



# NZSOH Enrolment Form

## International Students

NZSOH is a Private Training Organisation registered by NZQA under the Education Act. If you need assistance or further information, please email [info@healthcareer.nz](mailto:info@healthcareer.nz)

**Important Note:** NZSOH cannot enrol students under the age of 18 on our programmes of study.

**WELCOME TO NZSOH! Thank you for applying to study with us.**  
**Please complete this form and return it to us as soon as possible.**

Have you previously applied or enrolled at the New Zealand School of Healthcare or New Zealand School of Healthcare?

No  Yes - Please provide student ID No:

### 1 MY PERSONAL DETAILS

Enter your name as it appears on your passport.

Mr  Mrs  Miss  Ms  Other - If "other" please enter details:

Family Name(s)

First Name(s)

Preferred Name

Date of Birth

DAY

MONTH

YEAR

Gender

First Language

Male  Female  Gender Diverse - Please Specify (optional):

Passport No

Nationality (as shown on your Passport)

Issuing country

Current Address

ADDRESS 1

ADDRESS 2

TOWN OR CITY

STATE

COUNTRY

POSTCODE

Home Telephone Number

Mobile Number

( COUNTRY CODE ) ( AREA CODE )

( COUNTRY CODE ) ( AREA CODE )

Email Address

Next of kin/emergency contact name (Not recruitment agent)

Next of kin/emergency contact address

Relationship to you

Next of kin/emergency contact telephone number

( COUNTRY CODE ) ( AREA CODE )

**Please Note:** NZSOH cannot enrol students 18 years old at the time of application. Please confirm that you are over 18 years of age at the time of this application.

Yes  No

### 2 QUALIFICATION

I wish to study the following programmes (see [International Prospectus](#) or [NZSOH Website](#))

Programme Name

Identify your programme preferred start date as listed on the NZSOH website or International Prospectus

MONTH

YEAR

Are you CURRENTLY awaiting results of any studies undertaken this year?

No  Yes - please provide details:

Qualification:  Institution:

Country:  Date Results Available:  DAY  MONTH  YEAR

### 3 CAREER / STUDY PATHWAY

Why did you choose this study programme?

What are your intentions after you have finished this study programme? e.g. further study?

Your answers to these questions will help us ensure that you are choosing the most appropriate study programme for the educational outcomes you are seeking.

### 4 MY EDUCATIONAL HISTORY

#### SECONDARY SCHOOL RECORD

Name of the last secondary school you attended

City  State/Province  Country

What is the highest level of achievement you hold from a secondary school?

Date you completed your last year at secondary school:  MONTH  YEAR

**A certified<sup>1</sup> copy of results is required, please attach.**

#### TERTIARY EDUCATION STUDY RECORD

Is this application for your first year at a tertiary/higher education institution?  Yes  No

If your answer is "No" please give details of your study and attach a certified<sup>1</sup> copy of your academic records.

Institution	Country	Qualification	Years Enrolled		Qualification Completed	
			From	To	Yes	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want to apply for credit of papers completed at another tertiary institution?  Yes  No You will be required to submit additional forms.

#### ENGLISH LANGUAGE PROFICIENCY

Have you completed an English Language Proficiency test?  Yes  No If "Yes", please specify i.e. IELTS, OET etc.

**Please attach your most recent test results.**

#### PRIOR ACTIVITY

What was your main activity or occupation as at 1 October last year?

Polytechnic Student  Secondary School Student  University Student  Wage or Salary Earner  
 House Person or Retired  Private Training Establishment Student  Self Employed  Unemployed  Other

Location  New Zealand  Overseas (specify):

### 5 RECRUITMENT AGENT DETAILS

Are you using someone who you believe is a NZSOH recruitment agent to assist you?  Yes  No

If yes, please insert the company name and contact details.

Company Name:  City:

Email Address:  Country:

### 6 MEDICAL AUTHORITY AND INSURANCE

In the event of accident or ill health, I,  hereby authorise the full use and disclosure of all information related to my health between all health practitioners, all District Health Boards, NZSOH and all emergency services (and each of them). I authorise the disclosure of all health information obtained by all health practitioners (or their agent) who treats me, to NZSOH 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 NZSOH to use and disclose all information obtained by NZSOH pertaining to my health as NZSOH determines appropriate.

