



# Study in New Zealand

Foundation Preparation  
Pathway Programme



**International students  
Application form**



# Foundation Preparation Pathway Programme

A preparation programme delivered outside of New Zealand which enables successful graduates to be better prepared for their foundation study in New Zealand. The aggregate results received will determine the length of foundation study.

## Entry Requirements

Students must:

1. have successfully completed the equivalent of IGCSE or an agreed equivalence
2. Have an English level equivalent to IELTS 4.5+ to IELTS 5
3. Be aged 16+ years

## The Study programme

All subjects are compulsory:

1. English - focus on achieving the required IELTS
2. Three academic foundation subjects - Science, Mathematics, Ancient History and Business Studies; and
3. Tertiary Study Skills

## Minimum Graduation Requirements to promote to UP Education NZ

1. English - IELTS 6.0 with no band less than 5.5 for 2 term programmes
2. Academic subjects and Tertiary Study Skills - Each subject must be 50% or greater

## Programme in New Zealand

Results must equal or exceed the the required GPA and IELTS to receive an Unconditional offer for the nominated foundation programme. For example:

- *Achieved GPA 87 percent*  
*Achieved an IELTS 6.5 with no band less than 5.5*  
*Eligible for an offer to Accelerated entry intake of the University of Auckland Certificate in Foundation Studies*
- *Achieved GPA 90 percent*  
*Achieved an IELTS 5.5 with no band less than 5.0*  
*Eligible for an offer to Fast track entry intake of the University of Auckland Certificate in Foundation Studies*



### Entry Requirements (University of Auckland Certificate in Foundation Studies)

IELTS 6.0 with no band less than 5.5 • Pass all exams with GPA- an average of 85 percent	<b>ACCELERATED ENTRY</b>
IELTS 5.5 with no band less than 5.0 • Pass all exams with GPA- an average of 75 percent	<b>FAST TRACK ENTRY</b>
IELTS 5.0 with no band less than 4.5 • Pass all exams with GPA- an average of 55 percent	<b>STANDARD ENTRY</b>



### Entry Requirements (AUT University Certificate in Foundation Studies)

IELTS 6.0 with no band less than 5.5 • Pass all exams with GPA- an average of 80 percent	<b>FAST TRACK ENTRY</b>
IELTS 5.5 with no band less than 5.0 • Pass all exams with GPA- an average of 70 percent	<b>STANDARD ENTRY</b>
IELTS 5.0 with no band less than 4.5 • Pass all exams with GPA- an average of 50 percent	<b>STANDARD PLUS ENTRY</b>



### Entry Requirements (Victoria University of Wellington Foundation Studies Programme)

IELTS 6.0 with no band less than 5.5 • Pass all exams with GPA- an average of 80 percent	<b>FAST TRACK ENTRY</b>
IELTS 5.5 with no band less than 5.0 • Pass all exams with GPA- an average of 70 percent	<b>STANDARD ENTRY</b>
IELTS 5.0 with no band less than 4.5 • Pass all exams with GPA- an average of 50 percent	<b>STANDARD PLUS ENTRY</b>

# Foundation Studies



## The University of Auckland Certificate in Foundation Studies

*Taught by UP International College New Zealand*

2021	<b>ACCELERATED</b> 6 months (2 terms)	<b>FAST-TRACK</b> 8–9 months (3 terms)	<b>STANDARD</b> 12 months (4 terms)	<b>EXTENDED</b> 18 months (6 terms)
<b>Tuition fees (NZD)</b>	19,000	29,500	29,500	44,250
<b>Resources fee* (NZD)</b>	800	800	800	1,200
<b>Start dates</b> (incl. Orientation)	25 January, 12 July, 6 September**	15 April, 28 September	25 January, 12 July	25 January, 12 July
<b>English language requirements</b>	• IELTS 6.0 (minimum of 5.5 in all bands)	• IELTS 5.5 (minimum of 5.0 in all bands) – IELTS 6.0 preferred for academic success;	• IELTS 5.0 (minimum of 4.5 in all bands);	• IELTS 4.5 (minimum of 4.0 in all bands);

### Term dates (excl. Orientation)

**Term 1:** 2 February – 1 April

**Term 2:** 20 April – 23 June

**Term 3:** 19 July – 17 September

**Term 4:** 4 October – 10 December

### Out of cycle term dates\*\*

**Term 3:** 6 September–24 December

**Term 4:** 5 January 2022–14 January 2022

## AUT University Certificate in Foundation Studies

*Taught by UP International College New Zealand*

2021	<b>FAST-TRACK</b> 6 months (2 terms)	<b>STANDARD</b> 8–9 months (3 terms)	<b>STANDARD PLUS</b> 12 months (4 terms)	<b>EXTENDED</b> 18 months (6 terms)
<b>Fees (NZD)</b>	18,000	21,000	28,000	42,750
<b>Resources fee* (NZD)</b>	800	800	800	1,200
<b>Start dates</b> (incl. Orientation)	25 January, 15 April, 12 July, 28 September	25 January, 15 April, 12 July, 28 September	25 January, 15 April, 12 July, 28 September	25 January, 15 April, 12 July, 28 September
<b>English language requirements</b>	• IELTS 6.0 (minimum of 5.0 in all bands);	• IELTS 5.5 (minimum of 5.0 in all bands);	• IELTS 5.0 (minimum of 4.5 in all bands);	• IELTS 4.5 (minimum of 4.0 in all bands);

