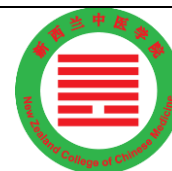


# New Zealand College of Chinese Medicine

## Enrolment Form 2017 - Domestic Students



PO Box 17467, Greenlane  
Auckland 1546

Phone: 09 580 2376 in Auckland  
Fax: 09 580 2379 in Auckland  
Email: enrolment@chinesemedicine.ac.nz

### Auckland Campus

Welcome to New Zealand College of Chinese Medicine.

NZCCM is rated by NZQA as a Category 2 PTE. The EER report has designated NZCCM to be Confident in Educational Performance and Confident in Self-assessment.

Please read the instructions below carefully before you complete this enrolment form.

### INSTRUCTIONS

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at NZCCM. We also need to collect information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical and administrative reasons. Please fill in the form properly by:

- 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 and Tertiary Education Commission funding purposes. A description of the required documentation is provided on page 5 of the form.

### A QUALIFICATION

<b>1</b>	Please tick the qualification you wish to enrol in for 2017:	<input type="checkbox"/> Bachelor of Health Science with major in: <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Chinese Medicine (CM)</li> <li>2. <input type="checkbox"/> Acupuncture (Acu)</li> </ol> <input type="checkbox"/> Diploma in Tui Na (Level 7) <input type="checkbox"/> NZ Diploma in Remedial Massage (Level 6) <input type="checkbox"/> NZ Diploma in Wellness and Relaxation Massage Level 5 <input type="checkbox"/> NZ Certificate in Chinese Medicine Level 4 <input type="checkbox"/> NZ Certificate in English Level 4 <input type="checkbox"/> General English Course	<i>Office Use</i>
	Start Date for this period of enrolment:		
	Planned Finish Date for this period of enrolment:		
	Do you intend to study:	<i>Part time</i> <input type="checkbox"/> <i>Full time</i> <input type="checkbox"/>	
<b>2</b>	Have you studied at NZCCM before?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If you answer "yes", what was your ID Number?		

3	Please enter the names(s) of the courses you wish to enrol in for 2017:	
<b>B PERSONAL DETAILS</b>		
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 or any other tertiary 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
10	If you have a National Student Index number (also known as the "NSN" or NZQA Record of Learning number), please write it here:	<input type="text"/> - <input type="text"/> - <input type="text"/>
11	Citizenship and Residency:	Tick the box which describes your citizenship. New Zealand Citizen <input type="checkbox"/> NZL      Australian Citizen <input type="checkbox"/> AUS Other <input type="checkbox"/>
		If you answered "Other" please specify your citizenship and whether you are a New Zealand or Australian Permanent Resident:  Citizenship: _____  (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.) New Zealand/Australian Permanent Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>
		If you ticked "Other" and you are <u>not</u> a NZ/Australian Permanent Resident, please also specify your fee/assistance status. NZAID student <input type="checkbox"/> 01 International Fee-Paying Student (including people on current work visa) <input type="checkbox"/> 03 Student on a recognised exchange scheme <input type="checkbox"/> 04 Foreign research based post-graduate <input type="checkbox"/> 06 Visiting military personnel, diplomatic staff or family, or persons associated with Antarctic programme <input type="checkbox"/> 08 International on-shore PhD student <input type="checkbox"/> 09 International student who is ITO off-job trainee <input type="checkbox"/> 12 Refugee or protected person whose application for residence is being processed or a 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

