

Enrolment Form

Domestic Students 2020



New Zealand
School of Tourism

A PERSONAL DETAILS

Surname: _____

First name/s: _____

Date of birth: (DD/MM/YY) _____ Gender: (please tick) Female Male Diverse

Home address: _____

Postcode: _____

Address while studying: (if known and is different from home address) _____

Postcode: _____

Email: _____ Telephone / Mobile: _____

Programme Options	Start Date	End Date
<input type="checkbox"/> Tourism & Hospitality in New Zealand Level 2 FEE FREE 22 weeks		
<input type="checkbox"/> Tourism, Travel & Airline Industry Level 3 \$4,035 15 weeks \$6,053 22 weeks		
<input type="checkbox"/> Tourism, Hotel & Airline Operations Level 4 \$4,811 16 weeks		
<input type="checkbox"/> Tourism, Airline & Flight Attending Level 4 \$4,811 16 weeks <input type="checkbox"/> Add Flight Attending Practical optional \$1,610 (includes CCC \$350 - Subtract \$200 if studying in Auckland)		
<input type="checkbox"/> Tourism, Hotel & Resorts Level 4 \$4,811 16 weeks		
<input type="checkbox"/> Diploma in Tourism & Travel Level 5 \$9,477 32 weeks		
<input type="checkbox"/> Diploma in Hotel & Hospitality Management Level 5 \$9,477 32 weeks		
<input type="checkbox"/> Diploma in Tourism & Travel Level 6 \$9,477 32 weeks		
<input type="checkbox"/> Diploma in Hotel & Hospitality Management Level 6 \$9,477 32 weeks		

CCC—Compulsory Course Costs
 CRC - Course Related Costs are not included in the above prices and are an additional charge

Programme Options	Start Date	End Date
<input type="checkbox"/> Travel & Tourism Management Option <input type="checkbox"/> 1 year + internship \$13,569 <i>Tourism, Hotels & Airline Operations Level 4 \$4,811</i> <i>Diploma in Tourism & Travel Management Level 5 \$8,758</i> <input type="checkbox"/> 2 years + internship \$22,449 <i>Tourism, Hotels & Airline Operations Level 4 \$4,811</i> <i>Diploma in Tourism & Travel Management Level 5 \$9,477</i> <i>Diploma in Tourism & Travel Management Level 6 \$8,161</i>		
<input type="checkbox"/> Hotel & Hospitality Management Option <input type="checkbox"/> 1 year + internship \$13,569 <i>Tourism, Hotels & Resorts Level 4 \$4,811</i> <i>Diploma in Hotel & Hospitality Management Level 5 \$8,758</i> <input type="checkbox"/> 2 years + internship \$22,449 <i>Tourism, Hotels & Resorts Level 4 \$4,811</i> <i>Diploma in Hotel & Hospitality Management Level 5 \$9,477</i> <i>Diploma in Hotel & Hospitality Management Level 6 \$8,161</i>		
<input type="checkbox"/> Aviation & Tourism Management Option <input type="checkbox"/> 1 year + internship \$15,109 <i>Tourism, Airline & Flight Attending Level 4 \$4,811</i> <i>Diploma in Tourism & Travel Management Level 5 \$8,688</i> <i>Includes 4 weeks Flight Attending Practical \$1,610</i> <i>(Includes CCC \$350)</i> <input type="checkbox"/> 2 years + internship \$23,449 <i>Tourism, Airline & Flight Attending Level 4 \$4,811</i> <i>Diploma in Tourism & Travel Management Level 5 \$9,477</i> <i>Diploma in Tourism & Travel Management Level 6 \$7,551</i> <i>Includes 4 weeks Flight Attending Practical \$1,610</i> <i>(Includes CCC \$350)</i>		
<input type="checkbox"/> Aviation & Hotel Management Option <input type="checkbox"/> 1 year + internship \$15,109 <i>Tourism, Airline & Flight Attending Level 4 \$4,811</i> <i>Diploma in Hotel & Hospitality Management Level 5 \$8,688</i> <i>Includes 4 weeks Flight Attending Practical \$1,610</i> <i>(Includes CCC \$350)</i> <input type="checkbox"/> 2 years + internship \$23,449 <i>Tourism, Airline & Flight Attending Level 4 \$4,811</i> <i>Diploma in Hotel & Hospitality Management Level 5 \$9,477</i> <i>Diploma in Hotel & Hospitality Management Level 6 \$7,551</i> <i>Includes 4 weeks Flight Attending Practical \$1,610</i> <i>(Includes CCC \$350)</i>		

Campus: (please tick) Auckland City Auckland Airport Hamilton Rotorua Wellington Christchurch Dunedin

B FEE STATUS

What is your fee/assistance status? (please tick one box)

Domestic Student	<input type="checkbox"/> 00	Visiting military personnel, diplomatic staff or family, or persons associated with Antarctic programme	<input type="checkbox"/> 08
International Fee-Paying Student (including people on current work visa)	<input type="checkbox"/> 03	Refugee or protected person whose application for residence 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	<input type="checkbox"/> 13
Student on a recognised exchange scheme	<input type="checkbox"/> 04		

Note: Tick 00 if you are an NZ citizen, Australian citizen resident in NZ, NZ resident who has been residing in NZ for 3 years or more or a citizen of Tokelau, Niue or Cook Islands.

