

International Student Application Form

Whitireia New Zealand Limited (Trading as Computer Power Plus)



**Computer
PowerPlus**
IT training specialists



1. Personal Information

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

If other, please specify

Family Name:

First Name:

Preferred name (if different):

Date of Birth:

Day Month Year

Gender:

☐ Male ☐ Female

Ethnicity:

Country of Birth:

Passport Number:

Passport Expiry Date:

CONTACT DETAILS

Street	
Suburb	
Town/City	Postcode
Country	
Home Phone	Mobile Phone
Email	

EMERGENCY CONTACT

Name	
Relationship to Applicant:	
Address	
Home Phone	Mobile Phone

DISABILITY DETAILS

Do you live with the effects of an injury, illness or disability?

☐ Yes ☐ No

If yes, please describe your condition/disability. You will be sent information on the services available to students with a disability.

MEDICAL AND TRAVEL INSURANCE DETAILS

Do you have appropriate Medical and Travel Insurance?

☐ Yes ☐ No

Medical Insurance Provider:

--

Travel Insurance Provider:

--

2. Agents Details

Agent Name	Agent ID
Street	
Suburb	
Town/City	
Country	Postcode
Home Phone	Mobile Phone
Email	

3. Qualification Information

Which programmes do you wish to study? For Double Diplomas please indicate both Diplomas you wish to study

- ☐ New Zealand Diploma in Web Development and Design (L5)
- ☐ New Zealand Diploma in IT Technical Support (L5)
- ☐ New Zealand Diploma in Software Development (L6) (2 Years)
- ☐ New Zealand Diploma in Networking (L6)
- ☐ New Zealand Diploma in Systems Administration (L6)
- ☐ Diploma in Advanced Network Engineering (L7) (2018 only)
- ☐ Diploma in Advanced Information Technology (L7) (available from 2019 only)

Preferred Start Date

Month	Year
-------	------

Which Computer Power Plus campus do you wish to study at?

☐ Auckland ☐ Wellington ☐ Christchurch

4. Accommodation Information

Do you require a Homestay Application Form?

☐ Yes ☐ No

If you have arranged your own accommodation, please complete.

Contact Name:

Street

Suburb

Town/City

Phone Number

Please indicate which type of accommodation you will be living in while you study at Computer Power Plus

☐ Privately Arranged ☐ Living With Parents
☐ Home Stay ☐ Boarding Establishment

5. English Language Proficiency & Assessment

To determine which qualification is best suited for you, it is required that you complete an appropriate English language test; (e.g. IELTS) and our Skills and Knowledge Assessment prior to entry into New Zealand. Please verify below that you have undertaken both tests yourself.

Your Signature Your IELTS Score

6. Academic Information

This information is required by the Ministry of Education (NZ)

Secondary School Attended:

Highest Qualification Gained: Year Completed

Tertiary or University (Higher Learning) Studies

Qualification	
Institution	
Country	Date completed/ in progress

Qualification	
Institution	
Country	Date completed/ in progress

7. Academic Information (continued)

Tertiary or University (Higher Learning) Studies

Qualification	
Institution	
Country	Date completed/ in progress

Qualification	
Institution	
Country	Date completed/ in progress

8. Credit Transfer/Recognition of Prior Learning.

Do you wish to apply for Credit Transfer, Recognition of Prior Learning (RPL)?

☐ Yes ☐ No

If you have ticked 'Yes' please download and complete the application form on our website: www.cpp.ac.nz/rpl_form.pdf

9. Enrolment information

New Zealand Privacy Act

Personal information is protected by the New Zealand Privacy Act 1993. The Information collected and held by Whitireia New Zealand Limited (WNZL) will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

WNZL collects and stores information from this form to comply with Government statutes and regulations. It may also be used to select students for qualifications and for internal reporting. Information may be sought from other educational organisations for the purpose of verifying academic records.

When required by law, we will release information to Government agencies as directed. Information may be disclosed to other agencies, such as the Ministry of Education, Audit New Zealand, New Zealand Qualifications Authority, Skill New Zealand, Industry Training Organisations, industry licensing and registration bodies, other tertiary institutions and providers of work experience, where applicable. Whitireia publishes lists of graduates.

At certain times, WNZL captures photographs of its students. Signing this form gives WNZL the right to use these photographs in any of its marketing material, including, print and online. Any photographs taken will only be used in a tasteful, relevant and culturally sensitive manner.

In signing this form, you authorise such disclosure. WNZL observes the general conditions governing the release of information. You may see information about you and amend any errors.

9. Enrolment information (continued)

Code of Practice

WNZL has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website www.minedu.govt.nz/goto/international

Letter of Offer (LOO) and Letter of Acceptance (LOA)

A letter of offer will be given after the Application form and all relevant documents are correctly received by WNZL. Please contact the nearest Immigration New Zealand office for information on applying for a visa to study in New Zealand

Please note that you will require your letter of offer from Computer Power Plus to apply for your student visa. A letter of acceptance will be given once payment of your fees is made. WNZL must have a copy of your current student endorsed visa before you commence your studies. An administration fee of NZ\$500 will apply to all international students.

