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Part A

1. Hello and Welcome to UCOL

Thank you for your interest in applying for admission and provisional enrolment at UCOL!

UCOL is recognised for its innovative student-friendly style, hi-tech learning environment and respected for the achievements of its industry-oriented study and training programmes.

We have put a lot of energy into making UCOL's learning environment just right for you. It is very important to us that you are able to make the most of this learning. Lecturing and support staff are committed to working with you as you study towards gaining your qualification. UCOL supplies various student support services. Please either check our website at www.ucol.ac.nz or the booklet included with your Enrolment Pack for information on the student support services offered by UCOL.

If you are not sure whether your academic abilities are suited to the course(s) and/or qualification(s) you are interested in enrolling in, please call UCOL for academic counselling.

2. Purpose of this Guide

2.1 The purpose of this Guide is to:

- (a) Assist you to fill out your Application for Admission and Provisional Enrolment Form.
- (b) Explain UCOL's Enrolment Procedure.
- (c) Outline your provisional enrolment agreement with UCOL.
- (d) Ensure that you are fully aware of your rights and obligations as a UCOL student if UCOL offers you a place and if you then accept that place.

2.2 Before you complete your Application for Admission and Provisional Enrolment Form, please read this Enrolment Guide for International Students.

2.3 If information in any course handbook or the UCOL Student Diary conflicts with information contained in this Enrolment Guide, then the information in this Enrolment Guide prevails.

2.4 Part B of this Guide is designed to assist you to fill out your Application for Admission and Provisional Enrolment Form. In some cases Part B provides choices for your selection. You will find this helpful when completing the form.

2.5 For more:

- (a) Information
- (b) Assistance
- (c) Or if you have any questions

Please phone UCOL on **0064 6 952 7000** if calling from outside New Zealand or **0800 GO UCOL (0800 46 8265)** if calling from within New Zealand.

Part B: Application for Admission and Provisional Enrolment Form (International Students)

1. How to fill out your Application for Admission and Provisional Enrolment form

Previous Study at UCOL: Please fill out this section if you have previously studied at UCOL or at Manawatu Polytechnic (UCOL's previous name), or at Wanganui Regional Community Polytechnic ("WRCP") or at Wairarapa Community Polytechnic ("WCP").

Student ID Number: This is the student identification number previously allocated to you by UCOL or by WRCP or by WCP.

Previous Study at UCOL or at WRCP or at WCP under a different name: If you have applied or enrolled at UCOL or at WRCP or at WCP in the past under a different name, please print that name in full. Please attach evidence of your change of name to your Application for Admission and Provisional Enrolment form.

1.1 SECTION 1 - My Personal Details

Title: Please choose the title appropriate to you. If 'other' please enter details e.g. Dr., Professor etc.

Family Name: Print your legal surname in full. If your family name on the form is different from the name on your supporting documents then you must provide evidence of your change of name.

First Names: Print all your legal first names in full.

Preferred Names: Print what you prefer to be called (e.g. Theo, Robbie, AJ).

Date of Birth: Please complete day, month and year.

The personal details must be filled out by you. In many cases the Ministry of Education requires UCOL to collect this information from you and report it for statistical and other purposes.

IRD Number (if any): This is the number allocated by the Inland Revenue Department for tax purposes. You may have an IRD number if you have worked in New Zealand at any time.

NZQA Number (if any): This is a number allocated to you by the New Zealand Qualifications Authority (NZQA) once you enrol in an NZQA recognised course. You may have an NZQA number if you have previously studied in New Zealand.

Next of kin/emergency contact name: Please enter the name and contact details of the best person to contact in the event of an emergency and/or when UCOL is unable to contact you directly.

1.2 SECTION 2 - Qualifications/Courses

Please see the current Course Information Guide for International Students for details. Please also refer to Part D of this Enrolment Guide for the definitions of "qualifications" and "courses".

