

Are you currently awaiting results of any studies undertaken this year?

No Yes - please provide details: _____

Qualification: _____ Institution: _____

Country: _____ Date results available:

Nursing (CAP) applicants only

To enable UCOL to arrange your clinical placement, we need your permission to share your CV with potential providers.

I grant permission for my CV to be shared with clinical placement providers. Yes No

Please specify your preferred clinical area (e.g., medical, surgical, mental health): _____

While we will make every effort to accommodate your preference, this cannot be guaranteed.

3 Career pathway

Please answer the following questions to the best of your ability. Your answers will help us ensure that you are choosing the most appropriate study programme for the educational outcomes you are seeking.

Why did you choose this study programme? _____

What are your intentions after you have finished this study programme? E.g. further study, apply for post study work visa. _____

4 My educational history

SECONDARY SCHOOL RECORD

Name of the last secondary school you attended: _____

Country Years to

Highest qualification achieved _____

A certified¹ copy of results is required, please attach.

TERTIARY EDUCATION STUDY RECORD

Is this application for your first year at a tertiary/higher education institution? Yes No

If your answer is "No" please give details of your study and attach a certified¹ copy of your academic records.

Institution name	First year of study	Qualification name	Country	Successfully completed		
				Yes	No	Year

Do you want to apply for credit of papers completed at another tertiary institution? Yes No You will be required to submit additional forms.

ENGLISH LANGUAGE PROFICIENCY

Have you completed an English language proficiency test? Yes No If Yes, please specify e.g., IELTS, OET, etc. _____

Please attach your most recent test result.

PRIOR ACTIVITY

What was your main activity or occupation as at 1 October last year?

Polytechnic student Secondary school student University student Wage or salary earner
 House person or retired Private training establishment student Self-employed Unemployed Overseas

5 Recruitment agent details

Are you using someone who you believe is a UCOL recruitment agent to assist you? Yes No

If yes, please insert the company name and contact details.

Company name:	City:
<input type="text"/>	<input type="text"/>
Email address:	Country:
<input type="text"/>	<input type="text"/>

6 Medical authority and insurance

In the event of accident or ill health, I, hereby authorise the full use and disclosure of all information related to my health between all health practitioners, Te Whatu Ora (Health New Zealand), UCOL, and all emergency services (and each of them).

I authorise the disclosure of all health information obtained by all health practitioners (or their agent) who treats me, to UCOL and to my next of kin or emergency contact person (and each of them).

I authorise medical treatment in life threatening situations, should my next of kin or emergency contact person be unavailable or unable to give consent.

I authorise UCOL to use and disclose all information obtained by UCOL pertaining to my health as UCOL determines appropriate.

DISABILITY

Do you live with the effects of an injury, long-term illness or impairment? Yes No

If yes, please indicate your condition/disability by ticking the boxes that apply to you:

- Hearing (serious impairment)
- Vision (serious impairment)
- Mental health condition (e.g. anxiety, depression)
- Physical impairment (e.g. mobility)
- Intellectual disability
- Neurodiversity (Dyslexia, ADHD, Autism Spectrum Disorder, Dyspraxia, Dyscalculia), please specify:
- Medical (e.g. chronic pain), please specify:
- Other, please specify:

Reasonable additional support is available for students with medical conditions, disabilities, and/or learning difficulties.

INSURANCE IS A COMPULSORY COMPONENT TO STUDY IN NEW ZEALAND

Once you accept an Offer of Place to study at UCOL and have paid your fees, medical and travel insurance will be purchased on your behalf and UCOL will invoice you unless you choose to opt out and purchase your own.

Do you have any pre-existing medical conditions? Yes No

Your insurance will not automatically cover you for pre-existing medical conditions. Cover can be arranged in certain circumstances by completing a Medical Risk Assessment form. An additional premium will be charged if cover is approved.

7 Accommodation

Please tick your preferred accommodation option:

- I will make my own arrangements.**
If you arrange your own accommodation you must keep us informed of where you are living.
- I would like UCOL to provide me with a list of accommodation options.**
- I would like UCOL to arrange homestay accommodation (requirement if you will be under 18 years old at the start of your study).**
Homestay accommodation is where you live with a New Zealand family. You are provided with your own fully furnished room and three meals a day.

Please note, special accommodation requirements apply to you if you are under 18 years old when you commence your study at UCOL.

11 Further international enrolment terms and conditions

The following are the further terms and conditions of your enrolment with UCOL as an International Student, in addition to those terms and conditions on the Application Form (International Students) you signed.

1. UCOL's limitation of liability

In signing the Application Form (International Students), you agree that, to the extent permitted at law, UCOL's liability to you, however it arises, if established, is limited to twice the amount of the tuition fees that you pay to UCOL for the enrolment period in which the liability arises (inclusive of any refund paid to you).

2. Disputes and complaints

In signing the Application Form (International Students) you agree to abide by UCOL's statutes and policies for resolving disputes and complaints.

