

# New Zealand School of Food & Wine Enrolment Form

## Enrolment Procedure

1. Please fill out the application form.
2. Include a photo of yourself.
3. As part of the enrolment, NZSFW may conduct a telephone interview with you.
4. Once the enrolment documentation is complete, NZSFW will send you an offer of placement and invoice for the course fees.
5. Please include your CV/resume with the names and contact details of two English speaking referees.

## INTERNATIONAL STUDENTS

6. Payment of the course fees to NZSFW Trust Account is required for final confirmation and to obtain a student visa.

Please send fees by telegraphic transfer or bank cheque to

Public Trust Wellington New Zealand  
Bank of New Zealand, North End Branch  
02 0536 0305865 01 Swift Code BKNZNZ22

7. Once NZSFW has received the course fees, a receipt will be issued which must be used to obtain a visa.

**International students** must bring their passport and insurance documentation on the first day of the course.

Include your IELTS or equivalent English qualification.

## NEW ZEALAND/AUSTRALIAN STUDENTS ONLY

8. A deposit of NZ\$250 is required to secure a position. This amount will be offset against course fees.
9. Please advise if you will be applying for a student loan.
10. Enclose passport/birth certificate with your application. This will be returned to you.

## A. QUALIFICATION

1. Please tick the course/s you wish to study

- Certificate in Cookery  
 Certificate in Cookery & Hospitality (Introduction)  
 Certificate in Café & Restaurant Management  
 Certificate in Professional Wine Knowledge (Sommelier)  
 Professional Wine Studies (Intensive)

2. Start Date: \_\_\_\_\_

## B. PERSONAL DETAILS

3. Print your full legal name:

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

Given Name(s) \_\_\_\_\_

4. Preferred first name: \_\_\_\_\_

## C. CONTACT DETAILS

5. Home Address and contact details: (in home country)

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

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ ( ) \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_

## Address in New Zealand: (if known)

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

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ ( ) \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Address \_\_\_\_\_

6. Date of birth: Date \_\_\_\_ Month \_\_\_\_\_ 19 \_\_\_\_ Age \_\_\_\_

7. Gender: Male  Female

8. Citizenship and Residency:

NZ Citizen  Australian Citizen  NZ Permanent Resident

Other  (Please specify)

**Please note** that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: <http://www.nsi.govt.nz/ima>

9. NSN (National Student Number):

(If known)

□	□	□	□	□	□	□	□	□	□
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10. Disability:

Do you live with the effects of significant injury, long term illness, or disability?

The information you supply is confidential. Yes  No

11. Ethnicity:

- |                       |                          |     |                       |                          |     |
|-----------------------|--------------------------|-----|-----------------------|--------------------------|-----|
| NZ European/Pakeha    | <input type="checkbox"/> | 111 | Filipino              | <input type="checkbox"/> | 411 |
| New Zealand Maori     | <input type="checkbox"/> | 211 | Cambodian             | <input type="checkbox"/> | 412 |
| Samoa                 | <input type="checkbox"/> | 311 | Vietnamese            | <input type="checkbox"/> | 413 |
| Cook Island Maori     | <input type="checkbox"/> | 321 | Other Southeast Asian | <input type="checkbox"/> | 414 |
| Tongan                | <input type="checkbox"/> | 331 | Chinese               | <input type="checkbox"/> | 421 |
| Niue                  | <input type="checkbox"/> | 341 | Indian                | <input type="checkbox"/> | 431 |
| Tokelauen             | <input type="checkbox"/> | 351 | Sri Lankan            | <input type="checkbox"/> | 441 |
| Fijian                | <input type="checkbox"/> | 361 | Japanese              | <input type="checkbox"/> | 442 |
| Other Pacific Peoples | <input type="checkbox"/> | 371 | Korean                | <input type="checkbox"/> | 443 |
| British/Irish         | <input type="checkbox"/> | 121 | Other Asian           | <input type="checkbox"/> | 444 |
| Dutch                 | <input type="checkbox"/> | 122 | Middle Eastern        | <input type="checkbox"/> | 511 |
| Greek                 | <input type="checkbox"/> | 123 | Latin American        | <input type="checkbox"/> | 521 |
| Polish                | <input type="checkbox"/> | 124 | African               | <input type="checkbox"/> | 531 |
| South Slav            | <input type="checkbox"/> | 125 | Other                 | <input type="checkbox"/> | 611 |
| Italian               | <input type="checkbox"/> | 126 | Not Stated            | <input type="checkbox"/> | 999 |
| German                | <input type="checkbox"/> | 127 |                       |                          |     |
| Australian            | <input type="checkbox"/> | 128 |                       |                          |     |
| Other European        | <input type="checkbox"/> | 129 |                       |                          |     |

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

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## 12. Iwi:

If you identified as New Zealand Maori.  
Which Iwi are you affiliated?