Which campus do you want to study at? From the International Student Prospectus you will note that most courses are campus specific (they are taught at either Palmerston North, Masterton, Wanganui or Levin). Please indicate the campus location from where your chosen study will be delivered.

Elective sheets: If your course requires an elective sheet and you have not received one, an elective sheet may be obtained from our Information Centre. Please select the optional papers that relate to your study and return the elective sheet to UCOL with your Application for Admission and Provisional Enrolment Form. We recommend you keep a copy for your records. This sheet can also be used if you need a further sheet to list the courses you wish to enrol in on page 2 of the Application for Admission and Provisional Enrolment Form. If you require assistance to complete your elective sheet, please contact the UCOL Information Centre.

1.3 SECTION 3 - My Education History and Other Details

Highest Level of Achievement at a Secondary School - Please tick the box that sets out the highest level of achievement you hold from a secondary school. If your answer is "Overseas qualification" or "Other" please insert country and qualification on the form.

Is this your first year of Tertiary Study? Will this be the first year you have ever enrolled in a Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. If you answered 'No' please enter the year of your first enrolment.

Tertiary Qualifications: Please insert on the Previous/Current Study Details tear-out sheet at Part F of this Enrolment Guide the name of all qualifications (if any) you have received from a:

Private Training Establishment; or
Wananga; or
Polytechnic/Institute of Technology; or
University.

Level of English: If English is not your first language, please specify how many years you have studied English and what level you have achieved. Please provide any results such as TOEFL or IELTS grades and attach copies of your certificates to the Application for Admission and Provisional Enrolment form.

Prior activity: Select from the list on the form your MAIN activity or occupation at 1 October prior to the date on which your course commences.

If this is your first year of tertiary study you must select one of the categories marked with a †, e.g. Secondary school student, non-employed or beneficiary, salary or wage earner, self-employed, house-person or retired or overseas (only select one).

Ethnicity: If you select "Other Pacific Island", "Other Asian" or "Other" please write the relevant further details on the form.

Fee/Assistance Status: Please tick the box that best describes the particular circumstance under which you will be enrolling at UCOL. You may tick only one box.

Please note: If you tick any box other than full fee-paying foreign student, you may need to fill in an Application for Admission and Provisional Enrolment form (Domestic Students) instead of the Application for Admission and Provisional Enrolment form (International Students).

Disability: If you live with the effects of significant injury, a long-term illness, or any disability, please tick "yes" and complete the Disability Details tear-out sheet at Part F of this Enrolment Guide and return it with your Application for Admission and Provisional Enrolment Form. Please contact the UCOL Disabilities Coordinator on 0064 6 952 700 (if calling from outside New Zealand) or 0800 GO UCOL (0800 46 8265) (if calling from within New Zealand) to discuss what assistance (if any) UCOL can reasonably provide.

2. Documents that you must supply to UCOL with your Application for Admission and Provisional Enrolment Form

2.1 If this is the first time you have enrolled in a course and/or qualification at UCOL, please attach to your Application for Admission and Provisional Enrolment Form a certified copy of your current passport. Please Note: International Students must supply one of the following as evidence of their right to study in New Zealand:

- A Passport with a current student visa or permit to study with UCOL (if you are an International Student applying to provisionally enrol in a course(s) and/or qualification(s) of more than 12 weeks);
- A work visa or permit with a variation to allow for your programme of study (if you are an International Student with a practical component in your study programme); or
- A visitors permit (if you are an International Student applying to provisionally enrol in a course(s) and/or qualification(s) of 12 weeks or less.
- Evidence of having obtained medical and travel insurance.

- 2.2 A certified copy is a photocopy of the original document, which is signed by a Solicitor, Justice of the Peace or authorised UCOL person as being a true copy of the original document.
- 2.3 Please complete, sign and return with your Application for Admission and Provisional Enrolment form the Medical Authority tear-off sheet from Part F of this Guide, authorising the release of medical information about you to the persons named on the form in the event of an emergency and/or if you are unable to give consent.
- 2.4 In signing the Application for Admission and Provisional Enrolment Form you agree to give UCOL whatever other information it requires for:
 - (a) Deciding on whether or not to offer you a place and confirm your enrolment.
 - (b) Reporting purposes.

