

## OFFICE USE ONLY

H/S       Ins \_\_\_\_\_  U18  
 Eng       M/S \_\_\_\_\_  A/ID \_\_\_\_\_  
 Details entered by: \_\_\_\_\_ Date: \_\_\_\_\_



# International Application Form

Please read: *Personal Information and the Privacy Principles.*

Please print clearly in pen.

**To be completed in English.**

## WHEN COMPLETED

Please complete this form and send it to: **International Admissions**  
**Christchurch Polytechnic Institute of Technology**  
**PO Box 540**  
**Christchurch Mail Centre**  
**Christchurch 8140**  
**New Zealand**

Tel. +64-3-9408732  
 Fax. +64-3-9408642  
 Email. [intladmissions@cpit.ac.nz](mailto:intladmissions@cpit.ac.nz)

## PERSONAL DETAILS

Family name

First names

Preferred name

Gender  Male  Female      Title:  Miss  Mrs  Mr

Date of birth         Passport number   
Day                      Month                      Year

Email address       Issuing country

Passport expiry date

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)*

Postal Code       Fax

Telephone         Mobile   
Country                      Area                      Number

Address *(in NZ)*

Postcode

Telephone       Mobile

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

Name       Relationship

Address

Email       Fax

Telephone       Mobile

What is your first language?

How long have you studied English?  years  months

Where did you study English?  secondary school       university/institute/college       private language school

If you have been tested in English (eg TOEFL, IELTS) give results.

## STATISTICAL INFORMATION

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  Registered unemployed or other beneficiary (excluding retired, eg DPB, sickness)

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 Plus Introduction to Tourism

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.cpit.ac.nz/international](http://www.cpit.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 CPIT.

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(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.cpit.ac.nz/accommodation](http://www.cpit.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 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, CPIT will take out an insurance policy on your behalf, from our preferred provider. You will be required to meet the costs of this policy.

Do you want us to arrange insurance for you?  Yes  No **If NO, then go to (\*) below.**

When do you want to start your insurance OR when do you expect to leave your home country?    (please specify)  
Day Month Year

Please specify length (if any)  Otherwise CPIT will arrange insurance for a length required to cover your study.

\*CPIT currently approves the following three insurances to be arranged by the student. Which insurance are you planning to arrange?

Unicare - NZ Student Plan  Southern Cross - Student Max  Orbit Protect - Prime

## CODE OF PRACTICE

CPIT 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>

## DISABILITY DETAILS

Please indicate your disability by ticking all relevant boxes:

Deaf  Hearing impairment  Specific learning disability  Speech  Blind  Mobility  
 Vision impaired  Medical (eg chronic pain, epilepsy, neurological)  Psychological/psychiatric disability  
 Temporary impairment (including temporary impairment or injury that is expected to last less than six months)  
 Other (please state)

## WITHDRAWALS & REFUNDS POLICY

### 1 Definition

CPIT's Refund of 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

Refund Policy	Tuition Fee	Registration Fee	Homestay Placement Fee
Withdrawing <i>14 calendar days or more</i> prior to commencement of the programme start date.	20% of tuition fee plus NZ\$500 administration fee will be deducted.	No refund	Full refund
Withdrawing <i>less than 14 calendar days</i> prior to commencement of the programme start date.	20% of tuition fee plus NZ\$500 administration fee will be deducted.	No refund	No refund
Withdrawing <i>within the first seven calendar days</i> of study.	20% of tuition fee plus NZ\$500 administration fee will be deducted.	No refund	No refund
Withdrawing <i>after seven calendar days</i> of study.	No refund.	No refund	No refund
International students may, in certain circumstances, apply for a compassionate refund. This is only considered when withdrawal circumstances are beyond a student's control and meet the requirements of the Consideration of Fees & Charges Refund including Compassionate Consideration Policy. This Policy is applicable to both domestic and International students.			

## NEW ZEALAND PRIVACY ACT

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

The information collected and held by Christchurch Polytechnic Institute of Technology (CPIT) 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.

Information will also be disclosed to the Students' Association (CPSA).

## STUDENT DECLARATION

I understand that the making of a false declaration is an offence under the Crimes Act 1961.

I agree to abide by the Statutes, Regulations, Rules, Codes and Policies of the Christchurch Polytechnic Institute of Technology.

I undertake to protect my PIN and password from improper use; in particular, I declare that I will not disclose my PIN and password to any third party.

I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my identity, and paid all the relevant fees and charges in accordance with the Institute's Terms and Conditions of Enrolment.

I acknowledge that I am not entitled to attend any class until my enrolment is complete. I accept that attendance at any class will make me liable for all fees and charges.

I hereby declare that the information I have given on this form is true and correct; no information which could have a material bearing on any enrolment has been withheld.

I understand that this data may be sent over the internet unencrypted and therefore total security cannot be ensured.

I understand that I must be at least 17 years of age.

I will attend all classes except in case of illness (when I must provide a Medical Certificate).

I understand that Immigration NZ will be notified if due to poor attendance and progress my enrolment is cancelled.

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:

Email:

Agent telephone:

Fax: