



Passport Sized  
Photo

## International Student Application & Enrolment Form 2011

Welcome to Travel Careers & Training Ltd. Please read the instructions below carefully before you complete this application form.

### INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our Institute. We also need to collect information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical and registration and monitoring reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education purposes. A description of the required documentation is provided on page 5 of the form.

A QUALIFICATION						
1	Please write the name of the qualification/s you wish to enrol for 2010:				Office Use PC or NC Code/s	
	Qualification/s Start Date:					
	Qualification/s End Date:					
B PERSONAL DETAILS						
2	Print your full <b>legal</b> name:					
	Family Name:					
	Given Name(s):					
3	Preferred first name:					
4	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
5	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 19 <input type="text"/> <input type="text"/>	6	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		day month year				
7	If you know your NSN (National Student number), please write it here:		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
	Passport Number:			Exp Date:		

8	Address and contact details:	Enter NZ Address you will live at here:	Permanent Address in Home Country:
		Zip/Postcode:	Zip/Postcode:
		Phone & Mobile:	Phone & Mobile Numbers:
		Email	Email:
Emergency contact:	Name & Relationship/Country	Address for emergency contact )	
	Email for emergency contact	Phone & Mobile for emergency contact	
9	Citizenship and Residency:  You will need to supply your passport	What is your citizenship or permanent residency status?  _____ (For students with dual citizenship, specify the country of citizenship of the passport that was or will be used to enter New Zealand.)	
10	Ethnicity: What ethnic group(s) do you belong to?	Please specify:  <hr/> Japanese <input type="checkbox"/> 442      Chinese <input type="checkbox"/> 421      Korean <input type="checkbox"/> 443 Other Asian <input type="checkbox"/> 444      Other <input type="checkbox"/> 661 Other Southeast Asian <input type="checkbox"/> 414  * Please specify if "other Southeast Asian, other Asian or other"  _____	
11	Prior activity:	What was your MAIN activity or occupation in New Zealand at last 1 October 2010 (if you were in NZ) You may tick only one box.  ( If you were not in NZ in previous tick 09) 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 College of Education Student <input type="checkbox"/> 07      House-person or retired <input type="checkbox"/> 08 Overseas (irrespective of occupation) <input type="checkbox"/> 09      Private training establishment student <input type="checkbox"/> 11 Wananga student <input type="checkbox"/> 12	

1 2	<b><sup>1</sup>Disability:</b> <i>If yes, how would you describe your impairment, disability or long term medical condition: Are you taking medication that we should be aware of?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**C ACADEMIC INFORMATION**

<b>13</b>	What was the name of the last secondary school/high school/college you attended? <i>If it was not in NZ state "overseas".</i> <hr/>	<i>Office Use</i>																		
	What was your last year at this school? <hr/> <ul style="list-style-type: none"> <li>▪ What is the highest level of achievement you hold from a secondary school/High school or college?</li> </ul> <u>If achieved in NZ:</u> <ul style="list-style-type: none"> <li>▪ Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework.</li> <li>▪ Your NZQA Record of Learning shows you how many credits you have. Tick only one box.</li> </ul> <u>If achieved outside NZ select 09 and specify the qualification below:</u> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;"><i>No formal secondary qualification or less than 12 credits at level 1.</i></td> <td style="text-align: right;"><input type="checkbox"/> 00</td> </tr> <tr> <td style="padding-left: 20px;"><i>14 or more credits at any level</i></td> <td style="text-align: right;"><input type="checkbox"/> 11</td> </tr> <tr> <td style="padding-left: 20px;"><i>NCEA Level 1 or School Certificate</i></td> <td style="text-align: right;"><input type="checkbox"/> 12</td> </tr> <tr> <td style="padding-left: 20px;"><i>NCEA Level 2 Or Sixth form certificate</i></td> <td style="text-align: right;"><input type="checkbox"/> 13</td> </tr> <tr> <td style="padding-left: 20px;"><i>University Entrance</i></td> <td style="text-align: right;"><input type="checkbox"/> 14</td> </tr> <tr> <td style="padding-left: 20px;"><i>NCEA Level 3 or bursary or Scholarship</i></td> <td style="text-align: right;"><input type="checkbox"/> 15</td> </tr> <tr> <td style="padding-left: 20px;"><i>Overseas Qualification (includes International Baccalaureate &amp; Cambridge Exams)</i></td> <td style="text-align: right;"><input type="checkbox"/> 09</td> </tr> <tr> <td style="padding-left: 20px;"><i>Other *</i></td> <td style="text-align: right;"><input type="checkbox"/> 98</td> </tr> <tr> <td style="padding-left: 20px;"><i>Not Known</i></td> <td style="text-align: right;"><input type="checkbox"/> 99</td> </tr> </table> <p style="padding-left: 20px;">Please specify if "Overseas qualification" or "Other".</p> <hr/>	<i>No formal secondary qualification or less than 12 credits at level 1.</i>	<input type="checkbox"/> 00	<i>14 or more credits at any level</i>	<input type="checkbox"/> 11	<i>NCEA Level 1 or School Certificate</i>	<input type="checkbox"/> 12	<i>NCEA Level 2 Or Sixth form certificate</i>	<input type="checkbox"/> 13	<i>University Entrance</i>	<input type="checkbox"/> 14	<i>NCEA Level 3 or bursary or Scholarship</i>	<input type="checkbox"/> 15	<i>Overseas Qualification (includes International Baccalaureate &amp; Cambridge Exams)</i>	<input type="checkbox"/> 09	<i>Other *</i>	<input type="checkbox"/> 98	<i>Not Known</i>	<input type="checkbox"/> 99	
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**Tertiary Study:** Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

