquidation, New Zealand School of Tourism Ltd will be holding the unused portion of the course for which the student has paid in trust. If students wish they could complete any remaining units that the company have developed, by distance learning. This may allow students to complete the course from home. New Zealand School of Tourism will actively try and place students with other providers and negotiate a reduced cost for the balance of any training.

Agreement

If accepted onto the programme, I agree to comply with the protocol as outlined in the Student Handbook, available on request or download from www.nzschooloftourism.co.nz/downloads.aspx. I understand that completion of this course does not guarantee me a position of employment and that a criminal conviction may also prevent the offer of employment with any company. I understand that airlines may require applicants to undergo and pass medical and security checks depending on the position. I will ensure that all fees are paid as per our fees schedule. I declare that all the information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that New Zealand School of Tourism may suspend my enrolment if false information has been supplied or required information not supplied by the due date. I authorise New Zealand School of Tourism to collect, store and use any personal information about me for its purposes in accordance with the outline in the Privacy Act 1993. I also understand the additional costs that are required, which are excluded from the course costs and are listed on this form.

I authorise disclosure of personal information held by New Zealand School of Tourism to members of my family where necessary to promote and/or further my interests. These contacts are also able to be contacted in an emergency. The specified names and contact details are:

1. Name: _____ Relationship: _____
Home phone: _____ Mobile: _____
Email: _____
2. Name: _____ Relationship: _____
Home phone: _____ Mobile: _____
Email: _____

Declaration

Privacy – The Institute collects and stores information from this form to:

- Manage the business of the Institute (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that the institute will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institute to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz/>.

Supply of Information to Government Agencies and Other Organisations – The Institute supplies data collected on this form to government agencies, including:

- The Ministry of Education.
- The New Zealand Qualifications Authority.
- The Tertiary Education Commission.
- The Ministry of Social Development (in relation to student loans and allowances).
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents).

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

Relationships with industry partners are subject to change and interviews and internships with any tourism company or airline can not be guaranteed.

The Institute may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, the Institute releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Institute's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic integrity and progress, conduct and use of information systems. For a copy of these please refer to the Student Handbook at www.nzschoolorftourism.co.nz/downloads/ or ask for a copy from campus.

Identity – If you have supplied a National Student number on this enrolment form, and your National Student Index status is verified, you are deemed to have declared that you are the legitimate owner of the claimed identity.

DECLARATION: I declare that to the best of my knowledge, all information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature of Applicant *(if the applicant is 18 years old or over. If not, below must also be filled in)* Date _____

Signature of New Zealand School of Tourism representative Date _____

Applicant under 18—Guardian Responsibility

If at the time signing this application the applicant is under 18 years of age, then the Guardian agrees and acknowledges that in consideration of the Applicant being accepted onto the programme they will take full and unconditional responsibility for payment of any amounts due under this agreement.

Signature of Guardian *(if the applicant is under the age of 18 years old)* Date _____

Please complete the information below for Ministry of Education statistical purposes
Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching Programme with the New Zealand Birth Register.
For further information, please see <http://www.nsi.govt.nz>

Gender (Tick Box)

Male Female

Citizenship or Residency Status

- New Zealand Citizen
 Australian Citizen
 Other

Country of Citizenship _____
(For students with dual citizenship, specify above the citizenship of the passport used to enter New Zealand)

New Zealand Permanent Resident:

Australian Permanent Resident:

Students who answered "Other" above please circle how your fees are paid.

- 01 NZAID Student
03 Full fee paying foreign student
04 Exchange student
08 Military or Diplomatic staff
13 Refugee or protected person whose application is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa

Ethnicity

To which group or groups do you belong? (Circle up to 3)

- 111 NZ European/Pākeha
121 British/Irish
128 Australian
129 Other European
211 New Zealand Māori
311 Samoan
321 Cook Island Maori
331 Tongan
341 Niuean
351 Tokelauan
361 Fijian
421 Chinese
431 Indian
611 Other, please specify your nationality

999 Not Stated

Iwi – if you identified as NZ Māori, which Iwi do you identify with? (select up to three)

Disability – do you live with the effects of significant injury, long-term illness, or disability? Information is confidential.

Yes No

(If "Yes", please specify)

Do you have a criminal conviction? Information is confidential.

Yes No

What is your MAIN activity or occupation in New Zealand at 1 October 2017?

- 01 Secondary school student
02 Non-employed or beneficiary (excluding retired)
03 Wage or salary worker
04 Self-employed
05 University student
06 Polytechnic student
08 House-person or retired
09 Overseas (irrespective of occupation)
11 Private Training Establishment student
12 Wānanga student

What was the name of your last secondary school?
(State "overseas" if applicable).

Last year at secondary school (i.e. 2016) _____

What was the highest qualification you achieved at secondary school? (circle highest)

- 00 No secondary school qualifications
11 14 or more credits at any level
12 NCEA Level 1 or School Certificate
13 NCEA Level 2 or 6th Form Certificate
14 University Entrance (UE)
15 NCEA Level 3 or Bursary or Scholarship
09 Overseas qualification (includes International Baccalaureate & Cambridge Exams).
98 Other

Please specify if above you have listed 'Overseas Qualification' or 'Other':

Will this be the first year you have ever enrolled in a University, Polytechnic, Wānanga or Private Training Establishment either in NZ or overseas since leaving school?
(Do not include STAR, Top, community or hobby classes)

Yes No

If no enter year of first enrolment _____

Name of Institution

Existing NSN# _____

Please send your application to the campus you intend to study at (Attention: Sales Executive).