

# International Student Application Form

Attach Passport  
Photo Here

## PERSONAL INFORMATION

Family name: \_\_\_\_\_  
 First name: \_\_\_\_\_ Preferred name: \_\_\_\_\_  
 Date of birth: (day/month/year) ---- /---- /---- Gender: Male / Female (please circle)  
 Ethnicity: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
 Passport number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## CONTACT DETAILS

Address: Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Mobile/Cell Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

## AGENTS DETAILS

Agent Name: \_\_\_\_\_ Agent ID: \_\_\_\_\_  
 Address: Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Mobile/Cell Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Mobile/Cell Phone Number: \_\_\_\_\_

*(If you are under the age of 18 years please provide the details of your parents/legal guardian).*

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Mobile/Cell Phone Number: \_\_\_\_\_

**DISABILITY/MEDICAL CONDITION:** *(On going, current or recurring). Do you live with the effects of an injury, illness or disability?*

If "Yes" you will be sent information on the services available to students with a disability.

No  Yes Please specify: \_\_\_\_\_

**COURSE INFORMATION:** Which course do you wish to study?

Preferred start date: \_\_\_\_\_

Dip. IT (Adv. Network Engineering)  Dip. IT (Software Development)  Dip. Business Systems  
 Dip. IT (Network Engineering)  Dip. Systems Technology  Dip. e-Business Support

**COMPUTER POWER INSTITUTE:** Which institute do you wish to study at?

Auckland  Christchurch  Wellington

## ACCOMMODATION

Do you require a Homestay application form? Yes / No (please circle) If you have arranged your own accommodation, please complete:

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Privately Arranged  Home stay  Living with Parents  Boarding Establishment

**MEDICAL AND TRAVEL INSURANCE** *(compulsory for all international students)*

Do you have appropriate Medical and Travel Insurance to cover the course duration? Yes / No (please circle)

Medical Insurance provider: \_\_\_\_\_

Travel Insurance provider: \_\_\_\_\_

## ENGLISH LANGUAGE PROFICIENCY AND APTITUDE

Students are required to undertake an English language test and aptitude test prior to their entry into New Zealand. The assessment outcome will determine which course is best suited for the student.

## ACADEMIC INFORMATION *(required by Ministry of Education)*

Secondary School attended: \_\_\_\_\_

Highest Qualification gained: \_\_\_\_\_ Year completed: \_\_\_\_\_

## TERTIARY OR UNIVERSITY (HIGHER LEARNING) STUDIES

Qualification	Institution	Country	Date completed /in progress

## CREDIT TRANSFER/ RECOGNITION OF PRIOR LEARNING OR RECOGNITION OF CURRENT COMPETENCY

Do you wish to apply for Credit Transfer, Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)? Yes / No (If you have circled Yes please download and complete the application form from our website. If you are going to apply for the Diploma of Information Technology (Network Engineering) (Level 6) Course, then you must have the additional DNE Supplementary Application form 008.0 Sales.

### Privacy Statement

Privacy Act 1993. Computer Power collects and stores information from this form to comply with the requirements of the: Ministry of Education (audits and inspections, refunding and student statistical returns), New Zealand Immigration Services (student visa applications) New Zealand Qualifications Authority (record of learning registration and unit standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebates) The information is also used to select students for qualifications, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. When required by statute, Computer Power releases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Compensation Corporation.

### Letter of acceptance

A letter of acceptance will be given after the Application form is correctly received by Computer Power and payment is made. Please contact the nearest New Zealand Immigration Service office for information on applying for a visa to study in New Zealand. Please note that you will require your letter of acceptance from Computer Power to apply for your student visa. Computer Power 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.

### Withdrawal and Refund Procedures

Computer Power Institute's refund policy complies with Section 236A of the Education Act 1989, for international students.

- Students that do not commence their tuition, or withdraw from a course within the **first eight days** Computer Power will refund all fees paid less an amount equal to the lower of the following amounts: 10% of the payment or \$500
- Students who withdraw after the **eighth day** of the start of the course will forfeit all monies paid.
- Students will be entitled to a full refund if a visa application has been denied.
- In the instance that an international student withdraws from their programme of study within eight days of course commencement, the refund of all fees paid less an amount equal to the lower of either 10% of the payment or \$500 will be paid directly to the home country bank account from which they came. CPI will notify immigration that the student has been withdrawn. Student fees will in no case be transferred to an alternative provider in New Zealand. Student refunds take a minimum of 30 working days to process.
- All refund requests must be in writing "To the International Student Manger."

### Student Fee Protection

In compliance with the New Zealand Education Act 1989 (section 236A & amendments) and the NZQA Student Fee Protection Policy 2004, Computer Power Institute provides Student Fee Insurance coverage for all student fees through *StudentCare*. *StudentCare* Student Fee Insurance policies meet the Code of Practice for the Pastoral Care of International Students and the Student Fee Indemnity requirements as outlined by the NZQA.

### Declaration

I declare that the information supplied in this application and the attached documentation is correct and complete. 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 Computer Power and I will provide details of my policy cover prior to commencing my course of study.

As an international student I give permission for Computer Power 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 Computer Power program including academic progress, visa requirements and accommodation.

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student Signature) (Parent or Guardian Signature if student aged under 18 years)

### Documentation Required:

Certified copy of passport  
Passport size photo – Attach to the front of the application  
Academic transcript and certificates  
IELTS Certificate  
Accommodation Requirements  
Copies of medical and travel insurance cover (if appropriate)  
(If Applicable) 008.0 Sales DNE Supplementary Application form

Send your application form to:  
Computer Power Institute  
Level 6, 246 Queen Street  
Auckland, New Zealand 1010  
Ph: +64 9 916 6640  
Fax: +64 9 916 6642