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Ara

Institute of Canterbury

Ara rau, taumata rau

International Application Form

Please read: *Personal Information and the Privacy Principles in the Admission & Enrolment Guide.*

To be completed in English

WHEN COMPLETED

Please complete this form and send it to:

**International Admissions
Ara Institute of Canterbury
PO Box 540
Christchurch 8140
New Zealand**

**Tel. +64-3-940 8732
Fax. +64-3-940 8642
Email: intladmissions@ara.ac.nz**

NAME OF APPLICANT - This form must be completed in black or blue pen.

Legal family name

Legal given name(s)

Please print your legal name in full. If you are not commonly called by your legal name please fill in a preferred given name below.

Preferred given name

Title Miss Mrs Ms Mr Other

Gender Female Male Date of Birth:

Have you previously been known by another name?

Previous family name(s)

Previous given name(s)

Have you previously been enrolled at Ara? Yes No

If yes, complete (if known) Ara Student ID National Student Identity (NSI) or NZQA No. (if known)

Citizenship (Nationality):

Passport number Passport expiry date

Issuing country Student visa expiry date if any

Which ethnic group or groups do you belong to? (Tick one or more boxes, or specify)

Chinese Korean Japanese Thai Indian Russian Vietnamese
 Malaysian English Filipino German Arab Other

Home address (in your country) Post Code

Telephone Mobile
Country Area Number

Email Fax

Address (while in NZ) Post Code

Telephone Mobile

Email Fax

Who should we contact in an emergency? (If you are under 18 please include guardian details, if different from above)

Name Relationship

Address Post Code

Telephone Mobile

Email Fax

What is your first language? How long have you studied English? years months

This information regarding your educational background is required by the Ministry of Education.

What is the last secondary school you attended? (State "overseas" if applicable)

In what year did you leave?

What is the highest level of achievement you hold from secondary school? (Tick one box only)

Overseas qualification (includes International Baccalaureate and Cambridge Exams)

No formal or secondary qualification

University Entrance

NCEA 1 or School Certificate

NCEA 3 or Bursary Scholarship

NCEA 2 or Sixth Form Certificate

Other (Please specify if none of the above)

What was your MAIN activity or occupation as at 1 October last year? (Tick one box only)

Overseas (irrespective of occupation)

University student

House person or retired

Secondary school student

Polytechnic student

Wananga student

Wage or salary earner

College of Education student

Private training establishment student

Self employed

Will this be the first year you have ever enrolled in an Institute of Technology, University, Polytechnic, College of Education, Private Training Establishment or Wananga, either in NZ or overseas since leaving school? Do not include enrolments in community, STAR, or hobby classes.

YES NO

If you answered NO, please enter the year of your first enrolment

STUDY PLAN

English Language (please complete English course details)

Mainstream programme (please complete Mainstream course details)

ENGLISH COURSE DETAILS

What date do you plan to start study?

Please refer to School of English Calendar for start dates.

How many weeks do you plan to study?

Intensive English/General English

English for Academic Purposes

Cambridge Certificate

English Plus Volunteer Work

IELTS Exam Preparation

Teacher Training (TESOL)

MAINSTREAM COURSE DETAILS

Which programme(s) would you like to apply for?

Programme

Intake date

Please refer to www.Ara.ac.nz/international for further details.

Note: New mainstream and foundation students must attend an orientation in the week before study starts.

Please complete the application checklist below.

APPLICATION CHECKLIST

Mainstream applications only

Please attach certified copies of your study certificates, academic transcripts, records, etc in English.

A certified English translation of entrance qualifications and academic records.

A copy of a recent IELTS or TOEFL result sheet, or other proof of English proficiency.

Details of any relevant work experience, eg curriculum vitae, resume, references.

Personal Statement

Please tell us why you want to study this course and what your plans are when you have finished your study at Ara.

(Continue on a separate sheet of paper if necessary)

ACCOMMODATION

Do you require us to make homestay (minimum stay 4 weeks) arrangements for you? Yes No

(Homestay provides an excellent opportunity for you to practise your English).

If yes, please complete the homestay details below. If no, please refer to www.Ara.ac.nz/accommodation for more information.

Please tick (✓) as many boxes as you like:

Family with:

Young children Teenage children No children Pets don't mind/doesn't matter

Comments:

Most New Zealand families have a cat and/or dog as a pet inside the house. They are clean, healthy and friendly.

Activities/Hobbies (eg sports, musical instruments, etc)

Any special religious requirements

Food

Do you need special meals (eg vegetarian)?

Do you require Halal food? Yes No

Do you drink alcohol? Yes No Do you smoke cigarettes? Yes No (Most New Zealanders do not allow smoking inside their houses).

Are there any health matters we should be aware of (eg asthma, allergies). Please give details

Expected date of arrival

Flight no/arrival time (if known)

Our Homestay Agent will try to find the closest match to your requirements subject to availability. Please be aware that there are likely to be differences in customs and living conditions between your homestay and your family in your home country.

COMPULSORY HEALTH & TRAVEL INSURANCE

The Ministry of Education has published the Code of Practice for the Pastoral Care of International Students and requires all international students to have comprehensive health and travel insurance. We can arrange insurance for the period of your enrolment. If you have not supplied proof of insurance by the start date of your course, Ara will take out an insurance policy on your behalf, from our preferred provider. You will be required to meet the costs of this policy. You will be charged based on the period of your enrolment.

