

# Enrolment Form

## Domestic Students 2019

### A Personal Details

**Title:** (please tick)  Ms  Miss  Mrs  Mr  Other

**Surname:**

**First name(s):**

**Date of birth:** (DD/MM/YY) **Gender:** (please tick)  Female  Male

**Home address:**

**Postcode:**

**Address while studying:** (if known and different from home address)

**Postcode:**

**Email:** **Telephone/Mobile:**

### Programme Options

	Start Date	End date
<input type="checkbox"/> <b>Make-up Artistry and Skincare Level 3</b> Length: 18 weeks <b>Cost:</b> \$7626 (Includes CCC \$542)	_____	_____
<input type="checkbox"/> <b>Beauty and Body Essentials Level 4</b> Length: 32 weeks <b>Cost:</b> \$11718 (Includes CCC \$1836)	_____	_____
<input type="checkbox"/> <b>Professional Face, Body and Spa Therapies Level 5</b> Length: 36 weeks <b>Cost:</b> \$16573 (Includes CCC \$2147)	_____	_____
<input type="checkbox"/> <b>The Essentials Collection</b> Length: 38 weeks <b>Cost:</b> \$13599 (includes CCC \$1836) Make-up Artistry and Skincare L3 \$7626 Beauty and Body Essentials L4 \$5973	_____	_____
<input type="checkbox"/> <b>The Body and Spa Collection</b> Length: 56 weeks <b>Cost:</b> \$21999 (includes CCC \$3267) Beauty and Body Essentials L4 \$11718 Professional Face, Body and Spa Therapies L5 \$10281	_____	_____
<input type="checkbox"/> <b>The Complete Beauty Collection</b> Length: 62 weeks <b>Cost:</b> \$25499 (includes CCC \$3121) Make-up Artistry and Skincare L3 \$7626 Beauty and Body Essentials L4 \$8012 Professional Face, Body and Spa Therapies L5 \$9861	_____	_____

**Campus:** (please tick)  Albany  Auckland City  Hamilton  Wellington

**Have you studied at Elite School of Beauty & Spa before?** (please tick)  No  Yes

CCC—Compulsory Course Costs

**B** Fee Status

What is your fee/assistance status? (please tick one box)

Domestic Student	<input type="checkbox"/> 00	Visiting military personnel, diplomatic staff or family, or persons associated with Antarctic programme	<input type="checkbox"/> 08
International fee-paying student (including people on current work visa)	<input type="checkbox"/> 03	Refugee or protected person whose application for residence is being processed, or person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa	<input type="checkbox"/> 13
Student on a recognised exchange scheme	<input type="checkbox"/> 04		

**Note:** Tick '00' if you are a New Zealand citizen, or if you are a New Zealand resident, New Zealand permanent resident, Australian citizen or Australian permanent resident residing in New Zealand during the time studying for this qualification.

**Citizenship and Residency**

Supply evidence of residence or citizenship (See section D)

Which best describes your citizenship or permanent residency status? (Tick one box)

New Zealand citizen	<input type="checkbox"/> NZL	New Zealand permanent resident	<input type="checkbox"/> NZLP
Australian citizen	<input type="checkbox"/> AUS	Australian permanent resident	<input type="checkbox"/> AUSP
Other	<input type="checkbox"/>	Dual	<input type="checkbox"/>

If Other, please specify your country of citizenship:

If Dual, please specify the country of the passport used to enter New Zealand:

During your time studying will you be resident in New Zealand or overseas? (please tick)  New Zealand  Overseas**Ethnicity**

What ethnic group(s) do you belong to? (Tick up to three groups)

NZ European/Pakeha	<input type="checkbox"/> 111	Fijian	<input type="checkbox"/> 361
New Zealand Maori	<input type="checkbox"/> 211	British/Irish	<input type="checkbox"/> 121
Samoan	<input type="checkbox"/> 311	Australian	<input type="checkbox"/> 128
Cook Island Maori	<input type="checkbox"/> 321	Other European*	<input type="checkbox"/> 129
Tongan	<input type="checkbox"/> 331	Chinese	<input type="checkbox"/> 421
Niuean	<input type="checkbox"/> 341	Indian	<input type="checkbox"/> 431
Tokelauan	<input type="checkbox"/> 351	Other*	<input type="checkbox"/> 611

**IWI**

If you identified as New Zealand Maori, what is the name(s) of your iwi/rohe?

Iwi	Rohe (Iwi home area)
Iwi	Rohe (Iwi home area)

**Health**Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and /or participate in school activities? (please tick)  Yes  No

If yes, please provide a report from a registered health professional so we can assess our ability to support you during your study.

