

Application Form English Proficiency Programme

THE APPLICATION PROCESS

- 1 Complete and sign Application for Admission
- 2 Send application to Victoria International (VI) with documentation
- 3 VI assesses your eligibility:
Accept → VI posts you an Offer Pack
Decline → VI notifies you
- 4 Apply for accommodation:
see www.victoria.ac.nz/st_services/accommodation
- 5 Pre-pay tuition fees
- 6 Apply for student visa – see below for details
- 7 Submit arrival information
- 8 VI contacts you with pre-arrival information
- 9 Arrival! You are met at the airport and taken to your accommodation
- 10 Take part in the Orientation and Enrolment Programme

WELCOME TO VICTORIA UNIVERSITY OF WELLINGTON

YOUR APPLICATION

Use the following form to apply for an English Proficiency course, or you can apply online at: www.victoria.ac.nz/lals/application-forms/app-epp.aspx

If you use the form be sure to **print clearly and complete the whole application form** using an ink pen. The information helps us decide the best way to help you to learn English. Please remember to sign the form.

Send your application to: **Victoria International, PO Box 600, Wellington 6140, New Zealand.**

When we receive your application we will acknowledge it with an email. After an assessment has been made we will again inform you by email, followed by a formal letter.

Acceptance to these English language courses does NOT allow you automatic entry to any other university courses. To apply for further university study you must make a separate application. Entry to further university study requires both a language requirement and an academic requirement. For further information refer to Victoria's International Prospectus.

A SUCCESSFUL APPLICATION

If your application is successful, we will send you an Offer Pack by mail. The Offer Pack includes: an offer of place; an invoice and payment instructions; the Accommodation Guide; and Pre-departure Handbook.

Be sure to send your application for accommodation as early as possible – to be considered for the first selection round applications must be received before **1 October** for the first trimester and **1 May** for the second trimester.

Once accepted, you need medical and travel insurance and a student visa.

POLICIES TO PROTECT YOU

At Victoria there are many policies in place to make sure you are treated fairly while you are studying.

MEDICAL AND TRAVEL INSURANCE

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 have to pay the full cost of your treatment. Full details of entitlements to publicly-funded health services are available through the Ministry of Health – see www.moh.govt.nz.

All international students must have current and appropriate medical and travel insurance while studying in New Zealand.

The Code of Practice for the Pastoral Care of International Students (The Code) guidelines state the minimum standard of insurance required for an international student – see www.minedu.govt.nz/goto/international

Victoria University offers Studentsafe-University for its 2008 students. Studentsafe-University meets The Code standards and provides travel and health insurance at an economical rate. Short course and

family rates are also available. Payment for insurance can be made with tuition fees. The current insurance rate is published at www.victoria.ac.nz/international/services/insurance.aspx

Most insurance policies purchased outside New Zealand do not meet The Code's standards, so it is vital to check with Victoria International at least six weeks before your enrolment before purchasing a policy from your home country. If you have a policy that is written in another language, it must be translated into English before Victoria International staff can check it.

If you buy an insurance policy that does not meet the Code standards, you must buy another appropriate insurance policy before you can enrol.

The University receives payment from the insurer. This payment is used to improve pastoral care and services for international students at Victoria University. Any residual is used for study awards and international student scholarships. To find out more, see www.victoria.ac.nz/international/services/insurance.aspx or email vi-insurance@vuw.ac.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 still be liable for all other medical and related costs. Further information can be viewed on the ACC website: www.acc.co.nz

STUDENT VISAS

Before coming to study at a New Zealand university you will need a student visa. Your nearest New Zealand Diplomatic Office can provide you with the necessary information and the forms to complete.

When applying for your student visa, you will need to show the letter from the University confirming your Offer of Admission as well as a receipt showing you have paid your tuition fees in full and you have to prove that you have sufficient funds to support yourself during your time in New Zealand. Note that there may be different requirements for different countries.

Continues overleaf...

Retaining a student visa may be subject to academic requirements such as minimum course attendance and progress.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand and can be viewed at www.immigration.govt.nz.

CODE OF PRACTICE

The Code of Practice for the Pastoral Care of International Students (The Code) published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student.

Victoria University of Wellington has agreed to observe and be bound by The Code. Copies of The Code are available on request from Victoria International or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

FEES PROTECTION

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees will be refunded to the students affected. In this case the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

FEES, LEVIES AND CHARGES

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, VUWSA subscription and student services levy, amenities levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges see the Victoria University Fees Statute ('the Fees Statute'). Please refer to the most recent Fees Statute at www.victoria.ac.nz/home/about/policy/academic.aspx

REFUND STATEMENT

1. Refunds

All refunds of Fees to Students will be made in accordance with the Fees Statute www.victoria.ac.nz/home/about/policy/academic.aspx

Refunds for International Students are only processed once the Student has applied to the Fees Coordinator in writing.

1.1 A Student is entitled to a full refund of all money that remains in their account after enrolment.

This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the Student.

1.2 An International Student who withdraws from the University and transfers to another institution must inform Victoria International and their Fees Coordinator in writing and provide copies of their new Offer documents. The refund of fees will be sent directly to the relevant institution less an International Transfer fee prescribed in the Fees Statute.

1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the official withdrawal period prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.

1.4 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning on the programme shall receive a two-thirds refund of the total tuition fees. A full refund of fees is only given when a Student withdraws before the programme begins.

1.5 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to Students if there are fees remaining to be paid for their current academic year.

1.6 Subject to clauses 1.3 to 1.4, all refunds will be paid by cheque or bank transfer (on production of appropriate photo ID).

2. Full Refunds

2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:

- The Student is unable to take up the offer of admission;
- Immigration New Zealand has refused the Student a visa for study in New Zealand;
- The Student's application for a visa extension is refused by the Immigration New Zealand; or
- Victoria University is unable to proceed with the course offered.

2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University student visa before their refund will be actioned.

WITHDRAWAL FROM COURSES

A Student must give written notice of withdrawal from a course to the Faculty of Humanities and Social Sciences Student and Academic Office within two weeks of beginning on the programme to receive

a two-thirds refund of the total tuition fees. To withdraw from a course or from all courses, a Student must complete a change of course form available from Victoria International. This form must then be completed and returned to the Faculty of Humanities and Social Sciences Student and Academic Office to be processed.

If a Student wishes to withdraw from a course or courses outside the two weeks of beginning of the programme, a signature from the Course Coordinator is required to validate the amendment.

Only in exceptional circumstances - such as serious illness or serious personal circumstances - will a fee reconsideration be made if notification reaches the Faculty of Humanities and Social Sciences Student and Academic Office after the two weeks of beginning on the programme. In such cases, applications will need to be supported by suitable documentary evidence. Authority to approve these applications is delegated to the Manager, Faculty of Humanities and Social Sciences Student & Academic Services Office and then counter-signed by Central Student Administration (CSA). The Faculty of Humanities and Social Sciences Student and Academic Office will advise students if their application is declined. CSA will advise students if their application is approved.

Students may appeal the decision to decline an application for fees reconsideration. This appeal must be lodged within one month of the initial decision.

Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal.

If a Student withdraws completely from Victoria University, the University is legally obliged to inform Immigration New Zealand immediately.

GRIEVANCES PROCEDURES

Victoria University seeks to provide a learning environment designed to help students achieve their full potential. It is important that procedures exist to ensure decisions affecting a student's learning and progress are fair.

Students, who feel that they have not been treated fairly at Victoria University of Wellington, should take note of the Statute on Academic Grievances. Further information on this statute can be found at www.victoria.ac.nz/home/about/policy/academic.aspx

International Education Appeal Authority

Any international student who has a grievance against the University in any capacity should contact a staff member from Victoria International. In the event that the grievance cannot be solved, Victoria International will refer the case to an appropriate area of the University. If the outcome of this procedure is unsatisfactory, a student can contact the International Education Appeal Authority, phone +64-9-632 9513, email infor.ieaa@inedu.govt.nz

APPLICATION FOR ADMISSION TO VICTORIA UNIVERSITY AS AN ENGLISH PROFICIENCY PROGRAMME STUDENT

ALL sections must be completed. Please print clearly using block letters.