When do you expect to leave your home country? (please specify)

Ara will arrange insurance for a length required to cover your study.

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

(A pre-existing medical condition is any condition that in the last 12 months meant you have sought the advice of a doctor, had or needed medical treatment/ had signs or symptoms, whether diagnosed or not).

CODE OF PRACTICE

Ara has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry 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>

YOUR LEARNING SUPPORT - Tertiary study can be academically demanding

Would you like Learning Services to contact you to discuss learning and study strategies? Yes No

Do you live with the effects of an disability, illness or injury? Yes No

If YES, please indicate which of the following apply to you:

Autistic spectrum disorder Blind Vision impairment
 Deaf Hearing impairment Mental health
 Physical impairment Specific learning difficulty Temporary impairment
 Medical Other (please state)

In an emergency would you require help to leave the building? Yes No

WITHDRAWALS & REFUNDS POLICY

1 Definition

Ara's Refund Policy is based on a student's **"Path of Study"**. The definition of Path of Study (for International Students) is: **The length of the programme as detailed in the "Statement of Fees" and accepted by payment and enrolment.**

2 The formula for calculating a refund is as follows:

Consideration for Refund	Refund amount (Tuition fees)	Homestay placement fee	Documents to be submitted by student
Student withdrawing prior to the programme or course start date	Full refund less NZ\$500 administration fee	No refund	Completed Withdrawal (Enrolment Amendment Form) and Written request to withdraw (e-mail or letter to intl.admissions@Ara.ac.nz)
Student withdrawing within the first 7 calendar days of study.	80% of tuition fees paid (20% tuition fees will be deducted) and NZ\$500 administration fee	No refund	
Student withdrawing after 7 calendar days of study.	No refund	No refund	
A student visa is not granted or approved by Immigration New Zealand prior to arrival in New Zealand	Full refund less \$500 administration fee	No refund	Official notification from Immigration NZ indicating the student visa application has been declined.
Student visa renewal declined by Immigration New Zealand on the basis of poor attendance, unsatisfactory academic performance and/or late visa application (Sec 61)	80% of tuition fees paid (20% tuition fees will be deducted) OR Refund will be pro-rated based on last attendance date	No refund	Official notification from Immigration NZ indicating the student visa application has been declined.
Cancellation of Enrolment by Ara	No refund	No refund	A termination of enrolment letter
Compassionate consideration (only considered when withdrawal circumstances are beyond student's control and meet the requirements of the Consideration of Fees & Charges Refund including Compassionate Consideration Policy).	Pro-rata basis if approved.	Refund decision will be determined on an individual basis.	Documentation supporting your application for a refund and Compassionate consideration application form

NEW ZEALAND PRIVACY ACT

Personal information is protected by the New Zealand Privacy Act 1993.

The information collected and held by Ara will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

Information about your enrolment, attendance, progress and welfare may be obtained from and disclosed to your parents, guardians, agents, other providers of international education, the Police, Department of Courts, Immigration New Zealand, NZQA or NZ Trade & Enterprise or insurance agent.

ACKNOWLEDGEMENT AND DECLARATION

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see:

<http://www.ara.ac.nz/about-us/policies>

<http://www.ara.ac.nz/study-options/application-and-enrolment/terms-and-conditions>

I hereby apply for admission and enrolment at Ara and I understand and agree that my admission and enrolment is subject to:

- Ara granting me direct, or when I do not meet direct admission requirements, Ara granting me Special Admission
- Ara sending me either a formal offer of place or a letter confirming my enrolment
- Ara receiving payment of all fees payable by me on or before the due date as outlined in my invoice
- I understand that Ara alone may, by letter to me, end my enrolment if Ara is not satisfied that I intend to complete the programme/courses I am enrolled in

In signing this International Application Form, I:

- undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery
- undertake to comply with the policies and published programme rules of Ara with regard to attendance, academic integrity and progress, conduct and use of information systems
- confirm that I have read, understand and undertake to comply with the Ara Terms and Conditions of Enrolment, Ara Policies – including, but not limited to, Personal Information & Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities
- understand that Ara collects information from the Literacy and Numeracy assessment tool with the purpose of supporting my learning. I am able to have access to this information if I wish and I also understand that this information will be shared with any other tertiary education organisation with whom I enrol
- authorise disclosure of information on the understanding that Ara 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.

Declaration

I declare that to the best of my knowledge all the information supplied on, and with, this International Application Form is true and complete. I agree to abide by the conditions outlined above and in the Ara Policies and Procedures and Terms and Conditions of Enrolment. I consent to the disclosure of personal information as described above and in Section 9 Privacy (Personal Information) in Ara Terms and Conditions.

Signed

Date

Please check that you have:

• Answered all questions

• Signed the Declaration

• Provided original or verified ID documents

AGENT DETAILS

Agent ID:

Agent name:

Agent signature:

Agent email:

Agent telephone:

Fax:

If you are completing this International Application Form as an international agent on behalf of a student, it is your responsibility to make the student aware and agree to the student declaration, refund policy, and all the terms and conditions contained within this form. Your submission of this form is confirmation that this is understood and agreed by you. The student will be required to sign and agree to these declarations, terms and conditions as part of their enrolment process, on arrival in New Zealand and prior to commencement of study.