



ENROLMENT PROCEDURE

To successfully complete the enrolment procedure to study at Pacific Training Institute (hereafter referred to as PTI), please follow the following steps:

Step 1: Read the Conditions of Enrolment on pages 2 to 4.

Make sure you understand and agree to the conditions before proceeding any further.

Step 2: Complete the Enrolment Form.

Step 3: Send the completed Enrolment Form, two recent photographs, previous academic records, IELTS or other English language documents and proof of ID – passport copy or birth certificate to PTI by mail, e-mail or fax, or submit them to your local agent:

PTI Contact Details

PTI - Administrator
Level 1, 92-96 Abel Smith Street
Te Aro 6011, Wellington
New Zealand

Tel: 64-4-384-1069
Fax: 64-4-384-1021
E-mail: admin@pti.co.nz
Website: www.pti.co.nz

Once your application is processed, PTI will contact you or your agent to inform you of the result.

If your application is successful, we will send you Letter of Acceptance, Offer of Place and Tax Invoice. For details on the procedure to take once your application is approved, please see the "How to Enrol" document that can be downloaded from PTI's website (www.pti.co.nz).

APPLICATION PROCEDURE

▼ How to enrol

1. Complete the Enrolment Form

- Make sure the student reads and fully understands the Conditions of Enrolment before completing and signing the Enrolment Form.
 - Make sure the required supporting documents are attached to the Enrolment Form: 2 recent photographs of the applicant, previous academic records, IELTS or other English language documents and proof of ID (passport copy or birth certificate).
 - The agent must forward all of the above-mentioned documents to PTI for assessment.
- ★ Important! Please ensure that the student does not make any payments at this stage. The student must receive the Letter of Acceptance, Offer of Place and Tax Invoice from PTI before making any payment.**

2. Enrolment Assessment

Once PTI receives the completed Enrolment Form and all the supporting documents, we will assess if the student meets all the entry requirements for the course chosen.

3. Offer of Place

If a student's enrolment application is approved, PTI will send the following documents to the student/the Agent:

- **Letter of Acceptance** — informs the student that his/her application has been assessed and is successful.
- **Offer of Place** — confirms that the student has been offered a place to study at PTI for their selected course. The Offer of Place is required for applying for a student's visa from Immigration New Zealand.
- **Tax Invoice** — lists total fees for the course including enrolment fee, tuition fee, course related cost, medical and travel insurance, accommodation setup fee and homestay fee (if applicable).

4. Fee Payment

Only when the invoiced funds have been received in full and cleared by PTI, will the following documents be sent to the Agent for forwarding to Immigration New Zealand for the issuing of a New Zealand student visa (subject to a satisfactory Immigration New Zealand approval process).

- **Official Receipt** — This confirms payment of the full fees paid. The Official Receipt must be forwarded to the student for the student visa application.
- **Confirmation of Enrolment** – This confirms student's enrolment and informed student the start date and duration of the course.

Please advise PTI of the student's traveling itinerary and arrival date/time so that PTI could arrange airport pick-up and notify the homestay hosts if applicable.

CONDITIONS OF ENROLMENT

IMPORTANT! Please be sure to read the following conditions before completing and signing the Enrolment Form.

As an approved signatory, Pacific Training Institute (PTI) has agreed to observe and be bound by *the Code of Practice for the Pastoral Care of International Students* published by the Ministry of Education. Copies of the Code are available on request from PTI or can be downloaded from the New Zealand Ministry of Education website at www.minedu.govt.nz/international.

1 Courses

- (a) Your admission to the course is subject to meeting English language criteria for the course. (Refer to course enrolment and entry requirements.)
- (b) PTI reserves the right to change course arrangements without prior notice.

2 Payment of Fees

- (a) Fees may be altered in certain circumstances e.g. a change in tax.
- (b) All fees must be paid in full and in advance before the course start date, for the period of study requested on the Enrolment Form.
- (c) All fees are calculated in complete weeks and any part of a week is counted as a full week.
- (d) PTI reserves the right to change fees without prior notice.

3 Cancellation, Withdrawal and Fee Refund Policy *(Please also refer to PTI Student Handbook Section 48.)*

- (a) If this enrolment is cancelled prior to the course commencement date, fees will be refunded except for the enrolment fee and accommodation setup fee if applicable. Written evidence showing a valid reason for cancelling is required.
- (b) If the student withdraws within the first eight calendar days of the course commencement, PTI is entitled to retain NZ\$500 or 10% (whichever is the lesser amount), provided the course is longer than three months.
- (c) The student is not entitled to a refund if he/she withdraws after the eight calendar days of the course except for any homestay fees paid in advance, less the accommodation setup fee.
- (d) No refund of fees or an extension of the course will be given if the student:
 - arrives late for the course without notification.
 - takes time off during the course, unless with prior arrangement as set out in Clause 4.
 - leaves before the course is finished.
 - is given extra weeks of part time study in place of prepaid full time study.
- (e) If the student withdraws from the booked course, PTI is obliged to inform Immigration New Zealand that the student has withdrawn from PTI. After a refund, it will

be the student's responsibility to change his/her visa status with the Immigration New Zealand as the visa is valid only for studying booked course at PTI.

(f) The refund of any fees charged by an agent will be claimed from the agent separately.

4 Holidays during Courses

(a) PTI is closed on all New Zealand public holidays, or holidays in lieu of these dates. There is no refund or crediting of fees for public holidays.