Part C: Important Information: Further terms of your enrolment at UCOL

1. Provisional Enrolment at UCOL

- 1.1 When UCOL has received your completed Application for Admission and Provisional Enrolment Form and proof of identity you will be sent a Application Receipt Letter. Once you get the letter you are provisionally enrolled at UCOL.
- 1.2 UCOL will then send you an Offer of Place Letter **IF**:
 - (a) UCOL is satisfied as to your identity and the information you have supplied; and
 - (b) where places in the course(s) and/or qualification(s) you wish to provisionally enrol in are limited, UCOL selects you for one of those places; and
 - (c) UCOL is satisfied that you meet the entry criteria (if any).
- 1.3 All or any of the conditions in 1.2 above may be waived by UCOL in its sole discretion and are inserted for UCOL's sole benefit.
- 1.4 If UCOL does not offer you a place in writing by sending you an Offer of Place Letter then your provisional enrolment is at an end.
- 1.5 By provisionally enrolling at UCOL you agree to supply all further information that UCOL requests from you.
- 1.6.1 If you receive a UCOL Offer of Place Letter and you want to study at UCOL for the course(s) and/or qualification stated in the letter you must notify us of your acceptance by:
 - (a) Completing and returning to us your signed Acceptance Card; and
 - (b) By paying your tuition fees and all other costs set by UCOL (if any) to UCOL.
- 1.6.2 UCOL may, at its sole discretion waive paragraph 1.6.1(a).
- 1.7 If you want to study at UCOL then you are advised to sign and return the Acceptance Card promptly. If places in a course are limited then UCOL may, at any time before it receives your signed Acceptance Card, offer your place to someone else. If UCOL does this then UCOL will advise you in writing that your provisional enrolment is at an end.
- 1.8 Please read paragraph 10 of this Guide for information on cancellation by UCOL after you have accepted your place and/or paid your fees.

2. Your Rights and Obligations if UCOL Offers you a Place and if you Accept that Offer of Place

- 2.1 If UCOL offers you a place and if you then accept that offer of place, you acknowledge that:
- (a) You will comply with all UCOL's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of your enrolment).
 - (b) You alone have decided to study towards the qualification and/or to study the courses stated in the Application for Admission and Provisional Enrolment form. You are not relying on UCOL's judgement or oral statement that a qualification or course is suitable for any particular purpose, unless UCOL has informed you in writing that a qualification or course is suitable for a particular purpose. Further, you agree that no oral or written statement made to you by or on behalf of UCOL is binding on UCOL unless UCOL has recorded it in writing.
 - (c) You have received full written details of all fees, and any items that are or may be required by UCOL to be purchased or provided by you, for the qualification or course(s) you have chosen for the enrolment period.
 - (d) If you have applied to enrol in a course that requires you to supply further information (e.g. health, police check etc), you agree to promptly supply that information. You understand that your enrolment on that course is conditional on UCOL being satisfied with the information you supply.
 - (e) If this is the first time you have enrolled in a course and/or qualification at UCOL, you have attached to your Application for Admission and Provisional Enrolment Form (or agree to promptly send) a certified copy of your passport.
 - (f) You will provide UCOL with evidence that you have an appropriate permit/visa, and medical and travel insurance for the duration of your course(s) and/or qualification(s) at UCOL.
 - (g) Part C of this Enrolment Guide contains terms and conditions of your enrolment at UCOL as well as those terms and conditions on your Application for Admission and Provisional Enrolment Form.
- 2.2 At any time after UCOL has offered you a place, (even after UCOL has confirmed your enrolment), irrespective of whether you have accepted your place or not, UCOL may still:
- (a) cancel or postpone any course(s) and/or qualification(s) that you have enrolled in (whether partially completed by you or not).
 - (b) change the content of any course(s) and/or qualification(s) that you have enrolled in.
 - (c) cancel your enrolment as permitted under the Education Act 1989 or otherwise at law.
- 2.3 UCOL is not liable to compensate you if:
- (a) UCOL cancels or postpones a course(s) and/or qualification(s) (whether you have partially completed the course(s) and/or qualification(s) or whether you have not yet started study for a particular course and/or qualification); or
 - (b) UCOL changes the content of a course(s) and/or qualification(s) (whether you have partially completed the course(s) and/or qualification(s) or whether you have not yet started study for a particular course and/or qualification).
- 2.4 Please note that if entry into a profession/occupation is regulated by legislation, UCOL makes no representation about entry into the profession/occupation in respect of the qualification. Entry into that profession/occupation is subject to the applicable statute and the rules of the governing professional body (if any).