#### DISABILITY

Do you have a disability?  Yes  No Impairment?  Yes  No

Chronic medical condition?  Yes  No Long term injury?  Yes  No

If you have answered yes above, please provide details of condition and support required

**Note:** NZSOH may request further information.

## INSURANCE IS A COMPULSORY COMPONENT TO STUDY IN NEW ZEALAND

Once you accept an Offer of Place to study at NZSOH medical and travel insurance will be purchased on your behalf and NZSOH will invoice you unless you choose to opt out and purchase your own.

Do you have any pre-existing medical conditions that require disclosure for insurance?  Yes  No

**If you have a pre-existing medical condition, non-disclosure may make your insurance invalid.**

**If you already have medical and travel insurance please attach a copy of your policy and certificate.**

## 7 ACCOMMODATION

Please tick your preferred accommodation option:

**I will make my own arrangements.**

Please remember if you arrange your own accommodation you must keep us informed of where you are living.

**I would like NZSOH to provide me with a list of accommodation options.**

**You must advise us of your arrival details at least two weeks prior to your arrival.**

## 8 MY ACKNOWLEDGEMENT AND DECLARATION

- In completing this form, I am applying and provisionally enrolling at NZSOH, and if NZSOH confirms my enrolment in writing and if NZSOH receives my acceptance of an offer of place before its expiry date then I agree:
  - To pay to NZSOH in full relevant tuition fees and all other fees set by NZSOH before the first date that teaching starts on the qualification I am enrolled in.
  - To comply with all NZSOH's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Enrolment Form (International Students)).
  - I acknowledge that in applying for enrolment I have not relied on NZSOH's (and / or NZSOH's recruitment agents or contractors) judgement that qualification(s) / course(s) are suitable for any particular purpose or will achieve any particular result unless notified to me, in writing, by NZSOH.
  - In applying for enrolment I acknowledge that, apart from the statements and warranties expressly given to me in writing by NZSOH and not any recruitment agent, all other statements and warranties (express or implied) are excluded except as prohibited by law.
  - I have received full written details of all fees, and any items that are or may be required by NZSOH to be purchased or provided by me, for the qualification(s) / course(s) I have chosen.
  - I agree that the provisions of this Enrolment Form (International Students), together with the Further Terms and Conditions for International Students that were attached to this form, and which I have kept, current at the date I sign this form, form my contract with NZSOH. That contract can only be varied by NZSOH in writing, signed by NZSOH.
  - I have read the NZSOH International Prospectus and Website and I understand them.
  - I agree to supply all information NZSOH asks me to supply.
  - NZSOH can use any photograph, video and/or recording taken of me for the purpose of marketing and media during and after my enrolment at NZSOH. I agree to sign other documents required by NZSOH for this purpose.
  - I acknowledge that I am aware of the Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019) and the Dispute Resolution Scheme (DRS), and I have received clear and sufficient information enabling me to make an informed choice about studying at NZSOH.
  - I agree that where I am transferring to NZSOH from another education provider in New Zealand I consent to NZSOH obtaining all information concerning me from that provider.
  - I have read the Privacy Statement in the Further Terms and Conditions attached to this Enrolment Form (International Students) and in signing this Form I agree to it.
  - If this Enrolment Form (International Students) is translated into another language, I must sign the English version and only the English version applies.
- I agree that if NZSOH confirms my enrolment, in writing, and if NZSOH receives my acceptance of the NZSOH offer of place, I may only withdraw if NZSOH's International Recruitment and Conversion team are notified in accordance with the NZSOH International Student Fees and Refunds Procedure current at the time I sign this form. My eligibility for a partial refund of the tuition fees and when I have not already paid fees my obligation to pay fees, depends on whether I am within the timeframes stipulated in the International Student Fees and Refunds Procedure attached to this form, and a copy of which I have kept.

## 9 DECLARATION

I declare that, to the best of my knowledge, all the information I have provided on the Enrolment Form (International Students) is true and complete, that I have read, I understand, and I agree to the terms and conditions on this form, and the further terms and conditions attached to this form.

