

# International Student Application Form

TOI-OHOMAI



This application form is for international students who wish to express an interest in studying at Te Pūkenga – New Zealand Institute of Skills and Technology (Toi Ohomai Business Division). This application does not constitute a legally binding agreement and applicants should not assume they will be enrolled by completing this form. More information will be required if and when a study placement is offered to you. This application, along with the certified copies of your documents, must be emailed or posted to one of the Toi Ohomai addresses below. If your application is accepted, the original copies of your certified documents will be required prior to the start of your programme.

## ROTORUA

Mokoia Drive, Rotorua, New Zealand  
Private Bag 3028, Rotorua 3046, New Zealand  
Phone: +64 7 346 8712  
Email: [international.applications@toiohomai.ac.nz](mailto:international.applications@toiohomai.ac.nz)  
[www.toiohomai.ac.nz](http://www.toiohomai.ac.nz)

## This form must be accompanied by:

- a certified copy of your passport;
- certified copies\* of your academic records translated into English;
- a certified copy of your English Language Proficiency results if applicable; and
- any additional information required for the qualification you are applying for.

## TAURANGA

70 Windermere Drive, Tauranga, New Zealand  
Private Bag 12001, Tauranga 3143, New Zealand  
Phone: +64 7 557 8993  
Email: [international.applications@toiohomai.ac.nz](mailto:international.applications@toiohomai.ac.nz)  
[www.toiohomai.ac.nz](http://www.toiohomai.ac.nz)

\*A certified copy is a photocopy of your original document, signed as being a true and accurate copy. To be considered a certified copy it must have:

- the words "original sighted";
- name and signature of person sighting the original document;
- date the original was sighted; and
- institution/organisation stamp or handwritten institution/organisation name.

The following positions are approved to certify documentation:

- notary public
- authorised education agent
- New Zealand court registrar
- barrister or solicitor of the High Court of New Zealand
- New Zealand Consulate or Embassy

1. Personal Information		Please print clearly			
Title (tick one)	Mr	Mrs	Ms	Miss	Other:
Legal family name/Last name					
Legal given name(s)/first name(s)					
Citizenship			Gender: Male Female		
Date of Birth			Are you under 18 years of age? Yes No		

2. Contact Details		
Number and street		Suburb
Town/City	Country	Mobile phone
Personal email		Home phone

## Family member for emergency contact

Name	Relationship	Phone
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If these details change during your application and enrolment at Toi Ohomai, you must notify the institute as soon as possible.

3. Agent/Representative Contact Details		
Company/Name		Agent/Representative stamp
Email		
City	Country	

4. Programme Selection					
English language programme		Preferred start date	Number of weeks of study		
Mainstream programme (e.g. Bachelor of Nursing)					
Endorsement/Strand					
Programme duration	months	years			
Start date	February	May	July	November	Year
Do you intend to study		Full-time	Part-time		

5. Recognition of Prior Learning	
Do you wish to apply for recognition of credit for any previous formal or informal learning? Yes No	

If 'Yes', please request the cross-credit application form via email, then complete and attach verified copies of relevant academic transcripts or final award/s translated into English.

6. Career Goals	
Why have you chosen this programme and what is your future career intention?	

7. English Language Proficiency				
Is English one of your first languages?      Yes      No      If 'No', please specify language				
I have previously sat an English Language Proficiency Test			English proficiency evidence attached <i>(Please specify)</i>	
Listening	Reading	Writing	Speaking	Overall Band Score
I have booked for an English Language Proficiency Test on: <i>(specify date)</i>				

8. Secondary School Education (i.e. high school)	
Overseas country <i>(Specify country)</i>	New Zealand <i>(Specify school)</i>

9. Tertiary Studies (i.e. polytechnic, university)				
Is this your first year of tertiary study since leaving school?      Yes      No      If 'No', please state first year of tertiary study				
Institution	Country	Years Attended	Qualifications Sought	Year Achieved

10. Learner Support (Any information you supply will be confidential)			
Do you live with the effects of significant injury, long-term illness and/or disability?      Yes      No      If 'Yes', please specify below			

11. Financial Details	
Do you have a scholarship?      Yes      No      If 'Yes', please provide a copy of your scholarship confirmation documents.	

12. Marketing Information				
How did you find out about us?	Education agent	Family/friends	Website <i>(Specify website)</i>	Other <i>(Specify)</i>

13. Have you ever had a student visa application declined by any country?	
Yes      No      If 'Yes', specify the country and the reason	

#### TERMS AND CONDITIONS FOR APPLYING TO STUDY AT TOI OHOMAI

If your application is accepted, you will receive a Letter of Offer for the programme of study you have requested.