4. Changing your Details/Circumstances

- 4.1 You must fill out the UCOL Change of Details/Circumstances Form, sign it, date it and return it to Student Registry Services or a UCOL Information Centre if you:
- (a) Wish to withdraw from or change your course(s), subject(s) or any qualification(s) you wish to study towards at any time after you have provisionally enrolled at UCOL; and/or
 - (b) Change your name, contact details, residency or citizenship; and/or
 - (c) Wish to enrol in any additional course(s) or study for additional qualification(s).

These forms are available from our Information Centre or Student Registry Services or by phoning UCOL on 0800 GO UCOL (0800 46 8265) (if calling from within New Zealand).

5. Withdrawal from Course(s)/Qualification(s)

- 5.1 Once you are enrolled you can only withdraw from course(s) and/or qualification(s) by completing and returning to UCOL Student Registry Services or Information Centre a signed and dated Change of Details/Circumstances form. This form is available from UCOL Student Registry Services.
- 5.2 The date of your withdrawal is the date that UCOL's Student Registry Services or Information Centre receives your completed and signed Change of Details/Circumstances form, being the date inserted by UCOL at the top of your form. This is not the date that you post the form.
- 5.3 It is your responsibility to ensure that UCOL's Information Centre or Student Registry Services receives your Change of Details/Circumstances form.
- 5.4 You **cannot** withdraw from any course(s) and/or qualification(s) at UCOL just by telling your lecturer or a staff member.
- 5.5 If you withdraw after the end of the relevant refund period, and if you have not paid your fees then you are legally bound to pay your fees. UCOL may use a debt collection agency and/or take legal action against you to recover those unpaid fees. You must pay all costs UCOL pays in recovering the amount owed.

6. Refunds

- 6.1 There is a different refund policy for International Students than for Domestic Students. This is because UCOL incurs more costs in administrative and support services for International Students.
- 6.2 Please make sure that you read the refund policy for International Students at Part E of this Enrolment Guide.
- 6.3 Please note that UCOL will not compensate you for any fluctuations in currency rates when determining the amount of any refund payable.
- 6.4 You will not receive a refund for any course related costs, other UCOL fees or accommodation costs.

7. Changing Courses and/or Qualifications

- 7.1 If you wish to change course(s) and/or qualification(s) after you have provisionally enrolled then you must withdraw from the course(s) and/or qualification(s) you no longer wish to take and go through the enrolment process for the new course(s) and/or qualification(s). UCOL's Withdrawal Policy and Refund Policy for International Students will apply in respect of the course(s) and/or qualification(s) you withdrew from. If you change course(s) and/or qualification(s) after the relevant refund period for International Students then you will have to pay the tuition fees and all other UCOL fees for the course(s) and/or qualification you first enrolled in and the full fees for the course(s) and/or qualification you transfer to.

