

# Enrolment Application – International Students

## Enrolment Application – International Students

Title Mr  Mrs  Ms  Miss

Full Name \_\_\_\_\_

Street \_\_\_\_\_

Suburb \_\_\_\_\_ City \_\_\_\_\_

Postal Address \_\_\_\_\_

(if different to above) \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Birth Date \_\_\_\_\_

Which course are you applying for?

- Certificate in Travel, Tourism and Business
- Certificate in Advanced Travel, Tourism and Business
- Certificate in Travel & Tourism (Cabin Crew Preparation)
- Certificate in Cultural Tourism
- Certificate in Travel & Tourism (Conference and Events)
- Certificate in Tourism Operations and Guiding

Course Start Date \_\_\_\_\_ Campus \_\_\_\_\_

Total Course Fees \$ \_\_\_\_\_ including GST

Enrolment Fee \$ \_\_\_\_\_ enclosed

Please make cheque payable to: Sir George Seymour College Trust

I intend to pay the balance of course fees by:  Bank transfer  Cheque/Cash

Please make **Bank transfers** to: Bank of New Zealand, North End Branch, Wellington, New Zealand. **Address:** 100 Lambton Quay, Wellington New Zealand.

**Account Name:** Public Trust, Wellington New Zealand.

**Account #** 02-0536-0305865-01 **Trust Number:** 7511124TR01

**IMPORTANT Trust number must be quoted on the transfer**

# Enrolment Application – International Students

## Ministry of Education Statistical Information

### Gender

Male  Female

### Citizenship or Residency Status

(Tick Box)

New Zealand citizen – NZL

New Zealand permanent resident - NZP

Australian Resident

Other (write down country in which you permanently live)

### Students who answered "Other" above please circle how your fees are paid.

- 01 MFAT Scholarship
- 03 Full fee paying foreign student
- 04 Exchange student
- 08 Military or Diplomatic staff

### Ethnicity – to which group or groups do you belong? (Circle up to 3)

- I 442 Japanese
  - 443 Korean
  - 421 Chinese
  - 361 Fijian
  - 431 Indian
  - 311 Samoan
  - 371 Other Pacific Island
  - 444 Other Asian
  - 445 Other South East Asian
  - 611 Other
  - 999 Not stated
- (If "Other Pacific Island", "Other Asian" or "Other" please specify.)

### Iwi – if you identified as NZ Maori, which Iwi do you identify with? (Up to three)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Disability – do you live with the effects of significant injury, long-term illness, or disability? Information is confidential.

Yes  No

### What is your MAIN activity or occupation in New Zealand at 1 October?

- 01 Secondary school student
- 02 Unemployed or other beneficiary eg DPB
- 03 Wage or salary earner
- 04 Self-employed
- 05 University student
- 06 Polytechnic student
- 07 College of Education student
- 08 House-person or retired
- 09 Overseas
- 11 Private Training Establishment student
- 12 Wananga student

### What was the name of your last secondary school? (State "overseas" if applicable).

Last year at secondary school \_\_\_\_\_

### What was the highest qualification you achieved at secondary school?

(circle highest)

- 00 No secondary school qualifications
  - 11 14 or more credits at any level
  - 12 NCEA Level 1 or School Certificate
  - 13 NCEA Level 2 or 6<sup>th</sup> Form certificate
  - 14 University Entrance
  - 15 NCEA level 3 or Bursary/Scholarship
  - 09 Overseas qualification
  - 98 Other
  - 99 Not Known
- Please specify if "Overseas qualification or Other"

### Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Wananga, Private Training Establishment either in NZ or overseas since leaving school?