3. Events beyond UCOL's control

You agree that if UCOL is unable to perform its obligations by reason of any event beyond our reasonable control, then UCOL is released from its obligations to the extent that we are prevented or delayed from performing our obligations.

4. Privacy statement

In signing the Application Form (International Students) you agree that:

Privacy statement

This privacy statement applies to me for considering every application I make to UCOL, during each period I am enrolled (if any) and at any time after my enrolment.

Collection, use, and holding of personal information

I agree that UCOL (or someone on its behalf) will collect and use personal information from me or about me from others for the purpose of deciding whether or not to enrol me, for purposes related to my study and for purposes related to UCOL's functions or activities.

UCOL will collect some of this information directly from me. I also authorise the collection of personal information about me from other sources (including for verification).

Disclosure

I agree that the information collected about me and held may be disclosed by UCOL to:

- i. Government departments and agencies in New Zealand.
- ii. Organisations involved in delivery of qualifications including placements and quality assurance providers.
- iii. Professional registration bodies and professional accreditation bodies, when relevant.
- iv. English language testing organisations and organisations that verify qualifications and / or experience.
- v. Service providers, when relevant.
- vi. My parents or legal guardians if I am under 18 years old.
- vii. Scholarship providers / sponsors / employers.
- viii. Entities involved in pastoral care.
- ix. Entities related to my financial support.

In signing the Application Form (International Students) I authorise the collection, holding, use and disclosure of information referred to above.

Access

I understand that I have the right to access personal information about me (subject to exceptions in the Privacy Act 2020). I can ask that the information held be corrected.

11. Provisional enrolment at UCOL

Your enrolment is provisional upon:

- i. UCOL being satisfied as to your identity and being satisfied, based on all the information you have supplied, that UCOL ought to consent to your enrolment; and
- ii. UCOL being satisfied that you meet the entry criteria (if any) and the English language proficiency requirements; and
- iii. UCOL sighting evidence that you have the appropriate permit/visa to study at UCOL in the qualification(s); and
- iv. UCOL receiving evidence of insurance policies; and
- v. UCOL receiving in full all of UCOL's tuition fees and all other fees set by UCOL (if any); and
- vi. If UCOL offers you a place, UCOL receiving your acceptance of that offer before its expiry; and
- vii. If you are under 18 years old when you accept any offer of place, UCOL also receiving your parent / legal guardian Authority and Agreement form.

UCOL may, in its sole discretion, waive, in writing, some of the provisional enrolment conditions.

12. Professional occupation registration

You agree that if entry into a profession/occupation is regulated by law, then UCOL makes no representation about entry into the profession/occupation in respect of your study at UCOL. Entry into that profession/occupation is subject to the applicable law, regulations and rules of the profession/occupation concerned.

13. Payment of fees

If UCOL offers you a place and if UCOL receives your acceptance of that offer then you:

- i. Agree to pay to UCOL all UCOL tuition fees and all other UCOL fees before the first date teaching starts for your qualification.
- ii. If UCOL allows you to start study after the first date that teaching starts then you agree to pay all UCOL fees before the date you are due to start studying.
- iii. Even if you do not attend you will be required to pay all UCOL tuition fees and all other UCOL prescribed fees unless UCOL receives your withdrawal in the manner required by UCOL for international students as stated in the International Student Fees and Refund Procedure attached to this form.

Note: Please do not pay any UCOL fees to any other entity other than UCOL, unless UCOL advises you in writing to do so.

14. Refunds, withdrawals and changing qualification

The International Student Fees and Refunds Procedure forms part of your contract with UCOL. Before applying for enrolment you acknowledge you have read and understand it. The International Student Fees and Refunds Procedure also contains provisions on what you must do if you want to change your qualification(s)/course(s) or withdraw from study at UCOL.

5. Refunds as a result of a change in residency status

- 5.1 If an international student gains Permanent Residency during their programme of study, the student **will not** receive a refund of fees for the courses already commenced unless:
- (i) Residency was granted before the end of two weeks from the course commencement date; and
 - (ii) UCOL can access funding for the international student as an equivalent full-time student; and
 - (iii) The International Student has withdrawn in accordance with Clause 3.1 of this Policy and has enrolled at UCOL as a Domestic Student.
- 5.2 Domestic fees will apply for the courses commencing in the following semester. No rebate will be offered for fees paid for any prior study.

6. Programme transfer

- 6.1 International students can transfer to an alternative programme of study at UCOL by completing, signing and returning, to UCOL a UCOL Change of Details/Circumstances form, by email notification or other written confirmation.
- 6.2 Subject to the international student gaining the entry requirements, correct visa and complying with all terms and conditions of enrolment, then the new enrolment can be completed.
- 6.3 If an international student wishes to transfer to an alternative programme of study at UCOL the student will not receive a refund of fees for the courses already commenced unless:
- (i) Request for transfer was received before the end of two weeks from the course commencement date; and
 - (ii) The International Student has notified their change of circumstances in accordance with Clause 3.1 of this Policy and has re-enrolled at UCOL in an alternative programme.
- 6.4 If the international student does not meet the entry requirements, or does not receive a new visa for the new programme of study, then the fees and any refund due revert to the original programme of study.

