

## International Student Application Form & Enrolment Contract

**Enrolments**

Ph: 0800 322 7333

[info@learnplus.ac.nz](mailto:info@learnplus.ac.nz)

*Note: It is important that you include all relevant information in your application. This information is used to ensure enrolment in suitable courses. Failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of an Enrolment Contract.*

### Student details (name must be as it appears on your passport)

Family name:	
First name:	Date of birth:
Preferred name:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Email:	Mobile:
Address: In home country	
Address: In New Zealand	
First language:	Country of citizenship:
*Passport number:	*Expiry date:
Intended start date:	Intended end date:
NZQA number:	Name of course applying for:

*Note: Please return this enrolment form along with a copy of your passport or birth certificate. If the ID is not cited by a JP/equivalent we ask that you complete a Statutory Declaration form.*

### Next of kin:

*Note: It is a requirement of New Zealand regulations that schools have contact details for next of kin.*

Title: <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr			
Family name:		Date of birth:	
First name:			
Street Address			
Postal Address			
Home Phone:	Mobile:	Email:	
First language:	Country of citizenship:		

Emergency contact (other than parents):	
Contact's name:	
Relationship to the student:	
Mobile phone:	
Email address:	

Employer information		
Company name:		
Trading as (if applicable):		
Postal address:		
Street address:	Suburb:	City/town:
Main contact name:	Main contact landline:	
Main contact mobile:	Main contact email:	
Employer paying enrolment fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Agent information (please complete this section if applying through an agent; if not please go to the next section)	
Agency name:	
Agent name:	
Agent email address:	Phone:

Programme selection (please state the programme that you wish to enrol in)		
	Qualification 1	Qualification 2 (if applicable)
Qualification title		
Start date		

Statistical information (what was your MAIN activity or occupation in New Zealand as at 01 October last year – tick one box only)		
<input type="checkbox"/> Overseas <input type="checkbox"/> Wage or salary worker <input type="checkbox"/> Polytechnic student <input type="checkbox"/> PTE student	<input type="checkbox"/> Secondary school student <input type="checkbox"/> Self-employed <input type="checkbox"/> College of Education student <input type="checkbox"/> Wananga student	<input type="checkbox"/> Non-employed or beneficiary <input type="checkbox"/> University student <input type="checkbox"/> House-person or retired <input type="checkbox"/> Other (please describe)
Name of the last secondary school you attended (state 'overseas', if applicable):		
Last year at secondary school:		
Highest level of achievement from a secondary school (tick one box only)		
<input type="checkbox"/> No formal secondary qualification <input type="checkbox"/> NCEA Level 2 or 6 <sup>th</sup> Form Certificate	<input type="checkbox"/> 14 or more credits at any level <input type="checkbox"/> University Entrance	<input type="checkbox"/> NCEA Level 1 or School Certificate <input type="checkbox"/> NCEA Level 3 or Bursary Scholarship

<input type="checkbox"/> Overseas qualification (includes International Baccalaureate and Cambridge Exams; please specify)
<input type="checkbox"/> Other (please specify)

### Travel and medical insurance

*International students are required under the Education (Pastoral Care of International Students) Code of Practice 2016 to have medical and travel insurance. Please refer to the International Student Information Pack for approved insurance providers.*

Insurance company

Policy number:

Insurance cover start date:

/ /

Insurance cover expiry date:

/ /

❖ Please provide an English copy of the insurance policy with this application form.

### DECLARATION

**Privacy** – LearnPlus 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, LearnPlus 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 LearnPlus will observe the general conditions governing the release of information, as set out in the Privacy Act 2020. You may see any information held about you and amend any errors in that information. To do so contact the LearnPlus General Manager.

**Fees** - In signing this enrolment form you undertake to pay all fees as they become due. The LearnPlus policy on withdrawal and refund of fees is contained in the LearnPlus Rules and Regulations attached to this Enrolment Contract.