### Term dates (excl. Orientation)

**Term 1:** 2 February – 1 April

**Term 2:** 20 April – 23 June

**Term 3:** 19 July – 17 September

**Term 4:** 4 October – 10 December

## Victoria University of Wellington Foundation Studies Programme

*Registered as UP International College Foundation Studies Programme; taught by UP International College New Zealand*

2021	<b>FAST-TRACK</b> 6 months (2 terms)	<b>STANDARD</b> 8–9 months (3 terms)	<b>STANDARD PLUS</b> 12 months (4 terms)	<b>EXTENDED</b> 18 months (6 terms)
<b>Fees (NZD)</b>	18,000	21,000	28,000	42,750
<b>Resources fee* (NZD)</b>	800	800	800	1,200
<b>Start dates</b> (incl. Orientation)	22 January, 16 April, 9 July, 1 October	22 January, 16 April, 9 July, 1 October	22 January, 16 April, 9 July, 1 October	22 January, 9 July
<b>English language requirements</b>	• IELTS 6.0 (minimum of 5.0 in all bands);	• IELTS 5.5 (minimum of 5.0 in all bands);	• IELTS 5.0 (minimum of 4.5 in all bands);	• IELTS 4.5 (minimum of 4.0 in all bands);

### Term dates (excl. Orientation)

**Term 1:** 27 January – 1 April

**Term 2:** 20 April – 25 June

**Term 3:** 13 July – 17 September

**Term 4:** 5 October – 10 December

\*Covers the cost of all standard learning resources, including textbooks (paper-based and online), exercise books and access to all Blackboard Learning Management System learning resources (including past examinations and assessments). Microsoft Office 365 and numerous Apple educational apps are accessible on the iPad provided to students for the duration of their course at no cost.

## Accommodation

International students may choose to live with their parent(s) or a residential caregiver. To get the most out of experiencing New Zealand life, students are encouraged to live with a homestay family.

### Homestay

Homestay accommodation includes a room for the student with a bed, desk, adequate heating and internet access. Meals include breakfast and dinner Monday–Friday, and breakfast, lunch and dinner on Saturdays/Sundays and public and school holidays. Laundry is also included. Minimum homestay period is eight weeks.

### Homestay Plus

Homestay Plus families accommodate up to two international students at a time. The Bathroom will be for the students' exclusive use (either private bathroom or share with one other student). Homestay Plus is subject to availability.

- A 24/7 number is provided in case of emergency
- All accommodation is thoroughly checked – each homestay family is interviewed and the home inspected before a student is placed
- All homestay providers sign a contract agreeing to specific rules and standards and undergo a vetting procedure by New Zealand Police
- All students under 18 are visited in their accommodation a minimum of three times per year by homestay staff
- All payments are made to the homestay provider via the UP Education Student Fees Trust
- Minimum homestay period is eight weeks.

### Homestay fees guide (NZD)

All homestay fees are weekly rates.

	NZD
Homestay Central	330
Homestay Non-Central	300
Homestay Plus Central	360
Homestay Plus Non-Central	330

\*Central accommodation is only applicable to Auckland and Wellington. It is usually one bus/train travel from homestay to school within 40 minutes (including walking).

### Additional accommodation fees (NZD) (if applicable)

- Accommodation Placement Fee\*\* .....350
- Change of Homestay Fee+ .....200
- Residential Caregiver Assessment Fee.....350
- Under 18 Accommodation Guarantee and Services fee .....
  - Per year\*\*\* .....1,000
  - Per term\*\*\* .....250
- Airport transfer (pickup/dropoff) (one way, per person) .....130
  - Transfer between terminals (Auckland Airport).....80
  - Transfer of additional passenger.....90
- Airport check-in assistance and transfer .....200
- Homestay Retainer Fee (per week, more than 7 days (6 nights)).....110
- Holiday Break - student staying with the host (per week)Δ .....extra 30

\*\*If UP Education coordinates student accommodation

\*\*\*Allows for homestays for students under 18 to be checked once per term to ensure the Education Code of Practice requirements are being met (a reduced fee may be payable by New Zealand citizens or permanent residents who are Under 18 and not living with a parent)

+Fee charged when student requests a change of homestay for reasons deemed unacceptable, or if student frequently changes homestays (fee charged at discretion of the Head of Student Services and Support)

ΔHoliday break refers to any break that is more than 7 days (6 nights).

Host families will provide lunches and cover additional utilities cost during the break and an extra \$30 per week will be charged.

## Academic entry requirements

Students must be at least 16 years of age and show proof of successful academic experience and qualifications at:

- New Zealand Year 12 level (NCEA Level 2); or
- Grade 12/11 (Asia); or
- Senior high school 3rd/2nd year

## Scholarships

An academic scholarship will be awarded to students who meet entry requirements to Accelerated Entry - University of Auckland Certificate in Foundation Studies and Fast track entry to AUT Certificate in Foundation Studies and the Victoria University of Wellington Foundation Studies Programme. Subject to minimum number the top student in a providers cohort will be eligible to a scholarship.

### Other fees (NZD)

- Registration fee.....400
- Medical and travel insurance~ (12 months).....633
- Foundation Studies examination fees .....350
- Examination resit fee.....50
- IELTS examination fees (for degrees requiring IELTS) .....389

~International students are required to have comprehensive medical and travel insurance while in New Zealand. UP Education currently arranges cover for students through Southern Cross Healthcare International Student travel insurance to cover the duration of the student visa. For details, visit: [scti.co.nz/international-student](http://scti.co.nz/international-student)

## New Zealand government export education levy

The New Zealand Government has imposed an international student levy on tuition and course related fees. The levy is currently set at 0.50% of the compulsory tuition fees.