## Prior Activity

What was your MAIN activity or occupation in October last year? (Tick one box only)

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
House-person or retired	<input type="checkbox"/> 08	Overseas (irrespective of occupation)	<input type="checkbox"/> 09
Wananga student	<input type="checkbox"/> 12	Private training establishment student	<input type="checkbox"/> 11
Other	<input type="checkbox"/> 99		

## Legal

Do you have any criminal convictions or pending court cases?  Yes  No

If yes, provide details:

## C Academic Information

### High School

Where did you attend school? (please tick)  New Zealand  Overseas

What is the name of the last high school you attended?

What was your last year at high school?

What is the highest level of achievement you hold from a high school?

No formal secondary qualifications	<input type="checkbox"/> 00	NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> 13
14 or more credits at any level	<input type="checkbox"/> 11	University Entrance	<input type="checkbox"/> 14
NCEA Level 1 or School Certificate	<input type="checkbox"/> 12	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> 15
Overseas qualification (e.g. International Baccalaureate (IB)/Cambridge exam)	<input type="checkbox"/> 09	Other	<input type="checkbox"/> 98

If Overseas qualification, list below:

### Tertiary Study

Will this be the first year you have enrolled at a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school?  Yes  No

If not, enter the name of the organisation/s you studied at:

What was the first year of enrolment?

### NZQA History

If you know your NZQA Record of Learning Number/National Student Number (NSN), enter it here:

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# Terms and Conditions

## Payment of Deposit and Course Fees/Trust Account

A \$100 deposit is required with your enrolment form, with the balance of fees due prior to date of course commencement. All monies are banked into the Public Trust Limited, who administer the fees as per the legislative requirement Section 236A of the Education Act 1989. Should payment for the course not be received by the fourth week of the course, the student will be liable for any legal or collection costs incurred.

If paying by cheque, make payable to: New Zealand School of Tourism Ltd.

If you wish to pay direct, pay:

Bank: BNZ

Bank Account Name: Public Trust

Bank Account Number: 02-0536-0305865-01

Reference: Please use reference number CLI00534665 followed by your full name

I am paying a deposit of: \$ \_\_\_\_\_

I intend to pay the balance of course fees by:

Student Loan  Cheque/Cash  Fees Free (if applicable)

## Acceptance

All applicants will need to meet the eligibility criteria. Preferential placements may be given during periods of high demand to applicants who have higher levels of NCEA, are in (or have completed) year 13 at secondary school and have held a position of leadership.

## Refund and Cancellation Policy

The following withdrawal and refund policy applies to your course fees paid as per the Education Act 1989:

- (i) Students enrolled for a course of study may withdraw from that course from enrolment and up to seven days after the first day of the course for which attendance of students at the Campus is required. If withdrawal from that course also constitutes withdrawal from the Campus as a whole, the student is entitled to a refund of all payments made, less \$500 or 10% of any amount paid, whichever is the lesser amount.
- (ii) If the student withdraws from one course and transfers to another course at either the same or an alternative campus an Administration Fee of up to \$250.00 may be charged. Notices of withdrawal from a course must be made to the Campus in writing.
- (iii) No refunds will be considered seven days after the first day of course commencement.

We reserve the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

## Course cost includes:

- GST (Government Goods and Services Tax)
- NZQA fees
- All tuition, workbooks, manuals, and resources
- Professional Equipment kit (tools for Make up and Beauty Therapist)
- Name badge
- First Aid Certificate (Level 4 and 5)
- All outside visits
- The cost of transport, visits for any industry

## Course cost excludes:

- Personal stationery (approx. \$50)
- Student ID cards (\$12.65)
- Lost, destroyed or stolen workbooks: \$10.00 per workbook.
- Refundable Locker fee (\$30)
- Uniform (approx. \$185)
- Black Footwear (approx. \$50)
- External International Exam Fees
- CIDESCO Exams NZD\$640 (Choice of 2 exams dependent on course option)
- CIBTAC Exams NZD\$400 per module (between 1 and 8 exams dependent on course option)
- Please note that all international examinations are run subject to numbers and space availability.
- International Exam Prices are all subject to change

## Recognition of Prior Learning

Elite School of Beauty and Spa have a policy for recognition of prior learning. A form can be requested for this, and will be processed within one week for no additional cost.

