

# APPLICATION FORM GUIDELINES

## SECTION A: PERSONAL DETAILS

- A.1 Copy details from your passport.
- A.2 Only legal names as they appear on your passport.
- A.3 Write the day, month and then year you were born.
- A.4 Tick box
- A.5 Write the name of the country that is on your passport.
- A.6 A6. Name the cultural group that you belong to, for example, Indian, Chinese, Niue, South African.
- A.7 Copy the number from your passport.
- A.8 Copy date of expiry from your passport (must be valid for 6 months after you finish your programme).
- A.9 If you have studied in NZ you will have this number. If not, leave it blank.

## SECTION B: CONTACT DETAILS

- B.1 This is the address where you are currently living at the time of completing this application. Write the street number and name.
- B.2 If applicable, complete.
- B.3 Name of the Town or City where you currently live.
- B.4 If applicable, complete.
- B.5 Name the country where you currently live.
- B.6 Please write the area code before the telephone number.
- B.7 If applicable, complete.
- B.8 Please indicate if an area code is required before the number.
- B.9 You must supply a current email address

## SECTION C: EMERGENCY DETAILS

These are details of either, your Father, Mother, brother, sister, uncle, aunty or any person who knows you, and whom you can trust to give or take information on your behalf.

- C.1 What is his/her name?
- C.2 What is their relationship to you?
- C.3 This is the address where he/she is currently living at the time of completing this application. Write the street number and name.
- C.4 If applicable, complete.
- C.5 Name of the Town or City where he/she currently lives.
- C.6 If applicable, complete.
- C.7 Name the country where he/she currently lives.
- C.8 Please write the area code before the telephone number.
- C.9 If applicable, complete.
- C.10 Please indicate if an area code is required before the number.
- C.11 If applicable, complete.

## SECTION D: ACADEMIC BACKGROUND

- D.1 Tick box  
D.2 Please tell us what results you are waiting for.

## SECTION E: CROSS CREDITORS/CREDIT TRANSFER

**Q).** I am applying for admission to a programme at KAAT but I feel that I have covered the content of at least one of the courses already. Can I apply for a cross credit?

A). If you have previous experience, or have completed the same or a similar course elsewhere, you may be eligible for a credit transfer (cross credit).

**KAAT uses two types of credit recognition:**

i) Credit transfers (cross credit) - this looks at the courses you have done previously and compares them to similar ones in the programme you want to enrol in. If it is at least 80% the same, a cross credit may be granted. You need to make application for credit transfer on the International Student Application Form as we examine your eligibility for a credit transfer as we process your application and then adjust your fees accordingly if your application is successful. If you apply after you have enrolled you may still be granted a credit transfer, but there is no refund of tuition fees. The application fee for investigating credit transfers is \$150 per paper. If successful, you will gain exemption from the paper. Depending on the outcome being credited, you may also have to pay related external charges, e.g. NZQA credit fees, NZQA Registration fee. There is no refund if a credit transfer application is not granted.

ii) Recognition of Current Competencies (RCC) - takes your skills and experience into account. This involves you spending at least a day with a subject lecturer. It is best that you come and see us when you have enrolled and are in NZ. We can then guide you and explain in detail what is required.

A standard fee of \$500 per paper is charged for the RCC processes. Depending on the outcome being credited, you may also have to pay related external charges, e.g. NZQA credit fees.

Credit transfers for qualifications are given on an individual basis and therefore a standardised and published list is not possible.

**Q)** What do I need to do to apply for a credit transfer?

A) If you have passed a qualification or papers leading to a qualification at Level 4, Level 5 (equivalent to first year university) or Level 6 (equivalent to 2<sup>nd</sup> year university), that are similar in both content and level to papers offered by KAAT in the qualification you want to enrol in, then you need to do the following:

Photocopy the Qualification Certificate / Diploma you have passed the Academic Transcript and the Course Prescription.

- i) Have them translated into English (if required)
- ii) Have these **certified** (refer separate section on *How to Certify your Documents* in these Guidelines). Non certified copies will not be accepted.
- iii) Attach them to your International Student Application Form.

## SECTION F: ENGLISH PROFICIENCY

When you come to study at KAAT you will be required to produce evidence or demonstrate your English language proficiency for the programme you have chosen.

For example, a level 5 Diploma in Computing would require you to have an IELTS score of least 5.0 or equivalent in both written and spoken English.

Prior to your arrival in NZ you can take the free online PAT (Pre-Arrival TESOL) Test. This test result will give you an indication if you have the minimum English language requirements to apply for your chosen programme.

On arrival at KAAT you will be required to satisfy the interviewer that you are able to successfully complete the course by taking the internal KAAT English test.

F.1 Tell us what is your written and spoken language that you use all the time.

F.2 If you use English as a second language then we need to know the following:

- Have you taken an English Language test, for example IELTS or TOEFL? Can you provide certified copies of this document?
- When you were in school did you use only English for reading, writing, speaking and listening?
- Have you booked for an IELTS or TOEFL test? What is the date of the test?
- Do you require assistance with KAAT's online English PAT test or other English preparation courses? If you tick this box you must send an email to [info@kaat.co.nz](mailto:info@kaat.co.nz) to request your free login and password to take the online English test. When you have completed the test and we have the results we will contact you to process your application.

