



**Study** *in*

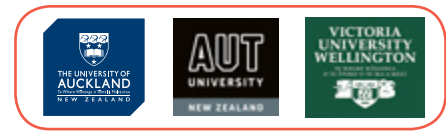
# New Zealand

University foundation studies &  
English language programmes

***International  
students***

Information and  
application form

# UP International College



University foundation studies



University



Employment

## A pathway to university and a strong future

UP International College opens the door to an English language-based university education for international students.

We combine specialised foundation studies courses and English language programmes with personalised care and support for students studying away from home. This excellent grounding helps launch students into university studies, as well as other educational opportunities.

UP International College does more than offer students a stepping stone to university – we set our students firmly on the path to future success.

## University foundation studies programmes and fees

### The University of Auckland Certificate In Foundation Studies

Programmes taught by UP International College New Zealand

2019	<b>ACCELERATED</b> 6 months (2 terms)	<b>FAST-TRACK</b> 8–9 months (3 terms)	<b>STANDARD</b> 12 months (4 terms)	<b>EXTENDED</b> 18 months (6 terms)
<b>Fees</b>	<b>NZ\$18,500</b>	<b>NZ\$28,000</b>	<b>NZ\$28,750</b>	<b>NZ\$42,000</b>
<b>Start dates</b> (inclusive of Orientation)	31 January, 17 July	26 April, 4 October	31 January, 17 July	31 January, 17 July
<b>English language requirements</b>	<ul style="list-style-type: none"> <li>IELTS 6.0 (minimum of 5.5 in all bands); or</li> <li>agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>IELTS 5.5 (minimum of 5.0 in all bands); or</li> <li>UP International College English Studies Academic Level 4; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>IELTS 5.0 (minimum of 4.5 in all bands); or</li> <li>UP International College English Studies Academic Level 3; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>IELTS 4.5 (minimum of 4.0 in all bands); or</li> <li>UP International College English Studies Academic Level 2; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>

#### 2019 term dates (exclusive of Orientation)

**Term 1** 4 February–12 April

**Term 2** 29 April–26 June

**Term 3** 22 July–20 September

**Term 4** 7 October–11 December

### AUT University Certificate in Foundation Studies

Programmes taught by UP International College New Zealand

2019	<b>FAST-TRACK</b> 6 months (2 terms)	<b>STANDARD</b> 8–9 months (3 terms)	<b>STANDARD PLUS</b> 12 months (4 terms)	<b>EXTENDED</b> 18 months (6 terms)
<b>Fees</b>	<b>NZ\$18,000</b>	<b>NZ\$20,500</b>	<b>NZ\$27,000</b>	<b>NZ\$41,000</b>
<b>Start dates</b> (inclusive of Orientation)	31 January, 26 April, 17 July, 4 October	31 January, 26 April, 17 July, 4 October	31 January, 26 April, 17 July, 4 October	31 January, 26 April, 17 July, 4 October
<b>English language requirements</b>	<ul style="list-style-type: none"> <li>IELTS 6.0 (minimum of 5.0 in all bands); or</li> <li>UP International College English Studies Academic Level 5; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>IELTS 5.5 (minimum of 5.0 in all bands); or</li> <li>UP International College English Studies Academic Level 4; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>IELTS 5.0 (minimum of 4.5 in all bands); or</li> <li>UP International College English Studies Academic Level 3; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>IELTS 4.5 (minimum of 4.0 in all bands); or</li> <li>UP International College English Studies Academic Level 2; or</li> <li>equivalent in UP International College English Language Test; or agreed equivalent</li> </ul>

#### 2019 term dates (exclusive of Orientation)

**Term 1** 4 February–12 April

**Term 2** 29 April–26 June

**Term 3** 22 July–20 September

**Term 4** 7 October–11 December

## Victoria University of Wellington Foundation Studies Programme

Registered as UP International College Foundation Studies Programme taught by UP International College New Zealand

2019	<b>FAST-TRACK</b> 6 months (2 terms)	<b>STANDARD</b> 8–9 months (3 terms)	<b>STANDARD PLUS</b> 12 months (4 terms)	<b>EXTENDED</b> 18 months (6 terms)
<b>Fees</b>	<b>NZ\$18,000</b>	<b>NZ\$20,500</b>	<b>NZ\$27,000</b>	<b>NZ\$41,000</b>
<b>Start dates</b> (inclusive of Orientation)	22 January, 15 April, 15 July, 7 October	22 January, 15 April, 15 July, 7 October	22 January, 15 April, 15 July, 7 October	22 January, 15 April, 15 July, 7 October
<b>English language requirements</b>	<ul style="list-style-type: none"> <li>• IELTS 6.0 (minimum of 5.0 in all bands); or</li> <li>• Campbell Direct – Foundation Stream Level 3, or</li> <li>• agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• IELTS 5.5 (minimum of 5.0 in all bands); or</li> <li>• Campbell Direct – Foundation Stream Level 2, or</li> <li>• agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• IELTS 5.0 (minimum of 4.5 in all bands); or</li> <li>• Campbell Direct – Foundation Stream Level 1, or</li> <li>• agreed equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• IELTS 4.5 (minimum of 4.0 in all bands); or</li> <li>• agreed equivalent</li> </ul>

### 2019 term dates (exclusive of Orientation)

Term 1 23 January–29 March

Term 2 16 April–28 June

Term 3 16 July–20 September

Term 4 8 October–13 December

## English language programmes and fees

### UP International College English Studies\* (Auckland only)

#### Intensive Academic English

Duration	2–30 weeks	Over 30 weeks
<b>Fees</b>	<b>NZ\$360</b> (students under 16) <b>NZ\$440</b> (students 16 and over)	<b>NZ\$340</b> (students under 16) <b>NZ\$400</b> (students 16 and over)

**Start dates:** Each Monday (or Tuesday when Monday falls on a public holiday)

**Course duration:** 2–48 weeks (minimum: 2 weeks)

**Full-time hours:** 24 hours per week

**Minimum age:** 13

**Resources and course materials fee\*\*:** NZ\$200

\*Taught by UP International College New Zealand

\*\*Fee covers cost of all standard learning resources, including textbooks (paper-based and online), exercise books and access to all Blackboard Learning Management System learning resources (including past examinations and assessments). Microsoft Office 365 and numerous Apple educational apps are accessible on the iPad provided to students for the duration of their course at no cost.

### The Campbell Institute (Wellington and Auckland)

#### Intensive Academic English / IELTS Exam Preparation

Duration	2–13 weeks	14–24 weeks	25–40 weeks	Over 41 weeks
<b>Fees</b>	<b>NZ\$390</b>	<b>NZ\$375</b>	<b>NZ\$360</b>	<b>NZ\$345</b>

**Start dates:** Each Monday (or Tuesday where Monday falls on a public holiday)

**Course duration:** 2–48 weeks (minimum: 2 weeks)

**Full-time hours:** 26 hours per week

**Minimum age:** 14

**Resources fee:** NZ\$100

The New Zealand Government has imposed an international student levy on tuition and course-related fees. The levy is currently set at 0.45% of the compulsory tuition fees. All fees include Goods and Services tax (GST) where applicable. This is a New Zealand Government tax payable on the supply of goods and services.

## Accommodation

International students may choose to live with their parent(s) or a designated caregiver. To get the most out of experiencing New Zealand life, students are encouraged to live with a family in New Zealand homestay accommodation.

### Homestay

**Homestay accommodation:** Includes a room for the student with a bed, desk, adequate heating and internet access. Meals include breakfast and dinner Monday–Friday, and breakfast, lunch and dinner on Saturdays/Sundays/public and school holidays. Laundry is also included.

**Homestay Plus accommodation:** Families can accommodate up to two international students at a time. A separate bathroom is available for the student(s) to use.

- A 24/7 call centre number is provided in case of emergency
- All accommodation arrangements are thoroughly checked – each homestay family is interviewed and the home inspected to our satisfaction before we coordinate a student placement
- All homestay providers sign a contract agreeing to specific rules and standards and undergo a vetting procedure by New Zealand Police
- All students are visited in their accommodation a minimum of three times per year by homestay staff
- All payments are made to the homestay provider via the UP Education Student Fees Trust

### Homestay fees

All homestay fees are weekly rates. Additional days are charged at one-seventh the weekly rate. For homestay placements in Auckland Central\*, the weekly rate increases by NZ\$30.

	Auckland Central*	Rest of Auckland and NZ
Homestay Under 18	NZ\$335	NZ\$305
Homestay 18 and over	NZ\$320	NZ\$290
Homestay Plus Under 18	NZ\$370	NZ\$340
Homestay Plus 18 and over	NZ\$355	NZ\$325

Students studying at UP International College (Queen St) will be quoted Auckland Central\* homestay rates.

\*Includes City Centre, Mt Eden, Epsom, Freemans Bay, Grafton, Greenlane, Grey Lynn, Herne Bay, Kingsland, Newmarket, Newton, Parnell, Pt Chevalier, Ponsonby, Remuera, St Marys Bay, Sandringham.

### Additional accommodation fees (if applicable)

- Accommodation Placement Fee\* .....NZ\$300
- Under 18 Accommodation Guarantee and Services Fee\*\* .....NZ\$600 per year
- Change of Homestay Fee<sup>+</sup> .....NZ\$100 per change
- Homestay retainer rate<sup>^</sup> .....NZ\$100 per week
- Airport greeting and transfer ..... NZ\$110

\*Fee charged if UP Education coordinates student accommodation

\*\*Fee charged where a student under 18 lives with a homestay provider arranged by the parent(s), student or their representative, allowing for accommodation to be checked once per term to ensure Code of Practice requirements are being met (not payable by New Zealand citizens or permanent residents)

<sup>+</sup>Fee applies when student requests a change of homestay for reasons deemed unacceptable, or when student frequently changes homestays (fee charged at discretion of Director of Admissions and Student Services)

<sup>^</sup>Weekly rate when student is away on holiday and requests room be held by homestay host (rate charged after fifth day)

### Student apartments

Students over 18 may wish to book apartment accommodation. Note

that this is the responsibility of the student/parent(s)/agent to arrange (we can supply a list of providers in Auckland and Wellington where many students live).

## Payment of fees

Fees are payable in NZD or USD to:

### Bank account

Account name: UP Education Student Fees Trust  
 Account no: 01-1839-0119888-00  
 Bank: ANZ NZ Ltd, Cnr Queen & Victoria Sts, Auckland, New Zealand  
 SWIFT: ANZBNZ22  
 REF: Student name and ID#

### Credit card

UP Education accepts payments by Visa or Mastercard. Please note payments by credit card attract an additional fee of 2 percent. Please contact admissions@up.education to obtain a credit card payment form.

## Academic entry requirements

Students must be at least 16 years of age and be able to show proof of successful academic experience and qualifications at:

- New Zealand Year 12 level (NCEA Level 2); or
- Grade 12/11 (Asia); or
- Senior high school 3rd/2nd year; or
- agreed equivalent

## Scholarships

Scholarships may be available for students with demonstrated commitment to academic study, positive involvement with their fellow students and staff, and excellent leadership potential. The scholarship is credited to tuition fees for the first year at university.

## Additional fees

- Registration fee.....NZ\$300
- Airport greeting and transfer fee (one way, per person)..... NZ\$110
- Auckland International Airport transfer between terminals.....NZ\$80
- Medical and travel insurance\* (12 months).....NZ\$633
- Resources and Course Materials Fee (courses up to one year) .....NZ\$700
- Subject examination fees.....NZ\$350
- IELTS examination fees (only for degrees requiring IELTS).....NZ\$389
- (Victoria only) University Student Service Levy\*\* (per year) ..... NZ\$756

\*International students are required to have comprehensive medical and travel insurance while in New Zealand. UP Education will arrange cover for students through the Southern Cross International Student travel insurance policy to cover the duration of the student visa. For full details, visit [scti.co.nz/international-student](http://scti.co.nz/international-student).

\*\*This optional levy provides students with a Victoria University of Wellington student card, allowing access to most Victoria support services at no or minimal additional cost. Note: additional fees for some services may apply. The levy is updated each year.

### New Zealand Government Export Education Levy

The New Zealand Government has imposed an international student levy on tuition and course-related fees. The levy is currently set at 0.89% of the compulsory tuition fees.

### Goods and Services Tax (GST)

All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST) where applicable. This is a New Zealand Government tax payable on the supply of goods and services.

## Summary of terms implied by statute

This summary records the minimum requirements imposed on the School/College by statute as at the date of publication of this application form. The summary will be deemed to be incorporated into each Contract of Enrolment.

The summary is not intended to be a substitute for the statutory requirements and in the event of any conflict between the summary and a statute, the terms of the relevant statute will prevail. If any relevant statute is amended following the date of publication of this summary and such an amendment imposes more onerous or obligations on the School/College then this summary and the relevant Contract of Enrolment will be deemed to be amended accordingly.

### Student fee protection

Each of the Education Act 1989, the NZQA Student Fee Protection Rules 2013 and the Education (Pastoral Care of International Students) Code of Practice 2016 (and the associated guidelines) contain provisions relating to the protection of student fees.

