

# ENROLMENT APPLICATION DOMESTIC STUDENTS

## Enrolment Application - 2011

Title Mr  Mrs  Ms  Miss

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

Permanent Address - Street \_\_\_\_\_

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

Course Address while studying - Street \_\_\_\_\_  
(if different from above)

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

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

E-mail Address \_\_\_\_\_ Birth Date \_\_\_\_\_

Which course are you applying for?

- |                          |   |                     |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Certificate in Travel, Tourism & Business   | 25 weeks \$5,624.00 |
| <input type="checkbox"/> | Certificate in Travel, Tourism & Business<br>Plus National Certificate in Travel Level 4        | 37 weeks \$7,532.00 |
| <input type="checkbox"/> | Certificate in Travel, Tourism & Business<br>Plus Certificate in International Flight Attending | 37 weeks \$8,456.00 |
| <input type="checkbox"/> | Certificate in Travel, Tourism & Business<br>Plus Certificate in Conference and Events Planning | 37 weeks \$7,956.00 |
| <input type="checkbox"/> | Certificate in Travel, Tourism & Business<br>Plus Certificate in Tour Operations and Guiding    | 30 weeks \$6,769.00 |
| <input type="checkbox"/> | Certificate in Cultural Tourism   | 34 weeks \$6,368.00 |
| <input type="checkbox"/> | National Certificate in Travel Level 4  | 12 weeks \$2658.00  |
| <input type="checkbox"/> | Certificate in International Flight Attending   | 12 weeks \$3833.00  |
| <input type="checkbox"/> | Certificate in Conference & Events Planning   | 12 weeks \$3833.00  |

### Sir George Seymour Gold Collection

- |                          |   |                     |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | { Advanced Certificate in Travel, Tourism & Business<br>Certificate in Conference and Events Planning | 42 weeks \$8,995.00 |
|--------------------------|---|---------------------|

### Sir George Seymour Platinum Collection

- |                          |   |                     |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | { Advanced Certificate in Travel, Tourism & Business<br>Certificate in International Flight Attending | 49 weeks \$9,445.00 |
|--------------------------|---|---------------------|

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

Course Finish Date \_\_\_\_\_

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

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

Please make cheque payable to: Sir George Seymour College, or if you want to pay direct please pay:

Bank: Bank of New Zealand  
Bank Branch Name: North End Branch, Wellington, New Zealand  
Bank Address: 100 Lambton Quay, Wellington, New Zealand  
Bank Account Number: 02-0536-0305865-01

Please place your name and the campus on the reference to ensure we receive your deposit.

I intend to pay the balance of course fees by:  Student Loan  Cheque/Cash

I intend to apply for a Student Allowance. My IRD Number is \_\_\_\_\_

### **Payment of Deposit and Course Fees/ Trust Account**

A deposit is required with your enrolment form, with the balance of fees due within seven days of course commencement. All monies are banked into the Public Trust who administers the fees as per the legislative requirement Section 236A of the Education Act 1989. The money is withdrawn in stages as the course is completed. Should payment for the course not be received by the sixth week of the course, then the student will be liable for any legal or collection costs incurred.

### **Liquidation**

In the event of Sir George Seymour College going into liquidation the CEO of Sir George Seymour College has personally guaranteed a refund for the unused portion of the course for which the student has paid. If students wish they could complete any remaining units that the company have developed, by distance learning. This may allow students to complete the course from home. Sir George Seymour College will actively try and place students with other providers and negotiate a reduced cost for the balance of any training.

### **Acceptance**

Acceptance on to any of the courses is at the discretion of Sir George Seymour College following an interview. Subject to meeting entry requirements, and being assessed as being able to successfully complete the course, then acceptance is based on 'first in, first served'.

### **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. We reserve the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

### **Course Cost includes:**

- GST (Government Goods and Services Tax)
- NZQA registration and credit fees
- All tuition, workbooks, manuals, and resources
- All outside visits, and some assistance towards the cost of domestic field trips

### **Course Cost excludes:**

#### **General**

- Personal stationery
- NZQA and IATA/UFTAA certificates. NZQA certificates cost \$15.00 per certificate (maximum of three). IATA/UFTA Foundation Diploma costs \$290.00 per certificate (maximum of one)
- Resit fee for IATA Unit Std 18218 - \$30.00 per resit
- Second resit fees and late fees: \$30.00
- Lost, destroyed or stolen workbooks: \$10.00 per workbook.

### **Domestic Familiarisation**

The cost of this educational is included in your course fees and covers transport to and from a local tourist town/city by coach, with one nights accommodation and depending on cost possibly entrance to one or two attractions. It does not cover:

- Transportation from home to the airport/transport station
- Any meals and drinks and items of a personal nature
- Visits to some of the attractions (on and above those included)
- The cost of transportation to a destination further away than 1 – 2 hours by coach

### **Optional International field trip on Advanced Travel Courses**

The educational includes flights ex Auckland, Wellington, or Christchurch, accommodation, airport transfers, hotel inspections, and possible sightseeing depending on destination. Estimated cost is \$750.00 for 3 – 4 days for Australia or a South Pacific Island. This estimate excludes departure taxes, meals, insurance and domestic fares if flights are ex Auckland.

Due to Government regulations any overseas field trip cannot be paid for using a student loan or allowance. Students will need to raise finance for these trips themselves.

The cost for any educational depends on where you go and the activities you experience. We would recommend you have at least NZD50.00 - NZD100.00 per day for your expenses.

### Recognition of Prior Learning

Sir George Seymour College have a policy for recognition of prior learning. A form can be requested for this, and will be processed within one week for no additional cost.

### Credit Transfer

Sir George Seymour College has a policy of recognising the transfer of credits from other New Zealand training establishments to us. For students who have already completed some of the unit standards included in the course there are some other options available to you. Not all training establishments have this as their policy however, so you may not be able to transfer your credits from us to another training establishment.

### Complaints Procedures

If you have a complaint it should be taken in the first instance to your Course Tutor or the Campus Manager, for discussion. It will be discussed with you, along with the various options available, and if necessary discussed with any other parties involved, in an attempt to solve it. If the complaint is unable to be resolved satisfactorily, then it can be taken to the General Manager. If still not resolved then the complaint can be taken to:

Aviation Tourism & Travel Training Organisation  
New Zealand Qualifications Authority

Ph: (04) 499-6570  
Ph: (04) 802-3000

### Course Content

Sir George Seymour College reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason such as withdrawal of agreement from airlines, political unrest in a country, strikes, price increases from suppliers etc. There is no refund for any part of the course not provided or undertaken for whatever reason. Certain criteria must be reached before students can go on the field trips, and carry on to completing Level 4 or International Flight Attending. Failure to reach these criteria will result in students unable to participate with no refund owing. If students are absent from class a medical certificate is required in order for you to make up the class with another group. Joining another group will not be possible however, if you are absent when your educational is on or if you had failed to meet the criteria.

### Access to Studylink

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.

### Agreement

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 [www.sirgeorge.co.nz/prospectuses.cfm](http://www.sirgeorge.co.nz/prospectuses.cfm). I understand that completion of this course will not guarantee me a job and that if I have a criminal conviction this may also impede my job opportunities. 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.

\_\_\_\_\_ Date \_\_\_\_\_  
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



**Please complete the information below for Ministry of Education statistical purposes**

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>

**Gender**

Male  Female

**Citizenship or Residency Status (Tick Box)**

- New Zealand citizen – NZL  
 New Zealand Permanent Resident NZP  
 Australian Resident  
 Other (please specify your citizenship and whether you are a New Zealand Permanent Resident)  
Citizenship \_\_\_\_\_  
(for students with dual citizenship, specify the citizenship of the passport used to enter New Zealand)  
New Zealand Permanent resident : YES NO

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)

- 111 NZ European/Pakeha  
121 British/Irish  
128 Australian  
129 Other European  
211 New Zealand Maori  
311 Samoan  
321 Cook Island Maori  
331 Tongan  
341 Niuean  
351 Tokelauan  
361 Fijian  
421 Chinese  
431 Indian  
611 Other  
(If "Other" please specify your nationality)

999 Not Stated

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

Please send your application to the campus you intend studying at:  
Campus Manager, Sir George Seymour, PO Box 105-693, Auckland  
Campus Manager, Sir George Seymour, PO Box 19-396, Hamilton  
Campus Manager, Sir George Seymour, PO Box 24 412, Wellington  
Campus Manager, Sir George Seymour, PO Box 25 199, Christchurch  
Campus Manager, Sir George Sevmour, PO Box 5705, Dunedin

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 or Scholarship  
09 Overseas qualification (includes International Baccalaureate & Cambridge Exams)  
98 Other  
99 Not known

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

\_\_\_\_\_