**Rules and Regulations and laws of New Zealand** - In signing this Enrolment Contract you undertake to read, and comply with, the LearnPlus Rules and Regulations in relation to attendance, academic requirements, health & safety and conduct and to abide by the laws of New Zealand. The Rules and Regulations (including complaint and appeal procedures) and the Code of Student Conduct, are attached to, and should be read before signing, this Enrolment Contract.

**Online access** - You will need to agree to our additional terms and conditions and privacy policy before accessing any of our online services. These terms and conditions and privacy policy will be made available to you prior to you registering to access any of our online services.

**Declaration** - I declare that to the best of my knowledge all the information contained in, and supplied with, this International Student Application Form is true and complete. I agree to abide by the conditions contained in this Enrolment Contract and I consent to the disclosure of personal information in accordance with this declaration.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# LearnPlus Rules and Regulations

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## 1. Payment of fees

1.1 Students are required to pay course fees in full at least twenty working days before the start of the course. If fees are not received by this time, LearnPlus reserves the right to withdraw the offer of a place.

1.2 Course fees are paid by bank transfer or credit card payment.

## 2. Fee protection

2.1 Course fees over \$500 + GST paid by students personally to LearnPlus are held for the duration of the withdrawal/refund period in a trust account maintained by the Public Trust, an approved independent trustee owned by the Crown and overseen and managed by the New Zealand Government. This arrangement is approved by the New Zealand Qualifications Authority (NZQA) as meeting the requirements of the NZQA Student Fee Protection Rules made under section 452 of the Education and Training Act 2020.

2.2 Fees are remitted periodically to LearnPlus by the Public Trust in accordance with the NZQA Student Fee Protection Rules.

## 3. Refund of fees

3.1 The following policy on withdrawals and refunds applies to LearnPlus courses.

3.2 A student must notify the LearnPlus Academic Director/General Manager by email of their withdrawal from a programme. The student's application for refund must set out the circumstances leading to the refund request, name the person requesting the refund, name the person who paid the fees, provide a bank account to receive any eligible refund and provide any relevant supporting documentation.

### 3.3 International student refund

3.3.1 If an international student withdraws from their programme before it starts, they are entitled to claim a full refund (less up to 25% of the course fees paid for any costs incurred).

3.3.2 If an international student withdraws within the first 10 working days of course commencement, they are entitled to claim a full refund (less up to 25% of the total fees paid for any costs incurred).

3.3.3 If an international student withdraws from a course after 11 working days, LearnPlus will consider a request for a refund of course fees (but is not obligated to provide such a refund).

3.3.4 If an international student has their visa application declined, they are entitled to claim a full refund (less up to 25% of the total fees paid for any costs incurred).

3.4 Refunds will be calculated from the date that LearnPlus receives notification of a student's withdrawal.

### 3.5 Assessments

3.5.1 Students are required to submit assessments as part of their course programme.

3.5.2 A student who fails to submit assessments during their course may be directed to withdraw from that course and will not be entitled to substitute any other course for that course. Subject to clause 3.1 to 3.4 above, a student will not be entitled to a refund of fees for the course that they have been directed to withdraw from.

### 3.6 Voluntary closure or course cessation

3.6.1 In the unlikely event that LearnPlus closes, ceases to be a signatory of the Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019) or ceases to offer a course in which students are enrolled, LearnPlus will refund the course fees for affected students on a pro rata basis within five working days of closure or of cessation of offering the course, unless NZQA permits a longer period.

3.6.2 Where course closure is due to a natural disaster, the course may resume within 10 working days of any notice by NZQA of course closure. Students will be notified by LearnPlus within five working days of the date of the NZQA notice of their right to opt out and where a student does opt out of the course within 20 working days of the NZQA notice, they will receive a pro rata refund from the time they ceased attending.

## 4. Conduct, discipline and termination

4.1 Students shall abide by the laws of New Zealand and shall comply with LearnPlus policies, these Rules and Regulations and the Code of Student Conduct that is appended to this Enrolment Contract including any amendments made by LearnPlus during the period of the student's enrolment.