Signature

Date

DAY

MONTH

YEAR

## 10 CHECKLIST

Before you submit your application please check you have completed all of the following:

- Application is fully completed, dated and signed by me
- I have attached a certified<sup>1</sup> copy of the photo page and address page of my passport.
- I have attached certified<sup>1</sup> proof of my highest level of education achievement (certificate and transcript).
- I have attached certified<sup>1</sup> evidence of English Language proficiency results.
- I have attached evidence of medical and travel insurance (if applicable).

<sup>1</sup> A certified copy is a photocopy of the original document, which is signed by a Solicitor, Justice of the Peace, Notary Public or authorised NZSOH person as being a true copy of the original document.

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Please email completed application to:  
[info@healthcareer.nz](mailto:info@healthcareer.nz)

Or post to:  
NZSOH PO Box 13472 Tauranga Central, Tauranga  
3141

## 11 FURTHER INTERNATIONAL ENROLMENT TERMS AND CONDITIONS

The following are the further terms and conditions of your enrolment with NZSOH as an International student, in addition to those terms and conditions on the Enrolment Form (International Students) you signed.

### 1. NZSOH's limitation of liability

In signing the Enrolment Form (International Students), you agree that, to the extent permitted at law, NZSOH's liability to you, however it arises, if established, is limited to twice the amount of the tuition fees that you pay to NZSOH for the enrolment period in which the liability arises (inclusive of any refund paid to you).

### 2. Disputes and complaints

In signing the Enrolment Form (International Students) you agree to abide by NZSOH's policies for resolving disputes and complaints.

### 3. Events beyond NZSOH's control

You agree that if NZSOH is unable to perform its obligations by reason of any event beyond our reasonable control, then NZSOH is released from its obligations to the extent that we are prevented or delayed from performing our obligations.

### 4. Privacy Statement

In signing the Enrolment Form (International Students) you agree that:

#### Privacy Statement

I agree that this privacy statement applies to me for considering every enrolment application I make to NZSOH, during each period I am enrolled (if any) and at any time after my enrolment.

#### Collection, Use and Holding of Personal Information

I agree that NZSOH (or someone on its behalf) will collect and use personal information from me or about me from others for the purpose of deciding whether or not to enrol me, for purposes related to my study and for purposes related to NZSOH's functions or activities.

NZSOH will collect some of this information directly from me. I also authorise the collection of personal information about me from other sources (including for verification).

#### Disclosure

I agree that the information collected about me and held may be disclosed by NZSOH to:

- i. Government departments and agencies in New Zealand.
- ii. Organisations involved in delivery of qualifications including placements and quality assurance providers.
- iii. Professional registration bodies and professional accreditation bodies, when relevant.
- iv. English language testing organisations and organisations that verify qualifications and / or experience.
- v. Service providers, when relevant.
- vi. Scholarship providers / sponsors / employers.
- vii. Entities involved in pastoral care.
- viii. Entities related to my financial support.

In signing the Enrolment Form (International Students) I authorise the collection, holding, use and disclosure of information referred to above.

#### Access

I understand that I have the right to access personal information about me (subject to exceptions in the Privacy Act). I can ask that the information held be corrected.

## 5. Qualification(s) / Course Cancellations / Postponements

At any time, even after you have accepted any offer of place, NZSOH may, at NZSOH's sole discretion:

- i. Cancel or postpone any qualification / courses you are enrolled in, whether partially completed by you or not. If NZSOH cancels any qualification / courses NZSOH will supply a full refund of all the fees for qualification / courses it cancels, which you were enrolled in and which you have not undertaken. If NZSOH postpones any qualification / courses then if the new qualification / courses start datedoes not suit you, you can receive a full refund of all fees for the enrolment period and not undertake the qualification / courses. NZSOH will not pay you (or anyone else) any compensation nor reimburse any expenses you have incurred.
- ii. Change qualification / courses content and NZSOH will not supply a refund except in accordance with the International Student Fees and Refunds Procedure, and NZSOH will not compensate you (or anyone else) for any such changes.

If you are studying at NZSOH but offshore, you acknowledge that NZSOH may deliver the qualification by distance if circumstances arise that NZSOH deems it desirable.

## 6. Enrolment Decisions

You acknowledge that you have made well informed decisions that are appropriate for the educational outcomes you want. You are responsible for ensuring that you are enrolling in the correct qualification and courses that you are eligible to study.

