

IPU New Zealand - Higher education for the internationally minded



PART OF SOSHI EDUCATIONAL GROUP

2016

Application for Admission and Provisional Enrolment

(For New Zealand/Australia citizens and NZ Permanent Residents)

IPU New Zealand is the trading name of International Educational Foundation (NZ) Incorporated

Checklist

- My Application for Admission is fully completed, dated and signed by me.
- I have attached proof of my age and identity. This may be a certified copy of my birth certificate, passport, or proof of change of name.
- I have supplied my IRD number.
- If I am under 20 years of age, I have attached a certified copy of my academic records from secondary school.
- I have enclosed my \$50 Application Fee.
- I have attached 2 passport sized photos taken within the last six months.

Once completed and you have checked all documentation, please send to:

IPU New Zealand
Enrolments
Private Bag 11021
Manawath Mail Centre
Palmerston North 4442

Welcome to IPU New Zealand! Thank you for choosing to study with us. Please complete this form and return it to us along with the NZ\$50 Application Fee at least four weeks before the start date of your programme.

Have you previously applied or enrolled at IPU New Zealand? (Please circle) **Yes** **No** **If “Yes”, Student ID No.:**
 If you have previously studied at IPU New Zealand, under a different name to the one you currently use, please write it in the space provided:

Section 1: My Personal Details (Please read note 1 on page 5.)

Please also include 2 passport sized photographs with your application.

Title: Mr Mrs Miss Ms Other _____

Legal Family name (as shown on your birth certificate or passport)

Legal First name(s) (as shown on birth certificate or your passport)

Preferred name(s)

Gender Male Female Date of Birth (Day / Month / Year)

Residential address (Number and Street)

Suburb City Postal Code

Postal Address (If different from residential address)

Suburb City Postal Code

Home telephone number Work telephone number

Cellphone number

Email address

Next of kin / emergency contact name:

Next of kin/emergency contact telephone number:

Next of kin/emergency contact address:

Can your next of kin/Emergency contact person speak English?
 Yes No If not, which language do they speak?

NZQA/NSI number (if any) - Please read note 2 on page 5.

IRD Number – Please read note 3 on page 5.

Section 2: Proposed Course of Study (Please read notes 4 and 5 on page 5.)

Please tick the name of the qualification you wish to study and the semester you intend to start	Semester 1 (April)	Semester 2 (August)	Semester 3 (January)
<input type="checkbox"/> Bachelor of Contemporary International Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Graduate Diploma of International Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Postgraduate Diploma of International Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Master of International Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Diploma of Japanese Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Foundation Education Programme* <small>*Only applicable to NZ residents for whom English is a second language</small> <small>*Only applicable to NZ residents for whom English is a second language</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Educational History and Details

The information you provide in this section is used for statistical purposes only. We are required to collect this information on behalf of government organisations authorised to receive it, such as the Ministry of Education and Tertiary Education Commission. [\(Please also read note 6 on page 5.\)](#)

Academic Background

Please provide certified official documentation of academic results for your highest qualifications. [\(Please read note 7 on page 5.\)](#)

Secondary School last attended

Name of school	Country	Qualification	Year started	Year finished

Tertiary Study

Name of Institution	Country	Qualification	Year started	Year finished

Credit (For undergraduate programmes only)

Do you wish to have previous tertiary study assessed for recognition of credit? Yes No

Your application must include your academic transcript and an official outline and course descriptions.

Highest Secondary School Qualification

- 00 No formal secondary qualification
- 11 14 or more credits at any level
- 12 NCEA Level 1 or School Certificate
- 13 NCEA Level 2 or Sixth Form Certificate
- 14 University Entrance
- 15 NCEA Level 3 or Bursary or Scholarship
- 09 Overseas qualification
(includes International Baccalaureate & Cambridge Exams)
- 98 Other - specify
- 99 Not known

Ethnicity - (Please do not tick more than three boxes)

- | | |
|---|---|
| 111 <input type="checkbox"/> NZ European / Pakeha | 371 <input type="checkbox"/> Other Pacific Island Group |
| 121 <input type="checkbox"/> British / Irish | 411 <input type="checkbox"/> Filipino |
| 122 <input type="checkbox"/> Dutch | 412 <input type="checkbox"/> Cambodian |
| 123 <input type="checkbox"/> Greek | 413 <input type="checkbox"/> Vietnamese |
| 124 <input type="checkbox"/> Polish | 414 <input type="checkbox"/> Other Southeast Asian |
| 125 <input type="checkbox"/> South Slav | 421 <input type="checkbox"/> Chinese |
| 126 <input type="checkbox"/> Italian | 431 <input type="checkbox"/> Indian |
| 127 <input type="checkbox"/> German | 441 <input type="checkbox"/> Sri Lankan |
| 128 <input type="checkbox"/> Australian | 442 <input type="checkbox"/> Japanese |
| 129 <input type="checkbox"/> Other European | 443 <input type="checkbox"/> Korean |
| 211 <input type="checkbox"/> New Zealand Maori | 444 <input type="checkbox"/> Other Asian |
| 311 <input type="checkbox"/> Samoan | 511 <input type="checkbox"/> Middle Eastern |
| 321 <input type="checkbox"/> Cook Island Maori | 521 <input type="checkbox"/> Latin American |
| 331 <input type="checkbox"/> Tongan | 531 <input type="checkbox"/> African |
| 341 <input type="checkbox"/> Niuean | 611 <input type="checkbox"/> Other - Specify |
| 351 <input type="checkbox"/> Tokelauan | <input style="width: 150px;" type="text"/> |
| 361 <input type="checkbox"/> Fijian | |

Prior Activity - as at 1 October in year prior to the date on which your course commences (**select one**)

- 01 Secondary school student
- 02 Non-employment/beneficiary (excludes retired)
- 03 Worker
- 04 Self-employed
- 05 University student
- 06 Polytechnic student
- 07 College of Education student
- 08 House person or retired
- 09 Overseas - (irrespective of occupation)
- 11 Private Training Establishment student
- 12 Wananga student
- 99 Other - Specify

Citizenship

- NZL New Zealand Citizen
- NZP New Zealand Permanent Resident
- AUS Australian Citizen

Section 4: Iwi - If you identify yourself as a New Zealand Maori, please indicate your iwi by ticking the appropriate box(es) below.

