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INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at Ignite Colleges. Please ensure that you:

- Complete all sections.
- Print your answers clearly in pen, print clearly in English using CAPITAL LETTERS, or by ticking the appropriate box for multi-choice questions.
- Sign & date the form.
- Have attached the required documents based on the Application Checklist on page 3.

A PERSONAL DETAILS				
A	Print your full name as in your passport: <i>Family Name:</i>			
	Passport Number:			
	Citizenship:			
	Ethnicity:			
	Date of Birth:		Passport Expiry:	
	Gender:			
	Is there any other information that we need to be aware of that may impact on your study?	<input type="checkbox"/> Yes		
	If yes, please provide details (the information you supply is confidential):			
	Gender:			
Address in home country:				
<i>Phone:</i>				
<i>Email:</i>				

B HOW DID YOU HEAR ABOUT US	
Agent: – Name – Email – Phone	<input type="checkbox"/> Yes
Facebook:	<input type="checkbox"/> Yes
Website:	<input type="checkbox"/> Yes
Friend/Family	<input type="checkbox"/> Yes
Ignite Colleges Student:	<input type="checkbox"/> Yes
Other	<input type="checkbox"/> Yes, please specify
C PROGRAMME OF STUDY	
Expected Start Date – please circle one	NOV18 FEB19 APR19 JUNE19 AUG19 OCT19
International Diploma in Culinary Arts (Level 5)	<input type="checkbox"/> Yes
Diploma in Hospitality Management (Level 6)	<input type="checkbox"/> Yes
D ENGLISH LANGUAGE COMPETENCE	
IELTS (attach results)	_____ Score _____ Date tested
Equivalent Test Test name:	_____ Score _____ Date tested
E ACADEMIC INFORMATION	
What is the highest level of achievement you hold from Secondary/High School?	_____ Qualification _____ Date completed
Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment either in New Zealand or overseas since leaving school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please enter the name of the institution you studied at and the year of your first tertiary enrolment	Tertiary: Year:
F ACCOMMODATION	
<p>It is important to plan ahead for accommodation. It is not always easy to find somewhere suitable to stay. If you intend to rent a place, landlords will most likely want to meet you in person. Consider the distance from school and the transport options available when deciding where to stay. If you cannot arrive early to find a suitable place, you will need to book temporary accommodation for a reasonable period. If you want to arrange accommodation yourself, you need to be aware of New Zealand tenancy laws, costs, and other day-to-day aspects of independent living.</p> <p>Further information provided at enrolment time.</p>	

G APPLICATION CHECKLIST	
<input type="checkbox"/> All sections completed	<input type="checkbox"/> Evidence of work experience attached (if applicable)
<input type="checkbox"/> Copy of passport (and visa if applicable) attached	<input type="checkbox"/> Form signed by student
<input type="checkbox"/> Evidence of prior study attached	
<input type="checkbox"/> Copy of IELTS/English test results attached	

H DECLARATION AND STUDENT ACKNOWLEDGEMENT	
<p><u>Student Declaration</u> –</p> <ol style="list-style-type: none"> 1. I hereby declare that the information I have given on this form and in the attachments is true and correct; no information that could have a material bearing on any enrolment has been withheld. 2. I understand that this is an application form only and my enrolment will only be complete after I receive a confirmed offer of place from Ignite Colleges (Ignite) and the appropriate NZ VISA. 3. I understand that Ignite reserves the right to terminate an offer of place if the information given in this application is incorrect in any significant way. 4. I understand that the making of a false declaration is an offence under the Crimes Act 1961. 5. I have read, understand and agree to the terms as listed above. <p>Print Full Name: _____</p> <p>Signature: _____ Date: _____</p>	

➤ **Please make sure you sign your application form above** ◀

Thank you for choosing to study at Ignite Colleges, we look forward to assisting you in achieving your educational goals. We will process your application and send your letter of offer within 48 hours of receiving it, this will be sent directly to your agent (if applicable).

Please remember to take the time to read the Important Information section of this form.

OFFICE USE ONLY			
STAFF MEMBER NAME:		ENTRY CRITERIA SATISFIED:	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE:	DATE:	COMMENTS:	
WISENET NUMBER:		NSN NUMBER:	

IMPORTANT INFORMATION

Code of Practice

Ignite Colleges has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance for the duration of their planned period of study. The policy must include cover for travel to and from New Zealand and within and outside New Zealand for the full enrolment duration. Ignite Colleges provides medical and travel insurance through Uni-Care, Southern Cross, and Orbit. Ignite Colleges has assessed the policies provided by these companies and determined that they meet the standards set out by the Code of Practice for the Pastoral Care of International Students.

Insurance is included for all international students studying at Ignite Colleges and will automatically be charged for unless an alternative insurance compliant with the Code of Practice has already been arranged.

