



KAAT

Application of Enrolment

PROGRAMME SELECTION		OFFICE USE ONLY	
<i>What programme do you want to enroll in?</i>		Programme No:	
E1. Programme Title		Course ID#:	
E2. Start Date		Student Loan	

SECTION A: PERSONAL DETAILS			
A1. Surname <i>(as it appears on your passport)</i>			
A2. First name(s)		Middle name(s)	
A3. Date of Birth		A4. Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
A5. Country of Citizenship		A6. Ethnicity	
A7. Passport No.		A8. Passport Expiry Date	
A9. Please provide your NSI/NZQA no.			

SECTION B: CONTACT DETAILS			
B1. Street Number and Name			
B2. Suburb		B3. City/Town	
B4. Post Code/ZIP/Port		B5. Country	
B6. Telephone		B7. Fax	
B8. Mobile		B9. Email	

SECTION C: EMERGENCY DETAILS			
C1. Name		C2. Relationship	
C3. Street Number and Name			
C4. Suburb		C5. City/Town	
C6. Post Code		C7. Country	
C8. Telephone		C9. Fax	
C10. Mobile		C11. Email	

SECTION D: ACADEMIC BACKGROUND			
<i>Please provide certified true copies of academic results for all qualifications.</i>			
Highest High School or Foundation Study		Tertiary Education	
Name of School		Name of Institute	

Country		Country	
Qualification		Qualification	
Year Completed		Year Completed	
D1. Are you currently Waiting for results?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
D2. If yes, state what results you are waiting for.			

SECTION E: CROSS CREDITS/CREDIT TRANSFER

List the names of the papers for which you are applying a credit transfer: (refer to guidelines for details)

Code	Name of Paper	Credits

SECTION F: ENGLISH PROFICIENCY

F1. What is your first Language?

F2. If English is not your first language, we will need to establish your competency in English as it is the most important entry requirement for all of our programmes.

Tick the box that best applies to you. (please provide certified true copies of test results)

<input type="checkbox"/>	I have completed one of the following tests in the last 3 months and have a certified copy is attached. <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL
<input type="checkbox"/>	I have booked into complete an IELTS or TOEFL. Test date is on:
<input type="checkbox"/>	English was the medium of instruction of my previous years of study. I have attached certified documentary evidence from the institute
<input type="checkbox"/>	I am uncertain if my level of English matches the minimum requirement for my chosen programme of study. I require assistance with KAAT's free online English and IELTS test preparation. (we will contact you)

SECTION G: GENERAL INFORMATION

G1. How did you find out about KAAT?

<input type="checkbox"/> Internet	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Friends	<input type="checkbox"/> Family Member
<input type="checkbox"/> Agents	<input type="checkbox"/> Training Provider	<input type="checkbox"/> Work	<input type="checkbox"/> Other

G2. Did you live in New Zealand on 1st October last year?

Yes No

G3. If you answered yes, please specify whether you were a:

<input type="checkbox"/> Secondary School	<input type="checkbox"/> Tertiary School Student	<input type="checkbox"/> Wage/Salary worker	<input type="checkbox"/> Unemployed
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SECTION H: RECRUITMENT AGENCY

Please complete this section only if you are applying through an agent.

H1. Are you applying through an agent?

Yes

No

H2. If yes, what is the agent's name and number?

H3. Please put agents stamp below

SECTION I: SPECIAL/ADDITIONAL NEEDS

All students must complete this section

I1. Do you live with any effects of long term illness or physical impairment or notifiable diseases?

Yes

No

I2. If yes, please state the long term illness or physical impairment or notifiable diseases in the space provided below.

SECTION J: MEDICAL AND TRAVEL INSURANCE

It is compulsory for all international students to have appropriate medical and travel insurance while studying in New Zealand. The Medical / Travel insurance policy can be obtained after getting Student Visa and will be checked by KAAT staff prior to the start of the course. For more information refer to "Section K" of "Application Form Guidelines" attached. Tick the box that best applies to you:

J1. I will organize my own medical and travel insurance

J2. I would like KAAT to assist me organizing my medical and travel insurance

SECTION K: FEES AND REFUND POLICY

KAAT has its **Fees and Refund** policy that complies with NZ Ministry of Education and New Zealand Qualification Authority policies respectively. For more information refer to "Section L" of "Application Form Guidelines" attached.

SECTION L: YOUR CHECKLIST

Please send certified copies only

Completed all sections in this form

Certified/translated copies of academic transcripts and graduation certificates

Certified copy of recent IELTS or TOEFL result sheet or completed KAAT's online English test.

Certified copy of your current Passport

Certified copy of any current visa

Other supporting documents (e.g. Bank statements)

Read the declaration, signed and dated this form

Attached two passport sized photographs with name and signature at the back

SECTION M: STUDENT DECLARATION

All students MUST read the following information and sign

- I agree to abide by the regulations and policies of KAAT
- I declare that the information I have provided on this form and any attached documents to be true and correct and that I have personally completed this form. I acknowledge that KAAT may suspend my enrolment if false information has been supplied. I acknowledge KAAT reserves the right to inform Immigration New Zealand and the Police of such cases, including name and date of birth.
- I authorize KAAT to release information regarding my application to Immigration New Zealand where the institute considers the information relevant to my immigration status.
- I authorize any agency holding the source of information I have provided on this form to release that information to KAAT if requested.
- I understand that all documents submitted with this application become the property of KAAT and will not be returned to the applicants. I agree to supply further information requested by KAAT for the purpose of my enrolment.
- I have read and understood the Privacy Act as set out in the **Privacy Section** of "**Application Form Guidelines**" attached and I authorize KAAT to collect, use and dispose personal information about me in accordance with Privacy Act 1993.
- I am informed about the tuition and living cost associated with studying in the program and I am able to meet all expenses for duration of my study.
- I understand if I am unable to meet the costs, KAAT and New Zealand government will not be expected to help me.
- I understand it's my obligation to obtain Medical and Travel Insurance upon arrival in New Zealand.
- I have read and understood **KAAT's fees and refund policy** for international students.
- I agree to abide by KAAT's Free Computer Policy.

Signature:

Date:

WHERE TO SEND THIS FORM

Postal Address:

KAAT
P.O. Box 61-046
Otara
Auckland
New Zealand

Physical Address:

KAAT
208a Preston Road
East Tamaki
Auckland 2023
New Zealand

For more information please contact administration:

Phone: +64 9 274 6918

Fax: +64 9 274 5945

Email: info@kaat.co.nz

Website: www.kaat.co.nz

HOW TO VERIFY YOUR DOCUMENTS

To **certify** means to confirm that a photocopy is a true copy of the original document.

Take the original documents and the photocopies of them to one of the following:

- KAAT's registered agent
- KAAT's staff (applicable to international students in New Zealand)
- Justice of the Peace
- Barrister or Solicitor
- Registrar of the courts

Send the certified photocopied documents with your application form. Please **DO NOT** send **ORIGINALS**.

The institute may suspend your enrolment if any falsified documents are exposed during the enrolment process.

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 2nd 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 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 31st 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
- www.uni-care.org
- www.orbitprotect.com

SECTION K: FEES AND REFUND POLICY

1. Check on KAAT's website: (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
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

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 Eighth (8 th) day from the first day of the course	From day nine onwards
Amount of Refund	Full Refund, less administration costs of up to 10 per cent of any amount paid or NZ\$500 whichever is lesser .	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

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