## Complaints Procedures

If you have a complaint, it should be taken in the first instance to your class trainer or the Head of Training for discussion. It will be discussed with you, along with the various options available, and if necessary discussed with any other parties involved and the Campus Manager, in an attempt to solve it. If the complaint is unable to be resolved satisfactorily, then it can be taken to the General Manager.

If still not resolved, then the complaint can be taken to: New Zealand Qualifications Authority Ph: (04) 802-3000

## Course Content

Elite School of Beauty and Spa reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason such as withdrawal of agreement from suppliers, strikes, price increases from suppliers etc. There is no refund for any part of the course not provided or undertaken for whatever reason. Certain criteria must be reached before students can go on field trips and study tours, and carry on to completing Level 4 or 5 programmes. Failure to reach these criteria will result in students unable to participate with no refund owing. If students are absent from class a medical certificate is required in order for you to make up the class with another group. Joining another group will not be possible however, if you are absent when your educational is on or if you had failed to meet the criteria.

## Access to Studylink

I authorise Elite School of Beauty and Spa to contact Studylink as and when necessary to establish the status of my loan, and to check on the progress of the application. I understand that any information obtained will be kept confidential.

## Documentation

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua
- Certificate of citizenship or letter of confirmation
- Proof of New Zealand Residency
- Australian learners who are living in NZ must supply one of the following documents: birth certificate, Australian passport, or a current Returning Resident's Visa if you are an Australian Permanent Resident

You can bring the original documentation to the enrolment desk, alternatively 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), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

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.

## Liquidation

In the event of New Zealand School of Tourism LTD going in to liquidation, New Zealand School of Tourism Ltd will be holding the unused portion of the course for which the student has paid in trust. If students wish they could complete any remaining units that the company have developed, by distance learning. This may allow students to complete the course from home. Elite School of Beauty and Spa will actively try and place students with other providers and negotiate a reduced cost for the balance of any training.

## Agreement

If accepted onto the programme, I agree to comply with the protocol as outlined in the Student Handbook, available on request or download from [www.elitebeautyschool.co.nz](http://www.elitebeautyschool.co.nz). I understand that completion of this course does not guarantee me a position of employment and that a criminal conviction may also prevent the offer of employment with any company. I will ensure that all fees are paid as per our fees schedule. I declare that all the information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that Elite International School of Beauty and Spa Therapies may suspend my enrolment if false information has been supplied or required information not supplied by the due date. I authorise Elite International School of Beauty and Spa Therapies to collect, store and use any personal information about me for its purposes in accordance with the outline in the Privacy Act 1993. I also understand the additional costs that are required, which are excluded from the course costs and are listed on this form.

I authorise disclosure of personal information held by Elite School of Beauty and Spa to members of my family where necessary to promote and/or further my interests. These contacts are also able to be contacted in an emergency. The specified names and contact details are:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## Declaration

Privacy – The Institute collects and stores information from this form to:

- Manage the business of the Institute (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that the institute will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institute to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz/>.

Supply of Information to Government Agencies and Other Organisations – The Institute supplies data collected on this form to government agencies, including:

- The Ministry of Education.
- The New Zealand Qualifications Authority.
- The Tertiary Education Commission.
- The Ministry of Social Development (in relation to student loans and allowances).
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents).

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

Relationships with industry partners are subject to change and interviews and internships with any industry partners cannot be guaranteed.

The Institute may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, the Institute releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

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. The Institute’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic integrity and progress, conduct and use of information systems. For a copy of these please refer to the Student Handbook at <https://www.elitebeautyschool.co.nz/student-resources/> or ask for a copy from campus.

Identity – If you have supplied a National Student number on this enrolment form, and your National Student Index status is verified, you are deemed to have declared that you are the legitimate owner of the claimed identity.

**DECLARATION:** I declare that to the best of my knowledge, all 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.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant (if Applicant is under 18 years of age, also complete Guardian Responsibility section below)

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Elite School of Beauty & Spa representative

**Applicant under 18—Guardian Responsibility**

If at the time signing this application the applicant is under 18 years of age, then the Guardian agrees and acknowledges that in consideration of the Applicant being accepted onto the programme they will take full and unconditional responsibility for payment of any amounts due under this agreement.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Guardian (if Applicant is under 18 years of age)

ALBANY 40 Triton Drive, Albany Auckland PHONE +64 9 477 3548

AUCKLAND CITY Level 3, 360 Queen Street, Auckland Central PHONE +64 9 303 3238

HAMILTON Level 1, 44 Bryce Street, Hamilton PHONE +64 7 838 0660

WELLINGTON 265 Wakefield Street, Wellington PHONE +64 4 384 8003