	<p>If you are a New Zealand or Australian permanent resident, or an Australian Citizen, please specify in years and months how long you have resided in New Zealand with a residence class visa, or with Australian citizenship:          Years: _____ Months: _____</p>																																																																																																													
12	<p><b>Ethnicity:</b>  <b>What ethnic group(s) do you belong to?</b>          You may tick up to three boxes which apply to you.</p>	<table border="0"> <tr> <td><i>NZ European/Pakeha</i></td> <td><input type="checkbox"/></td> <td>111</td> <td><i>Filipino</i></td> <td><input type="checkbox"/></td> <td>411</td> </tr> <tr> <td><i>New Zealand Māori</i></td> <td><input type="checkbox"/></td> <td>211</td> <td><i>Cambodian</i></td> <td><input type="checkbox"/></td> <td>412</td> </tr> <tr> <td><i>Samoaan</i></td> <td><input type="checkbox"/></td> <td>311</td> <td><i>Vietnamese</i></td> <td><input type="checkbox"/></td> <td>413</td> </tr> <tr> <td><i>Cook Island Māori</i></td> <td><input type="checkbox"/></td> <td>321</td> <td><i>Other Southeast Asian *</i></td> <td><input type="checkbox"/></td> <td>414</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/></td> <td>331</td> <td><i>Chinese</i></td> <td><input type="checkbox"/></td> <td>421</td> </tr> <tr> <td><i>Niue</i></td> <td><input type="checkbox"/></td> <td>341</td> <td><i>Indian</i></td> <td><input type="checkbox"/></td> <td>431</td> </tr> <tr> <td><i>Tokelauen</i></td> <td><input type="checkbox"/></td> <td>351</td> <td><i>Sri Lankan</i></td> <td><input type="checkbox"/></td> <td>441</td> </tr> <tr> <td><i>Fijian</i></td> <td><input type="checkbox"/></td> <td>361</td> <td><i>Japanese</i></td> <td><input type="checkbox"/></td> <td>442</td> </tr> <tr> <td><i>Other Pacific Peoples *</i></td> <td><input type="checkbox"/></td> <td>371</td> <td><i>Korean</i></td> <td><input type="checkbox"/></td> <td>443</td> </tr> <tr> <td><i>British/Irish</i></td> <td><input type="checkbox"/></td> <td>121</td> <td><i>Other Asian *</i></td> <td><input type="checkbox"/></td> <td>444</td> </tr> <tr> <td><i>Dutch</i></td> <td><input type="checkbox"/></td> <td>122</td> <td><i>Middle Eastern</i></td> <td><input type="checkbox"/></td> <td>511</td> </tr> <tr> <td><i>Greek</i></td> <td><input type="checkbox"/></td> <td>123</td> <td><i>Latin American</i></td> <td><input type="checkbox"/></td> <td>521</td> </tr> <tr> <td><i>Polish</i></td> <td><input type="checkbox"/></td> <td>124</td> <td><i>African</i></td> <td><input type="checkbox"/></td> <td>531</td> </tr> <tr> <td><i>South Slav</i></td> <td><input type="checkbox"/></td> <td>125</td> <td><i>Other *</i></td> <td><input type="checkbox"/></td> <td>611</td> </tr> <tr> <td><i>Italian</i></td> <td><input type="checkbox"/></td> <td>126</td> <td><i>Not Stated</i></td> <td><input type="checkbox"/></td> <td>999</td> </tr> <tr> <td><i>German</i></td> <td><input type="checkbox"/></td> <td>127</td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>Australian</i></td> <td><input type="checkbox"/></td> <td>128</td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>Other European *</i></td> <td><input type="checkbox"/></td> <td>129</td> <td></td> <td></td> <td></td> </tr> </table> <p>* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>	<i>NZ European/Pakeha</i>	<input type="checkbox"/>	111	<i>Filipino</i>	<input type="checkbox"/>	411	<i>New Zealand Māori</i>	<input type="checkbox"/>	211	<i>Cambodian</i>	<input type="checkbox"/>	412	<i>Samoaan</i>	<input type="checkbox"/>	311	<i>Vietnamese</i>	<input type="checkbox"/>	413	<i>Cook Island Māori</i>	<input type="checkbox"/>	321	<i>Other Southeast Asian *</i>	<input type="checkbox"/>	414	<i>Tongan</i>	<input type="checkbox"/>	331	<i>Chinese</i>	<input type="checkbox"/>	421	<i>Niue</i>	<input type="checkbox"/>	341	<i>Indian</i>	<input