## SECTION G: GENERAL INFORMATION

- G.1 Tick the box that told you about KAAT.
- G.2 Did you live in New Zealand on 31<sup>st</sup> October last year?
- G.3 If you lived in NZ, tick the box that will tell us what you were doing.

## SECTION H: RECRUITMENT AGENCY

Complete this section only if you are using an Agent to assist you to complete this Application.

- H.1 Tick one box.
- H.2 The registered name of the Agent and name of the company.
- H.3 This stamp provides contact, postal and other details of the Agent.

## SECTION I: SPECIAL/ADDITIONAL NEEDS

All students must complete this section.

- I.1 We need to know if you have any illness or disability that requires any special facilities. Tick one box.
- I.2 If answered to J.1 above, then give details in the space provided.

## SECTION J: MEDICAL AND TRAVEL INSURANCE

**International students must have appropriate and current medical and travel insurance while studying in New Zealand.** We strongly recommend that students should have combined travel and medical insurance on one policy. The travel insurance policy should cover:

- 1) Loss of baggage and other personal effects
- 2) Accident and injury
- 3) Disruption to travel plans
- 4) Cost of medical care in any 'stopover' countries.

Tick this box if you will arrange for your Travel/ Medical insurance policy. It will be checked by KAAT staff prior to the start of the course to ensure it meets the coverage requirements.

Tick this box if you need KAAT's assistance in organizing your Travel/ Medical insurance. There will be a \$35 charge. KAAT recommends the following NZ Insurance Companies:

- [www.internationalstudent.co.nz](http://www.internationalstudent.co.nz)
- [www.uni-care.org](http://www.uni-care.org)
- [www.orbitprotect.com](http://www.orbitprotect.com)

## SECTION K: FEES AND REFUND POLICY

1. Check on KAAT's website: ([www.kaat.co.nz](http://www.kaat.co.nz)) for the current fees structure.
2. Tuition Fees and costs include:
  - All tuition fees for classes.
  - GST (New Zealand Government imposed goods and services tax of 12.5 %).
  - The use of audio, electronic and learning equipment whilst on the course and during self directed study time.
  - Access to all KAAT's facilities and equipment during hours or after hours by arrangement with the tutor in charge.
  - Processing, recording and reporting of assessment results and personal data.
  - Reporting academic results to NZQA.
3. Expenses not included in the tuition fees are:
4. All tuition fees are credited to the KAAT's account with the Public Trust. Refer to the Deposit Slip attached at the Public trust. Refer to the deposit slip attached at the back of this application form. Payment must be made into the Public Trust account using this deposit slip.
5. We will be asking you to sign a student fee trust account application form which outlines the schedule of payments of your fees that will be paid to KAAT over the duration of your course. For more information on Public Trust student fee protection you can visit [www.feeprotect.co.nz](http://www.feeprotect.co.nz)
6. You must pay all tuition fees by the due date. If you decide to extend your course you will be invoiced for the additional weeks and any other costs. If you do not pay by the due date then KAAT may advise Immigration New Zealand and as a consequence your visa may be cancelled. If you move house in your home country prior to travelling to New Zealand, you must tell KAAT immediately. If we cannot contact you to obtain payment, we may have to contact Immigration New Zealand and will result in your visa being cancelled.

**This is only the summary. For more details, visit our website: [www.kaat.co.nz](http://www.kaat.co.nz)**

### Refund Summary:

All refunds of tuition fees will be made in New Zealand dollars. The Public Trust's Fee 'Protect Student Refund Schedule' must be filled in by KAAT and signed by both the student and a KAAT representative. Refunds are issued by the Public Trust and are banked by them into your bank account (less KAAT's administration costs of NZ\$500 and registration fee's of NZ\$200.

Course Length	13 Weeks and Greater	
Withdrawal Period	* Up till the end of the <b>Eighth</b> (8 <sup>th</sup> ) day from the first day of the course	From day nine onwards
Amount of Refund	Full Refund, less administration costs of up to <b>10 per cent</b> of any amount paid or <b>NZ\$500</b> whichever is <b>lesser</b> .	No refund

\* Sect. 236A, No. 2 (Education Act 1989, No. 80)

## SECTION L: STUDENT CHECKLIST

It is important that you tick each box to make sure you have all the information to attach to this Application. Only certified copies of your documents will be accepted.

Delays are caused if all documentation or requirements are not adhered to.

## SECTION M: STUDENT DECLARATION

It is important that you read and understand what the rules and regulations are for enrolling into KAAT. Also, all the information and documentation you are submitting is genuine.

## CODE OF PRACTICE

The code of practice is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards. KAAT 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 [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

Please let us know should you need any **assistance** from us regarding Code of Practice

## PRIVACY

The personal information collected at the time of enrolment will be held on the student administration database and will be made available only to authorized staff on the institute. Some personal information such name, address, date of birth etc. will be made available to external organisations. KAAT undertakes to collect and maintain student personal information consistent with the principles outlined in the Privacy Act 1993.

Personal information collected will be available to those members of KAAT's staff responsible for:

- Your enrolment

Providing student services

maintaining order and discipline

providing tuition

activities and events

Some organisations which may use the information are:

- Ministry of Education
- Tertiary Education Commission (TEC)
- New Zealand Qualifications Authority (NZQA)
- Health Professionals
- Course Moderation Bodies

*\*Note: Information will not be released to all these users but may be released on request.*

## ENROLMENT PROCESS