## Foundation Preparation Pathway Programme

A special programme delivered in partner schools outside of New Zealand that students study to prepare them for entry into a foundation programme that is delivered in New Zealand.

To be eligible for the benefits of being enrolled in this programme, a fee is required. The payment of this fee will allow students to participate in the **Foundation Preparation Pathway Programme** to sit the final exams and receive graduation results. Further details on page 2.

Foundation Preparation Pathway Programme ..... US\$500



# Summary of Terms Implied by Statute

This summary records the minimum requirements imposed on the School/College (UP International College New Zealand Limited) by statute as at the date of publication of this application form. The summary will be deemed to be incorporated into each Contract of Enrolment.

The summary is not intended to be a substitute for the statutory requirements and in the event of any conflict between the summary and a statute, the terms of the relevant statute will prevail. If any relevant statute is amended following the date of publication of this summary and such an amendment imposes more onerous or obligations on the School/College then this summary and the relevant Contract of Enrolment will be deemed to be amended accordingly.

## Student fee protection

The Education (Pastoral Care of International Students) Code of Practice 2016 (the Code of Practice) (and the associated guidelines) contain provisions relating to the protection of student fees.

All fees received will be paid to a bank account in the name of New Zealand Holdco 2018 Limited (NZHL). Fees will be transferred from that account to the School/College operating accounts after commencement, in stages as the course is completed. To further ensure compliance with the Code of Practice, NZHL has entered into a guarantee for the benefit of the College's students, pursuant to which NZHL guarantees the payment of all refunds payable to students in accordance with applicable law.

In the event a programme is terminated and alternative tuition services are not provided, the student may be entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme subject to and in accordance with the refund policies set out in the Contract of Enrolment. ccordance with the refund policies set out in the Contract of Enrolment.

## Privacy

The Privacy Act 1993 came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the School/College to collect, use, store and disclose personal information in accordance with the twelve information privacy principles in the Act available on the Privacy Commissioner's website at (refer to <https://privacy.org.nz/the-privacy-act-and-codes/privacy-principles/>).

The School/College complies with the principles of the Privacy Act 1993 (and the information privacy principles in that Act) in respect of personal information. Personal information is collected by the School/College during the enrolment process and during the period in which the student is enrolled at the School/College and is intended for use in connection with the education and well-being of the student. Information will be stored on School/College files and databases and all practicable security measures will be maintained. A unique identifier will be assigned to each student, which will be used in conjunction with a secondary means of identification or password/PIN. Staff members and other personnel within the School/College or within agencies under contract to the School/College will have access to student personal information for purposes relevant to normal School/College operations including but not limited to: student recruitment, marketing, admission, enrolment, study, academic progress, tuition fees and charges, establishing and maintaining academic records, assessment, academic agreements (scholarship providers or sponsors, programme delivery partners), academic advice and support, student services, discipline, security and safety, Library and IT services, managing records of graduates, and other alumni, and managing and improving the quality of services provided by the School/College.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations, and contractual agreements by which it is bound, the School/College may use the student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care. This includes use and disclosure as required or the School/College to comply with the requirements of the

Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate) and Immigration New Zealand (if the student is not a New Zealand citizen or permanent resident).

In addition, the School/College may disclose personal information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC). In signing the Acknowledgment Section of this Information and Application Form and the Enrolment Acceptance Form when the student accepts an offer to study the student authorises such disclosure on the understanding that the School/College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Education Act 1989.

The School/College will make information held about a student available to the student upon request and in accordance with the Privacy Act 1993, which also describes the conditions under which information may be withheld. Students have the right to request correction of personal information held in accordance with the provisions of the Privacy Act 1993. If a student withholds information or provides incomplete, false or misleading information the School/College may decline or cancel the admission or enrolment and may withhold the academic record if its veracity cannot be confirmed.

## Code of Practice requirements

The School/College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 administered by the Ministry of Education. A copy of the Code and the associated guidelines are available on the NZQA website at: [nzqa.govt.nz/providers-partners/education-code-of-practice/](https://nzqa.govt.nz/providers-partners/education-code-of-practice/)

## Immigration

Full details of visa and permit requirements, advice on rights of employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: [immigration.govt.nz](https://immigration.govt.nz)

## Eligibility for health services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at: [moh.govt.nz](https://moh.govt.nz)

## Accident insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may be liable for all other medical and related costs. Further information can be viewed on the ACC website at: [acc.co.nz](https://acc.co.nz)

## Goods and Services Tax (GST)

All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST) where applicable. This is a New Zealand Government tax payable on the supply of goods and services. GST is currently set at 15 percent and applies to all services that we deliver. Further information can be found at: [classic.ird.govt.nz/gst/gst-registering/gst-about/](https://classic.ird.govt.nz/gst/gst-registering/gst-about/)

## UP Education visa partnership with Immigration New Zealand

UP Education was invited by Immigration New Zealand to join the Pathway Student Visa Pilot project. Only education providers with a 90 percent student visa approval rate were invited to participate.

### UP Education colleges include:

- UP International College New Zealand (The University of Auckland Certificate in Foundation Studies, AUT University Certificate in Foundation Studies, Victoria University of Wellington Foundation Studies Programme and UP International College English Studies)

- Yoobee Colleges
- NZST

Participating education providers offer a range of study programmes, both at their own institution and in conjunction with other providers. A Pathway Student Visa can be granted for a maximum of five years, removing the requirement for students to apply for new visas as they progress along their education pathway.