Code	4 iwi	Region
0100	Te Tai Tokerau/Tamaki Makau Rau Region not further defined	Northland/Auckland
0101	Te Aupouri	
0102	Ngati Kahu	
0103	Ngati Kuri	
0104	Ngapuhi	
0105	Ngapuhi Ki Whaingaroa - Ngati Kahu Ki Whaingaroa	
0106	Te Rarawa	
0107	Ngai Takoto	
0108	Ngati Wai	
0109	Ngati Whatua	
0110	Te Kawerau	
0111	Te Uri o Hau	
0112	Te Roroa	
0200	Hauraki (Coromandel) Region not further defined	Coromandel
0201	Ngati Hako	
0202	Ngati Hei	
0203	Ngati Maru (Marutuahu)	
0204	Ngati Paoa	
0205	Patukirikiri	
0206	Ngati Porou Ki Harataunga Ki Mataora	
0207	Ngati Pukenga Ki Waiau	
0208	Ngati Rahiri Tumutumu	
0209	Ngati Tai	
0210	Ngati Tamatera	
0211	Ngati Tara Tokanui	
0212	Ngati Whanaunga	
0300	Waikato/Te Rohe Potae Region not further defined	Waikato/ King Country
0301	Ngati Haua(Waikato)	
0302	Ngati Maniapoto	
0303	Ngati Raukawa(Waikato)	
0304	Waikato	
0400	Te Arawa/Taupou	Rotorua/Taupou
0401	Ngati Pikiiao (Te Arawa)	
0402	Ngati Rangiteaorere (Te Arawa)	
0403	Ngati Rangitihiri (Te Arawa)	
0404	Ngati Rangiwewehi (Te Arawa)	
0405	Tepuika (Te Arawa)	
0406	Tarawhai (Te Arawa)	
0407	Tuhourangi (Te Arawa)	
0408	Uenuku-Kopako (Te Arawa)	
0409	Waitaha (Te Arawa)	
0410	Ngati Whakaue (Te Arawa)	
0411	Ngati Tuwharetoa	
0412	Ngati Tahu (Te Arawa)	
0500	Tauranga a Moana/Mataatua Region not further Defined	Bay of Plenty
0501	Ngati Pukenga	
0502	Ngaiterangi	
0503	Ngati Ranginui	
0504	Ngati Awa	
0505	Ngati Manawa	
0506	Ngai Tai	
0507	Tuhoe	
0508	Whakatohea	
0509	Whanau-A-Apanui	
0510	Ngati Whare	
0600	Te Tairāwhiti(East Coast) Region not further defined	East Coast
0601	Ngati Porou	
0602	Te Aitanga-A-Mahaki	
0603	Rongowhakaata	
0604	Ngai Tamanuhiri	
0700	Te Matau a Maui/Wairarapa Region not further defined	Hawkes Bay/Wairarapa
0701	Rongomaiwahine (Te Mahia)	
0702	Ngati Kahungunu ki Te Wairoa	
0703	Ngati Kahungunu ki Heretaunga	
0704	Ngati Kahungunu ki Wairarapa	
0705	Ngati Kahungunu, region unspecified	
0706	Rangitane (Te Mat au a Maui/Hawkes Bay/Wairarapa)	
0707	Ngati Kahungunu ki Whanganui a Orotu	
0708	Ngati Kahungunu ki Tamatea	
0709	Ngati Kahungunu ki Tamakinui a Rua	

Code	4 iwi	Region
0800	Taranaki Region not further defined	Taranaki
0801	Te Atiawa (Taranaki)	
0802	Ngati Maru (Taranaki)	
0803	Ngati Mutunga (Taranaki)	
0804	Nga Rauru	
0805	Nga Ruahine	
0806	Ngati Ruanui	
0807	Ngati Tama (Taranaki)	
0808	Taranaki	
0809	Tangahoe	
0810	Pakakohi	
0900	Whanganui/Rangitikei Region not further defined	Whanganui/Rangitikei
0901	Ngati Apa (Rangitikei)	
0902	Te Ati Hau Nui a Paparangi	
0903	Ngati Haua (Taumarunui)	
0904	Ngati Hauiti	
1000	Manawatu/Horowhenua/Te Whanganui a Tara	Manawatu/Horowhenua/Wellington
1001	Te Atiawa (Whanganui a Tara/Wellington)	
1002	Muaupoko	
1003	Rangitane (Manawatu)	
1004	Ngati Raukawa (Horowhenua/Manawatu)	
1005	Ngati Toarangatira (Te Whanganui a Tara/Wellington)	
1006	Te Atiawa Ki Whakarongotai	
1100	Te Waipounamu/Wharekauri	South Island/Chatham Islands
1101	Te Atiawa (Te Waipounamu/South Island)	
1102	Ngati Koata	
1103	Ngati Kuia	
1104	Kati Mamoe	
1105	Moriori	
1106	Ngati Mutunga (Wharekauri/Chatham Islands)	
1107	Rangitane (Te Waipounamu/South Island)	
1108	Ngati Rarua	
1109	Ngai Tahu/ Kai Tahu	
1110	Ngati Tama (Te Waipounamu/South Island)	
1111	Ngati Toarangatira (Te Waipounamu/South Island)	
1112	Waitaha (Te Waipounamu/South Island)	
1113	Ngati Apa ki te Waipounamu	
2001	Tainui Iwi not named. but waka or Iwi confederation known	
2002	Te Arawa	
2003	Takitimu	
2004	Aotea	
2005	Mataatua	
2006	Mahuru	
2007	Mamari	
2008	Ngatokimatawhaorua	
2009	Nukutere	
2010	Tokomaru	
2011	Kurahaupo	
2012	Muriwhenua	
2013	Hauraki/Pare Hauraki	
2014	Turanganui a Kiwa	
2015	Te Taihū o Te Waka a Maui	
2016	Tauranga Moana	
2017	Horouta	
2101	Te A tia wa Iwi named but region unspecified	
2102	Ngati Haua	
2103	Ngati Maru	
2104	Ngati Mutung a	
2105	Rangitane	
2106	Ngati Raukawa	
2107	Ngati Tama	
2108	Ngati Toa	
2109	Waitaha	
2110	Ngati Apa	
2200	Hapu affiliated to more than one iwi	Hapu affiliated to more than one iwi
5000	Do not know name of Iwi	Other responses.

Section 5: Disability Details

Do you live with the effects of significant injury, a long-term illness or any disability?

Yes No **If "Yes" please complete the following questions:**

1. Please specify your disability by ticking all relevant boxes.

- Deaf Hearing impaired Specific learning disability Medical (e.g. Chronic pain; epilepsy; neurological)
 Psychological / psychiatric Mobility Speech Blind Vision impaired
 Temporarily impaired (including temporary impairment or injury that is expected to last less than six months)
 Other (please state): _____

2. The purpose of the following questions is to help determine what assistance (if any) IPU New Zealand can reasonably provide.

(a) In the event of an emergency would you need help to evacuate a building?

Yes No

(b) Do you need additional resources to assist you with your studies?

Yes No **If "Yes", please specify:** _____

Section 6: Accommodation Option

Do you require accommodation on campus during your studies at IPU New Zealand? Yes No

Please indicate your preference from the following options.

Preference	Hall Option
<input type="checkbox"/>	Hall 1-6 (7m ²) \$200p/w
<input type="checkbox"/>	Hall 7-9 (11m ²) \$220p/w

Would you like to be picked up upon arrival in Palmerston North?

Yes No

If yes, where would you like to be collected from (eg, train station, airport etc.): _____

Note: All rooms are subject to availability. All rooms are private, and are fully catered; three meals per day, seven days a week are provided in our dining hall. Students cannot reserve a particular hall or room, but we will endeavour to allocate your choice wherever possible.

A \$500 bond, \$250 service fee, and first week's rent are to be paid in advance.

I understand that I must pay the \$500 bond, \$250 service fee, and first week's rent prior to moving in to the IPU New Zealand accommodation.

Section 7: Fees (Please read notes 8 and 9 on page 6.)

IPU New Zealand Fees

Tuition:	\$3,565 (April 2016 →)
Facility Fee*:	\$750

I agree to pay a non-refundable application fee of \$50 (including GST) with this application.

I can accept IPU New Zealand's offer by paying IPU New Zealand tuition and facility fees.

I understand that I must pay all fees prior to the start date of my programme.

I understand that if I do not attend the course(s) I am enrolled in, I am still liable to IPU New Zealand for payment of my fees in full if I do not withdraw from my course(s) and/or qualification as required by IPU New Zealand and within IPU New Zealand's refund period.

* The facility fee covers course related costs (textbooks, printing, and teaching materials) and access to facilities such as the library and recreation centre

Payment of Fees

How will you be making your payment?

I am applying for a student loan to pay for my fees (please complete StudyLink student loan application form and submit to Study Link). I authorise IPU New Zealand to direct and accept payment of the relevant tuition fees from my student loan account.

I will pay IPU New Zealand directly.

An organisation is paying my fees.

Name of organisation: _____

Contact person: _____

Telephone number: _____

Postal address: _____

*If an organisation is paying your fees, please provide a letter with this form from an authorised representative of that organisation, stating that it will be paying your fees. If for any reason that organisation does not pay your fees, then you must pay the fees yourself.

You may wish to apply to StudyLink for a student loan. If your loan application is approved, StudyLink will pay your tuition fees directly to IPU New Zealand, but you must apply separately for the \$750 facility fee as a Course Related Cost, and pay this to IPU New Zealand yourself. If your loan application is not approved, you must pay your tuition fees and all other fees set by IPU New Zealand yourself.

NOTES

1. Changing your details/circumstances

Any changes of a home or local mailing address must be given to the Academic Registry Services as soon as possible after the move has been made. An Address Change Form is available at the Student Services Counter in the Administration Building. IPU New Zealand is not responsible for forwarding of mail without English addresses.

2. National Student Index (NSI) Number

The National Student Index Number is assigned to all individuals undertaking secondary or tertiary education in New Zealand. The NSI number identifies your legal name, date of birth and residential status.

3. IRD number

This is allocated by the Inland Revenue Department for tax purposes.

4. Interview and placement test

Applicants may be required to attend an interview with an IPU New Zealand representative, and/or sit an English or Japanese placement test.

5. Selection for Admission

An offer for admission is for a specific programme of study at IPU New Zealand to commence on a given date in a specified teaching term, and cannot be transferred to another date, term or programme without the prior written approval of the Board of Trustees. If declined, an offer for admission becomes null and void.

6. Privacy

In signing the Application for Admission and Provisional Enrolment Form you acknowledge that:

6.1 IPU New Zealand collects and stores information about you. Some of this information will be provided by you, some of it will be collected by IPU New Zealand in the course of your enrolment at IPU New Zealand. IPU New Zealand is required to disclose such information to other organisations such as the Ministry of Education, Tertiary Education Commission, New Zealand Qualifications Authority, Skill New Zealand, Professional Registration Board, Ministry of Social Development, Inland Revenue Department, and Study Link. IPU New Zealand may also use such information for marketing purposes, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records or otherwise.

6.2 In addition, you agree that IPU New Zealand may release information about you to government agencies such as the New Zealand Police, Department for Courts and Department of Corrections, Ministry of Social Development, and the Accident Rehabilitation Compensation Insurance Corporation.

6.3 In signing the Application for Admission and Provisional Enrolment Form you authorise the collection, holding and disclosure referred to above.

6.4 Under the Privacy Act 1993 you may ask IPU New Zealand to provide you with copies of the information it holds about you. If you disagree with any such information you may ask to have it corrected.

7. Application form and academic records (transcripts)

7.1 All prospective students must complete and submit the Application Form along with official records of prior academic study. These records include:

- Certificate or similar evidence of completion of secondary education;
 - All secondary school academic records for applicants without prior tertiary study; and
 - All tertiary academic records for applicants who have completed one or more semesters of university-level study.
- An official English Language test score result (IELTS, TOEFL and TOEIC), applicable when English is not the first language for the applicant.

Applicants who are still completing a secondary education qualification may apply for provisional admission subject to completion. Formal admission to IPU New Zealand will be contingent upon completion of this qualification.

- 7.2** Official transcripts of academic work should be either issued directly to IPU New Zealand by the student's prior institutions or certified as being the official records. All transcripts and records should be in English; otherwise, English translations certified as being true and accurate must be provided along with the transcripts.

8. Refund policy (Domestic Students)

The Refund Policy in this section is established to meet the requirements of Section 236A of the Education Act 1989.

The Board of Trustees of International Educational Foundation Limited confirms that IPU New Zealand has the financial resources available to refund fees to students when required in compliance with NZQA Student Fee Protection Rules 2013 in the case of course closure or other event outside of IPU New Zealand's control. (Available at: <http://www.nzqa.govt.nz/assets/About-us/Our-role/Rules/SFP-Rules.pdf>).

For full details on IPU New Zealand's Student Fee Protection and Refund policies please refer to the Academic Handbook.

8.1 Refund of Tuition, Accommodation and Facility Fees

A student who withdraws from IPU New Zealand before the course commencement date shall be refunded in full.