Enclose one set of supporting documents with this application – all documents must be originals or certified copies.

This application will not be processed unless full documentation is attached.

Please mail your completed form – faxed copies are NOT accepted.

PERSONAL DETAILS

Family Name (as shown on your passport)

Given Name(s) (as shown on your passport)

Gender MALE
 FEMALE

Date of birth

DD / MM / YY

Postal Address

Nationality (as shown on your passport)

Telephone

E-Mail Address

Are you a refugee background student?

- NO
 YES (Subject to conditions, study grants may be available for refugee background students)

Are you a New Zealand citizen or permanent resident?

- NO – If you are applying from outside New Zealand, please enquire at the nearest New Zealand Embassy or High Commission for details about visa requirements.
 YES

Are you living in New Zealand?

- NO
 YES When did you arrive in NZ?

MM / YYYY

What have you been doing since you arrived?

- Studying English
 Working
 Other – please explain:

COURSE DETAILS

Which English language course are you applying for?
(select one course only)

- ELIN 931 – 10 March 2008 to 11 June 2008
 ELIN 932 – 15 July 2008 to 10 October 2008
 ELIN 933 – 12 November 2008 to 13 February 2009

Current proficiency in English

IMPORTANT: This is an English Academic Preparation (EAP) programme for students at an intermediate level (4.0 IELTS) or above. You will be tested on the first day of the programme. If your English language ability is assessed to be lower than the appropriate level, you should consider taking an alternative course of English language study before entering this programme.

Have you attended a course at Victoria University's English Language Institute before?

- NO
 YES

When? (eg, Jul-Oct 2006):

VUW Student ID (if known):

EDUCATIONAL BACKGROUND

What is your highest educational qualification?

QUALIFICATION:

SUBJECT OR MAJOR:

LANGUAGE OF INSTRUCTION:

YEAR COMPLETED:

DISABILITY SUPPORT QUESTIONS

Do you have a disability, impairment, long-term injury or chronic medical condition?

- YES NO

Are you deaf?

- YES NO

Most support is free for international students, but you may have to pay for specific support or services.

REASONS FOR STUDYING ENGLISH

Why do you need to improve your English?

To study at the following university or polytechnic:
[]

Have you already applied to go there? YES NO

When do you intend to begin? []

What will your major subject be?
[]

At what level will you study?

Foundation Undergraduate Postgraduate

To study at a place other than a university or polytechnic.

Where will you study?
[]

For some other reason

What is that reason? (use a separate page if necessary)

[]
[]
[]
[]
[]
[]

How did you first find out about this course?

(eg, from a friend, from a brochure at a New Zealand Embassy)

[]
[]

I have included

Certified copy of passport personal details

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington reserves the right to inform all other New Zealand Universities of such cases, including the student's name and date of birth. The New Zealand Immigration Service and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

Please return this form and all certified/attested documentation to:

Victoria International

Victoria University of Wellington
Level 2, Rutherford House, Pipitea Campus
23 Lambton Quay
PO Box 600
Wellington, NEW ZEALAND

Declaration and signature

I acknowledge that Victoria University of Wellington cannot be held liable for any costs associated with any medical expenses incurred by me at any time.

I supply the information on this form and in support of this application on the understanding:

- a. that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Victoria University of Wellington;
- b. that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- c. that I have the right to see and correct if necessary the information I have provided;
- d. that my application can not proceed without my consent to the foregoing conditions.
- e. I have read and understood the Victoria University of Wellington Refund Policy.

I declare that all the information submitted on this application form and in the attached documents is correct and complete. I understand that Victoria University of Wellington reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

I authorize Immigration New Zealand and the Department of Labour to provide Victoria University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

I further agree that Victoria University of Wellington may supply my personal information to Immigration New Zealand and the Department of Labour where Victoria University consider the information relevant to my Immigration status.

Signature

Date

[] []