(Do not include STAR, Top, community or hobby classes)

Yes  No

If no enter year of first enrolment

Name of Institution

\_\_\_\_\_

## English Proficiency

What is your first language? \_\_\_\_\_

If you have any test scores (eg; IELTS, TOFL, TOEIC)

What was the score? \_\_\_\_\_

Tick the box that best describes your English level.		Fluent	Intermediate	Beginner
English (Only complete if English is not your first language)	Conversational			
	Reading			
	Writing			

Is your Career goal or further study aimed at the Airline, Travel or Tourism industry?  Yes  No

## Medical/Travel Insurance

Do you want us to assist you in arranging travel and medical Insurance for your stay in NZ? Travel and Medical Insurance is compulsory. Information about insurance in New Zealand can be found on the website, <http://www.studentcare.biz>

Yes

No I will arrange myself

How did you hear about Sir George Seymour College (Please tick one)

- SGS staff
- NZ Embassy
- Advertising
- Education Fair
- Other \_\_\_\_\_
- Education Agent
- Family/Friends
- NZ Secondary School
- Internet

### **Payment of Deposit and Course Fees**

A deposit is required with your enrolment form, with the balance of fees due within four weeks of course commencement. The deposit is banked into a trust account administered by a chartered accountant. Any alternative payment schedule requires the approval of the Campus Manager.

### **College Refund and Cancellation Policy**

The following withdrawal and refund policy applies to your course fees paid as per the Education Amendment Act (No.4) 1991.

- (i) Students enrolled for a course of study may withdraw from that course at any time within seven days after the first day of the course for which attendance of students at the College is required. If withdrawal from that course also constitutes withdrawal from the College as a whole, the student is entitled to a refund of all payments made, less \$500 or 10% of any amount paid, whichever is the lesser amount.
- (ii) If the student withdraws from one course and transfers to another course at either the same or an alternative campus an Administration Fee of up to \$250-00 may be charged. Notices of withdrawal from a course must be made to the College in writing.
- (iii) No refunds will be considered after the first seven days of course commencement

### **Course Changes, Acceptance and Consumer Protection**

Sir George Seymour College reserves the right to change course details, start dates or fees, without prior notice. The College reserves the right to decline any student enrolment.

### **Recognition of Prior Learning**

The college has a policy of recognising skills, knowledge and understanding gained outside of “standards based learning”. If you have completed a course of study not registered on the National Qualifications Framework or feel that you have work experience sufficient to achieve a unit currently offered by the college, we have a process to assess your learning.

I authorise the College to contact Studylink as and when necessary to establish my loan and/or allowance status, and to check on the progress of the application. I understand that any information obtained will be kept confidential.

If accepted onto the programme, I agree to comply with the College protocol as outlined in the Student Introductory Handbook available on request or download from <http://www.sirgeorge.co.nz/prospectuses.cfm>. I will ensure that all fees are paid as per the fees schedule stated in the prospectus. I declare that all the information I have supplied on this form, the student interest form and any attached documentation to be true and complete and I acknowledge that the College may suspend my enrolment if false information has been supplied or required information not supplied by the due date. I authorise the College to collect, store and use any personal information about me for its purposes in accordance with the outline in the Privacy Act 1993. I authorise disclosure of personal information held by the College to members of my family where necessary to promote and/or further my interests. I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths and Declarations Act 1957. Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information, please see <http://www.nsi.govt.nz/ima>

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Guardian (if the applicant is under the age of 18 years old) \_\_\_\_\_  
Date \_\_\_\_\_  
Signature for Sir George Seymour College \_\_\_\_\_  
Date \_\_\_\_\_

# Application Checklist

## APPLICATION CHECKLIST:

- Completed application form
- Application Signed
- Verified passport copy
- Evidence of Travel/Medical Insurance must be in an English translation
- Evidence of English language proficiency
- 2 x passport sized photos
- Evidence of full academic records

Please send your fully completed application to:

Campus Manager  
Sir George Seymour National College of Tourism and Travel

Auckland  
Campus  
PO Box 105-693  
Auckland

Hamilton  
Campus  
PO Box 19-396  
Hamilton

Wellington  
Campus  
PO Box 10-117  
Wellington

Christchurch  
Campus  
PO Box 25-199  
Christchurch

Dunedin  
Campus  
PO Box 5705  
Dunedin

We can be contacted by:

Email: [info@sirgeorge.co.nz](mailto:info@sirgeorge.co.nz)

Internet by accessing our website: [www.sirgeorge.co.nz](http://www.sirgeorge.co.nz)

Mailing to addresses above. (If using this method please expect postal delays).

