

Ignite Colleges

International Application Form



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 Fax: 09 268-2550
 international@ignitecolleges.ac.nz

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at Ignite Colleges. Please ensure that you:

- Complete all sections.
- Print your answers clearly in pen, print clearly in English using CAPITAL LETTERS, or by ticking the appropriate box for multi-choice questions.
- Sign & date the form.
- Have attached the required documents based on the Application Checklist on page 4.

A PERSONAL DETAILS																																		
Preferred Title:	<input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (Specify):																																	
Surname/Family Name:																																		
Given Name(s):																																		
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)																																	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse																																	
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Address while studying: <i>If different from home address</i>																																		
Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you.	<table border="0"> <tr> <td><input type="checkbox"/> NZ European/Pakeha</td> <td><input type="checkbox"/> Samoan</td> <td><input type="checkbox"/> Chinese</td> </tr> <tr> <td><input type="checkbox"/> British/Irish</td> <td><input type="checkbox"/> Cook Island Maori</td> <td><input type="checkbox"/> Indian</td> </tr> <tr> <td><input type="checkbox"/> Dutch</td> <td><input type="checkbox"/> Tongan</td> <td><input type="checkbox"/> Sri Lankan</td> </tr> <tr> <td><input type="checkbox"/> Greek</td> <td><input type="checkbox"/> Niuean</td> <td><input type="checkbox"/> Japanese</td> </tr> <tr> <td><input type="checkbox"/> Polish</td> <td><input type="checkbox"/> Tokelauan</td> <td><input type="checkbox"/> Korean</td> </tr> <tr> <td><input type="checkbox"/> South Slav</td> <td><input type="checkbox"/> Fijian</td> <td><input type="checkbox"/> Other Asian</td> </tr> <tr> <td><input type="checkbox"/> Italian</td> <td><input type="checkbox"/> Other Pacific Island</td> <td><input type="checkbox"/> Middle Eastern</td> </tr> <tr> <td><input type="checkbox"/> German</td> <td><input type="checkbox"/> Filipino</td> <td><input type="checkbox"/> Latin American</td> </tr> <tr> <td><input type="checkbox"/> Australian</td> <td><input type="checkbox"/> Cambodian</td> <td><input type="checkbox"/> African</td> </tr> <tr> <td><input type="checkbox"/> Other European</td> <td><input type="checkbox"/> Vietnamese</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> New Zealand Maori</td> <td><input type="checkbox"/> Other Southeast Asian</td> <td></td> </tr> </table> <p><i>If "Other European", "Other Pacific Island", "Other Southeast Asian", "Other Asian", or "Other" please state specific ethnicity _____</i></p>	<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> Samoan	<input type="checkbox"/> Chinese	<input type="checkbox"/> British/Irish	<input type="checkbox"/> Cook Island Maori	<input type="checkbox"/> Indian	<input type="checkbox"/> Dutch	<input type="checkbox"/> Tongan	<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Greek	<input type="checkbox"/> Niuean	<input type="checkbox"/> Japanese	<input type="checkbox"/> Polish	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Korean	<input type="checkbox"/> South Slav	<input type="checkbox"/> Fijian	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Italian	<input type="checkbox"/> Other Pacific Island	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> German	<input type="checkbox"/> Filipino	<input type="checkbox"/> Latin American	<input type="checkbox"/> Australian	<input type="checkbox"/> Cambodian	<input type="checkbox"/> African	<input type="checkbox"/> Other European	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other	<input type="checkbox"/> New Zealand Maori	<input type="checkbox"/> Other Southeast Asian	
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	<p>Disability: Do you live with the effects of significant injury, long term illness, or disability or any physical or learning disability, or diverse needs that may impact on your performance as a student</p>	<input type="checkbox"/> Yes. Please provide details of this below. The information you supply is confidential.	<input type="checkbox"/> No
	<p>Do you have a pre-existing condition? A pre-existing condition is a medical condition a person is already diagnosed with, currently being treated for.</p>	<input type="checkbox"/> Yes. Please provide details of this below. The information you supply is confidential.	<input type="checkbox"/> No
	<p>Prior activity: What was your main activity or occupation in New Zealand at 1 October 2018? You may tick only one box.</p>	<input type="checkbox"/> Secondary Student <input type="checkbox"/> Wage/Salary Worker <input type="checkbox"/> University Student <input type="checkbox"/> House-person/Re-tired <input type="checkbox"/> Private Training Establishment (PTE) <input type="checkbox"/> Non-employed/Beneficiary (excluding retired) <input type="checkbox"/> Self-employed <input type="checkbox"/> Polytechnic Student <input type="checkbox"/> Overseas (irrespective of occupation) <input type="checkbox"/> Wānanga student	

