

# INTERNATIONAL STUDENT APPLICATION FORM

Auckland Campus:  
10 Turner Street,  
Auckland 1010

Christchurch Campus:  
Level 2, 52 Oxford  
Terrace, Christchurch

Telephone: +64 9 377  
1786 Email: info@kite.ac.nz  
Web: www.kite.ac.nz



- All sections are to be completed in "BLOCK LETTERS".
- Students applying through approved KITE agents will receive correspondence through the agent.
- An "international student" is a foreign student from any other nation except New Zealand and Australia, who holds or will hold a student visa to study at KITE.

Section 1: Applicant Details	Section 2: Education Details
<p>All details to be filled as shown in "PASSPORT"</p> <p><b>1.1</b> Title    Mr    Miss    Mrs    Ms    _____</p> <p><b>1.2</b> Family Name (surname) _____</p> <p><b>1.3</b> Given Name (s) _____</p> <p>_____</p> <p><b>1.4</b> Date of Birth - _____ (DD/MM/YY)</p> <p><b>1.5</b> Gender                      Male                      Female</p> <p><b>1.6</b> Permanent Address (Home country)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>1.7</b> Contact Address in New Zealand (if available)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>1.8</b> Telephone _____</p> <p><b>1.9</b> Mobile _____</p> <p><b>1.10</b> Facsimile _____</p> <p><b>1.11</b> Email _____</p> <p><b>1.12</b> Country of citizenship _____</p> <p><b>1.13</b> Passport Number _____</p>	<ul style="list-style-type: none"><li>● All details of secondary school/high school education and tertiary education ( university, polytechnic, college etc)</li><li>● Please attach necessary evidence.</li><li>● Please attach additional sheets if required.</li></ul> <p><b>A)</b> Name of the Institute and Country _____</p> <p>_____</p> <p>Qualification Gained _____</p> <p>_____</p> <p>Period of study (year – year) _____</p> <p><b>B)</b> Name of the Institute and Country _____</p> <p>_____</p> <p>Qualification Gained _____</p> <p>_____</p> <p>Period of study (year – year) _____</p> <p><b>C)</b> Name of the Institute and Country _____</p> <p>_____</p> <p>Qualification Gained _____</p> <p>_____</p> <p>Period of study (year – year) _____</p> <p>Are you currently waiting for results?</p> <p>Yes                      No</p>

### Section 3: Employment Details

- Provide details of any work experience that is relevant to the course you are applying.
- Proofs of work experience need to be submitted.
- Please attach additional sheets if required.

**A) Name of the Employer and Country** \_\_\_\_\_

Position and brief job description \_\_\_\_\_

\_\_\_\_\_

Employment dates \_\_\_\_\_

**B) Name of the Employer and Country** \_\_\_\_\_

Position and brief job description \_\_\_\_\_

\_\_\_\_\_

Employment dates \_\_\_\_\_

### Section 4: Language Requirements

- International students for whom English is not their first language must have an IELTS score of 6.0(academic) with no individual band lower than 5.5,or TOEFL score of 550,or equivalent evidence of English language proficiency.(not applicable for English Language courses)
- Please attach test results sheet if applicable

**4.1** Language in which primary education (school) is pursued? English others \_\_\_\_\_

**4.2** IELTS/TOEFL score

Overall	
Reading	
Writing	
Speaking	
Listening	

**4.3** Date of test results

\_\_\_\_\_ (DD/MM/YY)

### Section 5: Choice of Course

- Detailed information on course is provided in the course prospectus.
- Intake is on "First come First serve"basis.

**5.1** Course Selected \_\_\_\_\_

**5.2** referred start date \_\_\_\_\_(DD/MM/YY)

**5.3** Weekday Weekend

**5.4** Cross-credits:

Do you wish to apply for cross-credit(s)\*

Yes No

\*Please note that cross-credit applications MUST be submitted before final confirmation of place is issued by filling in the official KITE cross-credit application from

### Section 6: Services Required

- It is a condition of enrolment that student should have travel/medical insurance for the period of study and you should have appropriate travel insurance from the time you leave home to New Zealand.
- Medical insurance can be arranged by KITE charges vary on items covered please see insurance pack supplied for details.
- In addition to tuition fees charges are applicable for accommodation and airport pickup.(Details provided in your student handbook)
- All your medical conditions or disabilities will be treated as strictly confidential and these will not influence the outcome of your application.