8. UCOLSA - UCOL Students Association Membership

- 8.1 As a UCOL student you must pay the UCOLSA's membership fee each year you are enrolled at UCOL unless UCOLSA grants you an exemption from having to pay its membership fee on the grounds of hardship. If you are granted such an exemption you may still become a member of UCOLSA.
- 8.2 As a UCOL student you must be a member of the UCOLSA each year you are enrolled at UCOL unless UCOLSA grants you an exemption from membership on the grounds of conscientious objection.
- 8.3 If UCOLSA grants you an exemption from membership on the grounds of conscientious objection you must still pay the UCOLSA membership fee but UCOLSA will pay that fee to a charity of its choice.
- 8.4 To apply for either an exemption from the UCOLSA membership or an exemption from having to pay the UCOLSA's membership fee contact: **UCOLSA**, 159 Queen Street, Palmerston North, (06) 952 7460.
- 8.5 **Please note**, as a consequence of the disestablishment of WRCP for incorporation into UCOL, there **may** be changes to some Students Association matters.

9. Privacy

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

- 9.1 UCOL collects and stores information about you. Some of this information is and will be provided by you. Some of it will be collected by UCOL in the course of your enrolment at UCOL. UCOL is required to disclose such information to other organisations such as the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), the Nursing Council, the Professional Registration Board, Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). UCOL may also use such information for marketing purposes, to select students for qualifications, 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.
- 9.2 In addition, you agree that UCOL 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.
- 9.3 In signing the Application for Admission and Provisional Enrolment Form you authorise the collection, holding and disclosure referred to above.
- 9.4 Under the Privacy Act 1993 you may ask UCOL 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.

10. Course(s) and/or Qualification(s) Cancellations/Postponements

- 10.1 UCOL may at its discretion at any time (whether before or after a course(s) has started, or whether or not a UCOL qualification has been partially completed) for any reason cancel any course(s) or qualification(s) offered. If a course(s) is cancelled or a qualification not offered, fees paid (not including fees for preceding enrolment periods) will be refunded to you, or to the person or organisation who paid them on your behalf. Under these circumstances no form of compensation will be paid by UCOL to you, or to the person or organisation who originally paid your fees.

- 10.2 UCOL may also postpone the start date of a course(s) or start date of study for a qualification offered. If the new start date does not suit you we will refund the fees to you, or to the person or organisation who paid them. No compensation is payable by UCOL to you or anyone else. If you have partially completed course(s) and/or qualification(s), UCOL may still cancel the course(s) and/or qualification(s) and no compensation is payable.
- 10.3 No compensation will be payable to you by UCOL for the cancellation by UCOL of a course(s) and/or qualification(s), for any reason, regardless of whether you have completed a number of days, weeks or months of a course(s) and/or qualification(s), or whether you have completed one or more years towards qualification.
- 10.4 In enrolling at UCOL you acknowledge that UCOL may decide to cancel or postpone course(s) and/or qualification(s) from time to time for a variety of reasons including (but not limited to) lack of interest, financial constraints and resourcing issues.

11. UCOL's Limitation of Liability

- 11.1 In signing the Application for Admission and Provisional Enrolment Form, you agree that, to the extent permitted at law, UCOL's liability to you, however it arises, if established, is limited to the amount of the tuition fees that you pay to UCOL for the enrolment period in which the liability arises.

12. Disputes and Complaints

- 12.1 In signing the Application for Admission and Provisional Enrolment Form you agree to abide by UCOL's statutes, policies and procedures for resolving disputes and complaints.

Part D: Glossary

1. Meaning of words in this Guide

Acceptance means if you receive a UCOL Offer of Place Letter you must, if you wish to study at UCOL, accept. Please accept by signing and returning to us the Acceptance Card. You may also accept by paying your tuition fees in full. Acceptance by you is deemed to occur on whichever of these events occurs first. However, if we do not receive notice of your acceptance and at any time before we receive notice of your acceptance, UCOL may by writing to you withdraw its offer of place to you.

Acceptance Card is a UCOL form that you should complete, sign and return to us in order to accept your position at UCOL.