(b) PTI has end of semester holidays that are without charge. No refunds or extension of course will be granted for holidays in excess of this allowance.

(c) Students may not break their course of study to take a holiday, except with prior arrangement with PTI.

5 Accommodation

(a) PTI Administrator is available for students requiring assistance with accommodation. The Administrator is located in the PTI reception area and is available Monday to Friday, 9.30am to 3.00pm. The types of accommodation available are listed on our Student Handbook (Section 37) and website www.pti.co.nz.

(b) Students may change their accommodation subject to PTI approval.

(c) All accommodation arrangements must meet the requirements of the Code and be approved by PTI.

(d) Students must keep PTI updated with their current accommodation and emergency contact details.

(e) Students are required to stay a minimum of three weeks with their initial homestay. After the minimum period, two-week notice may be given should a student wish to change homestay arrangement. Failure to give two-week notice will result in a refund less two-week homestay fees and the accommodation set-up fee.

(f) PTI reserves the right to make necessary changes in the event of a situation inappropriate or unsafe to the student or homestay family.

6 Attendance and Behaviour

(a) The student is expected to attend all lessons punctually and comply with the conditions of his/her permit to stay in New Zealand. To satisfy Immigration New Zealand requirements, students must attend at least 80% of his/her course. Failure to do so will mean that he/she will lose the place at PTI.

(b) The rules of PTI are to help the institute operate smoothly and safely and are obtained in the PTI Student Handbook that will be explained and given to the student upon arrival. By signing the Enrolment Form, students agree in principle to abide by the institute rules, and their homestay family rules if applicable.

(c) Students must comply and work within the laws of New Zealand.

(d) Students must not drive a car or motorbike unless he/she has undertaken a defensive driving course and has a New Zealand driver's license. For further regulations regarding Driving in New Zealand please check New Zealand Transport Agency website www.nzta.govt.nz/licence.

(e) PTI has the right to refuse entry onto a course to any student suffering from a mental or physical disability not shown on the Enrolment Form, and which may affect the learning potential of fellow students and/or the teaching delivery of PTI.

7 Liability

- (a) The student agrees to carry adequate medical and travel insurance at all times.
- (b) PTI shall not be liable for any loss, damage, or injury, to persons or property. Students are advised to take out appropriate personal insurance to cover themselves against accident, theft, loss or damage to their personal properties, or homestay properties and the loss of fees through non-arrival or absence.

8 Immigration/Medical and Travel Insurance Requirements

- (a) Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand and can be viewed on their website www.immigration.govt.nz.
- (b) If you wish to study in New Zealand for longer than 12 weeks, you must apply for a student visa. PTI will provide an Official Receipt for fees paid, Offer of Place and an accommodation guarantee (if applicable). It is the student's responsibility to make arrangements for his/her student visa application.
- (c) Most international students are not eligible for publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz. International students must have appropriate and current medical and travel insurance for the duration of their study. PTI can arrange insurance for students through Orbit Protect www.OrbitProtect.com. Students can arrange their own medical and travel insurance. If students choose to do so, they are required to present a valid medical and travel insurance certificate on the first day of their course.

9 Conditions of Acceptance

All students must have:

- (a) a current New Zealand Student Visa issued by Immigration New Zealand,
- (b) valid medical and travel insurance, and
- (c) approved accommodation arrangement

10 Validity

If these Conditions of Enrolment are translated into another language, the English translation is the correct version.

11 Student Withdrawal

The procedures for student withdrawal are:

- if the student wishes to withdraw from their course of study, (s)he must inform PTI in writing.
- student should give PTI as much notice as practicably possible.
- if the student is not meeting the minimum requirements for course attendance:
 1. tutor will notify the Administrator when student has been absent for 3 consecutive days;

2. PTI will endeavour to contact the student;
3. the tutor will discuss with the Administrator possible actions when the student have been absent for at least four days or more;
4. the student may then be withdrawn after full consideration.
5. Immigration New Zealand may be informed as appropriate.

When you have read and understood the conditions above and you agree to comply with these conditions, please complete and sign the Enrolment Form.

12 Student Fees Indemnification

- (a) PTI provides our international fee-paying students with New Zealand Government guaranteed student fee protection, managed by the Public Trust www.publictrust.co.nz/fee-protect/information-for-students.
- (b) Student fee indemnification is provided if PTI fails to provide or continue a course and make satisfactory amends.
- (c) Student fees are held by the Public Trust as an independent trustee and administrator of the Pacific Training Institute trust account appointed under section 236A of the Education Act 1989.
- (d) The representative appointed by the Public Trust shall act for the students in the case of any failure by PTI and make claim to him to help make good any students loss of fees to PTI.
- (e) Contact details for any settlement:
 - The Manager
 - Public Trust
 - 117-125 Lambton Quay, Wellington
 - Tel: 64-0800-371 471
 - Website: www.publictrust.co.nz

13 Emergency Evacuation Procedure

On hearing the fire alarm, please leave the building by using the exit nearest to you. The two exits are located at the main entrance stairway on Abel Smith Street, and down the back stairs that goes to the basement and exits onto Walter Street. The assembly point is at the far corner of car park opposite PTI building (on Kensington Street, near Karu Drive). Assemble with your class group. DO NOT re-enter the building until the Chief Fire Warden has given the all clear and your course tutor tells you to return. More detailed information on the Emergency Evacuation Procedure can be found on PTI Student Handbook section 23 and the posters placed in the classrooms.