

OFFICE USE ONLY

H/S U18
 Eng M/S _____ A/ID _____

Details entered by: _____ Date: _____

International Group Application Form

Please read: *Personal Information and the Privacy Principles in the Admission & Enrolment Guide.*

WHEN COMPLETED

Please complete this form and send it to:

Email: intlgroups@ara.ac.nz
Tel. +64-3-940 8000

To be completed in English

NAME OF APPLICANT - This form must be completed in black or blue pen.

Legal family name

Legal given name(s)

Please print your legal name in full. If you are not commonly called by your legal name please fill in a preferred given name below.

Preferred given name

Title Miss Mrs Ms Mr Other

Gender Female Male Diverse Date of Birth

Have you previously been known by another name?

(Please use numerals only: 00/00/0000)

Previous family name(s)

Previous given name(s)

Have you previously been enrolled at Ara? Yes No

If yes, complete (if known)

Ara Student ID

National Student Identity
(NSI) or NZQA No. (if known)

Citizenship (Nationality):

Passport number

Passport expiry date

Issuing country

Student visa expiry date
if any

(Please use numerals only: 00/00/0000)

(Please use numerals only: 00/00/0000)

Which ethnic group or groups do you belong to? (Tick one or more boxes, or specify)

Chinese Korean Japanese Thai Indian Russian Vietnamese
 Malaysian English Filipino German Arab Other

What is your first language?

How long have you studied English? years months

Home address (in your country)

Post Code

Telephone

Country Area Number

Mobile

Email

Address (while in NZ)

Post Code

Telephone

Mobile

Email

Who should we contact in an emergency? (If you are under 18 please include guardian details, if different from above)

Name

Relationship

Address

Post Code

Telephone

Mobile

Email

ACCOMMODATION

To enable us to make homestay arrangements for you please answer the questions below.

Please tick (✓) as many boxes as you like:

Family with:

Young children Teenage children No children Pets don't mind

Comments:

Most New Zealand families have a cat and/or dog as a pet inside the house. They are clean, healthy and friendly.

Activities/Hobbies (eg sports, musical instruments, etc)

Any special religious requirements

Food

Do you need special meals (eg vegetarian)?

Do you require Halal food? Yes No

Do you drink alcohol? Yes No Do you smoke cigarettes? Yes No (Most New Zealanders do not allow smoking inside their houses).

Are there any health matters we should be aware of (eg asthma, allergies). Please provide a medical certificate.

Expected date of arrival

Flight no/arrival time (if known)

Our homestay agent will try to find the closest match to your requirements subject to availability. Please be aware that there are likely to be differences in customs and living conditions between your homestay and your family in your home country.

WITHDRAWALS & REFUNDS POLICY

1 Definition

Ara's Refund Policy is based on a student's **"Path of Study"**. The definition of Path of Study (for International Students) is: **The length of the programme as detailed in the "Statement of Fees" and accepted by payment and enrolment.**

2 The formula for calculating a refund is as follows:

Consideration for Refund	Refund amount (Tuition fees)	Homestay placement fee	Documents to be submitted by student
Student withdrawing prior to the programme or course start date .	Full refund less NZ\$500 administration fee.	No refund.	Completed Withdrawal (Enrolment Amendment Form) and written request to withdraw (email or letter to intl.admissions@Ara.ac.nz).
Student withdrawing within the first 7 calendar days of study.	80% of tuition fees paid (20% tuition fees will be deducted) and NZ\$500 administration fee.	No refund.	
Student withdrawing after 7 calendar days of study.	No refund.	No refund.	
A student visa is not granted or approved by Immigration New Zealand prior to arrival in New Zealand.	Full refund less \$500 administration fee.	No refund.	Official notification from Immigration NZ indicating the student visa application has been declined.
Student visa renewal declined by Immigration New Zealand on the basis of poor attendance, unsatisfactory academic performance and/or late visa application (Sec 61).	80% of tuition fees paid (20% tuition fees will be deducted) OR Refund will be pro-rated based on last attendance date.	No refund..	Official notification from Immigration NZ indicating the student visa application has been declined.
Cancellation of Enrolment by Ara.	No refund.	No refund.	A termination of enrolment letter.
Compassionate consideration (only considered when withdrawal circumstances are beyond student's control and meet the requirements of the Consideration of Fees & Charges Refund including Compassionate Consideration Policy).	Pro-rata basis if approved.	Refund decision will be determined on an individual basis.	Documentation supporting your application for a refund and Compassionate Consideration application form.

NEW ZEALAND PRIVACY ACT

Personal information is protected by the New Zealand Privacy Act 1993.

The information collected and held by Ara will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

Information about your enrolment, attendance, progress and welfare may be obtained from and disclosed to your parents, guardians, agents, other providers of international education, the Police, Department of Courts, Immigration New Zealand, NZQA or NZ Trade & Enterprise or insurance agent.

ACKNOWLEDGEMENT AND DECLARATION

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see:

<http://www.ara.ac.nz/about-us/policies>

<http://www.ara.ac.nz/study-options/how-to-apply/terms-and-conditions>

- By submitting this application, if I accept a place for this programme I agree to read, understand, and comply with the Ara Terms and Conditions of Enrolment; Ara Policies and Procedures; and the published programme rules of Ara Institute of Canterbury Ltd - including but not limited to Personal Information and Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities.

I agree

- I understand and agree that Ara Institute of Canterbury Ltd will collect, store, use and disclose personal information for the purpose of conducting its normal and proper business. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, Education Act 1989 and any other relevant legislation.
- I understand that Ara collects information from a variety of tools designed solely for the purposes of supporting my learning. I am able to have access to this information if I wish and I also understand that this information may be shared with any other Tertiary Education Organisations with whom I enrol.
- I consent to the disclosure of personal information as described above.

I agree

- I declare that to the best of my knowledge all of the information supplied for this application is true and complete. I acknowledge that the submission of fraudulent, forged or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I am the person named on this form.

I agree

Signed*

Date

(Please use numerals only: 00/00/0000)

Signature of
parent/guardian*

Date

(Please use numerals only: 00/00/0000)

if the applicant is under

18 years of age at the date they are due to commence study, the parent/guardian must complete the additional information.

Name of
parent/guardian

Phone

Relationship to
applicant

Please check that you have:

• Answered all questions

• Signed the Declaration

• Provided original or verified ID documents

UNIVERSITY/AGENT DETAILS

Organisation ID:

Organisation name:

Staff signature*:

Email:

Phone:

If you are completing this International Application Form as a university staff member or as an international agent on behalf of a student, it is your responsibility to make the student aware and agree to the student declaration, refund policy, and all the terms and conditions contained within this form. Your submission of this form is confirmation that this is understood and agreed by you. The student will be required to sign and agree to these declarations, terms and conditions as part of their enrolment process, on arrival in New Zealand and prior to commencement of study.

**insert electronic signature here*