B HOW DID YOU HEAR ABOUT US

	<p>Agent:</p>	<input type="checkbox"/> Yes Name: Email: Phone:
	<p>Facebook</p>	<input type="checkbox"/> Yes
	<p>Website</p>	<input type="checkbox"/> Yes
	<p>Friend/Family</p>	<input type="checkbox"/> Yes
	<p>Ignite Colleges Student</p>	<input type="checkbox"/> Yes
	<p>Other</p>	<input type="checkbox"/> Yes, please specify

C PROGRAMME OF STUDY

	<p>Expected Start Date: You may tick only one box</p>	<input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> OCT <input type="checkbox"/> NOV
	<p>Programme you wish to enrol in: You may tick only one box</p>	<input type="checkbox"/> International Diploma in Culinary Arts (Level 5) <input type="checkbox"/> Diploma in Hospitality Management (Level 6) <input type="checkbox"/> Diploma in Disability & Aged Care Practice (Level 5) <input type="checkbox"/> Other, please specify _____

D ENGLISH LANGUAGE COMPETENCE	
IELTS (attach results)	TRF Number: Score: _____ Date tested: _____
Equivalent Test	Test name: Score: _____ Date tested: _____

E ACADEMIC INFORMATION	
Secondary School:	<p>What was the name of the last secondary school you attended? State "overseas", if applicable:</p> <p>What was your last year at secondary school?</p> <p>What is the highest level of achievement you hold from Secondary/High School?</p>
Tertiary Study:	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment either in New Zealand or overseas since leaving school?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No <i>If no, please enter the name of the institution you studied at and the year of your first tertiary enrolment:</i></p> <p>Tertiary:</p> <p>Year:</p>

F NEXT OF KIN / EMERGENCY CONTACT DETAILS	
Local Contact:	Relationship to student: Full Name: Mobile/Phone: Email:
Overseas Contact:	Relationship to student: Full Name: Mobile/Phone: Email:

G ACCOMMODATION	
<p>It is important to plan ahead for accommodation. It is not always easy to find somewhere suitable to stay. If you intend to rent a place, landlords will most likely want to meet you in person. Consider the distance from school and the transport options available when deciding where to stay. If you cannot arrive early to find a suitable place, you will need to book temporary accommodation for a reasonable period. If you want to arrange accommodation yourself, you need to be aware of New Zealand tenancy laws, costs, and other day-to-day aspects of independent living. Further information provided at enrolment time.</p>	

H APPLICATION CHECKLIST	
<input type="checkbox"/> All sections completed	<input type="checkbox"/> Copy of IELTS/English test results attached
<input type="checkbox"/> Copy of passport (and visa if applicable) attached	<input type="checkbox"/> Evidence of work experience attached (if applicable)
<input type="checkbox"/> Evidence of prior study attached	<input type="checkbox"/> Form signed by student

I DECLARATION AND STUDENT ACKNOWLEDGEMENT	
<p><u>Student Declaration –</u></p> <ol style="list-style-type: none"> I hereby declare that the information I have given on this form and in the attachments is true and correct; no information that could have a material bearing on any enrolment has been withheld. I understand that this is an application form only and my enrolment will only be complete after I receive a confirmed offer of place from Ignite Colleges (Ignite) and the appropriate NZ VISA. I understand that Ignite reserves the right to terminate an offer of place if the information given in this application is incorrect in any significant way. I have read and understood the sections in the Student Handbook that cover the conditions under which my enrolment may be terminated, the circumstances under which I may be in breach of Ignite Colleges' rules and the type of disciplinary action that may be taken. I also understand that the expectation of student conduct covers behavior in and out of Ignite Colleges' premises. I am also giving permission to Ignite Colleges to use my image in and out of the classroom on photos, brochures and other promotional material. This material may be in electronic or hard format. Should you object sign here _____ I understand that the making of a false declaration is an offence under the Crimes Act 1961. I have read, understand and agree to the terms as listed above. <p>Print Full Name: _____</p> <p>Signature: _____ Date: _____</p>	

➤ **Please make sure you sign your application form above** ◀

Thank you for choosing to study at Ignite Colleges, we look forward to assisting you in achieving your educational goals. We will process your application and send your letter of offer within 48 hours of receiving it, this will be sent directly to your agent (if applicable).