Change of Details/Circumstances Form is the UCOL form that you must fill out, sign and date and which UCOL's Information Centre or Student Registry Services must receive for you to withdraw from study towards a UCOL course(s) and/or qualification(s) or transfer to another course at UCOL, or if your circumstances change.

Council means the Council of UCOL as constituted under the Education Act 1989.

Course is a component of education. A paper/module/unit standard may all be different types of courses. A course or collection of courses form a programme of study which, if completed successfully, results in the award of a qualification for that period in which you enrol. For some qualifications all courses are compulsory. In others you may select which courses you study towards your qualification.

Date of Withdrawal is the date when UCOL actually receives either by facsimile or by post or by delivery to the Information Centre or Student Registry Services your Change of Details/Circumstances Form filled out, dated and signed by you (it is not the date you post the Change of Details/Circumstances Form).

Domestic Student, at any time, means a person who is:

- (a) A New Zealand citizen (including Niuean, Cook Islander, Tokelauan students and students with refugee status in New Zealand); or
- (b) A New Zealand permanent resident;* or
- (c) An Australian citizen living in New Zealand; or
- (d) An Australian permanent resident living in New Zealand; or
- (e) A dependant of a diplomat working in New Zealand who is residing in New Zealand; or
- (f) On an exchange scheme approved by the Minister.
- (g) Defined as a domestic student from time to time by the Ministry of Education.

*Permanent residents of New Zealand have the status of domestic students, and they pay domestic tuition fees. Permanent residents must supply one of the following as evidence of permanent residency in New Zealand:

- (i) A full and active National Student Index record
- (ii) An original or certified copy of their passport, with a current resident's permit on the passport
- (iii) A letter of confirmation from the New Zealand Immigration Service
- (iv) In the case of a refugee, a Certificate of Identity from the New Zealand Immigration Service

If permanent residents leave New Zealand for any reason, they need a valid Returning Resident's Visa in order to return and study in New Zealand.□

Enrolment is the contract between you and UCOL.□

First Date Teaching Started/ First Date Teaching Starts means the first day a student is advised by UCOL to attend UCOL for their chosen programme of study. This may include course and/or UCOL orientation. □

International Student, at any time, means a person who is not a domestic student.□

Offer of Place occurs if UCOL writes to you and offers you a place on a particular course(s) and/or qualification. If you then Accept that offer you are a student at UCOL for that course(s) and/or qualification for the period in which you enrol, subject to UCOL's rights and obligations and your rights and obligations as a student at UCOL.□

Programme of Study is the collection of courses in which a student enrolls which contributes (if successfully completed) to meeting the requirements for the award of a qualification.□

Application Receipt Letter is the letter that UCOL will send you once we have received your Application for Admission and Provisional Enrolment form. UCOL may choose, at its discretion, not to send you this letter but may send you an Offer of Place letter instead. □

Qualification is the award given by the Council of UCOL in recognition of successful completion of a programme of study. For example, Bachelor of Nursing, Bachelor of Applied Science (Medical Imaging Technology), Bachelor of Business Information Systems, Bachelor of Computer Graphic Design, Diploma, Certificates.□

Student Association Fees means the amount of fees payable to UCOLSA.□

Tuition Fees are your fees for tuition set by UCOL for your course(s) and/or qualification(s) for the year you enrol.□

UCOL means Universal College of Learning, being a polytechnic under the Education Act 1989.

Part E: Refund Policy for International Students

1. Policy Statement

- 1.1 UCOL must receive payment in full of the tuition fees from an International Student no later than the first date teaching starts for the course/qualification the International Student is enrolled in.
- 1.2 No refunds of tuition fees will be paid to International Students, except as expressly provided for in this policy.
- 1.3 This policy statement replaces all former UCOL policies and statutes in respect of refunds applying to International Students.

2. Withdrawal

- 2.1 An International Student can only Withdraw from a course(s)/qualification at UCOL by completing, signing and returning to the Student Registry Services a UCOL Change of Details/Circumstances form (Student Withdrawal form in Wanganui).
- 2.2 Except as expressly provided for in this policy, no refund will be granted to an International Student who does not Withdraw from a course/qualification in accordance with Clause 2.1 above.