No  Yes

If you answered "No", please enter the name of the institution you studied at and the year of your first enrolment:

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

Year: \_\_\_\_\_

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**English Proficiency**

What is your first Language \_\_\_\_\_

If you have any test scores (IELTS etc) what was the score \_\_\_\_\_

Tick the box which best describes your English level.		Fluent	Intermediate	Beginner
English (only complete if English is not your first language)	Conversational			
	Reading			
	Writing			

Is your Career Goal or further study aimed at the Airline, travel or Tourism Industry

Yes  No

**D MEDICAL INSURANCE**

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Do you want us to assist you in arranging travel & medical insurance for your stay in NZ?

Travel & Medical Insurance is compulsory. Information about Insurance in New Zealand can be found on the website. <http://www.studentcare.biz>

Yes

No, I will arrange myself

**How did you hear about Travel Careers & Training? (Please tick one)**

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NZ Embassy  Advertisement  Education Fair  Internet

Education Agent Name of Agent: \_\_\_\_\_

Language School Name of School: \_\_\_\_\_

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**Did you receive a copy of our copy Dates & Costs and pre course information**

Yes  No

E	COURSE TERMS AND CONDITIONS
	<ul style="list-style-type: none"> <li>▪ Completion of this course does not guarantee a position of employment for the student. <b>A criminal conviction may also prevent the offer of employment with a company.</b></li> <li>▪ Some airlines have minimum requirements with regard to height, education, health and vision and Travel Careers &amp; Training Ltd cannot offer advice regarding these or any other area that may prevent any employment application being successful.</li> <li>▪ Failure to attend or participate in any part of the course content such as an educational does not entitle the student to a refund. This is not referring to withdrawing from the course (refer course withdrawals below).</li> <li>▪ Travel Careers &amp; Training Ltd reserves the right to cancel any enrolment made, or to terminate tuition at any time by notice in writing to the student.</li> <li>▪ Travel Careers &amp; Training Ltd is not liable for any damage, loss or injury to students or property, however caused, except where this liability is covered by the laws of New Zealand.</li> <li>▪ Travel Careers &amp; Training Ltd 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 out of their control such as withdrawal of agreement from suppliers e.g. airlines, political unrest in a country, strikes etc.</li> <li>▪ <b><i>There is a requirement that students must pass certain modules/units, meet grooming, attendance and behavioural requirements in order to receive certificates, go on work experience, or attend educationals, and in the case of the Certificate in Advanced Airline Travel and Tourism, carry on to the Level 4 portion of that course. The pre-requisite for internship, include English language proficiency, good conduct, dress standard and good attendance record. These requirements are listed in the Student Rules and Guidelines booklet.</i></b></li> <li>▪ <b><i>The student must wear a suit each day to the course and meet the grooming requirements asked by Travel Careers and Training Ltd.</i></b></li> <li>▪ Travel Careers and Training 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.</li> </ul> <p><b>Withdrawal and Refund Policies and Procedures</b> - Once confirmed on the course if the student wishes to withdraw, they must put this in writing and either post it in or hand it in to the office. The cancellation fees are as follows:</p> <p><b>For courses longer than 3months in duration</b></p> <ul style="list-style-type: none"> <li>• <b><i>After enrolment but on or within the 8<sup>th</sup> day of the course starting, 10% of the course fees.</i></b></li> <li>• <b><i>After eight days - full course fee, no refund applicable</i></b></li> </ul>
F	DOCUMENTATION
	<p>Please provide by fax or originals:</p> <ul style="list-style-type: none"> <li>• Your school academic records or evidence of equivalent work experience</li> <li>• English results (if not attending English school prior to Travel Careers &amp; Training Ltd)</li> <li>• A copy of your passport</li> <li>• Medical &amp; Travel Insurance is compulsory and a verified current copy must be kept on your file at this training institute. If you are not taking the student care policy advised above you must attach an 'English' translation of the policy you are taking for TCT to 'assess' that it meets the requirements as outlined by the NZ Ministry of Education</li> </ul> <p><b>Please note</b> 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. For further information please see 'http: //www.nsi.govt.nz/ima.</p>

## DECLARATION

**Privacy** – The Institute collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards) The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, 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).

In signing this enrolment form, you authorise such disclosure on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. 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 Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

**I authorise disclosure of personal information held by the College to members of my family where necessary to promote and/or further my interests. The specified Names are:-**

1. \_\_\_\_\_

2. \_\_\_\_\_

**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 is set out above.

**Rules** – In signing this enrolment form, you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, standard of dress, health and safety, and behaviour. A full set of Student Rules and Guidelines can be found on our website

[http://www.travelcareers.co.nz/downloads/AKL\\_Student\\_Handbook\\_2009.pdf](http://www.travelcareers.co.nz/downloads/AKL_Student_Handbook_2009.pdf) or can be requested from the office. We will also send to you a full copy prior to the start of your course.

**Declaration** – *I declare that to the best of my knowledge all the 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 Date

➤ **Please make sure that you sign your enrolment form above** ◀

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<b>Documentation</b> _____ _____/_____/_____	<b>Approved</b> _____ _____/_____/_____	<b>Entered</b> _____ _____/_____/_____