

Application Form

Foundation Studies 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 page 7 for details
- 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

Plan ahead

Plan ahead and give yourself plenty of time to prepare for your intended start date. Important factors to consider are:

- + Once accepted on to the Foundation Studies Programme, you will need a Student Visa. Find out how long it takes to apply for and receive a visa from your home country. For contact details and more information, see Immigration New Zealand website www.immigration.govt.nz
- + Flight and accommodation availability.

Your application package

When you put together your application package be sure to:

- + Complete all sections on the attached Application Form, using an ink pen. Please remember to sign the form.
- + Include all supporting documentation – originals or certified copies.
- + Include a certified/notarised copy of the personal details page from your passport.

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.

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 a Pre-departure Handbook.

Be sure to send in your application for accommodation as early as possible – to be considered for the first selection round accommodation 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.

Student visas

Before coming to study in New Zealand you will need a Student Visa. Your nearest New Zealand Diplomatic Office can provide information about this and the forms to complete. When applying for your Student Visa, you must show the letter from the University confirming your Offer of Admission and a receipt showing you have paid your annual tuition fees in full. You must also prove you have enough funds to support yourself while in New Zealand. There may be different requirements for different countries.

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 the Immigration New Zealand, and can be viewed at www.immigration.govt.nz

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) outlines the minimum insurance standards required for an international student – see www.minedu.govt.nz/goto/international

The University offers a preferred insurance policy for its students – one that meets The Code standards and provides travel and health insurance at an economical rate. Family rates are also available. Payment for insurance can be made with tuition fees. The 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 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

Policies to protect you

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

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

Students or parents of students who feel that an area of The Code has been breached should document the breach of The Code in writing to the Pro Vice-Chancellor, International. The Pro Vice-Chancellor will take all steps to ensure that the grievance is settled. In the case where a favourable result is not reached the Pro Vice-Chancellor will refer the case to the International Education Appeal Authority (IEAA). Victoria University agrees to be bound by the IEAA procedures and will offer any information and cooperate with the board while they are investigating a complaint.

All students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

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

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.

REFUND STATEMENT

1. Refunds

All refunds of Fees to Students will be made in accordance with the most recent Fees Statute: www.victoria.ac.nz/home/about/policy/academic.aspx. Refunds 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 A 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 dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.
 - 1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.
 - 1.5 Victoria University may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances.
 - 1.6 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.
 - 1.7 Subject to clauses 1.3 to 1.5, 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:
 - a) The Student is unable to take up the offer of admission; or
 - b) Immigration New Zealand has refused a Student a visa for study in New Zealand; or
 - c) A Student's application for a visa extension is refused by the Immigration New Zealand; or
 - d) Victoria University is unable to proceed with the course(s) 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 a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at www.victoria.ac.nz/home/about/policy/academic.aspx

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 the University should take note of the Statute of Academic Grievances. Further information on this Statute can be found at www.victoria.ac.nz/home/about/policy/academic.aspx

A 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, the case will be referred 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@minedu.govt.nz

All policies are subject to change, so please refer to:

www.victoria.ac.nz/international/services/policies.aspx

Application for Admission to Victoria University as a Foundation Studies 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.

1. Submission details

This application is submitted by

- Self (direct applicant)
 Representative

REPRESENTATIVE'S
 STAMP

Email Address for Correspondence (representative or student)

Postal Address for Correspondence (representative or student)

*Please note that we cannot courier/FedEx to PO Box numbers.
 If a PO Box number is provided this will delay postage time.*

2. Student Personal Details

Family Name (as shown on student passport)

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

Gender Male Female

Date of birth (D D / M M / Y Y)

Student Postal Address (if not already given – see also above note)

4. Qualifications and academic records

Please provide details and official documentation of your previous studies.

Year(s) eg, 2006-09	Name of qualification eg, SPM (6 subjects)	Score/mark eg, 4 average	School or College eg, International High School	State or country eg, Malaysia

Nationality (as shown on student passport)

Student Telephone

Student Email Address (if not already given above)

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.

3. Proficiency in English

To study at Victoria you MUST be proficient in English. For details of requirements, see www.victoria-international.ac.nz. Documentary evidence of the following information is required with this application.

- English was the language of instruction in previous studies completed in a non-English speaking country (documentary evidence must be provided).
- I will sit/have sat an English language proficiency test (IELTS or TOEFL)
- I will study/am studying in the VUW EPP (English Proficiency Programme)

Date taken/to be taken

English test name

Results (if known)

5. Your Foundation Studies Programme

In which Foundation Studies Programme do you wish to enrol

- Programme 2009-3: 28 October 2009 - 18 June 2010
- Programme 2010-1: 24 February 2010 - 15 October 2010
- Programme 2010-2: 30 June 2010 - 11 February 2011
- Programme 2010-3: 27 October 2010 - June 2011

Please indicate your **TWO** first-trimester elective courses*

- FNDN 002 **Information Management**
- FNDN 003 **Commerce and Economics**
- FNDN 004 **Politics and Government**
- FNDN 005 **Modern New Zealand Literature**

Please indicate your **THREE** second-trimester elective courses*

- FNDN 020 **Computing Technologies**
- FNDN 021 **Accounting**
- FNDN 022 **Physical Science**
- FNDN 023 **Mathematics**
- FNDN 024 **Design**
- FNDN 025 **Modern History**
- FNDN 029 **Biological Science**

*IMPORTANT:

Your programme must include at least ONE of FNDN 004, 005, 025.

If you intend to enrol at Victoria after completing your Foundation Studies Programme, what will you study?

6. 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.

Student Signature

Date

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I have included

- Certified copy of passport personal details
- Evidence of my English proficiency (where required)
- Official documentation of my academic results

Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

IMPORTANT: Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be witnessed by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

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