In order to comply with the various obligations under these provisions, student fees paid in advance are held in the School/College's approved trust account operated by the UP Education Student Fees Trust Board. Fees are drawn down after commencement in stages as the course is completed.

In the event a programme is terminated and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme.

### Privacy Act

The Privacy Act 1993 came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the School/College to collect, use, store and disclose personal information in accordance with the twelve information privacy principles in the Act available on the Privacy Commissioner's website at (refer to <https://privacy.org.nz/the-privacy-act-and-codes/privacy-principles/>).

The School/College complies with the principles of the Privacy Act 1993 (and the information privacy principles in that Act) in respect of personal information. Personal information is collected by the School/College during the enrolment process and during the period in which the student is enrolled at the School/College and is intended for use in connection with the education and well-being of the student. Information will be stored on School/College files and databases and all practicable security measures will be maintained. A unique identifier will be assigned to each student, which will be used in conjunction with a secondary means of identification or password/PIN. Staff members and other personnel within the School/College or within agencies under contract to the School/College will have access to student personal information for purposes relevant to normal School/College operations including but not limited to: student recruitment, marketing, admission, enrolment, study, academic progress, tuition fees and charges, establishing and maintaining academic records, assessment, academic agreements (scholarship providers or sponsors, programme delivery partners), academic advice and support, student services, discipline, security and safety, Library and IT services, managing records of graduates, and other alumni, and managing and improving the quality of services provided by the School/College.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations, and contractual

agreements by which it is bound, the School/College may use the student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care. This includes use and disclosure as required for the School/College 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) and Immigration New Zealand (if the student is not a New Zealand citizen or permanent resident).

In addition, the School/College may disclose personal 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 the Acknowledgment Section of this Information and Application Form and the Enrolment Acceptance Form when the student accepts an offer to study the student authorises such disclosure on the understanding that the School/College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Education Act 1989.

The School/College will make information held about a student available to the student upon request and in accordance with the Privacy Act 1993, which also describes the conditions under which information may be withheld. Students have the right to request correction of personal information held in accordance with the provisions of the Privacy Act 1993. If a student withholds information or provides incomplete, false or misleading information the School/College may decline or cancel the admission or enrolment and may withhold the academic record if its veracity cannot be confirmed.

### Code of Practice requirements

The School/College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 administered by the Ministry of Education. A copy of the Code and the associated guidelines are available on the NZQA website at: [nzqa.govt.nz/providers-partners/education-code-of-practice/](http://nzqa.govt.nz/providers-partners/education-code-of-practice/)

### Immigration

Full details of visa and permit requirements, advice on rights of employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: [immigration.govt.nz](http://immigration.govt.nz)

### Eligibility for health services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at: [moh.govt.nz](http://moh.govt.nz)

### Accident insurance

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

## UP Education visa partnership with Immigration New Zealand

UP Education was invited by Immigration New Zealand to join the Pathway Student Visa Pilot project. Only education providers with a 90 percent student visa approval rate were invited to participate.

### UP Education schools/colleges include:

- UP International College New Zealand (The University of Auckland Certificate in Foundation Studies, AUT University Certificate in Foundation Studies, Victoria University of Wellington Foundation Studies Programme and UP International College English Studies)

- The Campbell Institute
- NZ School of Tourism
- Yoobee Colleges



Participating education providers offer a range of consecutive programmes of study, both from within their own institution or in conjunction with other selected education providers. A Pathway Student Visa can be granted for a maximum of five years, removing the requirement for students to apply for new visas as they progress along their education pathway.



## How to complete the application form

- Read all documentation carefully and complete required fields, ensuring Acceptance of terms (page 10) is understood and agreed to by both student and parent(s)
- Submit completed form to UP International College (with copy of student's passport, recent school report and other required documentation)
- Await Offers of Place and Schedule of Fees (on acceptance of application) from UP International College Admissions

### Student information

Given name(s): \_\_\_\_\_ Family name: \_\_\_\_\_

Known name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Gender: Female  Male

Religious affiliation: \_\_\_\_\_ First language: \_\_\_\_\_

### Home address

Street number/street name: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_

Postcode: \_\_\_\_\_ Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Father/Guardian Mr Other

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_

Address: Same as student:

Employer: \_\_\_\_\_ Profession: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Mother/Guardian Mrs Miss Ms Other

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_

Address: Same as student:

Employer: \_\_\_\_\_ Profession: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency contact in New Zealand

Relationship to student: \_\_\_\_\_

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_

Address: Same as student:

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Official representative

Agent code (if known): \_\_\_\_\_ Company: \_\_\_\_\_

### Education

Student's current school/college/polytechnic/university: \_\_\_\_\_

Student's current class/course: \_\_\_\_\_ Student's last year of secondary school: \_\_\_\_\_

Student's highest secondary school qualification (attach copy): \_\_\_\_\_

## English language proficiency

Student's most recent IELTS score, or alternative:

Will student study English at another school before commencing at UP International College? Yes  No

Intended English school: \_\_\_\_\_ Length of study: \_\_\_\_\_ months

## Citizenship

Student's country of birth:

Student's country of citizenship:

Is student a New Zealand permanent resident or citizen? Yes  No

Current country of residence: \_\_\_\_\_ Number of years student has lived in current country of residence: \_\_\_\_\_

## Passport and visa information

Passport number *(Attach copy of student's passport):*

Has student recently visited or studied in New Zealand? *(If yes, attach a copy of the most recent Student or Visitor Visa)* Yes  No

If student has studied in New Zealand, has visa or place of study ever been terminated/cancelled? Yes  No

If yes, provide reason(s) for termination/cancellation: \_\_\_\_\_

Has student ever been refused a New Zealand visa? Yes  No

If yes, provide reason(s) for refusal: \_\_\_\_\_

Has student been refused or had a visa cancelled by any other country? Yes  No

If yes, provide reason(s) for refusal: \_\_\_\_\_

## Funding of study

How will student fund studies? Parent/student  Privately funded  Family/friend  Education loan (own country)

Student is **applying for** a scholarship *(provide details)*

Student has been **awarded** a scholarship *(provide details)*

*Note: UP Education reserves the right to request additional evidence supporting financial details in order to provide a Visa Support Letter.*

## Health

Does student live with the effects of significant injury, long-term illness, mental health issues, learning disorders or disability? *(Information provided is strictly confidential)* Yes  No

If yes, describe student's condition. \_\_\_\_\_

In an emergency, would student require assistance evacuating a building? Yes  No

Is student taking medication? Yes  No

If yes, list medication student will bring to New Zealand.  
*(Students are advised to carry a medical certificate listing prescribed medications brought with them to New Zealand.)*

Is there any other information relevant to the student's study in New Zealand that we should be aware of? Yes  No

If yes, provide details. \_\_\_\_\_

## University Foundation Studies programmes (see pages 2–3)

### The University of Auckland Certificate in Foundation Studies

**Programme**

- Accelerated (6 months) – IELTS 6.0
- Fast-track (8–9 months) – IELTS 5.5
- Standard (12 months) – IELTS 5.0
- Extended (18 months) – IELTS 4.5

**2019 Start date (inclusive of Orientation)**

- 31 January (Accelerated, Standard, Extended)
- 26 April (Fast-track)
- 17 July (Accelerated, Standard, Extended)
- 4 October (Fast-track)

Student intends to study the following degree at the University of Auckland:

---



---



---

### AUT University Certificate in Foundation Studies

**Programme**

- Fast-track (6 months) – IELTS 6.0
- Standard (8–9 months) – IELTS 5.5
- Standard Plus (12 months) – IELTS 5.0
- Extended (18 months) – IELTS 4.5

**2019 Start date (inclusive of Orientation)**

- 31 January
- 26 April
- 17 July
- 4 October

Student intends to study the following degree at AUT University:

---



---



---

### Victoria University of Wellington Foundation Studies Programme

**Programme**

- Fast-track (6 months) – IELTS 6.0
- Standard (8–9 months) – IELTS 5.5
- Standard Plus (12 months) – IELTS 5.0
- Extended (18 months) – IELTS 4.5

**2019 Start date (inclusive of Orientation)**

- 22 January
- 15 April
- 15 July
- 7 October

Student intends to study the following degree at Victoria University of Wellington:

---



---



---

## English language programmes (see page 3)

Students may apply for one or more programmes, e.g. Intensive English plus the University of Auckland Certificate in Foundation Studies, or a diploma or bachelor's degree programme.

### UP International College English Studies (Auckland only)

Entry every Monday\*

Start date:	DD	MM	YY
End date:	DD	MM	YY
Number of weeks:			

### The Campbell Institute (Wellington and Auckland)

Entry every Monday\*

Start date:	DD	MM	YY
End date:	DD	MM	YY
Number of weeks:			

\* Tuesday when a New Zealand public holiday falls on a Monday

For refund policy, refer to Campbell Institute Student Handbook at: [campbell.ac.nz/for-students/student-support](http://campbell.ac.nz/for-students/student-support)



## Student details

Given name(s): \_\_\_\_\_ Family name: \_\_\_\_\_  
(as it appears in student's passport)

Known name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Gender: Female  Male

Student number (if previously enrolled): \_\_\_\_\_ Religious affiliation: \_\_\_\_\_

Does student's religion require special consideration? Yes  No

If yes, describe: \_\_\_\_\_

Interests and hobbies: \_\_\_\_\_

Other accommodation requirements? \_\_\_\_\_

## Course

### Programme(s):

- University of Auckland Certificate in Foundation Studies\*     
  AUT University Certificate in Foundation Studies\*     
  Victoria University of Wellington Foundation Studies Programme
- UP International College English Studies (Auckland)\*     
  The Campbell Institute (Auckland and Wellington)\*

\*Homestay rates are quoted for Auckland Central (see page 4).

## Arrival/departure

### Airport greeting and transfer service required:

- On arrival** From:  Auckland  Wellington  
 **On departure** To:  Auckland  Wellington  
 **Transfer required between international and domestic terminals** (Auckland International Airport only)

## Flight details

We require confirmation of flights at least two weeks before travel.

Date of arrival: \_\_\_\_\_

Time of arrival: \_\_\_\_\_

Flight number: \_\_\_\_\_

## Accommodation

### Student will live:

- With parents** (An UP International College form to be completed and signed by student's parent(s) once an Offer of Place is received. UP International College must approve the accommodation – an U18 Accommodation Guarantee and Services Fee applies)
- With family friend/relative** (Family friend/relative must be known to student and a Designated Caregiver form must be signed by parent(s)/caregiver. UP International College must approve accommodation – U18 Accommodation Guarantee and Services Fee applies.)
- In independent accommodation** (for students 18 and over – parental consent required for students under 20)
- In student apartment** (for students 18 and over; self-catering)
- In homestay accommodation** (see page 4; complete details below)

Student prefers a homestay family with:

cat(s)? Yes  No       young children? Yes  No   
 dog(s)? Yes  No       Is student allergic to animals? Yes  No

If yes, provide details: \_\_\_\_\_

Does student have any food allergies? Yes  No

If yes, provide details: \_\_\_\_\_

Is there any food(s) student cannot eat? Yes  No

If yes, provide details: \_\_\_\_\_

Does student require any special food? Yes  No

If yes, provide details: \_\_\_\_\_

## Signature

Signature of student \_\_\_\_\_

Signature of parent/ legal guardian \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## Acceptance of terms

The application form must be accepted or signed by a parent or guardian when the student is under 18 years of age.

### Declaration

I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to be bound by the Contract of Enrolment.

I/We agree to ensure that the student abides by the School/College and Accommodation Rules (as amended from time to time) on and from acceptance of an Offer of Place.

I/We acknowledge and accept that if a student is in breach of the School/College and Accommodation Rules (as amended from time to time) or the Contract of Enrolment, the School/College may terminate the Contract of Enrolment and withdraw an Offer of Place (where the breach occurs prior to course commencement) or suspend or expel the student (where the breach occurs following course commencement).

I/We acknowledge and accept that any personal information collected by the School/College will be dealt with in accordance with the UP Education privacy policy (as amended from time to time). A copy of the privacy policy is available at: [up.education](http://up.education)

I/We note and accept that the School/College\* has arranged to protect student fees by entering into an agreement with the School's/College's nominated Trust Account.

I/We wish that the student fees be held in Trust with the nominated Trust Account to protect the student fees.

I/We agree that I/we will accept or sign the request for payment schedule for the draw-down of funds from the nominated Trust Account and any subsequent payment schedules as the case may be.

I/We agree that the School/College may contact the student's current/ previous school in order to obtain or verify information relating to this enrolment.

I/We have disclosed to the School/College all

information related to past disciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.

I/We are aware that I must immediately advise the School/College if any information provided is incorrect or changes or there are changes in my circumstances that are relevant to my application or to my student visa application or to my ability to support myself.

I/We agree that the student concerned will board with one of the School/ College's approved homestay families or live in accommodation that is approved by the School/College while enrolled at the School/ College (applies to students aged under 18 years).

I/We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided upon application or in an interview (either at the college or by telephone/ Skype) would now be different.

I/We agree to the use (including disclosure) of student information by the Staff of the School/College and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission.

I/We hereby authorise the School/College to release, or make available through electronic or other means, to the student and the parents and/ or guardians of the student any information about the student which it creates, or receives in the course of the student's enrolment with the School/College, including course results and personal information relating to the student's well-being.

I/We understand that the final decision on whether UP Education will provide INZ visa nomination will be made by UP Education based on my application and information on this form.

I/We acknowledge, accept and agree to be bound by this "Acceptance of Terms", the relevant Contract

of Enrolment in this application form and the "Enrolment Acceptance Form" (together, the Terms) by signing the "Acceptance of Terms" and "Enrolment Acceptance Form" (and agree that both you and your parents must sign when you are Under 18).

I/We acknowledge and agree that where physical signing of either of this "Acceptance of Terms" or "Enrolment Acceptance Form" is not possible (for whatever reason), I/We agree that the Terms are accepted in accordance with the relevant provisions of the Contract and Commercial Law Act 2017 by checking the "I/we accept the Terms" box on the relevant form.

I/We acknowledge that UP Education can archive, display, or utilise any artistic material generated by the student during the programme of study for use in UP Education publications, advertising, publicity and promotions.

I/We consent that the UP Education Director of Admissions and Student Services act as guardian for the student if the need arises when the student has medical or mental health issues and to act in the best interests of the student and parents.

I/We authorise the Director of Admissions and Student Services to discuss my student visa application for the programme offered with Immigration New Zealand; to obtain information regarding the processing of the visa application and the decision on the application.

I/We declare that all current and prior medical conditions of the student (including, for the avoidance of doubt, any significant injury, long-term illness, mental health issue, learning disorder or disability of any kind) have been fully and accurately disclosed in this application form (regardless of whether the student suffers ongoing issues or takes regular medication).

\*School/College refers to all UP Education New Zealand Schools/colleges.

## Signature

Signature of student

.....

Signature of parent/  
legal guardian

.....

Date

.....

Date

.....

I/We agree that any images or videos taken of the student throughout the period of enrolment may be used by the School/College for promotional purposes.

## Consultant declaration:

I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation.

Signature of  
consultant

.....

Date

.....

Agency  
name

.....

## How did you hear about UP Education?

- Education agent   
  up.education (website)   
  Internet search   
  Education fair  
 Current students   
  Facebook/social media   
  Open Day advertising   
  Other (please specify) .....  
 Family/friends   
  Embassy/Education New Zealand   
  Advertising .....

Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment then, subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarised in this application form under the heading "Summary of terms implied by statute" (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

## Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand, and marketing recruitment costs. These fees will be retained by the School/College.
- All Funds received will be held in trust to protect student fees as more particularly described in the Statutory Terms.
- Payments may be made in New Zealand dollars or US dollars to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the UP International College New Zealand Limited. The student's name and identification number must be entered on the document and quoted by the remitting bank.
- When payments are made by telegraphic transfer, the bank charges are debited to the student.
- On receipt of a payment in US dollars, the student will be credited with the NZ dollar equivalent amount based on the prevailing Westpac telegraphic transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.
- Payments by UP Education-approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the UP Education Credit Card Payment Form.
- A request to pay the course fees in instalments may be approved by the Director of Admissions and Student Services (the Director) (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.

## Refund Policies

### Tuition fees

Up to 25% of tuition fees may relate to costs incurred through pre-arrival services, such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. Where stated, these fees will be retained by the School/College.

Subject to the terms of the Education Act 1989, a full or partial refund of fees may be payable by UP Education (on application by the student) in the following circumstances:

- the repayment of excess prepaid fees, either:
  - at the end of their final course; or
  - before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.
- if the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989)), all tuition fees are fully refundable.
- if a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.
- where an Offer of Place was made and the visa application declined by Immigration New Zealand, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the visa not being granted.
- a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the Director, be accepted as grounds for a refund of tuition fees. The Director may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
- if a notice of cancellation/withdrawal is made in writing to the Director, the percentage of fees payable as a refund will be calculated in accordance with the following table:

## International students who obtain Permanent Resident status

- International students in School Programmes, who have deposited an annual tuition fee in advance and subsequently obtain permanent residency and provide evidence of their new status to the Director or Admissions and Student Services prior to the Ministry of Education 1st March return, may apply for a refund of the difference in fees. The refund will be calculated for Terms 2 to 4 in cases where permanent residency is obtained after course commencement and before the end of February.

## Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of UP Education from any guarantee it has given to Immigration New Zealand.
- Living expenses held when a student leaves UP Education may be refunded following a full reconciliation of that student's living expenses.

## No Refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the School/College Board.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

## Payment of Refunds

- Refunds will be made by bank draft / telegraphic transfer in New Zealand dollars or foreign currency equivalent at the time of the refund.
- The bank draft / telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the Director. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

## Miscellaneous

### Intellectual Property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

### Infringement of Rules or Laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect / fraudulent documentation.

If a student is in breach of the School/College and Accommodation Rules (as amended from time to time) or this Contract of Enrolment, the School/College reserves the right to terminate the Contract of Enrolment and withdraw an Offer of Place (where the breach occurs prior to course commencement) or suspend or expel the student (where the breach occurs following course commencement).

### Student Accommodation

- International students under the age of 18 are required to board with homestay families registered and approved by the School/College for the duration of their study. Exceptions are only made for students who are staying with close family relatives year round. Any such arrangement must meet with the approval of the Director.
- Students who are under 18 and who live with a parent are required to have their accommodation arrangements approved by the School/College. The U18 Accommodation Guarantee and Service Fee will apply.
- The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee UP Education has been required to give to Immigration New Zealand.
- Fees for Homestay or other accommodation paid to UP Education will be held in trust for the student and released as required for payment of accommodation expenses.
- The possession, carrying, storing or discharge of any firearm (including any airgun, air rifle or air pistol) on or in any student accommodation (including any Homestay accommodation) is strictly forbidden.

### Living Expenses

Money paid to UP Education for student living expenses will be held in trust and released to students at a rate of \$1,250.00 per month or on such other basis as may be agreed between UP Education and the student's guardian (or the student, if the student is over 18).

### Conditional Acceptance

In the student's interview (where applicable), there were a series of questions under the heading "Disciplinary Record". This Contract of Enrolment is conditional upon the answers given being true and,

further, upon there being no change to those answers up until the student's first day at the School/College.

## Complaints Procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be taken to the Campus Principal or sent in writing to the Director. If it is still not resolved then the complaint can be taken to the NZQA, who will process the complaint. NZQA is a government organisation and they can provide an independent assessment of the complaint. Raising a complaint with NZQA will not adversely affect a student's immigration status.

Students can download the complaint form from [nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf](http://nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf). Completed complaint forms, along with any supporting evidence, can be sent to:

The Complaints Officer  
Quality Assurance Division  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140

or

email or scan the completed form along with scans of any supporting evidence to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz).

For more information on the complaint process, students can contact NZQA on 0800 697 296 or refer to the Student Handbook.

## Medical and Travel Insurance

International Students must have current medical and travel insurance which meets the UP Education's approved requirements while studying in New Zealand.

## Obligation by the School/College

The School/College undertakes to provide tuition as set down from time to time in the prospectus.

The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School / College Board.

## Liability

To the fullest extent permitted by the Fair Trading Act 1986, Consumer Guarantees Act 1993 or otherwise at law or in equity, the School/College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or applicant(s) or any other person (in respect of the student's or the applicant(s) tuition) to the School/College. Except for any liability arising from the Fair Trading Act 1986 or Consumer Guarantees Act 1993, under no circumstances will the School/College be liable to the student or the applicant(s) or any other person for indirect or consequential loss or damage of any kind (including loss of profits).

## Amendments

- As at June 2019, every attempt was made to present accurate information (including the fees) in this application form.
- UP Education reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. UP Education will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the School/College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.
- For the most up to date fees and course information, refer to our website: [up.education](http://up.education)

## Unaccompanied international students are accepted into UP Education Schools/Colleges from age 13.

Full refund of all fees	School/College to retain 20% of tuition and course-related fees	School/College to retain 30% of tuition and course-related fees	No refund	Notes:
Notice received by the School/College 5 months or more prior to the course commencement	Notice received by the School/College between 2 and 5 months prior to course commencement	Notice received by the School/College between 1 and 2 months prior to course commencement	Notice received by the School/College less than 1 month prior to course commencement	<ul style="list-style-type: none"> <li>• Courses are inclusive of Orientation days (attendance required)</li> <li>• For Schools/Colleges and programmes other than UP International College English Studies, the published course fee is used when determining the cancellation fee to be imposed</li> </ul>



*All enquiries and applications to:*

**UP International College New Zealand**

345 Queen St, Auckland

PO Box 6199, Wellesley St  
Auckland 1141, New Zealand

**T** +64-9-307 5399

**E** [international.enquiries@up.education](mailto:international.enquiries@up.education)

**W** [partnerships.up.education](http://partnerships.up.education)