## Code of Practice for the Pastoral Care of International Students

Sir George Seymour College 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>

## Medical and Travel Insurance

**ELIGIBILITY FOR HEALTH SERVICES:** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment.

Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Details of your Insurance Policy including the Schedule of Benefits is required before your enrolment can be accepted and a Letter of Offer of Placement will not be issued without the College holding evidence of your insurance policy. If you currently do not have full medical and travel insurance, the College can arrange insurance for you through Interglobal Insurance who have a comprehensive Student Care package [www.studentcare.biz](http://www.studentcare.biz).

Student care – is an organisation that specialises in travel and medical insurance for people in education worldwide:

[http://www.studentcare.biz/studentcare\\_nz\\_nc.html](http://www.studentcare.biz/studentcare_nz_nc.html)

We can do this for you or you can apply for insurance cover online <http://www.studentcare.biz/application/sform1.asp?New=true>

### The policy should cover you for the following:

- Travel Insurance to cover your travel to and from New Zealand.
- Short-term insurance to cover personal assets.
- Health insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay.

**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>.

## IMMIGRATION / Student Visa

International students wishing to study in New Zealand must have a current student visa or permit. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz/>

New Zealand has agreements with many countries which means a student does not need a visa for a course less than three months in duration. For the locations of a New Zealand Immigration office near you click on the following link: <http://www.immigration.govt.nz/Offices+and+Fees/OfficeList.htm>

## Academic Information

### Class Sizes

Small class sizes ensure our students achieve maximum results.  
There is a dedicated international student liaison tutor at each campus.

### Travel and Tourism Subjects

The travel and tourism subjects give our students a thorough grounding in industry knowledge. Course material is expanded by assignments and projects that the students complete in College and home study time. Tutored subjects are complemented by audio visual material, external visits to key locations, familiarisation trips and visiting speakers from within the industry.

### The “Real World” and Internet

The College offers students access to the “Real World” lab. This room is set up as a travel agency, airline check-in and hotel reception where students undertake some of their assignments in a real-life situation.

Access to the internet is provided through a dedicated computer suite and students are able to enhance their learning through the controlled use of Internet and Email.

### Business Studies Subjects

As a high percentage of our students come from academic backgrounds, practical business and computing skills are essential for them to integrate into the business world. Our training in these subjects is thorough and students progress rapidly from a computer enhanced keyboard programme to computer applications.

### Preparation for Employment

Personal presentation, curriculum vitae, interview techniques and employment skills give our graduates a professional edge. As our courses are designed for, and by industry, it is often these skills that make the difference between applicants for jobs/or employment.

### Qualification Requirements

To achieve the College Qualifications, students must:

- Attend not less than 90% of their classes.
- Pass all modules/units within stated criteria.

Every student is eligible to try for an “Award with Distinction” at completion of the Travel Level 3 qualification, but to qualify a student must meet the following criteria:

- Achieved not less than 95% attendance during the course.
- Achieved excellent punctuality during the course.
- Achieved all unit standards that make up the SGS Certificate qualification, i.e., National Certificate in Computing Level 3, National Certificate in Tourism & Travel (Core Skills) Level 3 and National Certificate in Travel Level 3. (Tour Guiding students’ criteria will vary).

On achievement of these criteria, you are able to sit a Distinction Assessment.

This will involve a written assessment and role-play which puts many of the things you have learned during the course into practice for you. Guidelines for the Assessment are available on request.

The Sir George Seymour College “Award with Distinction” will be presented to you at the annual Graduation Ceremony.