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## 13. Prior activity:

What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box.

- |   |                          |    |
|---|--------------------------|----|
| Secondary school student                        | <input type="checkbox"/> | 01 |
| Non-employed or beneficiary (excluding retired) | <input type="checkbox"/> | 02 |
| Wage or salary worker                           | <input type="checkbox"/> | 03 |
| Self-employed                                   | <input type="checkbox"/> | 04 |
| University student                              | <input type="checkbox"/> | 05 |
| Polytechnic student                             | <input type="checkbox"/> | 06 |
| College of Education Student                    | <input type="checkbox"/> | 07 |
| House-person or retired                         | <input type="checkbox"/> | 08 |
| Overseas (irrespective of occupation)           | <input type="checkbox"/> | 09 |
| Private training establishment student          | <input type="checkbox"/> | 11 |
| Wananga student                                 | <input type="checkbox"/> | 12 |
| Other   | <input type="checkbox"/> |    |

Please specify if "Other"

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## 14. Secondary School:

What was the name of the last secondary school you attended?  
State "overseas", if applicable.

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What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? Tick only one box.

- |   |                          |    |
|---|--------------------------|----|
| No formal secondary qualifications  | <input type="checkbox"/> | 00 |
| 14 or more credits at any level   | <input type="checkbox"/> | 11 |
| NCEA Level 1 or School Certificate  | <input type="checkbox"/> | 12 |
| NCEA Level 2 or 6th Form Certificate  | <input type="checkbox"/> | 13 |
| University Entrance   | <input type="checkbox"/> | 14 |
| NCEA Level 3 or Bursary or Scholarship  | <input type="checkbox"/> | 15 |
| Overseas qualification<br>(includes International Baccalaureate<br>& Cambridge Exams) | <input type="checkbox"/> | 09 |
| Other   | <input type="checkbox"/> | 98 |
| Not Known   | <input type="checkbox"/> | 99 |

Please specify if "Overseas qualification" or "Other".

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## 15. Tertiary Study:

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school?

No  Yes

If you answered "No", enter the year of your first enrolment.

## NEW ZEALAND/AUSTRALIAN STUDENTS ONLY

### D. DECLARATION FOR IRD NUMBER FOR STUDENT LOAN INTEREST WRITE-OFF

Will you be applying for a student loan? Yes  No

Contact StudyLink Tel 0800 88 99 00 or [www.studylink.govt.nz](http://www.studylink.govt.nz)

If YES - Please fill in your IRD number.

16. IRD Number

### E. DOCUMENTATION FOR NEW ZEALAND/AUSTRALIAN STUDENTS ONLY

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen or permanent resident of New Zealand or a citizen or permanent resident of Australia. You must provide evidence of citizenship:

- Birth certificate with place of birth stated as New Zealand, Australia, Cook Islands, Tokelau, or Niue or
- New Zealand or Australian passport or
- Certificate of citizenship or letter of confirmation or
- Overseas passport with residency stamp.

Please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor.

### F. DECLARATION FOR ALL STUDENTS

**Privacy** - NZSFW collects and stores information to comply with the requirements of the Ministry of Education and New Zealand Qualifications Authority, Department of Work and Income and Inland Revenue Department.

In addition, when required by statute, NZSFW 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.

In signing this enrolment form you authorise such disclosure on the understanding that the NZSFW 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.

**Fees** - In signing this enrolment form you undertake to pay all fees as they become due. NZSFW's policy on withdrawal and refund of fees is contained below.

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

**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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# New Zealand School of Food & Wine Enrolment Form

## TERMS AND CONDITIONS OF ENROLMENT FOR THE NEW ZEALAND SCHOOL OF FOOD AND WINE LTD (NZSFW)

### 1.0 Rule and Regulations

All students shall be bound to comply with the Rules and Regulations of NZSFW.

### 2.0 Deposit

A deposit of NZ\$250 including GST is required to secure a position in the course. This amount will be off set against the full course fee.

### 3.0 Fees

3.1 Students are required to pay fees in full at least twenty working days before the commencement of the course. If fees are not received by this time, NZSFW reserves the right to withdraw the place allocated and reallocate it.

Fees are non-transferable to any other institution or student.

### 3.2 Trust Account

In accordance with the Education Amendment Act 1991, fees for courses three months or longer will be held in a trust account approved by the New Zealand Qualifications Authority (NZQA) when paid in advance of course commencement.

### 3.3 Indemnification of Student Fees

In the event of NZSFW being placed in liquidation or receivership, all student fees will be protected by NZSFW's Fee Protection Policy which has been accepted by NZQA.

