

# International Student Enrolment Form



Guidelines for completing this form. Please use BLOCK CAPITALS. Complete as much of the form as possible. All dates should be in the format of dd/mm/yyyy eg 8 March 2019 or 8/3/2019

## Student Personal Details

	Title <i>(please circle)</i>	Miss	Ms	Mrs	Mr	Sex <i>(please circle)</i>	Male	Female
Family Name						Date of Birth <i>(dd/mm/yyyy)</i>		
Given Name						Passport Number		
Home Address						Ethnicity		
						First Language		
Phone						Disability/medical condition		
Email						Please attach a passport size photograph here		
Country of residence								
Country of Citizenship								
Address while staying in New Zealand <i>(if known)</i>						New Zealand contact person and contact number <i>(if applicable)</i>		

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## Academic details

Current school

Course

If you have studied in New Zealand before please list where and when

State the name of the English test you have sat and the score\*

State the name of your highest academic qualification or the name of the qualification you are currently studying.\*

*\* Please attach certified evidence of these to this application*

## Emergency contact details

Name

Address

Phone numbers

Email address

***Need help with this form?  
Call us on +64 9 250 1515 or email [enquiries@sewtec.ac.nz](mailto:enquiries@sewtec.ac.nz)***

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## Course Selection

Please indicate which course you wish to enrol into



	<b>FOUNDATION PROGRAMME (Industrial Sewing)</b> <i>No NZQA certificate (No student visa required – 10 weeks)</i>	NZ\$ 3,000.00
	<b>DIPLOMA IN FASHION TECHNOLOGY (Year one)</b> <i>New Zealand Certificate in Apparel and Fashion Technology (NZQA level 4 – 42 weeks)</i>	NZ\$ 14,500.00
	<b>DIPLOMA IN FASHION TECHNOLOGY (Year two)</b> <i>New Zealand Diploma in Apparel and Fashion Technology (NZQA level 5 – 42 weeks)</i>	NZ \$ 17,000.00

What is your preferred study start date?

What are your career aspirations?

How do you anticipate this course will help you in your chosen career?

Please describe any relevant background to support your application (EG: previously sewing or design ability)

## Fee Payable

	Item	NZ\$	TOTAL NZ\$
✓	Course fee	See above	
	Home stay placement fee <i>and</i>	NZ \$225	
	Home stay accommodation fee (per week)	NZ \$250 x _____ weeks	
	Airport Greet and Transfer fee (one off)	NZ \$105	
<b>TOTAL DUE</b>			

You will be contacted to get your flight details if you have chosen the airport Greet and Transfer.

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## Attachment checklist

Please ensure you have provided all the required documentation as listed below

	<input checked="" type="checkbox"/>
Passport sized photo (attached to front page)	<input type="checkbox"/>
Certified copy of the ID page of your passport	<input type="checkbox"/>
Certified copy of English language testing results	<input type="checkbox"/>
Certified copies of academic results for the last two years	<input type="checkbox"/>

## Acceptance of Terms

**DECLARATION:** As at March 2017, every attempt was made to present accurate information in this application form. Sewtec Fashion Academy reserves the right to change without notice programmes, terms and conditions both before and after student's admission. For the most up to date fees and course information, please refer to our website [www.sewtec.ac.nz](http://www.sewtec.ac.nz)

- I declare that the information provided in this enrolment application is true and correct.
- I agree to the use (including disclosure) of the above information by the Staff of SEWTEC for any purpose related to the education or well-being of the Student concerned.
- I agree to abide by the contract of Enrolment.
- I have read and agree to the terms in the International prospectus (available from our website)
- I agree that SEWTEC may contact the Students current/previous school in order to obtain or verify information relating directly to this enrolment.
- I authorise SEWTEC to collect, hold and use information about the named applicant for educational and welfare purposes, subject to the provision of the Privacy Act 1993.