## 7. Enrolment obligations

Before signing this Enrolment Form (International Students) you have information required to understand your interest and obligations if NZSOH offers you a place and if you accept.

If you become enrolled in a qualification, course or training, NZSOH may cancel your enrolment at NZSOH, and refuse to enrol you again on the grounds that:

- i. You are not of good character; or
- ii. You are guilty of misconduct or a breach of discipline; or
- iii. You are enrolled full-time at another education provider; or
- iv. You have made insufficient progress in your study or training after a reasonable trial at NZSOH or at another institution; or
- v. Are permitted or required by law.

When you are studying at NZSOH in New Zealand you understand that the Education (Pastoral Care of International Students) Code of Practice 2016 and the Disputes Resolution Scheme applies. You acknowledge that you have received information about both.

## 8. Insurance

If you become enrolled for two weeks or more at NZSOH in New Zealand, you will obtain those insurances specified in the Education (Pastoral Care of International Students) Code of Practice 2016 (clause 16.5) for the entire period that you are enrolled at NZSOH.

NZSOH will arrange insurance on your behalf, and invoice you accordingly. If you do not wish to receive this insurance cover then you must opt-out and provide a copy of your insurance policy and certificate.

You agree not to withhold any information and not to specify any false information that would entitle the insurer not to respond to any claim or to cancel the insurance policies.

## 9. Immigration

You agree that you have taken reasonable precautions to ensure that you are entitled to study in the qualification at NZSOH in New Zealand.

## 10. Provisional enrolment at NZSOH

Your enrolment is provisional upon:

- i. NZSOH being satisfied as to your identity and being satisfied, based on all the information you have supplied, that NZSOH ought to consent to your enrolment; and
  - ii. NZSOH being satisfied that you meet the entry criteria (if any) and the English language proficiency requirements; and
  - iii. NZSOH sighting evidence that you have the appropriate permit/visa to study at NZSOH in the qualification(s); and
  - iv. NZSOH receiving evidence of insurance policies; and
  - v. NZSOH receiving in full all of NZSOH's tuition fees, all other fees set by NZSOH (if any); and
  - vi. If NZSOH offers you a place, NZSOH receiving your acceptance of that offer before its expiry; and
- NZSOH may, in its sole discretion, waive, in writing, some of the provisional enrolment conditions.

## 11. Professional occupation registration

You agree that if entry into a profession/occupation is regulated by law, then NZSOH makes no representation about entry into the profession/occupation in respect of your study at NZSOH. Entry into that profession/occupation is subject to the applicable law, regulations and rules of the profession/occupation concerned.

## 12. Payment of fees

If NZSOH offers you a place and if NZSOH receives your acceptance of that offer then you:

- i. Agree to pay to NZSOH all NZSOH tuition fees and all other NZSOH fees before the first date teaching starts for your qualification.
- ii. If NZSOH allows you to start study after the first date that teaching starts then you agree to pay all NZSOH fees before the date you are due to start studying.
- iii. Even if you do not attend you will be required to pay all NZSOH tuition fees and all other NZSOH prescribed fees unless NZSOH receives your withdrawal in the manner required by NZSOH for international students as stated in the International Student Fees and Refund Procedure attached to this form.

**Note:** Please do not pay any NZSOH fees to any agent.

## 13. Refunds, withdrawals and changing qualification

The International Student Fees and Refunds Procedure forms part of your contract with NZSOH. Before applying for enrolment you acknowledge you have read and understand it. The International Student Fees and Refunds Procedure also contains provisions on what you must do if you want to change your qualification(s)/course(s) or withdraw from study at NZSOH.

**PURPOSE**

To describe and detail Student Fees, Charges and Refunds, including providing the framework for assessing applications for refund of fees for international students.

**SCOPE**

This is a NZSOH wide policy.

**RESPONSIBILITY**

The International Recruitment and Conversion team are responsible for the implementation of this policy.

