

# New Zealand Student Application for Micro Credential

– for programmes less than 3 months



SECTION ONE: PERSONAL DETAILS			
Family name			
First name(s)			
Preferred name			
Email address			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth	
Passport number (if you hold a current passport)		Issuing Country	
NSN (National Student Number):			
Do you live with effects of significant injury, long term illness, disability or learning disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would you describe your impairment, disability or long term medical condition? The information you supply is confidential.		
Which ethnic group or groups do you belong to? (tick one or more boxes, or specify).			
<input type="checkbox"/> NZ European	<input type="checkbox"/> NZ Maori	<input type="checkbox"/> European	<input type="checkbox"/> Chinese
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> German	<input type="checkbox"/> Indian	<input type="checkbox"/> Fijian
		<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan
		<input type="checkbox"/> Japanese	<input type="checkbox"/> Cook Islands
		<input type="checkbox"/> Thai	<input type="checkbox"/> Other
If other, please specify:			
Iwi – If you identified as New Zealand Maori. Which Iwi are you affiliated?			
Address in New Zealand including postal code			
Country		Postal code	
Telephone		Mobile	
Home address (if not in New Zealand)			
Telephone		Mobile	
SECTION TWO: EMERGENCY CONTACT			
Name		Relationship	
Address			
Email address		Fax	
Telephone		Mobile	

SECTION THREE: PROGRAM SELECTION			
Please state your preferred program of study in order of preference.			
Program Title			
Start Date			
SECTION FOUR: STATISTICAL INFORMATION			
What was your MAIN activity or occupation in New Zealand as at 01 October last year? (Tick one box only)			
<input type="checkbox"/> Overseas	<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Non-employed or beneficiary	
<input type="checkbox"/> Wage or salary worker	<input type="checkbox"/> Self employed	<input type="checkbox"/> University student	
<input type="checkbox"/> Polytechnic student	<input type="checkbox"/> College of Education student	<input type="checkbox"/> House-person or retired	
<input type="checkbox"/> PTE student	<input type="checkbox"/> Wananga student		
What was the name of the last secondary school you attended? State 'overseas', if applicable.			
Last year at secondary school?			
What is the highest level of achievement you hold from a secondary school? (Tick one box only)			
<input type="checkbox"/> No formal secondary qualification	<input type="checkbox"/> 14 or more credits at any level	<input type="checkbox"/> NCEA Level 1 or School Certificate	
<input type="checkbox"/> NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> University Entrance	<input type="checkbox"/> NCEA Level 3 or Bursary Scholarship	
<input type="checkbox"/> Overseas qualification includes International Baccalaureate and Cambridge Exams (please specify)			
<input type="checkbox"/> Other (please specify)			
Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private training Establishment or Wananga either in New Zealand or overseas since leaving school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered 'No', enter the year of your first enrolment			

**Privacy – NZSFW collects and stores information from this form to:**

- manage the business of NZSFW
- comply with the requirements of the Education Act 1989 and other legislation[1] relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that NZSFW will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

**Supply of information to government agencies and other organisations**

NZSFW supplies data collected on this form to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

These agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding
- Develop policy advice for government
- Conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, NZSFW releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

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.

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 may be obtained from the Enrolments Officer.

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

**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 above and I consent to the disclosure of personal information as described above.

Signed \_\_\_\_\_

Signed (Guardian if under 18 yrs of age at time of application) \_\_\_\_\_

Date \_\_\_\_\_

# New Zealand Student Application for Micro Credential – Terms & Conditions of enrolment

## Rules and Regulations

1. All students agree to abide by the Rules and Regulations of the New Zealand School of Food and Wine (Auckland) 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 Student Orientation handout.
- 1.2 Please let us know if you are travelling from Overseas or outside of the Auckland region to attend this class.
2. **Fee Payment**  
Tuition fees must be paid before course commencement to reserve your place. Places cannot be held without payment. Fees can be paid by online Bank Transfer or credit card or EFTPOS at NZSFW office (prior to the course commencement).
3. **Refund of Fees for Micro Credential Courses**
  - 3.1 If a person misses a Class as a consequence of illness or for any illness or for any other reason, whether within or outside his/her control they shall not be entitled to attend any other course in place of that missed course or be entitled to a refund. The person may send a substitute to take their place in the booked class only.
  - 3.2 NZSFW reserves the right in its absolute discretion to modify the fees, organisation, tutors, scheduled time and date and/or structure of any or all of its demonstration or short course programs.  
The value of the refunds depend on the notice period of the cancellation.
    - a) 5 days before course commencement – Full Refund
    - b) Between 5 and 2 working days before course commencement – 50% Refund
    - c) Within 2 working days of course commencement – No Refund\*\* If we are able to fill the vacancy from a waiting list a 50% refund will be provided.  
No refunds are provided on transferred classes.
  - 3.3. Fees will be fully refunded for classes cancelled by NZSFW.
5. **International Visitors and Students**
  - 5.1 If you are visiting New Zealand you may attend a micro credential using a visitor's visa. A student visa is not required for courses of three months or less.
  - 5.2 **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.
6. **Misconduct and Disciplinary Procedure**
  - 6.1 The Director/General Manager of NZSFW reserves the right to terminate the training of any student at any time for misconduct subject to 6.2 and 6.3 below (e.g. theft, irregular attendance of class, use of alcohol, drugs, disruptive behaviour, noncompliance with laws of New Zealand) or any other reason as they think fit after fair and reasonable notice & consideration of the student perspective.
  - 6.2 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 his or her behaviour, the Director/General Manager will formally write to the student with their concern and notice of their intention to exclude the student.
  - 6.3 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.
7. **Liability**
  - 7.1 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.

- 7.2 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.

## INTERNATIONAL STUDENTS

8. **Code of Practice for International Students**  
NZSFW has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. The Code sets out the minimum standards of advice and care that are expected of educational providers in New Zealand. View the Code at <http://www.education.govt.nz/ministry-of-education/legislation/regulations-to-support-international-students/>
9. **Counselling and support for international students on campus**  
The international student support staff are responsible for supporting international students while studying at NZSFW.
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.
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. 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 Management Advisory Board or the ITO responsible for the unit standard.  
**External Procedure:** At the Director/General Manager's discretion, an independent evaluation or reassessment will take place e.g. by the NZSFW Advisory Management Board or someone appointed by the Director/General Manager. This evaluation will be full and final. No further appeals will be entertained by NZSFW.  
  
If the student is unhappy with the system of complaint resolution or the outcome, a complaint can be made to NZQA, by calling them on 0800 697 296 or following the procedure set out on the NZQA website: [nzqa.govt.nz](http://nzqa.govt.nz)