type="checkbox"/>	431	<i>Tokelauen</i>	<input type="checkbox"/>	351	<i>Sri Lankan</i>	<input type="checkbox"/>	441	<i>Fijian</i>	<input type="checkbox"/>	361	<i>Japanese</i>	<input type="checkbox"/>	442	<i>Other Pacific Peoples *</i>	<input type="checkbox"/>	371	<i>Korean</i>	<input type="checkbox"/>	443	<i>British/Irish</i>	<input type="checkbox"/>	121	<i>Other Asian *</i>	<input type="checkbox"/>	444	<i>Dutch</i>	<input type="checkbox"/>	122	<i>Middle Eastern</i>	<input type="checkbox"/>	511	<i>Greek</i>	<input type="checkbox"/>	123	<i>Latin American</i>	<input type="checkbox"/>	521	<i>Polish</i>	<input type="checkbox"/>	124	<i>African</i>	<input type="checkbox"/>	531	<i>South Slav</i>	<input type="checkbox"/>	125	<i>Other *</i>	<input type="checkbox"/>	611	<i>Italian</i>	<input type="checkbox"/>	126	<i>Not Stated</i>	<input type="checkbox"/>	999	<i>German</i>	<input type="checkbox"/>	127				<i>Australian</i>	<input type="checkbox"/>	128				<i>Other European *</i>	<input type="checkbox"/>	129			
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13	<p><b>Iwi:</b>          If you identified as New Zealand Māori in question 12, what is the name of your iwi (tribe or tribes) and rohe?          You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know". A list of rohe and iwi can be found <a href="http://en.wikipedia.org/wiki/List_of_iwi">http://en.wikipedia.org/wiki/List_of_iwi</a></p>	<p><i>Iwi:</i>  <i>Rohe (iwi home area):</i></p> <p><i>Iwi:</i>  <i>Rohe (iwi home area):</i></p> <p><i>Iwi:</i>  <i>Rohe (iwi home area):</i></p>	<p>Office Use</p>																																																																																																											
14	<p><b>Prior activity:</b></p>	<p>What was your MAIN activity or occupation in New Zealand at the 1<sup>st</sup> of October preceding the start of this enrolment? You may tick only one box.</p> <table border="0"> <tr> <td><i>Secondary school student</i></td> <td><input type="checkbox"/></td> <td>01</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> <td><input type="checkbox"/></td> <td>02</td> </tr> <tr> <td><i>Wage or salary worker</i></td> <td><input type="checkbox"/></td> <td>03</td> <td><i>Self-employed</i></td> <td><input type="checkbox"/></td> <td>04</td> </tr> <tr> <td><i>University student</i></td> <td><input type="checkbox"/></td> <td>05</td> <td><i>Polytechnic or Institute of Tech. student</i></td> <td><input type="checkbox"/></td> <td>06</td> </tr> <tr> <td><i>House-person or retired</i></td> <td><input type="checkbox"/></td> <td>07</td> <td><i>Overseas (irrespective of occupation)</i></td> <td><input type="checkbox"/></td> <td>08</td> </tr> <tr> <td><i>Private training establishment student</i></td> <td><input type="checkbox"/></td> <td>09</td> <td><i>Wānanga student</i></td> <td><input type="checkbox"/></td> <td>10</td> </tr> </table>	<i>Secondary school student</i>	<input type="checkbox"/>	01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/>	02	<i>Wage or salary worker</i>	<input type="checkbox"/>	03	<i>Self-employed</i>	<input type="checkbox"/>	04	<i>University student</i>	<input type="checkbox"/>	05	<i>Polytechnic or Institute of Tech. student</i>	<input type="checkbox"/>	06	<i>House-person or retired</i>	<input type="checkbox"/>	07	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/>	08	<i>Private training establishment student</i>	<input type="checkbox"/>	09	<i>Wānanga student</i>	<input type="checkbox"/>	10																																																																														
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<b>15</b>	<b>Disability/Health Declaration</b> Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential. If "Yes", how would you describe your impairment, disability, or long term medical condition:  <hr/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I declare the information is correct  Sign: _____		