## How to complete the application form

- Read all documentation carefully and complete required fields, ensuring Acceptance of terms (page 10) is understood and agreed to by both student and parent(s)
- Submit completed form to UP International College (with copy of student's passport, recent school report and other required documentation)
- Await Offers of Place and Schedule of Fees (on acceptance of application) from UP International College Admissions

### Student information

Given name(s): \_\_\_\_\_ Family name: \_\_\_\_\_  
 Known name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Gender: Female ☐ Male ☐  
 Religious affiliation: \_\_\_\_\_ First language: \_\_\_\_\_

### Home address

Street number/street name: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Country: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Father/Guardian Mr ☐ Other ☐

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_  
 Address: Same as student: ☐ \_\_\_\_\_  
 \_\_\_\_\_  
 Employer: \_\_\_\_\_ Profession: \_\_\_\_\_  
 Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Mother/Guardian Mrs ☐ Miss ☐ Ms ☐ Other ☐

Given name: \_\_\_\_\_ Family name: \_\_\_\_\_  
 Address: Same as student: ☐ \_\_\_\_\_  
 \_\_\_\_\_  
 Employer: \_\_\_\_\_ Profession: \_\_\_\_\_  
 Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency contact in New Zealand

Relationship to student: \_\_\_\_\_  
 Given name: \_\_\_\_\_ Family name: \_\_\_\_\_  
 Address: Same as student: ☐ \_\_\_\_\_  
 \_\_\_\_\_  
 Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Official representative

Agent code (if known): 0301910 Company: iQuery Australia

### Education

Student's current school/college/polytechnic/university: \_\_\_\_\_  
 Student's current class/course: \_\_\_\_\_ Student's last year of secondary school: \_\_\_\_\_  
 Student's highest secondary school qualification (attach copy): \_\_\_\_\_

## English language proficiency

Student's most recent IELTS score, or equivalent:

Will student study English at another school before commencing at UP International College?

Yes ☐ No ☐

Intended English school:

Length of study: months

## Citizenship and ethnicity

Student's country of birth:

Student's country of citizenship:

Is student a New Zealand permanent resident or citizen?

Yes ☐ No ☐

Current country of residence:

Number of years student has lived in current country of residence:

Student's ethnicity:

## Passport/visa information

Passport number (Attach copy of passport):

Has student recently visited or studied in New Zealand? (If yes, attach copy of most recent Student/Visitor Visa)

Yes ☐ No ☐

If student has studied in New Zealand, has visa or place of study ever been terminated/cancelled?

Yes ☐ No ☐

If yes, provide reason(s) for termination/cancellation:

Has student ever been refused a New Zealand visa?

Yes ☐ No ☐

If yes, provide reason(s) for refusal:

Has student ever been refused or had a visa cancelled by any other country?

Yes ☐ No ☐

If yes, provide reason(s) for refusal:

## Funding of study

How will student fund studies? Parent/student ☐ Privately funded ☐ Family/friend ☐ Education loan (own country) ☐

☐ Student is **applying** for a scholarship (provide details)

☐ Student has been **awarded** a scholarship (provide details)

Note: UP Education reserves the right to request additional evidence supporting financial details in order to provide a Visa Support Letter.

## Health

Does student live with the effects of significant injury, long-term illness, mental health issues, learning disorders or disability? (Information provided is strictly confidential)

Yes ☐ No ☐

If yes, describe student's condition:

In an emergency, would student require assistance evacuating a building?

Yes ☐ No ☐

Is student taking medication?

Yes ☐ No ☐

If yes, list medication student will bring to New Zealand:

(Students are advised to carry a medical certificate listing prescribed medications brought to New Zealand.)

Is there any other information relevant to student's study in New Zealand that we should be aware of?

Yes ☐ No ☐

If yes, provide details:

## Foundation Studies (see page 3)

### The University of Auckland Certificate in Foundation Studies

#### Programme

- ☐ Accelerated (6 months) – IELTS 6.0
- ☐ Fast-track (8–9 months) – IELTS 5.5
- ☐ Standard (12 months) – IELTS 5.0
- ☐ Extended (18 months) – IELTS 4.5

Student intends to study the following undergraduate degree at the University of Auckland:

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### AUT University Certificate in Foundation Studies

#### Programme

- ☐ Fast-track (6 months) – IELTS 6.0
- ☐ Standard (8–9 months) – IELTS 5.5
- ☐ Standard Plus (12 months) – IELTS 5.0
- ☐ Extended (18 months) – IELTS 4.5

Student intends to study the following undergraduate degree at AUT University:

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### Victoria University of Wellington Foundation Studies Programme

#### Programme

- ☐ Fast-track (6 months) – IELTS 6.0
- ☐ Standard (8–9 months) – IELTS 5.5
- ☐ Standard Plus (12 months) – IELTS 5.0
- ☐ Extended (18 months) – IELTS 4.5

*\*Only 22 January and 9 July for Extended*

Student intends to study the following undergraduate degree at Victoria University of Wellington:

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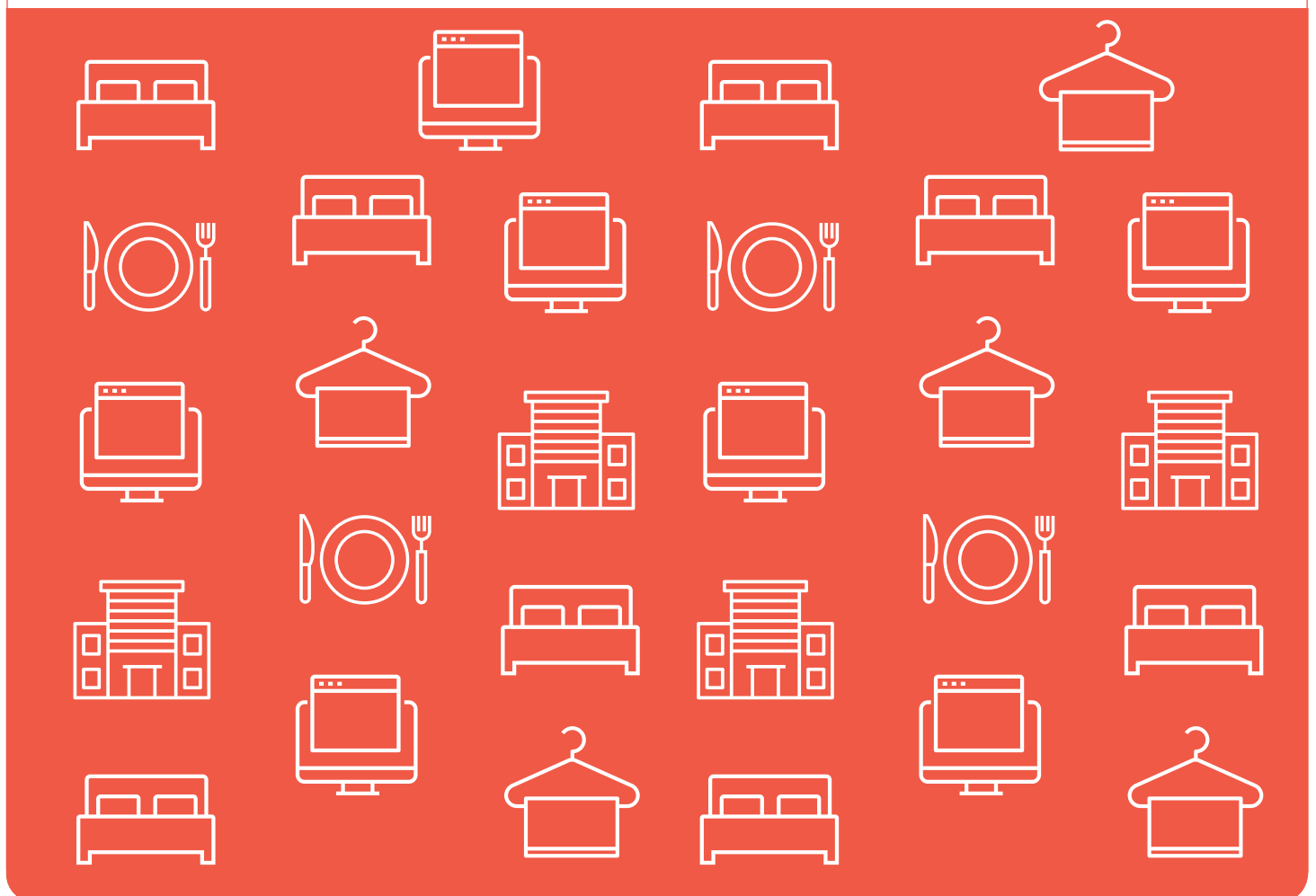
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## Accommodation options (see page 4)

- ☐ **Homestay** (Furnished room with heating, Wi-Fi, laundry, breakfast and dinner Monday–Friday and three meals a day on weekends and public holidays)
  - ☐ **Homestay Central** (City Centre, Mt Eden, Epsom, Freemans Bay, Grafton, Greenlane, Grey Lynn, Herne Bay, Kingsland, Newmarket, Newton, Parnell, Pt Chevalier, Ponsonby, Remuera, St Marys Bay, Sandringham)
  - ☐ **Homestay Non-Central**
- ☐ **Homestay Plus** – (Furnished room with heating, Wi-Fi, laundry, breakfast and dinner Monday–Friday and three meals a day on weekends and public holidays – for no more than two students at a time, with separate bathroom)
  - ☐ **Homestay Plus Central** (City Centre, Mt Eden, Epsom, Freemans Bay, Grafton, Greenlane, Grey Lynn, Herne Bay, Kingsland, Newmarket, Newton, Parnell, Pt Chevalier, Ponsonby, Remuera, St Marys Bay, Sandringham)
  - ☐ **Homestay Plus Non-Central**
- ☐ **Live with parents** (Parents/guardian must sign a form once offer of place is received. UP International College must approve accommodation – U18 Accommodation Guarantee and Services Fee applies)
- ☐ **Live with residential caregiver (relative/family friend)** (Student must know caregiver, and parents/guardian must sign Residential Caregiver form. UP International College must approve accommodation – U18 Accommodation Guarantee and Services Fee applies.)
- ☐ **Student apartment** (For students 18 and over – we can provide options for Auckland and Wellington)



## Acceptance of terms

The application form must be accepted or signed by a parent or guardian when the student is under 18 years of age.

### Declaration

I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to be bound by the Contract of Enrolment.

I/We agree to ensure that the student abides by the School/College and Accommodation Rules (as amended from time to time) on and from acceptance of an Offer of Place.