Citizenship and Residency

You will need to supply evidence of residence or citizenship

Which best describes your citizenship or permanent residency status? (please tick one box)

New Zealand Citizen	<input type="checkbox"/> NZL	New Zealand Permanent Resident	<input type="checkbox"/> NZLP
Australian Citizen	<input type="checkbox"/> AUS	Australian Permanent Resident	<input type="checkbox"/> AUSP
Other	<input type="checkbox"/>	Dual	<input type="checkbox"/>

If Other, please specify your country of citizenship:

If Dual, please specify the country of the passport used to enter NZ:

During your time studying will you be resident in New Zealand or overseas? (please tick) New Zealand Overseas**Ethnicity**

What ethnic group(s) do you belong to? (You may tick up to three groups which apply to you)

NZ European/Pakeha	<input type="checkbox"/> 111	Fijian	<input type="checkbox"/> 361
New Zealand Maori	<input type="checkbox"/> 211	British/Irish	<input type="checkbox"/> 121
Samoan	<input type="checkbox"/> 311	Australian	<input type="checkbox"/> 128
Cook Island Maori	<input type="checkbox"/> 321	Other European*	<input type="checkbox"/> 129
Tongan	<input type="checkbox"/> 331	Chinese	<input type="checkbox"/> 421
Niuean	<input type="checkbox"/> 341	Indian	<input type="checkbox"/> 431
Tokelauen	<input type="checkbox"/> 351	Other*	<input type="checkbox"/> 611

IWI

If you identified as New Zealand Maori, what is the name of your Iwi(s)?

Iwi	Rohe (Iwi home area)
Iwi	Rohe (Iwi home area)

HealthDo you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and /or participate in school activities? (please tick) Yes No

If yes, please provide a report from a registered health professional so we can assess our ability to support you during your study.

Prior Activity

What was your MAIN activity or occupation in October last year? (please tick one box only)

Secondary school student	<input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/> 02
Wage or salary worker	<input type="checkbox"/> 03	Self-employed	<input type="checkbox"/> 04
University student	<input type="checkbox"/> 05	Polytechnic student	<input type="checkbox"/> 06
House-person or retired	<input type="checkbox"/> 08	Overseas (irrespective of occupation)	<input type="checkbox"/> 09
Wananga student	<input type="checkbox"/> 12	Private training establishment student	<input type="checkbox"/> 11
Other	<input type="checkbox"/> 99		

Legal

Do you have any criminal convictions or pending court cases? (please tick) Yes No

If yes, please provide the details:

C ACADEMIC INFORMATION

High School

Where did you attend school? (please tick) New Zealand Overseas

What was the name of the last high school you attended?

What was your last year at high school?

What is the highest level of achievement you hold from a high school? (please tick)

No formal secondary qualifications	<input type="checkbox"/> 00	NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> 13
14 or more credits at any level	<input type="checkbox"/> 11	University Entrance	<input type="checkbox"/> 14
NCEA Level 1 or School Certificate	<input type="checkbox"/> 12	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> 15
Overseas qualification (International Baccalaureate & Cambridge Exams)	<input type="checkbox"/> 09	Other	<input type="checkbox"/> 98

If Overseas qualification please list below:

*

Tertiary Study

Will this be the first year you have enrolled at a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school?

If you answered 'No', please enter the name of the organisation/s you studied at: Yes No

What was the first year of enrolment?

NZQA History

If you know your NZQA Record of Learning Number / National Student Number (NSN), please write it here: - -

Terms and Conditions

Payment of Course Fees/Trust Account

All monies are banked into The Public Trust 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: BNZ
Bank Account Name: Public Trust
Bank Account Number: 02-0536-0305865-01
Reference: Enter reference number CLI00534665 followed by your full name

I intend to pay 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) 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:

- NZQA fees
- All tuition, workbooks, manuals, and resources
- All outside visits
- The cost of transport, accommodation & activities on domestic study tours

Course cost excludes:

- Personal device for completion of online course work
- Replacement workbooks if lost: \$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/transportation
 - Any meals and drinks and items of a personal nature

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 \$1,200.00 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. Relationships with industry partners are subject to change and interviews and internships with any tourism company or airline that is shown in our website or prospectus cannot be guaranteed. 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).
- Inland Revenue (in relation to Fees Free).
- 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 and fees free funding for Tertiary study.
- Develop policy advice for government.
- Conduct statistical analysis and research.

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.nzschooloftourism.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.

_____ Date _____

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

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.

_____ Date _____

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