Please remember to take the time to read the Important Information section of this form.

OFFICE USE ONLY			
STAFF MEMBER NAME:		ENTRY CRITERIA SATISFIED:	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE:	DATE:	COMMENTS:	
WISENET NUMBER:		NSN NUMBER:	

IMPORTANT INFORMATION

Code of Practice

Ignite Colleges 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/goto/international>

Accident Insurance

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

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance for the duration of their planned period of study. The policy must include cover for travel to and from New Zealand and within and outside New Zealand for the full enrolment duration. Ignite Colleges provides medical and travel insurance through Orbit Protect. Ignite Colleges has assessed the policies provided by these companies and determined that they meet the standards set out by the Code of Practice for the Pastoral Care of International Students.

Insurance for first year is included for all international students studying at Ignite Colleges and will automatically be charged for. Second year insurance, will be the responsibility of the student to arrange. Either through Ignite Colleges (Orbit Protect) or an alternative insurance compliant with the Code of Practice.

We receive an administrative fee from the insurer for arranging this. We have no liability in respect of claims which are a matter between you and the insurer.

Fees for annual policies vary depending on the provider and plan you choose, please contact us for current pricing.

Part-time Work

If you are studying a Diploma then you may work for up to 20 hours per week on your student permit once you have applied for a variation of conditions. For other courses, you may not be entitled to work.

For all immigration related enquiries, please refer to <https://www.immigration.govt.nz>

Further Information

Further information on courses, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found in our website at www.ignitecolleges.ac.nz. Alternatively, if you have any questions please feel free to contact your agent or to email us at info@ignitecolleges.ac.nz, we will be more than happy to assist.

Fees

All international students are required to pay the first year's course fee prior to beginning their programme of study.

Refund Policy

The refund policy is as follows:

International Students Tuition Refund Policy

Course Duration and Specific Condition applicable	Reasons for wanting a refund	Information Student must Provide	Timing for providing information	Amount Refunded
Less than 5 weeks - Any	Any	None	Within the first two days including and after scheduled start date	50% of total fees paid
5 weeks or more but less than 3 months - Any	Any	None	Within the first five days including and after scheduled start date	75% of total fees paid
Three months or more – Prior to Course Commencement	Visa not granted or extension of visa not granted	An official letter from INZ indicating the rejection of the visa application	Anytime	Total fee paid minus an administration fee of \$ 500
Three months or more – Prior to Course Commencement	Student no longer wishes to study at Ignite Colleges	A letter in writing confirming withdrawal from the course	Before programme commences	Total fee paid minus an administration fee of \$ 500
Three months or more – Within 10 working days after course commences	Student no longer wishes to study at Ignite Colleges	A letter in writing confirming withdrawal from the course	Within 10 working days after course commencement date	75% of total fees paid
Three months or more – After 10 working days after course commences				None

General Refund conditions applicable to all course durations

No refund will be made:

- Where a student has been expelled
- Where a student wishes to transfer to another school
- Where the enrolment application is found to be inaccurate in any way and the contract is terminated

Before processing a refund of fees, Ignite Colleges will require written confirmation of the withdrawal.

If Ignite Colleges decides, for any reason, to discontinue a course, before the planned start date, all funds received will be fully refunded. Ignite Colleges Limited will not be liable for any other claims other than the full refund of funds received if such an event does occur.

If a refund is appropriate pursuant to the Ignite Colleges Refund Policy:

- (a) If the funds are received via an Education Consultant or directly from a member of a student's family, Ignite Colleges will endeavor to refund fees to the party that paid the fees to Ignite Colleges.
- (b) If Ignite Colleges is aware that a student has obtained a bank loan for the purpose of attending Ignite Colleges, Ignite Colleges will endeavor to refund fees to the relevant lending bank unless otherwise instructed by that bank.