**6.1** Medical Insurance

**a)** Do you want KITE to arrange your travel/medical insurance? Yes No

**b)** If "Yes" which date you want your insurance to start  
From Course start date From Now

**c)** Which policy are you opting for?

Orbit Lite Orbit Prime Southern Cross

(\*Premiums can be checked with the enrolment department)

**d)** If "No" provide details of your travel/medical insurance:

Name of the insurer	
Policy period	
Policy number	
Items covered in policy	

(\*It's mandatory to have travel and medical insurance for the period of your study)

**6.2** Airport pick-up

**a)** Do you want KITE to pick you up from the airport?  
Yes No

(\*If yes you should pay the applicable airport pick-up charges)

**b)** If yes,please provide your flight details.

Flight number	
Airline name	
Date of arrival	
Time of arrival	

### 6.3 Students with special requirements

- If you have a disability or any medical condition KITE will provide you assistance, please detail your specific needs in a separate sheet and attach with this application.
- (\* All details provided by you will remain strictly confidential and this will not affect your application outcome.)
- If you do not want to write the special requirement details here you can email to Student Services with your details and requirements confidentially to [dominique@kite.ac.nz](mailto:dominique@kite.ac.nz)

### 6.4 Accommodation

Please see the KITE student handbook for information on accommodation options in Auckland

**a) Would you like KITE to provide assistance in booking accommodation for you?**

Yes No

(\* If yes you should pay accommodation fees with your tuition fees, please note that KITE does not assess the suitability of the accommodation)

**b) From what date you will need the accommodation?**

\_\_\_\_\_ (DD/MM/YY)

**c) For how many weeks you need the accommodation?**

KITE will not assess the suitability of the accommodation and students will have no obligation to stay in accommodation suggested by KITE.

### 6.5 Accommodation for students under 18

International students under the age of 18 must live in a KITE approved accommodation. This can either be living with a parent, a designated caregiver or in a home-stay arranged by KITE. Please indicate in which kind of accommodation you will be living.

Home-stay

Parents

Designated Caregiver\*

If you wish KITE to arrange a home-stay accommodation for you, Please advise how many weeks you want to book \_\_\_\_\_ weeks.

What is your expected arrival date \_\_\_\_\_ (DD/MM/YY)

(\* If living with a caregiver, an additional indemnity form needs to be signed by the student's parent /legal guardian)

## Section 7: Application Checklist

- All information provided by you should be in English or documents translated into English should be provided.
- When submitting copies either the agent should certify the copies or they should be notary attested.
- Discuss with us if you need some time to provide any of the documentation.
- KITE reserves the right to ask for original copies of the documents submitted at any time.
- Please read the "Student Handbook" carefully to understand all policies and procedures of "Kiwi Institute of Training and Education (KITE) Limited".

**a) Please provide the following with your application**

A copy of IELTS or TOEFL results	
A copy of your current passport	
Copies of your academic transcripts	
Copies proving relevant work experience	
Copy of your medical insurance	
Any other Supporting documents as applicable	
Read and sign the student acknowledgement	

**b) Emergency Contact Details (next of kin)**

Name	
Relationship	
Address	
Country	
Telephone	
Mobile	
Email	

## PROGRAMME AND CAREER INTENTION

A written student statement will assist us to make a decision when considering your application. We want to make sure that you are academically prepared for tertiary study.

You should aim to write between 50 and 100 words overall (please check grammar and spelling). Tell us about your secondary schooling or any tertiary study you have done. Include what is your intended career and if you think the chosen qualification will help you in your future career plans. If there is a gap between your studies and work experience, please explain what you have been doing during this period.

(Continue on a separate sheet if necessary)

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## Section 8: Agent Details

8.1 Agency Name

8.2 Agent Name and Contact Details

Agent Stamp

### How did you hear about us?

Newspaper

Radio

Walk-in

Friend/KITE Staff (Please provide details)

3<sup>rd</sup> Party Consultant(Please provide details)

Name:

Contact:

**Please read the information in detail and sign to acknowledge that you understand the following:**

Course Length	Policy
Courses three months or more	<ul style="list-style-type: none"><li>If the student withdraws from the course before the end of the tenth working day from the course start date* no less than 75% of the total fees will be refunded.</li><li><b>No refunds</b> will be issued 10 working days after the course start date however an application can be made to the "Marketing /Finance Director" for consideration, a refund may be issued on discretion of the management.</li></ul>

*\*\*The course start date is the date specified on the student offer letter. If the student cannot attend on the course start date, an application in writing should be made 7 days prior to the designated start date for a deferred course starting date. If the application is approved a new course start date will be issued in writing. If the student does not apply for a deferred course start date at least seven days before the course start date, it is assumed and accepted that the date on the offer letter is the course start date and it will be applicable for all refund requests.*

- I have read and understood the student handbook. I understand and agree to follow all the guidelines while I am a student of Kiwi Institute of Training and Education(KITE).
- I have read and understood the refund of fees policy for international students.
- I understand that I should have travel/medical insurance covering the entire period of my studies at KITE.
- I understand and agree that I will be liable for any damages I cause to be property of KITE.
- I authorize KITE to verify the information provided by me and use the information provided as outlined in the student handbook.
- I acknowledge and understand that I will be allowed to attend any classes at KITE only after paying full fees and obtaining a valid student visa.
- I understand and agree to notify any changes to the information provided by me time to time.
- I declare that the information provided by me in this form and attached documentation is true and I acknowledge that KITE has the right to suspend my enrollment or expel me from the course if it is established at any stage that the information I provided is false or I fail to provide the information requested by due date.
- I promise that I will obey policies, rules and regulations of KITE as outlined in the student handbook. I understand that any breach of policies, rules and regulations will initiate a disciplinary procedure against me and penalties can be imposed on me.

Signed(Student)\_\_\_\_\_

Date\_\_\_\_\_

Signed(Parent,Legal Guardian)\_\_\_\_\_

Date\_\_\_\_\_

*\*If applicant is under the age of 18*

New Zealand Qualifications Authority (NZQA): Kiwi Institute of Training and Education Ltd. (KITE) is approved by the New

Zealand Qualifications Authority under provisions of Education Act 1989 and subsequent amendments.

Code of Practice: Kiwi Institute of Training and Education (KITE) 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 Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

Contact us at [info@kite.ac.nz](mailto:info@kite.ac.nz) if you have any queries.



KIWI INSTITUTE OF  
TRAINING AND EDUCATION

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## 1. Insurance Declaration I

acknowledge that

- 1) my insurance will default start on the same day of my course commencement date, which is stated on my offer letter. This is regardless any course defer after course commenced.
- 2) If I deferred my study after KITE purchased my insurance, I may need to renew/extend my insurance to cover your whole study period.
- 3) Pre-existing conditions are not automatically covered under your International Student policy. If you have any pre-existing conditions that you would like to seek cover for, please declare these now.

**Pre-existing condition(s) that you do not want to seek cover for, or do not tell us about, will remain excluded under your policy.**

### ***What is a pre-existing condition?***

For the purposes of the International Student policy, a 'pre-existing condition' is: in relation to each person named on your certificate of insurance, any medical or physical conditions (including congenital conditions, anomalies or defects but excluding congenital blindness and deafness), symptoms or circumstances which you are aware of, or a reasonable person in your circumstances ought to have been aware of:

- a) for which advice, care, treatment, medication or medical attention has been sought, given, or recommended; or
- b) for which you are awaiting test results or further investigation, specialist treatment or specialist consultation; or
- c) which have been diagnosed as a medical condition, or indicative of a medical condition; or
- d) which are of such a nature to require, or which potentially may require medical attention; or
- e) which are of such a nature as would have caused a prudent, reasonable person to seek medical attention;

### ***Please carefully select an option below:***

- a) I do not have any pre-existing conditions (Select this option if you do not have any pre-existing conditions)
- b) I wish to apply for cover for my pre-existing condition(s) (Select this option if you have any pre-existing condition(s) that you would like to apply for cover for). Please call us on [0800 784 691](tel:0800784691) (within New Zealand) or [+64 9 979 6597](tel:+6499796597) (outside New Zealand) within 31 days of purchasing your insurance to do a medical assessment and we will advise whether we can offer cover for your pre-existing condition(s).
- c) I have a pre-existing condition(s) but do not want to apply for cover for it (Select this option if you do NOT want to apply for cover for your pre-existing condition(s), and accept that they will not be covered under this policy).