Refund information

This policy dictates the circumstances in which course fees can be refunded to International Students. Refunds of tuition fees will only be made in accordance with the following policy:

- By accepting a place in a programme at WNZL, a student enters a contract with WNZL for a predetermined period. This contract means there is an obligation to pay the fee for the length of the programme.
- Students who wish to defer their programme to another month must notify WNZL a minimum of two weeks before the programme starts.
- Students who receive a deferment are not subsequently entitled to apply for a refund.
- There is no automatic right to a refund of fees if a student changes his/her mind about studying at WNZL.
- All applications for refunds must be on the request for a withdrawal/ refund application form, obtainable from WNZL.
- Supporting information must be submitted in writing to WNZL.
- All refunds will be paid in NZ dollars or a nominated currency by cheque or bank draft sent to
 - the applicant's registered address (in country of origin); or
 - another institution
- Under special circumstances, the refund can be paid directly into a nominated bank account.
- All refunds incur a bank/administration charge.

Applications for refunds will be considered under the following categories. Most require supporting documentation.

Circumstances for Full Refunds

- If New Zealand Immigration Services refuse to grant a student an initial visa for study in New Zealand or to extend an existing visa, the student is entitled to a 95% refund of the tuition fees (5% administration charge deducted).
- If WNZL is unable to proceed with the programme offered to a student, the tuition fee is refunded in full.

Other Circumstances

- If a student wishes to withdraw from their programme and leave New Zealand and notice is received by WNZL a minimum of two weeks before their programme starts, 75% of paid tuition fees will be refunded.
- If a student wishes to withdraw from their programme and/or does not attend the start of the programme, and gives notice to WNZL up to two weeks after the programme starts, paid tuition fees less an administration fee of 50% will be refunded.

- NO refund will be given after classes have been operating for two weeks.
- If a student wishes to transfer to another institution, notice must be received by WNZL a minimum of two weeks before the student's programme starts, then 75% of paid tuition fees (less an administration fee of 25%) will be paid directly to that institution. An unconditional offer of place from the other institution will be required for the refund to be arranged.
- Exceptional circumstances of a compassionate nature, as approved by WNZL, may necessitate a student's withdrawal from a programme. In these circumstances, the amount of fees refunded will be at the discretion of WNZL.
- Supporting information must be supplied in writing.

Student Fee Protection

In compliance with the New Zealand Education Act 1989 (section 234E & amendments) and the NZQA Student Fee Protection Policy 2005, Whitireia New Zealand Limited provides comprehensive Student Fee Protection by way of the Student Fee Trust Account (Independently administered by the New Zealand Public Trust).

Student Fee Protection covers all payments made to the Company on behalf of a student including fees and course related costs. This arrangement has been accepted by the New Zealand Qualifications Authority (www.nzqa.govt.nz) as meeting the requirements of its Student Fee Protection policy. This policy comes into effect if the PTE stops offering a course in which students have enrolled. Student Fee protection meets the Code of Practice for the Pastoral Care of International Students and the Student Fee Indemnity requirements as outlined by the NZQA.

10. Declaration

I declare that the information supplied in this application and the attached documentation is correct and complete. I have viewed, understood and agree to the Summary of Terms and Conditions for International students available at www.computerpowerplus.ac.nz. I have read and accept the Enrolment, Payment, Withdrawal and Refund policies above. In signing the application form I undertake to pay all fees as they become due. I undertake to provide up-to-date address, accommodation type and emergency contact details at all times and an up-to-date copy of my student visa and any renewal. I acknowledge that I must have appropriate travel and medical insurance whilst I study at Whitireia New Zealand Limited and I will provide details of my policy cover prior to commencing my course of study

As an international student I give permission for WNZL Management to communicate with related schools, my parents or legal guardians and my agent regarding any issues of concern arising from my participation in the WNZL program including academic progress, visa requirements and accommodation

I hereby certify that the above information is true and correct.

Signed (Student Signature)

Date

11. Checklist

I (Full Name).....
confirm that I have been shown and provided with the following
information and that I fully understand all of the points below:

- ☐ A copy of the latest version of the International Prospectus
- ☐ International Students section of the website:
www.computerpowerplus.ac.nz/info-for-international-students.html
- ☐ Information regarding all of the qualifications provided by WNZL
- ☐ The self-directed / blended learning environment at WNZL
- ☐ Monthly intakes
- ☐ Head Start Orientation
- ☐ Number of hours of study required at WNZL
- ☐ Dress code requirements at WNZL
- ☐ Importance of attending the entire duration of my allocated shift
- ☐ Importance of maintaining a good attendance record, academic progress and course re-enrolment financial contracts
- ☐ Attending the programme at all times unless there are genuine reasons for any absences, and making satisfactory academic progress
- ☐ Home Study hours in addition to hours spent at the campus
- ☐ Difficulty of changing qualifications once in New Zealand (Variation of Conditions)
- ☐ Applying for an extension on my Student Visa with INZ if I am unable to finish my qualification in the time allocated
- ☐ Paying for additional T&M Insurance coverage if I am unable to finish my qualification in the time allocated
- ☐ Bringing adequate funds to support myself for the duration of my course of study (if you have not applied under the Funds Transfer Scheme)
- ☐ Recognition of Prior Learning and Credit Transfer policy
- ☐ Accommodation options at chosen campus
- ☐ Graduate Job Placement Programme

Signed (Student Signature)

Date

Documentation Required

- Passport copy
- Academic and Work Experience documentation (for example, academic transcripts showing successful completion of courses/programmes, employer referrals)
- Evidence of English proficiency - IELTS
- Statement of Purpose
- Successful completion of the CPP Skills and Knowledge Assessment

Send your Application to:

Computer Power Plus
Level 4, 450 Queen Street
Auckland
New Zealand 1010
Phone: +64 9 916 6640
Fax: +64 9 916 6642
or email: international@cpp.ac.nz