International Student Application for Enrolment Form – for programmes over 3 months

NEW ZEALAND School of Food & Wine™

This enrolment form is for those who do not hold New Zealand or Australian citizenship or a New Zealand resident class visa.

SECTION ONE: PERSONAL DETAILS			
Family name			
Legal first & middle name(s)			
Preferred name			
Email address			
Gender	☐ Male ☐ Female ☐ Other	Date of birth	
Passport Number (If you hold a current passport)		Issuing Country	
NSN (National Student Number if known)			

Which ethnic group(s) do you belong to? (Tick one or more boxes or specify).							
☐ European	☐ British	☐ Korean	☐ Japanese	☐ Thai	☐ Chinese	☐ Indonesian	☐ Malaysian
☐ Cambodian	☐ Fijian	☐ Tongan	☐ Samoan	☐ Indian	☐ Filipino	☐ Vietnamese	☐ Other

If 'Other', please specify			
Street address in New Zealand			
Suburb		Postal code	
City		Mobile	
Address (in your own country)			
City		Country	

SECTION TWO: EMERGENCY CONTACT			
Name		Relationship	
Address			
Email		Mobile	

SECTION THREE: TRAVEL & MEDICAL INSURANCE	
It is compulsory for students to have appropriate insurance covering your travel to and from New Zealand, medical care, and any additional events. Below is our recommended provider: Southern Cross: https://www.scti.co.nz/our-products/international-student/insurance/ We can arrange Southern Cross insurance for you directly.	☐ Please arrange insurance cover for _____ months ☐ I will arrange my own insurance

SECTION FOUR: NZSFW AGENTS (Please complete this section if applying through an Agent. If not, please go to the next section).

Agent Stamp	**Agent Name**

SECTION FIVE: QUALIFICATION SELECTION				
Please state your preffered programme of study.				
Qualification Title				
Start Date				
SECTION FIVE: STATISTICAL INFORMATION				
What was your MAIN activity or occupation in New Zealand as at 1st October last year? (Tick one box only)				
☐ Overseas	☐ Polytechnic student	☐ Secondary school student	☐ Wananga student	
☐ Wage or salary worker	☐ PTE Student	☐ Self Employed		
☐ Non-employed or beneficiary	☐ University student	☐ House person or Retired		
What is the name of the last high school you attended? State 'Overseas' if applicable.				
What is the last calendar year you attended high school?				
What is the highest level of achievement you hold from a high school? (Tick one box only)				
☐ No formal secondary qualification	☐ 14 or more credits at any level	☐ NCEA Level 1 or School Certificate	☐ Overseas qualification	
☐ NCEA Level 2 or 6th Form Certificate	☐ University Entrance	☐ NCEA Level 3 or Bursary Scholarship	☐ Other	
If 'Other' or 'Overseas', please specify				
Will this be the first year you have ever enrolled in Tertiary Education? Tertiary includes University, Polytechnic, College of Education, Industry Training Organisation, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school.			☐ Yes ☐ No	
If you answered 'No', enter the name of the Tertiary Education Organisation.				
If you answered 'No', enter the calendar year of your first enrolment in tertiary study.				
SECTION SIX: DISABILITY				
Do you live with effects of signifcant injury, long term illness, disability or learning disability? The information you supply is cofidential.			☐ Yes ☐ No	
If you answered 'Yes', please describe below.				
Which of the following support systems would help you? This information is collected for statistical purposes.				
☐ No support needed	☐ Reading	☐ Writing	☐ Communication	
☐ Mobility & Transport	☐ Other			
If 'Other', please specify				
SECTION SEVEN: DECLARATION				
Declaration – I declare that to the best of my knowledge all the information supplied on, and with this enrolment form is true and complete. I agree to abide by the conditions described below and I consent to the disclosure of personal information as described below.				
Signed		Date		

Privacy Statment – The Privacy Act 2020 has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. NZSFW handles personal information in accordance with the 13 information privacy principles in the Act.

NZSFW collects and stores information from this form to:

- comply with the requirements of the Education and Training Act 2020 and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

NZSFW will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that NZSFW holds about you and request that any errors in the information be corrected. To do so, contact NZSFW via email.

Disclosure of personal information to government agencies

NZSFW may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

The government agencies listed above may use the personal information supplied to them to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's Integrated Data Infrastructure.

Disclosure of personal information to other agencies and organisations

NZSFW may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees
- Southern Cross Benefits for the purposes of purchasing southern cross insurance only.

Data storage – Data collected from tertiary education organisations are now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft, Dropbox, Amazon or Google datastore based in Sydney, Australia and The Unites States.

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Please note, NZSFW may need to access your academic records through the NZQA website to assess your eligibility to study during the enrolment process.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NZSFW's policy on withdrawal and refund of fees are outlined on page four.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of NZSFW regarding attendance, academic integrity and progress, conduct and use of information systems.

International Student Application for Enrolment Form – Terms & Conditions of enrolment

NEW ZEALAND School of Food & Wine™

1. Rules and Regulations

All students agree to abide by the Rules and Regulations of the New Zealand School of Food and Wine Limited (NZSFW) and the laws of New Zealand. Full details of rules, regulations, conduct, attendance, academic requirements, complaint procedure will be explained on Day One of the course and in the NZSFW Learner Handbook.

2. Fees

2.1 Course fees paid in advance to NZSFW are held in a Trust Account maintained by the Public Trust, an approved independent trustee owned by the Crown and overseen and managed by the New Zealand Government. This arrangement has been accepted by the New Zealand Qualifications Authority (NZQA) as meeting the requirements of the Education and Training Act 2020 and the NZQA Student Fee Protection Rules 2022.