I/We acknowledge and accept that if a student is in breach of the School/College and Accommodation Rules (as amended from time to time) or the Contract of Enrolment, the School/College may terminate the Contract of Enrolment and withdraw an Offer of Place (where the breach occurs prior to course commencement) or suspend or expel the student (where the breach occurs following course commencement).

I/We acknowledge and accept that any personal information collected by the School/College will be dealt with in accordance with the UP Education privacy policy (as amended from time to time). A copy of the privacy policy is available at: [up.education](http://up.education)

I/We note and accept that the School/College\* has arranged to protect student fees by entering into an agreement with the School's/College's nominated Trust Account.

I/We wish that the student fees be held in Trust with the nominated Trust Account to protect the student fees.

I/We agree that I/we will accept or sign the request for payment schedule for the draw-down of funds from the nominated Trust Account and any subsequent payment schedules as the case may be.

I/We agree that the School/College may contact the student's current/ previous school in order to obtain or verify information relating to this enrolment.

I/We have disclosed to the School/College all

information related to past disciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.

I/We are aware that I must immediately advise the School/College if any information provided is incorrect or changes or there are changes in my circumstances that are relevant to my application or to my student visa application or to my ability to support myself.

I/We agree that the student concerned will board with one of the School/ College's approved homestay families or live in accommodation that is approved by the School/College while enrolled at the School/ College (applies to students aged under 18 years).

I/We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided upon application or in an interview (either at the college or by telephone/ Skype) would now be different.

I/We agree to the use (including disclosure) of student information by the Staff of the School/College and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission.

I/We hereby authorise the School/College to release, or make available through electronic or other means, to the student and the parents and/ or guardians of the student any information about the student which it creates, or receives in the course of the student's enrolment with the School/College, including course results and personal information relating to the student's well-being.

I/We understand that the final decision on whether UP Education will provide INZ visa nomination will be made by UP Education based on my application and information on this form.

I/We acknowledge, accept and agree to be bound by this "Acceptance of Terms", the relevant Contract

of Enrolment in this application form and the "Enrolment Acceptance Form" (together, the Terms) by signing the "Acceptance of Terms" and "Enrolment Acceptance Form" (and agree that both you and your parents must sign when you are Under 18).

I/We acknowledge and agree that where physical signing of either of this "Acceptance of Terms" or "Enrolment Acceptance Form" is not possible (for whatever reason), I/We agree that the Terms are accepted in accordance with the relevant provisions of the Contract and Commercial Law Act 2017 by checking the "I/we accept the Terms" box on the relevant form.

I/We acknowledge that UP Education can archive, display, or utilise any artistic material generated by the student during the programme of study for use in UP Education publications, advertising, publicity and promotions.

I/We consent that the UP Education Director of Admissions and Student Services act as guardian for the student if the need arises when the student has medical or mental health issues and to act in the best interests of the student and parents.

I/We authorise the Director of Admissions and Student Services to discuss my student visa application for the programme offered with Immigration New Zealand; to obtain information regarding the processing of the visa application and the decision on the application.

I/We declare that all current and prior medical conditions of the student (including, for the avoidance of doubt, any significant injury, long-term illness, mental health issue, learning disorder or disability of any kind) have been fully and accurately disclosed in this application form (regardless of whether the student suffers ongoing issues or takes regular medication).

\*School/College refers to all UP Education New Zealand Schools/colleges.

## Signature

Signature of student .....

Signature of parent/  
legal guardian .....

Date .....

Date .....

☐ I/We agree that any images or videos taken of the student throughout the period of enrolment may be used by the School/College for promotional purposes.

## Consultant declaration

I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation.

Signature of  
consultant .....

Date .....

Agency  
name .....

iQuery Australia

## How did you hear about UP Education?

- |  |   |  |  |
|--|---|--|--|
| <input type="radio"/> Education agent  | <input type="radio"/> up.education (website)        | <input type="radio"/> Internet search      | <input type="radio"/> Education fair               |
| <input type="radio"/> Current students | <input type="radio"/> Facebook/social media         | <input type="radio"/> Open Day advertising | <input type="radio"/> Other (please specify) ..... |
| <input type="radio"/> Family/friends   | <input type="radio"/> Embassy/Education New Zealand | <input type="radio"/> Advertising          | .....  |

Enrolment is subject to availability of places within the College (UP International College New Zealand Limited). If the College reserves a place for a student and offers enrolment then, subject to payment, this Contract of Enrolment is binding as a contract on the College and the student. This Contract of Enrolment will incorporate the "International Student Policy" (the IS Policy) available at [www.partnerships.up.education/application](http://www.partnerships.up.education/application) and the statutory terms summarised in this application form under the heading "Summary of terms implied by statute" (Statutory Terms). This Contract of Enrolment is the "contract of enrolment" entered into between the College and the student in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) and shall be governed by and construed in accordance with the Code and all other applicable laws of New Zealand.

## Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Payments may be made using Flywire where a range of payment options are available. To make your payment, please go to [www.upic.flywire.com](http://www.upic.flywire.com). Please ensure the student's name and identification number are included when making payment on Flywire.
- Upon receipt of the student fees in Flywire, the funds will be transferred to a separate bank account in the name of New Zealand Holdco 2018 Limited (NZHL), the College's parent company. Fees will be transferred from that account to the School/College operating accounts after commencement, in stages as the course is being completed. To further ensure compliance with the Code, NZHL has entered into a guarantee for the benefit of the College's students, pursuant to which NZHL guarantees the payment of all refunds payable to students in accordance with the applicable law.
- A request to pay the course fees in instalments may be approved by the Principal/College Executive (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.
- The annual tuition fee is quoted on all documentation, the minimum fee for full time students is equivalent to one term fee (25.0 percent of the annual fee).