**REQUIREMENTS****1. Payment of fees**

- 1.1 All fees and charges are in New Zealand dollars unless otherwise stated.
- 1.2 NZSOH must receive payment in full of the tuition fees and student services levy (SSL) from an International Student no later than the first date that they commence their programme.
- 1.3 In exceptional circumstances, and only with prior approval, arrangement may be made to pay fees by instalments. Students are advised to review these arrangements in conjunction with Immigration New Zealand.
- 1.4 The total amount paid to NZSOH must include any bank fees that may be incurred by NZSOH.
- 1.5 Fees can be paid by credit card; these credit card transactions incur a merchant service charge from the bank.
- 1.6 No refunds of tuition fees and SSL will be paid to International Students, except as expressly provided for in Schedule A of this policy.

**2. Fee protection for International Students**

- 2.1 All monies received from an International Student are banked and recorded against that student in NZSOH's Student Management System (SMS).
- 2.2 Monies received for fees are only applied when the student is fully enrolled at NZSOH, until that time they are held in a bare trust.
- 2.3 NZSOH financial systems and internal controls are audited on an annual basis by Audit New Zealand, and the ongoing financial viability of NZSOH is covered in this audit process.
- 2.4 NZSOH is insured by a Business Interruption policy to cover such events as fire or flood, which could prevent delivery of NZSOH's programmes. The policy provides for the running of NZSOH's programmes at an alternative site, or to meet contractual obligations to refund students where NZSOH is unable to deliver as a result of these events.

**3. Withdrawal**

- 3.1 An international student can only withdraw from a programme of study at NZSOH by written confirmation, preferably by completing, signing and returning to NZSOH a NZSOH Change of Details/Circumstances form, or by another form of written confirmation, including email.
- 3.2 Except as expressly provided for in this procedure, no refund will be granted to an International Student who does not withdraw from a programme in accordance with Clause 3.1 above.

**4. Refunds as a Result of Withdrawal from a Programme or Qualification**

- 4.1 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 refunds or partial refunds that will be granted.
- 4.2 The date of withdrawal is the date that NZSOH receives notification of withdrawal in writing from the international student.
- 4.3 Immigration NZ will immediately be informed of a student's withdrawal from a programme of study..



## **5. Refunds as a Result of a Change in Residency Status**

- 5.1 If an international student gains Permanent Residency during their programme of study, the student **will not** receive a refund of fees for the courses already commenced unless:
- (i) Residency was granted before the end of two weeks from the course commencement date; and
  - (ii) NZSOH can access funding for the international student as an equivalent full-time student; and
  - (iii) The International Student has withdrawn in accordance with Clause 3.1 of this Policy and has enrolled at NZSOH as a Domestic Student.
- 5.2 Domestic fees will apply for the courses commencing in the following semester. No rebate will be offered for fees paid for any prior study.

## **6. Programme Transfer**

- 6.1 International students can transfer to an alternate programme of study at NZSOH by completing, signing and returning, to NZSOH a NZSOH Change of Details/Circumstances form, by email notification or other written confirmation.
- 6.2 Subject to the international student gaining the entry requirements, correct visa and complying with all terms and conditions of enrolment, then the new enrolment can be completed.
- 6.3 If an international student wishes to transfer to an alternative programme of study at NZSOH the student will not receive a refund of fees for the courses already commenced unless.
- (i) Request for transfer was received before the end of two weeks from the course commencement date; and
  - (ii) The International Student has notified their change of circumstances in accordance with Clause 3.1 of this Policy and has re-enrolled at NZSOH in an alternative programme.
- 6.4 If the international student does not meet the entry requirements, or does not receive a new visa for the new programme of study, then the fees and any refund due revert to the original programme of study.

## **7. Refunds in other circumstances**

- 7.1 At law, NZSOH has the discretion to grant a full or partial refund to any student.
- 7.2 International students are expected to seek redress from their insurer for situations, which may be covered before applying to NZSOH for a refund as outlined in 7.3.
- 7.3 In special circumstances comprising reasons of a compassionate nature, NZSOH at its sole option may grant a refund of a greater amount than is stated in this procedure 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 NZSOH, enclosing supporting evidence of the special circumstances claimed and they must provide all other evidence requested by NZSOH. NZSOH will consider the request and may or may not grant a refund in an amount that NZSOH deems appropriate.
- 7.4 If NZSOH does not proceed with a programme offered and NZSOH has received tuition fees and SSL from an international student for that programme, NZSOH will notify the international student in writing that NZSOH will not be proceeding with the programme. Pursuant to Clause 7.1 above, NZSOH will grant a full refund of the tuition fees and SSL received by NZSOH from the international student for that programme but NZSOH shall not be liable to compensate the student for any fluctuations in currency in the intervening period or for any other costs incurred by the student whatsoever.
- 7.5 If NZSOH is disestablished for incorporation into another institution and that new institution provides the programme or training, then no refund will be available except in accordance with the usual Refund Policy.
- 7.6 If NZSOH is no longer a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016, then NZSOH will refund all tuition fees in respect of NZSOH study not undertaken and all other prescribed NZSOH fees for that study.

## **8. Payment of Refunds**

- 8.1 Refunds to international students can be made by direct credit and will be returned to the original payee (less an administration fee) or as directed in writing by the international student if they were the original payee. If NZSOH does not receive such reasonable written directions within 28 days of the date of withdrawal, NZSOH may forward payment of the refund to the residential address of the international student inserted on the international student's Enrolment Form.
- 8.2 All refunds will be denoted in New Zealand Dollars. To refund the payment into the student's bank account they must provide third party verification of their bank account number, which should include the bank logo, the account number and the account name. *Refer to Creditor Supplier Payments Procedure, clause 1.*

## **Relevant Legislation**

- Education and Training Act 2020 and amendments
- Human Rights Act 1993 and amendments
- New Zealand Bill of Rights Act 1990
- Judicature Act 1903

## Related Documentation

- [Education \(Pastoral Care of International Students\) Code of Practice 2016 \(including Amendments 2019\)](#)
- [International Student Contract Disputes Resolution Scheme \(DRS\) 2016](#)
- NZSOH Quality Manual
- NZSOH International Students Policy

## Refund Summary Table

Reason for Withdrawal <sup>1</sup>	Documentation required	Date of Withdrawal	Amount of Refund	Admin Charge
Failure to obtain appropriate visa from Immigration New Zealand <sup>2</sup> .	Written notification of withdrawal.	<b>Prior</b> to commencing the programme.	<b>100%</b> of the fees <sup>3</sup> received by NZSOH, less the administration charge.	\$250
		<b>After</b> commencing the programme.	Partial refund of the fees <sup>3</sup> at the discretion of NZSOH.	
The Student no longer wishes to study at NZSOH (for students issued a visa in the name of NZSOH).	Written notification of withdrawal <sup>4</sup> .	<b>Two</b> or more weeks before commencing the programme.	<b>100%</b> of the fees <sup>3</sup> received by NZSOH, less the administration charge.	\$500
		Between 2 weeks prior and 2 weeks after commencing the programme.	<b>90%</b> of the fees <sup>3</sup> received by NZSOH, less the administration charge.	
		More than two weeks after commencing the programme.	No refund.	Nil
NZSOH is no longer able to provide tertiary education services, withdraws an offer of place or is unable to provide the programme for any reason.	No documentation required.	<b>Prior</b> to commencing the programme.	<b>100%</b> of the fees <sup>3</sup> received by NZSOH.	Nil
Exceptional circumstances (for example serious illness).	Documentation supporting an application for a refund.	At any time.	The amount and approval of any refund is at the discretion of the Chief Executive, or delegate. The student is expected to seek redress from their insurer before applying to NZSOH.	\$500
Any reason not detailed above.		<b>Less than two weeks</b> before commencing the programme.	<b>90%</b> of the fees <sup>3</sup> received by NZSOH, less the administration fee.	\$500
		<b>More than two weeks</b> after commencing the programme.	No refund.	

### Note:

<sup>1</sup> NZSOH reserves the right to withdraw an Offer of Place because of incorrect or incomplete information supplied by a student or student's agent, and retain part or all of the fees<sup>3</sup> paid.

<sup>2</sup> Prospective students should not pay fees until such time as they have approval in writing of a "Visa in Principle" from Immigration New Zealand.

<sup>3</sup> Fees: aligns with the tuition fees, Student Services Levy, insurance and all other charges detailed on the Offer of Place.

<sup>4</sup> If a student has arrived in New Zealand, proof they have returned to their normal country of residence, or received an alternate visa to remain in New Zealand.