**C ACADEMIC INFORMATION**

<b>16</b>	<b>Secondary School:</b>	What was the name of the last secondary school you attended? State "overseas", if applicable.  <hr/>	<i>Office Use</i>
		What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box. <i>No formal secondary qualifications</i> <input type="checkbox"/> 00 <i>14 or more credits at any level</i> <input type="checkbox"/> 11 <i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12 <i>NCEA Level 2 or 6<sup>th</sup> Form Certificate</i> <input type="checkbox"/> 13 <i>University Entrance</i> <input type="checkbox"/> 14 <i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15 <i>Overseas qualification (includes International Baccalaureate &amp; Cambridge Exams)*</i> <input type="checkbox"/> 09 <i>Other*</i> <input type="checkbox"/> 98 <i>Not Known</i> <input type="checkbox"/> 99  <small># From 2014 University Entrance includes NZEA level 3 <b>and</b> a number of other requirements. See the <a href="#">NZQA web site</a> for more details.</small> <b>*Please specify if "Overseas qualification" or "Other".</b>  <hr/>	
<b>17</b>	<b>Tertiary Study:</b>	Will this be the first year you have ever enrolled in a University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No <input type="checkbox"/> Yes <input type="checkbox"/> If you answered "No", please enter the name of the institution you studied at and year of your first enrolment.  Name _____ Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

		<p>If you have completed one or more tertiary qualifications enter the name of the highest level qualification.</p> <p>Name _____ Level (if known) _____</p>		
		<p>What year do you expect to complete the academic requirements necessary to graduate from your qualification?</p> <p>Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>		
18	English Language:	Is English your first language?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19	Literacy & Numeracy for Adults	Have you used the Literacy & Numeracy for Adults assessment tool?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	What type of assessment(s) did you do?		Reading <input type="checkbox"/>	Writing <input type="checkbox"/>
			Vocabulary <input type="checkbox"/>	Numeracy <input type="checkbox"/>
<b>D DOCUMENTATION</b>				
20	<p>You must provide evidence of citizenship and/or permanent residency to qualify as a <b>domestic student</b>, and so be entitled to the Government tuition subsidy. This means you must provide one of the following:</p> <ul style="list-style-type: none"> <li>▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.</li> <li>▪ New Zealand passport.</li> <li>▪ Australian passport</li> <li>▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua.</li> <li>▪ Certificate of citizenship or letter of confirmation.</li> <li>▪ Proof of New Zealand or Australian Permanent Residency.</li> </ul> <p><b>International</b> students must bring their passport and visa with them when they enrol.</p> <p>You can bring the original documentation to NZCCM, 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.</p>			
21	Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.			

E CONTACT DETAILS			
22	Address and contact details:	<i>Permanent Address:</i>     <i>Post Code:</i>	<i>Term Time Address: (if different from permanent address)</i>     <i>Post Code:</i>
		<i>Phone:</i>	<i>Alternative Phone:</i>
		<i>Mobile:</i>	<i>Email:</i>
		<i>Fax: ( )</i>	
		<i>What is your postal address?</i> <i>Permanent Address</i> <input type="checkbox"/> <i>Term Time Address</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/> If you ticked "Other" please write your postal address below.    <i>Post Code:</i>	
Next of Kin:	<i>Name and address:</i>	<i>Phone:</i>	
	<i>Relationship to You:</i>	<i>Email:</i>	

**F ENTRY PROFILE**

New Zealand College of Chinese Medicine wishes to provide relevant and effective training. We collect information from students to help us do this. At the time of enrolment we collect information about what you were doing prior to enrolment. This is your “entry profile”. Later we will collect feedback from you on what you think of our organisation and your experience of studying with us and, after you have finished your studies, we will collect information on your employment and further training.

It would be appreciated if you could complete the questions below to provide us with entry profile data. The data is treated confidentially and we do not contact any organisations named by you.