Signature of applicant

Date  
(use dd/mm/yyyy)

### Office use only

Course Start date	<input type="text"/>	End Date	<input type="text"/>
NSN	<input type="text"/>	Public Trust ID #	<input type="text"/>
Take 2	<input type="text"/>	Entered into XERO	<input type="text"/>
Student ID #	<input type="text"/>	Course Code	<input type="text"/>

## Contract of Enrolment

Enrolment is subject to availability of places within SEWTEC. If SEWTEC reserves a place for a student and offers enrolment, then subject to payment, this contract of enrolment is binding as a contract on SEWTEC and the applicant(s).

### REFUND POLICY

#### Cancellation / Withdrawal

Withdrawal Policy within ten days of the start of the course

1. Students may withdraw from the course with written notification to the Student Support Officer within the first ten training days from the course start date.
2. Students doing so will have course fees returned to the student within seven days of the withdrawal provided Sewtec has all the information necessary.
3. An administration cost may be deducted from the fees of 10% or to a maximum of \$500. (Refer to student prospectus).
4. Accommodation service only – two weeks notice is required for the refund of the unused portion of the accommodation fee. Failure to give this notice will incur a forfeit of 2 weeks accommodation costs.

Students must be advised of this policy when attending Induction. An overview of the policy must be within the Student Handbook.

If SEWTEC withdraws an Offer of Place, or is unable to offer the course, all tuition fees are fully refundable

- Where a conditional offer of place is made and the academic condition is not met, the tuition fees paid for the course will be refunded in full
- In the event of a withdrawal from a course, SEWTEC must be reimbursed for any fees, which have been paid or incurred by SEWTEC or other representatives. Where SEWTEC refunds the tuition fees, the students representative / student's agent fees will be deducted from the refund. The cost of any additional services that were completed prior to withdrawal will also need to be retained.

#### Payment of refunds

- Refunds will be made by bank draft / telegraphic transfer in NZ dollars or foreign currency equivalent at the time of the refund
- The Bank draft / telegraphic transfer will be made out to the person SEWTEC originally received the fees from and sent to the students home country address, unless other arrangements have been approved by the Academic Registrar.

#### Medical and Travel insurance

International students must have appropriate and current medical and travel insurance while studying. This must be organised at your cost and is not included in the fees. Evidence of this is required before you commence study.

### INCREASING OF FEES

SEWTEC reserves the right to amend its fees. For the most up to date fees, please email refer to our website.

### HOME STAY ACCOMMODATION

Immigration requires that students pay upfront for the length of study. Transport to and from Sewtec is not included.

### INFRINGEMENT OF RULES OR LAWS

If a student does not comply with SEWTEC rules (as amended from time to time), SEWTEC reserves the right to suspend or expel the student. No refund of fees will be made.

### LIABILITY

To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, the college shall under no circumstances be liable to the student or applicants or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by SEWTEC of its obligations under the contract of Enrolment, negligence on the part of SEWTEC or any act or thing done or not done by SEWTEC and for the purposes of this Contract of Enrolment consequential loss shall include (without limitation), loss of income or profit and loss or damage to persona or property.

### OBLIGATION BY SEWTEC FASHION ACADEMY

SEWTEC undertakes to provide tuition as set down from time to time in the prospectus. SEWTEC 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. In such cases, every effort will be made to find a replacement teacher or to offer courses through another training provider. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the Director of the company.

### PRIVACY ACT

The information collected by SEWTEC during the enrolment process and during the period in which the student is enrolled at SEWTEC is intended for use in connection with the education and well-being of the student and may be used by any of the staff of SEWTEC or consultant to SEWTEC or government department (NZQA, MOE) in connection with that purpose. You have right of access to and correction of the personal information collected by SEWTEC.

### GOVERNING LAW

This contract shall be governed by and construed in accordance with the laws of New Zealand.

### PROSPECTUS

The student has read and accepts the terms and conditions as listed in the international student prospectus available from our website – [www.sewtec.ac.nz](http://www.sewtec.ac.nz)