3. Partial Refunds as a Result of Withdrawal from a Course/Qualification

- 3.1 The amount of a refund (if any) will depend on the Date of Withdrawal and/or the reason(s) for Withdrawal. Please refer to the table in Schedule A of this policy for the relevant Dates of Withdrawal and Partial Refunds that will be granted.
- 3.2 The Date of Withdrawal is the date that UCOL receives the Change of Circumstances/Student Withdrawal form signed and completed by the International Student.

4. Partial Refunds as a Result of a Change in Residency Status

- 4.1 If an International Student enrolled in a semester-based course/qualification gains Permanent Residency, the student **will not** receive a refund of fees for the semester in which residency was granted. The International Student will only be refunded any international tuition fees paid beyond the semester in which residency was granted if UCOL has been able to access funding for the International Student as an equivalent full-time student and that funding is greater than the portion of fees to be refunded.
- 4.2 If an International Student enrolled in a full-year, non-semester based course/qualification is granted Permanent Residency, the International Student **must pay** the international tuition fees for the full year regardless of the date Permanent Residency was granted during that year.

5. Refunds in Other Circumstances

- 5.1 At law, UCOL has the discretion to grant a full or partial refund to any student.
- 5.2 In special circumstances comprising reasons of a compassionate nature, UCOL at its sole option may grant a refund of a greater amount than is stated in this policy and/or may grant a refund outside the required timeframe for Withdrawal as stated in this policy. If an International Student believes that special circumstances of a compassionate nature exist, they must apply in writing to UCOL, enclosing supporting evidence of the special circumstances claimed and they must provide all other evidence requested by UCOL. UCOL will consider the request and may or may not grant a refund in an amount that UCOL deems appropriate.

5.3 If UCOL does not proceed with a course/qualification offered and UCOL has received tuition fees from an International Student for that course/qualification, UCOL will notify the International Student in writing that UCOL will not be proceeding with the course/qualification. Pursuant to Clause 5.1 above, UCOL will grant a full refund of the tuition fees received by UCOL from the International Student for that course/qualification but UCOL shall not be liable to compensate the student for any fluctuations in currency in the intervening period.

6. Payment of Refunds

6.1 Refunds to International Students will be paid in New Zealand Dollars by cheque or bank draft and as directed in writing by the International Student. If UCOL does not receive such reasonable written directions within seven days of the Date of Withdrawal, UCOL will forward payment of the refund to the residential address of the International Student inserted on the International Student's Enrolment Form.

7. Definitions

7.1 Course Commencement Date This is the first day on which teaching starts on the course/qualification that the International Student is enrolled in.

7.2 Enrolment Form This is the form that the International Student signed in order to enrol at UCOL.

7.3 International Student An International Student is a person:

- (i) Who is a foreign student as defined in Section 2 or Section 159 of the Education Act 1989 and who is studying in New Zealand on a student permit under the Immigration Act 1987; and
- (ii) Who has entered into an enrolment agreement with UCOL for the period of one academic year (or the length of the course if it is less than one year).

7.4 Partial Refund A partial refund is the payment of a certain percentage of the tuition fees received by UCOL from the International Student in accordance with this Policy.

7.5 Withdrawal A Withdrawal is whereby UCOL receives a signed, completed Change of Circumstances/Student Withdrawal form in accordance with clause 2.1 of this Policy.

Schedule A	
DATE OF WITHDRAWAL	AMOUNT OF PARTIAL REFUND
Withdrawal from a course/qualification prior to the Course Commencement Date.	80% of the tuition fees received by UCOL from the International Student for the course/qualification withdrawn from, less any commission payable by UCOL to any third party for nominating the International Student for enrolment at UCOL (if applicable).
Withdrawal from a full-time, full year or one semester course/qualification at any time after the Course Commencement Date and before the end of two weeks from the Course Commencement Date.	70% of the tuition fees received by UCOL from the International Student for the course/qualification withdrawn from, less any commission payable by UCOL to any third party for nominating the International Student for enrolment at UCOL (if applicable).

