



KINZ Education

Enrolment Form 2012

INSTRUCTIONS						
<p>The purpose of this enrolment form is get from you the information we need to enrol you into a qualification at the KINZ Education. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:</p> <ul style="list-style-type: none"> ▪ Completing all sections of the form. ▪ Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions. ▪ Signing the form. ▪ Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 2 of the form. 						
A QUALIFICATION						
1	Please write the name of the course you wish to study with KINZ for in 2012:					Office Use
	Planned Start Date:					
2	Have you studied at KINZ Education before?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Please enter the name(s) of the courses you wish to study after finishing this current course:					
B PERSONAL DETAILS						
4	Print your full legal name: <i>Family Name</i>					
	<i>Given Name(s)</i>					
5	Preferred first name:					
6	If you have previously enrolled at this institution under another name, what was that name?					
7	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
8	Date of birth:	<input type="text"/>	<input type="text"/>	19 <input type="text"/>	<input type="text"/>	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
		day	month	year		
9	Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.				Yes <input type="checkbox"/>	No <input type="checkbox"/>

E CONTACT DETAILS	
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10	Your home country address and contact details:		
	<i>Home Address:</i>		
	<i>Phone:</i>	<i>Mobile:</i>	<i>Email:</i>
11	Address and contact details in NZ while studying: <i>You are required to notify the school of any change in your contact details and residential address.</i>	<i>Home Address:</i>	<i>Postal Address: (if different from home address)</i>
		Accommodation Type: Flatting <input type="checkbox"/> Homestay <input type="checkbox"/> Hostel <input type="checkbox"/>	
		<i>Phone:</i>	<i>Mobile:</i>
		<i>Fax:</i>	<i>Email:</i>
	Next of Kin: (Emergency Contact) :	<i>Name:</i>	<i>Phone:</i>

DECLARATION	
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Privacy – KINZ Education collects and stores information from this form to comply with the requirements of the Ministry of Education (funding and student statistical returns), 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), and Inland Revenue Department (student loan interest rebate). 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.

In addition, when required by statute, KINZ Education releases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation Corporation (ACC). We may also communicate personal details to parents, agents and NZIS as is appropriate.

In signing this enrolment form you authorise such disclosure on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

IRD Number –Where you have supplied your IRD number for the purposes of a student loan interest write-off that information is being collected to provide to the Ministry of Education who will forward that information to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. KINZ policy on withdrawal and refund of fees may be obtained from the Enrolments Officer or from our website.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of KINZ Education with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Attendance – **We recommend that students aim for a 100% course attendance rate.** Students must attend the course for a minimum of 85% of the course days. Warning letters will be sent regarding unacceptable attendance, this requires the student to contact the Tutor to prevent removal from the programme. If attendance falls below 85% you will be withdrawn from the course and not have any entitlement to a refund of course fees.

Medical Insurance - All International Students are required to have comprehensive private medical and travel insurance while studying in New Zealand. Advisors will assist if you have not yet arranged cover. Please state your student insurance
Starting from _____ To _____

Student Visa – As a student you must have a valid student visa to study at KINZ Education. If you do not have, you are not allowed to study any course at KINZ. You can study under the interim visa while your visa is under processing. That will be treated that you formally start your course. Please state your student visa
Starting from _____ To _____

Photo Images – By signing this enrolment form you give the consent to KINZ Education on using your photo images at study or activities for school internal use or school promotion materials.

Declaration – *I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.*

_____ / ____ / _____
Signature *Date*

Student Quality Policy Agreement

I, _____ have read, understood and agree to
the terms and conditions on the Student Handbook.

I also indemnify the Institute, its staff and volunteers
for any loss of property or personal injury during on site
activities or off site visits.

Sign: _____

Name: _____

Date: _____

KINZ Education

Student Trust Account Schedule

Student Name:

Student ID No.:

Start Date:

Payment Schedule:

1. Students' fee is protected in the schools' Students' Fee Trust Account. This money remains in the Trust Account and is drawn in arrears. This is completed at the end of every month. When you commence your program the fees you have used for that month will be withdrawn at the end of the month.
2. During the **first month** of your studies, however, two (2) deductions will be made:
 - An initial deduction of \$500 or 10%, whichever is the lesser, which is due on the tenth (10th) day of your course.
 - A second deduction of 15% of the remaining fees as allowed by NZQA and which is due on the tenth (10th) day of your course.
3. At the end of each and every month, following that first withdrawal, the remainder of your tuition fees will be withdrawn as they are used.
4. If you have accommodation fees paid into this account, these will also be withdrawn in the same way – as they are used.
5. If you wish to know the exact amount of the fees withdrawn from your account, this can be obtained by making an appointment with the CEO of the institute.

Student's signature: (same as passport)