## 2. Refund Policy Acknowledgement

### When a student wants to withdraw from the course

Student should submit a completed withdrawal application to KITE and make sure it's been acknowledged immediately on reception.

The refund policies are as below based on length of your course:

Course Length	Policy
<b>Courses three months or more</b>	<ul style="list-style-type: none"><li>• If the student withdraws from the course before the end of the 10th working day from the course start date* no less than 75% of the total fees will be refunded.</li><li>• No refunds will be issued 10 working days after the course start date however an application can be made to the "Finance Director" for consideration, a refund may be issued on discretion of the management.</li></ul>
<b>Courses five weeks or more but less than three months</b>	<ul style="list-style-type: none"><li>• If the student withdraws from the course before the end of the fifth day from the course start date* 75% of the total fees will be refunded.</li><li>• No refunds will be issued 5 working days after the course start date however an application can be made to the "Finance Director" for consideration, a refund may be issued on discretion of the management.</li></ul>
<b>Courses under five weeks</b>	<ul style="list-style-type: none"><li>• If the student withdraws from the course before the end of the second day from the course start date* 50% of the total fees will be refunded.</li><li>• No refund will be issued for courses of two days length.</li><li>• No refunds will be issued 2 working days after the course start date however an application can be made to the "Finance Director" for consideration, a refund may be issued on discretion of the management.</li></ul>

\*\*The course start date is the date specified on the student offer letter. If the student cannot attend on the course start date, an application in writing should be made 7 days prior to the designated start date for a deferred course starting date if the application is approved a new course start date will be issued in writing. If the student does not apply for a deferred course start date at least seven days before the course start date, it is assumed and accepted that the date on the offer letter is the course start date and it will be applicable for all refund requests.

### **When KITE cannot deliver the course**

- If KITE is unable to continue with the course at any stage, procedures are in place for student fees indemnification. Students will be refunded fees for any part of the course still due to them.
- If KITE is unable to continue with course delivery, students will be refunded the portion of the fees for which the tuition is not delivered.
- KITE will provide assistance for students to continue their education with another provider of the same course.
- KITE will transfer all student credits achieved and records to both NZQA and the Institute students choose to study.

### **Other refund information**

- All fees are to be paid in New Zealand dollars and refunds will be in New Zealand dollars only.
- All refunds will generally be paid by check. However, under specific request, fees can be transferred to nominated bank account.
- If a student wants to transfer to another institute, requests will only be considered within the first 10 days of course start date.
- Whenever a student withdraws from a course, Immigration New Zealand will be notified.
- If a student has paid the fees before receiving a student visa from Immigration New Zealand and If Immigration New Zealand declines the student visa application, all fees paid by the student “except the Registration fees” will be refunded.
- The student can bring a support person with him/her when applying for a refund/withdrawal

### **Interim Visas**

Students who are on an interim visa are strongly encouraged to attend classes in order to keep up with course work and academic demands.

- If a student decides not to attend the course whilst on an interim visa, a deferred offer letter will be issued and INZ will be informed of the same.
- If a student decides to start their course on an interim visa they will be required to attend all classes and submit all assessments like any other student. The student will be required to sign the public trust form and in case of visa rejection will be refunded the balance remaining in the student’s trust account

**\*\***The course start date is the date specified on the student offer letter. If the student cannot attend on the course start date, an application in writing should be made 7 days prior to the designated start date for a deferred course starting date if the application is approved a new course start date will be issued in writing. If the student does not apply for a deferred course start date at least seven days before the course start date, it is assumed and accepted that the date on the offer letter is the course start date and it will be applicable for all refund requests.

Signed \_\_\_\_\_

Date \_\_\_\_\_