We receive an administrative fee from the insurer for arranging this. We have no liability in respect of claims which are a matter between you and the insurer. Fees for annual policies vary depending on the provider and plan you choose, please contact us for current pricing.

As an example, the summary of the Southern Cross Student Max Plan including full policy wording and sub limits for each section, can be found on their website at <https://www.scti.co.nz/international-student/>

Part-time Work

If you are studying a Diploma then you may work for up to 20 hours per week on your student permit once you have applied for a variation of conditions. For other courses, you may not be entitled to work.

For all immigration related enquiries, please refer to <https://www.immigration.govt.nz>

Further Information

Further information on courses, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found in our website at www.ignitecolleges.ac.nz. Alternatively, if you have any questions please feel free to contact your agent or to email us at info@ignitecolleges.ac.nz, we will be more than happy to assist.

Fees

All international students are required to pay the first year's course fee prior to beginning their programme of study.

Refund of Policy

The refund policy is as follows:

1. Withdrawal before course commencement

In the event of withdrawal from the course after fees have been paid but before the commencement of the course, all fees will be refunded less an administration fee of 20% of total fees received.

2. Withdrawal from courses less than three months

2.1. For courses lasting less than 5 weeks (34 days):

If a student withdraws within the first two days after and including the scheduled start date of their course, 50% of the tuitions fees will be refunded.

2.2. For courses lasting between 5 and 12 weeks:

If a student withdraws within the first 5 days after and including the scheduled start date of their course, 75% of the tuition fees will be refunded.

3. Withdrawal before course commencement

In the event of withdrawal from the course after fees have been paid but before the commencement of the course, all fees will be refunded less an administration fee of 20% of total fees received.

4. Withdrawal from courses less than three months

4.1. For courses lasting less than 5 weeks (34 days):

If a student withdraws within the first two days after and including the scheduled start date of their course, 50% of the tuitions fees will be refunded.

4.2. For courses lasting between 5 and 12 weeks:

If a student withdraws within the first 5 days after and including the scheduled start date of their course, 75% of the tuition fees will be refunded.

5. Withdrawal from courses of 13 weeks or more

5.1. *Withdrawal within the first ten working days after and including the course start date:* If a student withdraws within ten working days after and including the scheduled start date of their course, all fees received less 25% will be refunded.

5.2. *Withdrawal on day eleven or later of the course:* If a student withdraws from their course of study before the completion date, they would only be eligible for a refund of tuition fees in exceptional circumstances. This will be at the discretion of the Executive Team and will be considered on a case by case basis. Students should provide documentation to support any such application which must be made within one month of the last day of attendance

6. On Day Eleven or Later, The Executive Team will make no refund:

6.1. Where a student has been expelled

6.2. Where a student wishes to transfer to another school

6.3. Where the enrolment application is found to be inaccurate in any way and the contract is terminated

General Refund conditions applicable to all courses

- Before processing a refund of fees, Ignite Colleges will require written confirmation of the withdrawal.
- If Ignite Colleges decides, for any reason, to discontinue a course, before the planned start date, all funds received will be fully refunded. Ignite Colleges Limited will not be liable for any other claims other than the full refund of funds received if such an event does occur.
- If a refund is appropriate pursuant to the Ignite Colleges Refund Policy:
 - (a) If the funds are received via an Education Consultant or directly from a member of a student's family, Ignite Colleges will endeavor to refund fees to the party that paid the fees to Ignite Colleges
 - (b) If Ignite Colleges is aware that a student has obtained a bank loan for the purpose of attending Ignite Colleges, Ignite Colleges will endeavor to refund fees to the relevant lending bank unless otherwise instructed by that bank.

Course Duration and Specific Condition applicable	Reasons for wanting a refund	Information Student must Provide	Timing for providing information	Amount Refunded
Less than 5 weeks - Any	Any	None	Within the first two days including and after scheduled start date	50% of total fees paid
5 weeks or more but less than 3 months - Any	Any	None	Within the first five days including and after scheduled start date	75% of total fees paid
Three months or more - Prior to Course Commencement	Visa not granted or extension of visa not granted	An official letter from NZIS indicating the rejection of the visa application	Anytime	Total fee paid minus and administration cost of \$ 500
Three months or more - Prior to Course Commencement	Student no longer wishes to study at Ignite Colleges	A letter in writing confirming withdrawal from the course	Before programme commences	Total fee paid minus and administration cost of \$ 500
Three months or more - Within 10 working days after course commences	Student no longer wishes to study at Ignite Colleges	A letter in writing confirming withdrawal from the course	Within 10 working days after course commencement date	75% of total fees paid
Three months or more - After 10 working days after course commences				None (see notes below for exceptions and further information)