## Refund Policies

### Tuition fees

- Up to 25% of tuition fees relate to costs incurred through pre-arrival services, such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees may be retained by the College. When students are eligible for a refund of tuition fees the following fee payments may not be refundable:
- Administration Fee
- Insurance costs (when already purchased)
- Accommodation placement fee
- Fees relating to Homestay accommodation used by the student
- Fees relating to tuition already delivered  
Portion of Unused Tuition Fees – the College may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the College and may vary depending on the time of year the request is received
- Export Education Levy

Subject to the exclusions and retentions described above and the provisions of the Education Act 1989, a full or partial refund of fees may be payable by UP Education (on application by the student) in the following circumstances:

- the repayment of excess prepaid fees, either:
  - at the end of their final course; or
  - before the end of the course, if the student is in their final programme, all tuition fees have been paid, the student is over 18 and all College guaranteed accommodation has been prepaid.
- if the College withdraws an Offer of Place because it is unable to provide the course (including if the College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989)), all tuition fees are fully refundable.
- if a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the College prior to the College becoming aware of the academic condition not being met.
- where an Offer of Place was made and the visa application declined by Immigration New Zealand, tuition fees are refundable less any costs incurred by the College prior to the College becoming aware of the visa not being granted.
- a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the Principal/College Executive, be accepted as grounds for a refund of tuition fees. The Principal/College Executive may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the College will deduct any fees which have been paid or incurred by the College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
- if a notice of cancellation/withdrawal is made in writing to the Principal/College Executive, the percentage of fees payable as a refund will be calculated in accordance with the table below:

### International Students who obtain Permanent Residence Status

A student enrolled in a College Programme as an international student who subsequently obtains permanent residency (and qualifies as a domestic student) may be eligible for a refund of any annual tuition fees deposited in advance if the student provides their passport to the Principal/College Executive as evidence of their new status prior to the Ministry of Education Roll Return being completed on the 1st March return. The refund will be calculated for Terms 2 to 4. For applications received after the 1st March, the student's status will be changed to domestic but fees will not be able to be adjusted as the College funding from the Ministry of Education will not change until the next calendar year.

### Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of UP Education from any guarantee it has given to Immigration New Zealand.

### No Refunds

- The College will not refund the tuition fees of any student whose Offer of Place is withdrawn as a result of:
  - the student obtaining entry to the College through the supplying of incorrect and / or fraudulent documentation; or
  - the student breaching the College Rules, Accommodation Rules, residential caregiver agreement or this Contract of Enrolment.
- The College will not refund the tuition fees of any student who is stood down, suspended or excluded from the College in accordance with this Contract of Enrolment and the IS Policy.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

## Special Refund Terms for students who enrolled in our Online Foundation Programme

### Trial Period

- The College offers a 14 day period (Trial Period) for a student to trial the Online Foundation Programme. This Trial Period starts on the first day of the Course (Start Date). The Trial Period ends 14 calendar days after the Start Date (End Date).

### Special Refund Terms

- If on or prior to the End Date, the student gives the College written notice of their decision to withdraw from the Online Foundation Programme:
- The student will forfeit to the College a NZ\$1,000 administrative fee out of the course fees paid; and
- The College will refund the full remainder of the student's Online Foundation Programme fees that have been paid.
- If a student notified the College in writing of their decision to withdraw from the Online Foundation Programme after the End Date (Expiry Time):
- the student may seek a deferral in the Online Foundation Programme in accordance with the Deferral Terms set out below; and
- the student will not be entitled to any refund of course fees for the Online Foundation Programme
- The College will handle course fee refunds in all other circumstances in accordance with the general refund terms set out above.

### Deferral Terms

- A student may give the College written notice to defer the completion of the Foundation Programme (Deferral Notice).
- A student may defer their studies of the Online Foundation Programme for a period up to 12 months after the Deferral Notice is given (Maximum Deferral).
- Upon receipt of a Deferral Notice within the Maximum Deferral Period, the College will credit the student's account with a fee credit for the unused portion of the Online Foundation Programme course fee paid which can be applied towards another program offered by the UP Education Group.
- After the Maximum Deferral Period expires and the student has not resumed studies at the College, the student will forfeit all unused and remaining credit for the Online Foundation Programme fees paid to the College.
- The College will handle the deferral of studies in all other circumstances in accordance with the terms of the contract of Enrolment set out above.

## Payment of Refunds

- Refunds will be made by telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the Principal/College Executive. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

## Infringement

### Disciplinary action

The College may take appropriate disciplinary action in response to the conduct or behaviour of a student including standing down, suspending or excluding the student and terminating the Contract of Enrolment. Such action may be taken whether or not the conduct or behaviour occurred while the student was under the supervision or control of the College if the College is satisfied on reasonable grounds that:

- the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the College;
- because of the student's conduct or behaviour, it is likely that the student, or other students at the College, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require;

Full refund of all fees	College to retain 20% of tuition and course-related fees paid	College to retain 30% of tuition and course-related fees paid	No refund	Notes
Notice received by the College 5 months or more prior to the course commencement	Notice received by the College between 2 and 5 months prior to course commencement	Notice received by the College between 1 and 2 months prior to course commencement	Notice received by the College less than 1 month prior to course commencement	<ul style="list-style-type: none"> <li>• Courses are inclusive of Orientation days (attendance required)</li> <li>• For Colleges and programmes other than UP International College English, the published course fee is used when determining the cancellation fee to be imposed</li> </ul>

- the student's conduct is in breach of the College Rules, Accommodation Rules, residential caregiver agreement or this Contract of Enrolment (each as amended from time to time), and one or more of the following applies:

- the breach or breaches would constitute an ongoing risk to the student's education, health, safety, well-being or personal welfare for which the College is responsible under the Code;
- the breach or breaches would constitute an ongoing risk to another person's education, health, safety, well-being or personal welfare.