A student who withdraws from the Institute for any reason within 10 working days after the course commencement date shall be refunded all tuition, accommodation and facility fees paid, less 10 percent of their fees.

A student who withdraws from their annual course of study more than 10 working days after the course commencement date shall receive no refund of tuition fees. They shall receive a pro-rata refund of any unused portion of accommodation and facility fees.

8.2 Definitions

Course commencement date:

The first day on which teaching starts in a term for the course qualification in which the student is enrolled.

Tuition fee:

Fees assessed specifically for course tuition costs, and excluding accommodation and facility fees.

Date of withdrawal:

The date upon which full notification was received (the submission of all paperwork required by IPU New Zealand as part of the withdrawal process), or the final date of class attended, or the date upon which the student checked out of their on-campus room (whichever is the later).

Provisional Enrolment

1. This application for admission and provisional enrolment is subject to:
 - IPU New Zealand being satisfied as to my identity and being satisfied, based on all the information I have supplied, that IPU New Zealand can offer me admission; and
 - being selected by IPU New Zealand and sufficient places being available in the courses and/or qualifications applied for;
 - IPU New Zealand being satisfied that I meet the entry criteria (if any) if I am under 20 years of age; and
 - my acceptance.
2. IPU New Zealand may, at its discretion, waive all or any of the conditions in Paragraph 1 (except for the last bullet point).
3. If IPU New Zealand does not offer admission in writing, or if IPU New Zealand does offer admission in writing but I do not accept that offer on or before the first day of my course (or such later day that IPU New Zealand sets), then my admission is cancelled.
4. At any time after IPU New Zealand has offered me a place (irrespective of whether I have accepted or started study at IPU New Zealand), IPU New Zealand may still:
 - cancel or postpone any course and/or qualification that I have enrolled in (whether partially completed by me or not);
 - change the content of any course and/or qualification that I have enrolled in;
 - cancel my enrolment as permitted under the Education Act 1989 or otherwise by law.

My Acknowledgement and Declaration

1. In completing and returning this form, I am applying for admission and enrolment at IPU New Zealand. If IPU New Zealand offers me a place in writing, paying to IPU New Zealand the relevant tuition fees and all other fees including facility fees set by IPU New Zealand is deemed an acceptance of the offer.
2. (i) I undertake to comply with all IPU New Zealand's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Application for Admission).
(ii) I acknowledge that I have not relied on IPU New Zealand's (and/or IPU New Zealand's agents or contractors) judgement that course(s) and/or qualification(s) are suitable for any particular purpose or will achieve any particular result.
(iii) I acknowledge that, apart from the statements and warranties expressly given to me in writing by IPU New Zealand, all other statements and warranties (express or implied) are excluded.
(iv) I understand that the terms and conditions of this application form part of my contract with IPU New Zealand. I understand and accept this.
(v) If I have applied to enrol in a course where IPU New Zealand requires me to supply further information (eg. health, police check, etc.), I agree to promptly supply that information. I understand that my enrolment in that course is conditional on IPU New Zealand being satisfied with the content of the information I supply.
(vi) If this is the first time I have enrolled at IPU New Zealand, I have attached (or agree to promptly send) a certified copy of my birth certificate or passport, or proof of permanent New Zealand Residency (Residence Visa).
(vii) If I am under 20 years of age, I have attached proof of my highest level of achievement at secondary school.
3. I have read and agree to the Privacy Act provisions (note 6 on page 5).
4. I agree that if IPU New Zealand offers me a place in writing and if I accept that offer of place, I may withdraw only if Academic Registry receives a signed Change of Details/Circumstances form from me.

Declaration

I declare that to the best of my knowledge all the information I have provided on this form is true and complete.

I acknowledge that if IPU New Zealand offers me admission in writing, I may accept that admission by paying IPU New Zealand's tuition and facility fees.

Signature

Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Guardian's Signature (if I am under 18 years at the date of signing this application)

Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year