7. Refunds in other circumstances

- 7.1 At law, UCOL has the discretion to grant a full or partial refund to any student.
- 7.2 International students are expected to seek redress from their insurer before applying to UCOL for a refund as outlined in 7.3.
- 7.3 In special circumstances comprising reasons of a compassionate nature, UCOL at its sole option may grant a refund of a greater amount than is stated in this procedure and/or may grant a refund outside the required timeframe for Withdrawal as stated in this policy. If an international student believes that special circumstances of a compassionate nature exist, they must apply in writing to UCOL, enclosing supporting evidence of the special circumstances claimed and they must provide all other evidence requested by UCOL. UCOL will consider the request and may or may not grant a refund in an amount that UCOL deems appropriate.
- 7.4 If UCOL does not proceed with a programme offered and UCOL has received tuition fees and SSL from an international student for that programme, UCOL will notify the international student in writing that UCOL will not be proceeding with the programme. Pursuant to Clause 7.1 above, UCOL will grant a full refund of the tuition fees and SSL received by UCOL from the international student for that programme but UCOL shall not be liable to compensate the student for any fluctuations in currency in the intervening period or for any other costs incurred by the student whatsoever.
- 7.5 If UCOL is disestablished for incorporation into another institution and that new institution provides the programme or training, then no refund will be available except in accordance with the usual Refund Policy.
- 7.6 If UCOL is no longer a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, then UCOL will refund all tuition fees in respect of UCOL study not undertaken and all other prescribed UCOL fees for that study.

8. Payment of refunds

- 8.1 Refunds to international students can be made by direct credit and will be returned to the original payee (less an administration fee) or as directed in writing by the international student if they were the original payee. If UCOL does not receive such reasonable written directions within 28 days of the date of withdrawal, UCOL may forward payment of the refund to the residential address of the international student inserted on the international student's Application Form.
- 8.2 All refunds will be denoted in New Zealand Dollars. To refund the payment into the student's bank account they must provide third party verification of their bank account number, which should include the bank logo, the account number and the account name. *Refer to Creditor Supplier Payments Procedure.*

Relevant legislation

- Education and Training Act 2020 and amendments
- Human Rights Act 1993 and amendments
- New Zealand Bill of Rights Act 1990
- Judicature Act 1903

Related documentation

- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- International Student Contract Disputes Resolution Scheme (DRS) 2016
- International Student Fees and Refunds Procedure
- Admission and Enrolment Policy
- International Students Procedure
- Student Complaints Policy
- Student Concerns and Complaints Procedure
- Student Financial Support Policy
- Student Financial Support Procedure
- Creditor Supplier Payment Procedure
- Tuition Fees, Course Costs and Other Charges Policy and Procedure

Refund Summary Table

Reason for Withdrawal ¹	Documentation required	Date of Withdrawal	Amount of Refund	Admin Charge
Failure to obtain appropriate visa from Immigration New Zealand.	Written notification of withdrawal.	Prior to commencing the programme.	100% of the fees ² received by UCOL, less the administration charge.	\$250
		After commencing the programme.	Partial refund of the fees ² at the discretion of UCOL.	
The Student no longer wishes to study at UCOL (for students issued a visa in the name of UCOL).	Written notification of withdrawal ³ .	Two or more weeks before commencing the programme.	100% of the fees ² received by UCOL, less the administration charge.	\$500
		Between 2 weeks prior and 2 weeks after commencing the programme.	90% of the fees ² received by UCOL, less the administration charge.	
		More than two weeks after commencing the programme.	No refund.	Nil
UCOL is no longer able to provide tertiary education services, withdraws an offer of place or is unable to provide the programme for any reason.	No documentation required.	Prior to commencing the programme.	100% of the fees ² received by UCOL.	Nil
Exceptional circumstances (for example serious illness).	Documentation supporting an application for a refund.	At any time.	The amount and approval of any refund is at the discretion of the Chief Executive, or delegate. The student is expected to seek redress from their insurer before applying to UCOL.	\$500
Any reason not detailed above.		Less than two weeks before commencing the programme.	90% of the fees ² received by UCOL, less the administration fee.	\$500
		More than two weeks after commencing the programme.	No refund.	

Note:

¹ UCOL reserves the right to withdraw an Offer of Place because of incorrect or incomplete information supplied by a student or student's agent, and retain part or all of the fees³ paid.

² Fees: aligns with the tuition fees, Student Services Levy, insurance and all other charges detailed on the Offer of Place.

³ If a student has arrived in New Zealand, proof they have returned to their normal country of residence, or received an alternate visa to remain in New Zealand.