Schedule A *Continued*

DATE OF WITHDRAWAL	AMOUNT OF PARTIAL REFUND
Withdrawal from a course/qualification of less than one semester after the Course Commencement Date and before 5% of the course/qualification has been delivered after the Course Commencement Date.	70% of the tuition fees received by UCOL from the International Student for the course/qualification withdrawn from, less any commission payable by UCOL to any third party for nominating the International Student for enrolment at UCOL (if applicable).
Withdrawal from a part-time course/qualification after the Course Commencement Date and before 5% of the course/qualification has been delivered after the Course Commencement Date.	70% of the tuition fees received by UCOL from the International Student for the course/qualification withdrawn from, less any commission payable by UCOL to any third party for nominating the International Student for enrolment at UCOL (if applicable).
Withdrawal from a course/qualification prior to the Course Commencement Date as a result of a refusal by New Zealand Immigration Service to grant an initial visa for study in New Zealand.	80% of the tuition fees received by UCOL from the International Student for the course/qualification withdrawn from, less any commission payable by UCOL to any third party for nominating the International Student for enrolment at UCOL (if applicable).
Withdrawal from a course/qualification prior to the Course Commencement Date as a result of the International Student transferring to another institution.	75% of the tuition fees received by UCOL, less any commission payable by UCOL to any third party for nominating the International Student (if applicable) provided that UCOL have sighted the Offer of Place Letter from the institution the International Student is transferring to.

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

UCOL 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 UCOL or from the New Zealand Ministry of Education website at: www.minedu.govt.nz

Health and Travel Insurance

Most International Students are not entitled to publicly funded health services while in New Zealand.

If you receive medical treatment during your visit, you will have to pay the full costs of that treatment. In order to comply with immigration rules, you must ensure that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. You must also have travel insurance to cover your travel to and from New Zealand.

Immigration

Full details of visa and permit requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: www.immigration.govt.nz.

Part F: Forms

1. Disability Details

1. Please indicate your disability by ticking all relevant boxes:

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

2. The following questions must be ticked "Yes" if you require assistance. The purpose of these questions is to help UCOL determine what assistance (if any) UCOL can reasonably provide in the circumstances.

- (a) In the event of an emergency would you need help to evacuate the building?
No Yes
- (b) Do you need additional resources to assist with your studies?
No Yes

2. Medical Authority Form

TO: All Medical Practitioners
TO: All Registered Nurses
TO: All District Health Boards

In the event of accident or ill health,

I, (Student) hereby authorise the full use and disclosure of all information related to my health between all medical practitioners, all registered nurses, all District Health Boards and UCOL (and each of them).

I authorise the disclosure of all relevant health information obtained by every medical practitioner and every registered nurse who treats me, to UCOL and to my next of kin or emergency contact person (and each of them).

I authorise medical treatment in life threatening situations, should my next of kin or emergency contact person be unavailable or unable to give consent.

I authorise UCOL to use and disclose all information obtained by UCOL pertaining to my health as UCOL determines appropriate.

Signed Dated

Witnessed

3. Previous/Current Study Details

<p>Please complete this information and return the form with your Application and Provisional Enrolment Form (International Students).</p>	<p>Do you have or are you currently studying towards, any of the following qualifications?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> School Certificate </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> Sixth Form Certificate </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> University Entrance </td> <td style="width: 25%; vertical-align: top;"> <input type="checkbox"/> Bursary </td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 25%; text-align: center;">subjects</td> <td style="width: 25%; text-align: center;">grades</td> <td style="width: 25%; text-align: center;">subjects</td> <td style="width: 25%; text-align: center;">grades</td> <td style="width: 25%; text-align: center;">subjects</td> <td style="width: 25%; 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