23	Education and Training	<p><b>What is the most recent study you have done since leaving school?</b></p> <p><b>Name of Qualification:</b></p> <p>_____</p> <p><b>Where did you study the qualification:</b></p> <p>_____</p> <p><b>Did you complete this qualification:</b>      Yes    <input type="checkbox"/>    No    <input type="checkbox"/></p> <p><b>Did you study part time or full time:</b>      Part time    <input type="checkbox"/>    Full time</p> <p><input type="checkbox"/></p>
24	Employment	<p><b>What is the most recent employment?</b></p> <p><b>Position:</b></p> <p>_____</p> <p><b>Employer:</b></p> <p>_____</p> <p><b>Did you work part time or full time:</b>      Part time    <input type="checkbox"/>    Full time</p> <p><input type="checkbox"/></p>

## DECLARATION

**Privacy** – New Zealand College of Chinese Medicine collects and stores information from this form to:

- Manage the business of NZCCM (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 NZCCM 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 see any information held about you and amend any errors in that information. 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 NZCCM 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

NZCCM 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) and Inland Revenue (student loans).
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents).
- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

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.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index, if not already registered, and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above 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.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, NZCCM 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.

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

**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. NZCCM's policy on withdrawal and refund of fees may be obtained from the Recruitment and Promotions Officer.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of NZCCM with regard to attendance, academic integrity and progress, conduct and use of information systems.

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

NZCCM reserves the right to reject any application on any grounds whatsoever without claim from the applicant.

## ALTERATIONS or CANCELLATIONS

The College reserves the right to:

- **Alter the course content, provision, or fees for any course or qualification subject to NZQA and TEC approval;**
- **Cancel a course or qualification due to insufficient enrolment numbers;**
- **Change subjects delivered in any semester to meet exit qualification requirements;**
- **Make changes to its policies and procedures as deemed necessary, subject to Board and Senior Management approval.**

**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



## Tuition Fee Discount

Any domestic student enrolling and paying the annual full time tuition fees in full one month prior to the course start date will be entitled to an early payment discount of 5%.

➤ **Please make sure that you sign your enrolment form above** ◀

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<b>Documentation</b> _____ ____/____/____	<b>Approved</b> _____ ____/____/____	<b>Entered</b> _____ ____/____/____	
<b>Take2 Student ID</b> _____	<b>NSN</b> _____	<b>Other ID</b> _____	

## ENROLMENT APPLICATION PROCESS AND COURSE FEES

The \$200 Enrolment Fee for students must be paid when you lodge your Enrolment application. This fee is only refundable if your application is declined or your course does not take place.

All course fees are determined by the Board of NZCCM and will be reviewed annually and in line with Tertiary Education Commission guidelines and approval.

Students are required to pay tuition fees in full prior to the commencement of courses. Instructions regarding methods of payment are in the invoice attached to the offer of place letter

<b>Step 1:</b>	Application
	Please read all the information provided in the Prospectus. Then fill in the Enrolment Form and compile all the required attachment documents.
<b>Step 2:</b>	Enrolment Fee and Interview
	Send us or bring in your completed Enrolment Form and Enrolment Fee of \$200 as soon as you can together with the required documents to avoid missing out on your place of study. The interview is designed as an opportunity for you to ask any questions and find out the information you require to assess the course meets your personal career and study goals and for NZCCM to see that the intended qualification is suitable for you, any special needs you may have, and your likely ability to complete the study requirements, including English language ability.
<b>Step 3:</b>	Conditional Offer of Place
	After your interview, we will complete the selection process and write to successful applicants with an offer of place which means your enrolment will be complete once you pay the invoice included with the letter.
<b>Step 4:</b>	Enrolment Completed
	If you are accepted onto the desired course you will receive a timetable, and a letter welcoming you to Orientation Week after your fees have been paid. Where the College declines an application for enrolment the applicant is informed in writing. The Enrolment Fee will be refunded in full to all declined applicants. If your application was declined because your English language does not meet the entry level, you can undertake an assessment with an appropriate provider and/or enrol with NZCCM or with another appropriate English language training college.
<b>Step 5:</b>	Documentation Completed
	Public Trust documentation must be signed and initialled before any tuition fee is paid to NZCCM. This must be completed within five working days of starting the course - i.e. during the first week. Students who do not complete the fee payment documentation will be suspended from class, unless they have written exemption from NZCCM.