For further information regarding the College's obligations when taking disciplinary action and the procedure to be followed when taking such action please refer to the IS Policy available at: [www.partnerships.up.education/application](http://www.partnerships.up.education/application)

## Withdrawal of Offer of Place

The College may withdraw an Offer of Place and terminate the Contract of Enrolment if:

- the student's visa application is declined by Immigration New Zealand (or the visa has expired or is subsequently withdrawn for any reason);
- the student is in breach of the Contract of Enrolment (including where the breach occurs prior to course commencement);
- the student is in breach of the College Rules, Accommodation Rules or residential caregiver agreement (each as amended from time to time) including where the breach occurs prior to course commencement;
- the College is unable to guarantee the accommodation arrangements for students under 18 (including students who will live with a parent or residential caregiver);
- the student does not have sufficient funds to pay tuition fees (and any other fees/costs) payable in relation to the programme of study and/or accommodation arrangements;
- the College is unable to provide the course (including if the College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989)); or
- the student or their parents fail to declare any relevant (as determined by the College) behavioural or disciplinary history or any health or mental health conditions (prior or existing) which the College views as a serious omission.

## Miscellaneous

### Intellectual Property

All intellectual property created by the student while attending the College will be owned exclusively by and for the benefit of the College.

### Student Accommodation

- International students under the age of 18 are required to board with homestay families registered and approved by the College for the duration of their study. Exceptions are only made for students who are staying with close family relatives year round (as "residential caregiver" as defined in the Code). Any such arrangement must meet with the approval of the Head of International Student Services and Support and/or College Principal.
- Students who are under 18 and who live with a parent are required to have their accommodation arrangements approved by the College. The U18 Accommodation Guarantee and Service Fee will apply.
- The minimum length of student accommodation normally provided by the College is 8 weeks. Transport to and from the College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee UP Education has been required to give to Immigration New Zealand.
- Fees for Homestay or other accommodation paid to UP Education will be held in bank account in the name of NZHL (as described in more detail in the section entitled "Payment of Fees" above) for the student and released as required for payment of accommodation expenses.
- The possession, carrying, storing or discharge of any firearm (including any airgun, air rifle or air pistol) on or in any student accommodation (including any Homestay accommodation) is strictly forbidden.
- For further information regarding accommodation

arrangements for international students please refer to the IS Policy available at: [www.partnerships.up.education/application](http://www.partnerships.up.education/application)

## Conditional Acceptance

In the student's interview (where applicable), there were a series of questions under the heading "Disciplinary Record". This Contract of Enrolment is conditional upon the answers given being true and, further, upon there being no change to those answers up until the student's first day at the College.

## Complaints Procedure

The College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the College it can be taken to the Principal/College Executive or sent in writing to a Principal/College Executive member as per the internal complaints process. If it is still not resolved, then the complaint can be taken to the NZQA, who will process the complaint. NZQA is a government organisation and they can provide an independent assessment of the complaint. Raising a complaint with NZQA will not adversely affect a student's immigration status.

Students can download the complaint form from [www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf](http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf)

Completed complaint forms, along with any supporting evidence, can be sent to:

The Complaints Officer  
Quality Assurance Division  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140

or

email or scan the completed form along with scans of any supporting evidence to [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz).

For more information on the complaint process, students can contact NZQA on 0800 697 296 or refer to the Student Handbook

## Medical and Travel Insurance

International Students must have current medical and travel insurance which meets UP Education's approved requirements while studying in New Zealand.

## Obligation by the College

The College undertakes to provide tuition as set down from time to time in the prospectus.

The College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the College Board.

## Liability

To the fullest extent permitted by the Fair Trading Act 1986, Consumer Guarantees Act 1993 or otherwise at law or in equity, the College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to the College. Except for any liability arising from the Fair Trading Act 1986 or Consumer Guarantees Act 1993, under no circumstances will the College be liable to the student or the applicant(s) or any other person for indirect or consequential loss or damage of any kind (including loss of profits).

## Amendments

- As of October 2020, every attempt was made to present accurate information (including the fees) in this application form.
- UP Education reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. UP Education will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the College within two weeks of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a College will apply throughout that enrolment.
- For the most up to date Contract of Enrolment, IS Policy, fees

and course information, please refer to our website: [www.partnerships.up.education/application](http://www.partnerships.up.education/application)

## Unaccompanied International Students

Unaccompanied international students are accepted into UP Education Colleges from age 13. UP Education will not admit students who are under the age of 13 on the date their programme commences.



*All applications to:*

**UP International College New Zealand**

345 Queen St, Auckland

PO Box 6199, Wellesley St  
Auckland 1141, New Zealand

**T** +64-9-307 5399

**E** [admissions@up.education](mailto:admissions@up.education)

**W** [partnerships.up.education](http://partnerships.up.education)