- An interview may be required during the application/enrolment process.
- You must have access to sufficient funds (no less than \$20,000 per year) to support yourself while you are living and studying in New Zealand. (INZ requirement).
- To accept a place you must forward the full payment of fees outlined in the Letter of Offer.
- Payment can be transmitted in New Zealand dollars to the Toi Ohomai bank account as stated in the Letter of Offer.
- If the information you provide in this application is incorrect in any significant way, Toi Ohomai reserves the right to terminate your enrolment.

#### INTERNATIONAL STUDENT REFUND POLICY

A refund of enrolment fees, if applicable, is determined by the following:

- If you have accepted a place at Toi Ohomai and have an approval in principle of a visa which is then declined by Immigration New Zealand, you will be entitled to a full refund of fees paid, however, you will be charged an administration fee of \$500.
- If you have accepted a place at Toi Ohomai, paid your fees and then withdraw one month or more prior to the commencement of the programme (as per the date on offer letter), you will be entitled to a full refund of fees paid less any taxes and other costs incurred and less an administration fee of \$500.
- If you have accepted a place at Toi Ohomai, have paid your fees and have been issued a visa, and then if you withdraw during the month before the programme start date, you may be entitled to a refund of 70% of the fees paid less any taxes and other costs incurred and less an administration fee of \$500. The refund in this situation will only be made after consideration by Toi Ohomai of your individual situation and reason for withdrawal.
- If you withdraw after the programme has started, you will be charged an administration fee of \$500 and you will not be entitled to a refund of fees paid (except where there are exceptional mitigating circumstances and in this case, the refund will be at the discretion of Toi Ohomai, up to 70% of fees paid, less any taxes and other costs incurred and less an administration fee of \$500). Toi Ohomai requires documentary evidence to support the case for exceptional mitigating circumstances e.g. a medical condition evidenced by a recommendation from a hospital/specialist that states you are unable to continue or return within a reasonable timeframe (NOTE: statements from a general practitioner will not be considered adequate evidence).
- If Toi Ohomai ceases to be a signatory to the Code of Practice or ceases to be a provider, you will be entitled to a refund of the fees paid for the balance of the enrolment.
- The date you formally withdraw from your course or programme is the date you complete, sign and submit your Withdrawal Form to Toi Ohomai, not the last day you attend class. You will find the Refund Policy on our website. Look for <https://toiohomai.ac.nz/toi-ohomai-regulations> under the "About Us" tab. You will find the International Student Withdrawals and Transfer Fees Schedule, as well as the Student Code of Conduct and other important documents. Please contact us if you have any questions on this policy <https://toiohomai.ac.nz/study/fees-toi-ohomai>.

#### DECLARATION

I declare that the information I have provided in this application and in any attached documentation is true and correct. I have not withheld or falsified any information, which could affect my enrolment or the conditions of my enrolment. By signing the declaration, I understand and agree that:

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|--|---|
| i. I have read and understand the programme information and/or descriptions;   | demand and/or resource availability, Toi Ohomai reserves the right to cancel or change the content, timing, method or place of delivery of any programme and/or course;       |
| ii. I authorise Toi Ohomai to obtain, hold, use and disclose information collected about me as appropriate and in accordance with the Privacy Act 2020;  |   |
| iii. I authorise Toi Ohomai to release academic records or information related to my health and safety to my parents or my educational placement agency should Toi Ohomai consider it is necessary to do so for my wellbeing or educational benefit; | vi. I am committed to completing the programme of study I have chosen and understand that completion of the programme is not a guarantee for future employment;               |
| iv. I fully understand the Toi Ohomai refund policy, as outlined above;  | vii. Making a false declaration is an offence under the Crimes Act 1961; and  |
| v. I understand that programmes and courses will be taught subject to sufficient enrolments being received. Subject to unforeseen circumstances such as student  | viii. I fully understand that any immigration or visa information provided by Toi Ohomai is information only and not employment/legal/immigration advice. Further immigration |

#### IMPORTANT – PLEASE SIGN AND DATE

Applicant's name (print clearly) \_\_\_\_\_ Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

#### TO BE SIGNED BY PARENT/GUARDIAN IF APPLICANT IS UNDER THE AGE OF 18 YEARS

Name (print clearly) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Toi Ohomai has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from Toi Ohomai or from the following website: <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice>