



# New Zealand College of Business

www.nzcb.ac.nz

## Student Application Form

### 1. PERSONAL DETAILS

Family Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_

English Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Issuing Country: \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Email : \_\_\_\_\_

Gender:  Female  Male

Attach  
passport size  
photo here

### 2. CONTACT DETAILS

Address in New Zealand: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. EMERGENCY CONTACT DETAILS

Who should we contact in an emergency in New Zealand?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

## 4. ENGLISH COMPETENCY

What is your first language? \_\_\_\_\_

- I have sat a College English Test of China Level 4 (CET-4) Score: \_\_\_\_\_ or Level 6 (CET-6) Score: \_\_\_\_\_
- I have sat a China's Standards of English Language Ability (CSE) Level achieved: \_\_\_\_\_
- I have sat an internationally recognised English Test (e.g. IELTS, TOEFL) with a band score \_\_\_\_\_
- I intend to sit an NZCB English entry test

## 5. COURSE OF STUDY APPLIED FOR

Please indicate the course/programme you apply for:

- International ESOL
- New Zealand Certificate in English Language Level 4
- New Zealand Certificate in English Language Level 5

Proposed start date \_\_\_\_\_

How long would you like to study \_\_\_\_\_

## 6. EDUCATION RECORDS AND FUTURE STUDY

Documentary evidence of qualification claimed must be attached. Documents not in English must be accompanied by certified translations.

### Previous Studies:

Name of Qualification	School/Institution	Country	Year Completed

### Future Studies

Name of Qualification	School/Institution	Country	Proposed Year Started

## 7. MEDICAL STATUS

Do you have a medical condition you want the college to be aware of?

Yes       No

If yes, please specify \_\_\_\_\_

Do you have a physical disability, long-term injury, specific learning disability, chronic illness, mental health condition, or hearing impairment?

Yes       No

If yes, please specify \_\_\_\_\_

In an emergency, could you get out of the building on your own?       Yes       No

## 8. ACCOMMODATION

Do you require us to make homestay arrangement for you?       Yes       No

Do you require information on alternative accommodation?       Yes       No

## 9. INSURANCE

The Ministry of Education has published the Code of Practice for the Pastoral Care of International Students and requires all international students to have comprehensive health and travel insurance. We can arrange insurance for the period of your enrolment. If you have not supplied proof of insurance by the start date of your course, we will take out an insurance policy on your behalf, from our preferred provider. You will be required to meet the costs of this policy.

## 10. DECLARATION

I hereby declare that the information I have given above is true and correct. I agree to abide by the conditions outlined in this form. No information which could have a material bearing on my enrolment has been withheld. I understand that under principle 6 of the privacy Act 1993 I have the right to access all personal information held by the College about me and also have the right under principle 7 to request the College to correct any information which is inaccurate. I have an obligation to advise the College if/when any of the personal information I have provided changes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of parent/legal guardian if applicant is under 18 years of age)

## 11. APPLICATION CHECKLIST

- Birth Certificate or passport details page
- Highest Qualification
- English Language Proficiency test results (if English is your second language)
- A passport size photograph
- NZ\$500.00 administration fee

Please send the completed application and all certified documentation to:

P.O.Box 6064, Upper Riccarton  
Christchurch  
New Zealand  
Email: [info@nzcb.ac.nz](mailto:info@nzcb.ac.nz)  
Phone: 03 3796668

## 12. MARKETING INFORMATION

Please indicate how you found out about the New Zealand College of Business.

- Website/Email
- Friends or family
- Wechat
- Agent
- Magazine
- Other

## AGENT DETAILS

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

### Terms and conditions of enrolment

NZCB reserves the right to decline a request for admission and enrolment.

### Procedures for Application

- An enrolment package will be made available to students through agents or at the College upon requested.
- An enrolment form must be completed and submitted to the College or its agent.
- The enrolment form will be assessed and upon acceptance an Offer of Admission will be offered to the applicant.
- Students will be advised to read and understand the College's Withdrawal and Refund Policy on the Acceptance of Enrolment form.
- Students need to contact the nearest New Zealand Immigration Service Office for information on applying for a visa to study in New Zealand.
- The applicant must pay the stated fees into the College's Public Trust account by means of either Cash, Telegraphic transfer, Direct Debit, Bank Cheque or Credit Card.
- When the fees are received, a receipt and an Offer of Place will be issued to the applicant.
- Upon arrival at the College, students need to bring their passport and updated visa.

### New Zealand Privacy Act

- Personal information is protected by the New Zealand Privacy Act 1993.
- The information collected and held by NZCB will be used to register and enrol students, to assist students with their studies, to arrange for their stay in New Zealand, to monitor their welfare and progress, and to keep in touch with students in the future.
- Information about a students' enrolment, attendance, progress and welfare may be obtained from and disclosed to students' parents, guardians, other providers of international education, the Police, Department of Courts, Immigration New Zealand, NZQA, NZ Trade and Enterprise or insurance agent.

### Further Information and Contacts

If you like more information on our program of studies, pathway options or information on how to apply, please contact NZCB on +64 3 3796668 or visit our website [www.nzcb.ac.nz](http://www.nzcb.ac.nz)