3.4 Fees will be remitted to NZSFW from the trust account in accordance with the Fee Protection Policy which consists of retrospective periodic draw-downs. Any withdrawals during the period in which fees are held shall attract a cancellation fee of 10% of the total fee or \$500 whichever is the lesser.

3.5 An applicant whose application for a fulltime course has been accepted and who has paid the deposit only may defer his/her commencement of the course to a later term or transfer to another course by giving a minimum of 6 weeks written notice to the NZSFW.

### 4.0 Misconduct and Disciplinary Procedure

The General Manager/Director of NZSFW reserves the right to terminate the training of any student at any time for misconduct (i.e.: theft, irregular attendance of class, use of alcohol, drugs, disruptive behaviour, non-compliance with laws of New Zealand) or other reasons, as they in their absolute discretion shall think fit.

4.1 A disciplinary problem will be formally acknowledged by one verbal warning to the student concerned. If the student fails to rectify his/her behaviour, the General Manager/Director will formally write to the student concerned.

4.2 Upon receiving written notification from the General Manager/Director, pursuant to Condition 5.4, a student shall no longer be permitted or entitled to attend any further class or classes on the course.

### 5.0 Refunds

5.1 Every student enrolled in the course is able to withdraw from it at any time prior to or within seven days after the first day of the course.

5.2 NZSFW will refund, any payments made by the student if the student decides to withdraw prior to the course commencing or within seven days after the first day of the course. NZSFW reserves the right to retain 10% or \$500 of the fee, whichever is the lesser.

5.3 If a student fails to complete a course for any reason no refund of fees paid or reduction in fees shall be made.

5.4 A student who fails to attend any part of his/her course due to illness or for any other reason shall not be entitled to a refund, subject to Clause 5.2, nor to attend any other classes in place of those missed.

5.5 In the event of any termination pursuant to Condition 5.4, the Directors of NZSFW may, but shall be under no obligation, to refund such proportion of any fees paid as they shall consider appropriate subject to clause 5.2.

### 6.0 Liability

6.1 NZSFW shall be under no liability to any student for any loss or damage, excluding personal injury or death, sustained at or upon NZSFW's premises howsoever caused and whether in respect of any negligent act or omission by NZSFW, its employees or agents.

6.2 NZSFW must ensure that international students take out appropriate and current medical and travel insurance to cover themselves against

accident or illness, theft, loss of or damage to their personal property, or homestay property for the duration of their planned period of study.

6.3 The General Manager/Director of NZSFW reserves the right in their absolute discretion to alter the organisation, scheduled time and date and/or structure, or substitute teachers of any course at any time.

### 7.0 Complaints Procedure

Internal Procedure:

1. A formal complaint should be in writing and addressed to the General Manager/Director of the New Zealand School of Food and Wine.

2. The General Manager/Director will then evaluate the case. The matter may then be referred to the Directors of NZSFW who may consult with the Advisory Board of NZSFW and/or the Industry Training Organisation (ITO) responsible for the unit standard in question.

External procedure:

1. At the General Manager/Director's discretion, an independent assessment will take place by the Advisory Board or someone appointed by the General Manager/Director (e.g.: a representative of the ITO).

This assessment by will be full and final. No further appeals will be entered into.

2. If, in the event that the student is unhappy with the internal system of complaint resolution, a formal complaint can be made to the NZQA, PO Box 160 Wellington (Tel 0800 72 4357).

### 8.0 Recognition of Student Learning

Where students have partially completed Unit Standards, a copy of their Record of Learning will be given to them to enable another provider to recognise the learning achieved.

### 9.0 Code of Pastoral Care

NZSFW 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 Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

### 10.0 Immigration requirements

10.1 NZSFW may only enrol a prospective international student for a course lasting longer than 3 calendar months if the prospective student holds:

¥ A current student visa or permit which is endorsed with the institution at which the prospective student is seeking to enrol and the course of study the prospective student intends to undertake; or

¥ A current limited purpose visa or permit for the express purpose of study with the institution, or has a current variation of permit conditions to allow study with the institution

10.2 NZSFW may enrol a prospective international student for one single short course if the prospective student is the holder of:

¥ A current temporary permit of any type (including visitor's visa or permit), or

¥ A current limited purpose visa or permit for the express purpose of study with the institution.

10.3 NZSFW must comply with section 40(1) of the Immigration Act 1987 which provides that every person conducting any course of study or training commits an offence who allows or continues to allow any other person to undertake the course knowing that other person does not have the required authority under the Immigration Act 1987 to do so.

10.4 NZSFW must follow the procedures set out in the New Zealand Immigration Service (NZIS) guidelines and advise NZIS immediately using the NZIS electronic notification form, available at <http://www.immigration.govt.nz>, if an international student's enrolment has been terminated.