To achieve the National Certificates of Travel, Tourism or Computing, students must:

- Demonstrate achievement in all of the units that make up each course.
- Pass all unit standards that make up the Sir George Seymour certificate.

## Accommodation Options

Sir George Seymour College can assist in finding you accommodation in New Zealand while you are studying with us. Please note that we do not endorse or recommend any of the following options, we only advise students.

### Hostel

Student hostels usually have between 50 – 200 students of many nationalities. Prices range from \$100 to \$200 per week and the hostels are usually located in the inner city. In student hostel accommodation, you have a single room which has a bed, wardrobe, cupboards, desk and a chair. Meals are not included but you may prepare your own in the fully equipped kitchens. Bathroom facilities are shared among a number of rooms. Many overseas students stay in a hostel for the first few weeks before they decide on other accommodation options.

### Flat

Living in a flat (a home unit or house) is where you share with two or three other people. It is recommended for those planning a long stay in New Zealand. You usually have your own bedroom and all share the living, bathroom and cooking facilities. Telephone and electricity costs are divided between the people in the flat. Living this way you are totally independent and responsible for yourself.

### Homestay

One of the best accommodation options for our international students is Homestay – living with a New Zealand family in their home. Our host families are carefully chosen and are always involved in school and social occasions. You can experience the New Zealand way of life and speaking English in a happy environment. You have your own room and may be involved in family activities.

We always try to choose the most suitable family for you, but sometimes problems can arise due to cultural or personal differences. Our counsellors are available to help work through these problems and if the problem cannot be resolved, we shall arrange a new homestay or alternative accommodation for you as soon as possible.

Homestay placement fee: \$150.00  
Weekly Homestay fee from: \$200.00  
Includes seven nights accommodation and facilities  
Breakfast and dinner Monday to Friday  
Breakfast, lunch and dinner Saturday and Sunday

#### Homestay Accommodation

- Homestay accommodation includes morning and evening meals from Monday to Friday and all meals on weekends and public holidays.
- Any cancellations or changes to Homestay accommodation must be made to Sir George Seymour College at least two weeks (14 days) before the cancellation or change. Failure to do this will mean an extra payment of two weeks accommodation fee.

Accommodation fees are worked out by the day if over a week. Sir George Seymour College acts only as an agent for Homestay accommodation and cannot be held responsible for any accident, illness or damage to a student or goods which may happen during the student's stay with a host family. The student is responsible for providing insurance to cover these risks.

## Entry Criteria

### Entry Requirements

To be considered for a course at Sir George Seymour College you must meet the following minimum requirements:

- Reached age 18 before the start date of the programme
- Four years of secondary school or equivalent work experience
- Intermediate level of English as outlined below

### English Language Proficiency

All Sir George Seymour College Courses are conducted in English. Any of the following levels are considered as an acceptable level for our courses:

- Cambridge First certificate.
- Letter of recommendation from a partner English school placing the student at upper intermediate proficiency.
- Intermediate English Language upper intermediate preferred

Either: TOEFL 550 / IELTS 5.5 / TOEIC 625 / Cambridge First Certificate.

Acceptance on to any of the courses is at the discretion of Sir George Seymour College following an interview in person or by telephone. Subject to meeting entry requirements, acceptance is based on 'first in, first served'. We reserve the right to accept or decline any application.

A secondary school qualification

Argentina Certificado de Finaliza Ciom de Estudios Secundarios

Brunei General Certificate of Education (0 Level)

China Senior Middle School Leaving Certificate

France Baccaureat or International Baccaureat

Germany Mittlere Reife or Realschulabschluss

Hong Kong Higher Certificate of Education

Indonesia Ijazah SMA

Italy University Entrance or Certificate of Qualification

Japan Koko Sotsugyoshosho – Senior High School Graduation Certificate

Korea High School Diploma

Malaysia SPMU or SPM or MICSS Certificate

Phillipines National College Entrance examination

Singapore General Certificate of Education (0 Level)

Sweden Slutbetyg (Upper grades)

Switzerland Maturitatszeuginis or Certificat de Maturite or Attestato id

Maturita

Taiwan Senior High School leaving Certificate

Thailand Matayom 6 – High School Certificate

### Enrolment in the Programmes

Applicants must complete an enrolment application form in English and provide a copy of their full academic record. Students must also provide evidence of their English language proficiency. The Campus Manager considers all applications within one week of their being received at the college.

Enrolment is not complete however, until students pay the required total course fees. If vacancies exist in an intake, Sir George Seymour National College of Airline, Travel and Tourism, accepts enrolments up to the first day of classes. It is advisable however, to secure a place up to six months beforehand. Enrolment application forms are available in this prospectus, from your local agent, direct from the College, or via our website [www.sirgeorge.co.nz](http://www.sirgeorge.co.nz).

## **Conditions of Enrolment**

### **Enrolments**

- Enrolments are subject to the following conditions which become legally binding when they are accepted by Sir George Seymour College in writing.
- Sir George Seymour College reserves the right to accept or decline any student
- Enrolment is made only when Sir George Seymour College receives and accepts full payment of fees

### **Fees (Registration, Tuition, Homestay Placement and Accommodation)**

- Non payment may result in withholding services by Sir George Seymour College
- If any services included in the fee are not used (except for accommodation) no refund is possible
- If there is a late arrival, absence or early departure from the course after the first 8 days of the course, no refund is possible. \*See 'Withdrawals and Refunds' for more details
- All tuition fees include the NZ Government Goods and Services Tax (12.5%). Changes to this law will also affect the amount of fees charged
- Fees cannot be transferred to any other institution or student
- All students must have a relevant student visa before being accepted

### **Cancellations, Withdrawals and Refunds**

- The following withdrawal and refund policy applies to your course fees paid as per the Education Amendment Act (No.4) 1991.
- Students enrolled for a course of study may withdraw from that course at any time within seven days after the first day of the course for which attendance of students at the College is required. If withdrawal from that course also constitutes withdrawal from the College as a whole, the student is entitled to a refund of all payments made, less \$500 or 10% of any amount paid, whichever is the lesser amount. A \$200 Administration fee will also be charged.
- If the student withdraws from one course and transfers to another course at either the same or an alternative campus an administration fee of up to \$250 may be charged.
- Notices of withdrawal from a course must be made to the College in writing.
- No refunds will be considered after the first seven days of course commencement.

## **School Rules**

The rules of Sir George Seymour College are to help the school run smoothly. All students who enrol with Sir George Seymour College must accept and keep to these rules as a contractual condition of enrolment

- Sir George Seymour College has the right to refuse entry on a course to any student suffering from mental or physical disability not shown on the enrolment form.
- Sir George Seymour College has the right to give a warning letter to a student who breaks the rules or behaves badly.
- If there is no improvement in behaviour Sir George Seymour College may expel the student.
- Students are expected to obey NZ laws and if convicted of an offence may be expelled from Sir George Seymour College without written warning.
- Any expelled student will not be refunded course fees. The NZ Immigration Service will be informed if a student is expelled.

## **Liability**

- Sir George Seymour College is not liable for any damage, loss or injury to student or property, however caused, except where this liability is imposed by the laws of New Zealand.
- Sir George Seymour College advises students to buy personal insurance to cover themselves against accident, illness, theft, loss or damage to personal possessions, and the loss of fees through non-arrival, absence, or unexpected termination of the course.
- Sir George Seymour College reserves the right to alter a course if deemed necessary.

## **School Closing Dates**

Sir George Seymour College is closed on public holidays and for the period between Christmas and New Year inclusive.

## **Course Changes, Acceptance and Consumer Protection**

Sir George Seymour College reserves the right to change course details, start dates or fees, without prior notice. The College reserves the right to decline any student enrolment.