2.2 Indemnification of Student Fees

This Trust Account protects student fees in a number of situations including NZSFW being placed in liquidation or receivership, as well as student refund entitlements under the Education and Training Act 2020.

2.3 Fees are remitted to NZSFW from the Trust Account periodically in accordance with NZQA's Fee Protection Rules.

3. Payment of Fees

3.1 Students are required to pay course fees in full at least twenty working days before the start of the course. If fees are not received by this time, NZSFW reserves the right to withdraw the offer of place.

3.2 Course fees are paid to the NZSFW Trust Account by bank transfer to Public Trust Wellington: Bank of New Zealand, North End Branch 02 0536 0305865 01 Swift Code BKNZNZ22.

4. Refund of Fees

The following NZSFW policy on refunds and withdrawals applies to courses of more than 3 months. A student must notify the Director/General Manager in writing of withdrawal from a programme.

4.1. Domestic Student refund

a) If a Domestic student withdraws from their programme before it starts they receive a full refund.

b) If a Domestic student withdraws within the first eight days after course commencement, they are entitled a full refund of the total fees paid, less 10% or $500 which ever is the lesser amount.

c) If a Domestic student withdraws from course from day nine onwards (or fails to complete a course for any reason) no refund or reduction of fees is available.

4.2 International Student refund

a) If an International student withdraws from their programme before it starts they receive a full refund less 25% of the course fees.

b) If an International student withdraws within the first 10 working days of course commencement, they are entitled to claim a refund of all remaining fees paid up to 75% of the total fee.

c) If an International student withdraws from a course after 11 days no refund or reduction of fees is available.

d) The international enrolment fee of NZ$200 is non refundable.

4.3 Attendance

Students are required to maintain regular attendance in order to progress. A student who fails to attend any part of their course may be directed to withdraw. Subject to 4.1-4.2 above, they will not be entitled to a refund, nor to attend any other classes in place of those missed. The Director/General Manager of NZSFW shall be under no obligation to refund any portion of fees under 4.3.

4.4 Voluntary closure or course cessation

In the unlikely event that NZSFW closes or ceases to offer a course in which students are enrolled, NZSFW will refund the course fees for affected students on a pro rata basis within five working days, unless NZQA permits a longer period. Where a Course Closure Event is due to a natural disaster the Course may resume within ten working days after any notice by NZQA of course closure but students will be notified by NZSFW within five working days of their right to opt out of the course within 20 days and receive a pro rata refund from when they last attended.

5. Misconduct and Disciplinary Processes

5.1 The Director/General Manager of NZSFW reserves the right to terminate the training of any student at any time for misconduct subject to 5.2 and 5.3 below (e.g. theft, irregular attendance of class, use of alcohol, drugs, academic misconduct, noncompliance with laws of New Zealand) or any other reason as they think fit after fair and reasonable notice & consideration of the student perspective.

5.2 A disciplinary problem will be formally acknowledged by one verbal warning from the Director/General Manager to the student concerned. If the student fails to rectify their misconduct, the Director/General Manager will formally write to the student with their concern and notice of their intention to withdraw the student.

5.3 Upon receiving written notification from the Director/General Manager, a student shall no longer be permitted to attend any further class or classes on any course.

6. Liability

6.1 NZSFW shall be under no liability to any student or their family for any loss or damage, including personal injury or death, sustained at or upon NZSFW's premises howsoever caused and whether in respect of any negligent act or omission by NZSFW, its employees or agents.

6.2 NZSFW is required to ensure that international students take out appropriate and current medical and travel insurance to cover themselves against accident or illness, theft, loss of or damage to their personal property, or homestay property for the duration of their visa.

6.3 The Director/General Manager of NZSFW reserves the right in their absolute discretion and without notice to alter the organisation, time and/or date and/or structure, and/or teachers of any course at any time, after fair and reasonable notice & consideration of those affected by the proposed change.

7. Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

NZSFW has agreed to observe and be bound by The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The Code sets out the minium standards of advice and care that are expected of educational providers in New Zealand. View the Code at https://www2.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-english.pdf

INTERNATIONAL STUDENTS

8. Counselling and support for international students on campus

The international student support staff are responsible for supporting international students while studying at NZSFW.

9. Immigration and visas

NZSFW may only enrol a prospective international student for a course lasting longer than three months if the prospective student holds a current student visa or permit. Details of visa requirements can be found at https:// www.immigration.govt.nz/new-zealand-visas

10. Medical and Travel insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Students will need to provide NZSFW with evidence of their insurance policy documentation in English or purchase insurance from providers recommended by NZSFW.

11. English Language Requirements

International students, whose first language is not English, must provide evidence of their English Level. For further details, please view the website.

12. Complaints Procedure:

Internal Procedure: NZSFW welcomes feedback and students should approach NZSFW staff with any concerns or issues, whether a complaint or an appeal against an assessment decision. If a student is unhappy about an assessment, they must contact their tutor within 7 days to request a reassessment. The tutor will then reassess the student at a mutually agreeable time.

If the student is not satisfied with the outcome, the student may appeal to the General Manager/Director of NZSFW. Appeals must be made in writing within 7 days. The General Manager/Director will then evaluate the case after discussions with the tutor. The matter may then be referred to the NZSFW Management Board for consideration.

External Procedure: At the Director/General Manager's discretion, an independent evaluation or reassessment will take place e.g. by the NZSFW Management Board or a person appointed by the Director/General Manager. This evaluation or reassessment will be full and final. No further appeals will be accepted by NZSFW.

If the student is not satisfied with the system of complaint resolution or the outcome, a complaint can be made to NZQA by following the procedure set out on the NZQA website: https://www2.nzqa.govt.nz/about-us/contact-us/complaint/