4.2 Subject to clauses 4.4 and 4.5 below and to the principles of natural justice, in the event of any breach of this Enrolment Contract by a student, LearnPlus may take any disciplinary action process it considers appropriate, including terminating this Enrolment Contract and/or suspending, excluding or expelling the student.

4.3 Without limitation, the following actions shall be deemed to be breaches of this Enrolment Contract which may warrant disciplinary action:

4.3.1 Any breach of the Code of Student Conduct by the student including theft, dishonesty, irregular attendance, disruptive behaviour, harassment of staff or fellow students, and any non-compliance with the laws of New Zealand;

4.3.2 Any act by the student during their enrolment with LearnPlus that creates a risk to the safety of any person;

4.3.3 Any act by the student during their enrolment with LearnPlus that jeopardises the education of any other student;

4.3.4 Any breach of any other terms agreed between you and us (including any terms in connection with your use of our online services);

4.3.5 Any other breach of this Enrolment Contract.

4.4 A disciplinary issue will be formally acknowledged by one written warning from the LearnPlus Academic Director/General Manager to the student concerned. If the student fails to rectify their behaviour, the LearnPlus Academic Director/General Manager will formally write to the student with notice of their intention to exclude the student.

4.5 Upon receiving written notification from the LearnPlus Academic Director/General Manager a student shall no longer be permitted to continue their course.

## 5. Liability

5.1 LearnPlus shall be under no liability to any student or their family for any loss or damage, including personal injury or death, sustained at or upon LearnPlus's premises however caused and whether in respect of any negligent act or omission by LearnPlus, its employees or agents.

5.2 The LearnPlus Academic Director/General Manager reserves the right in their absolute discretion and without notice to alter the organisation, time and/or date and/or structure, and/or teachers of any course at any time, after fair and reasonable notice & consideration of those affected by the proposed change.

## 6. Code of Practice for international students

LearnPlus has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 (including Amendments 2019). The Code sets out the minimum standards of advice and care that are expected of educational providers in New Zealand. View the Code at:

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>

## 7. Counselling and support for international students

7.1 The LearnPlus Academic Director/General Manager is responsible for supporting international students while studying at LearnPlus and is accessible via mobile 24/7 to offer emergency support.

7.2 The student should advise LearnPlus in writing if they intend to leave New Zealand during the period of the student's enrolment.

7.3 Should the student leave New Zealand during the period of their enrolment other than as part of a school organised trip, LearnPlus's responsibility for the student shall cease upon the student's departure and resume upon the student returning to New Zealand.

## 8. Immigration and visas

Prospective international students wishing to enrol in a course with a duration of more than three months must hold a current student visa or permit. Details of visa requirements can be found at:

<https://www.immigration.govt.nz/new-zealand-visas>

## 9. Medical and travel insurance

9.1 LearnPlus is required to ensure that international students have appropriate and current medical and travel insurance for the duration of their visa in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016, s16D.

9.2 Students must provide LearnPlus with evidence of their insurance policy documentation in English. Approved insurance providers are detailed in the LearnPlus International Student Information Pack.

## 10. English language requirements

International students, whose first language is not English, are required to provide evidence of meeting the minimum English language proficiency requirements for the appropriate programme level of intended study, as set out in the Internationally Recognised English Proficiency Outcomes for International Students' table:

<https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>

## 11. Complaints and appeals

11.1 LearnPlus welcomes feedback and students should approach LearnPlus staff with any concerns or issues, whether a complaint or an appeal of an assessment decision.

### 11.2 Internal procedure

If a student is unhappy about an assessment, they must contact their tutor within seven days of receiving the assessment outcome to request a reassessment. The tutor will then reassess the student at a mutually agreeable time. If the student is not satisfied with the outcome of the reassessment, the student may appeal to the LearnPlus Academic Director/General Manager. Appeals must be made in writing within seven days. The LearnPlus Academic Director/General Manager will then evaluate the case after discussions with the tutor. The matter may then be referred to the Management Advisory Board or the ITO responsible for the unit standard.

### 11.3 External procedure

At the LearnPlus Academic Director/General Manager's discretion, an independent evaluation or reassessment will take place e.g. by the LearnPlus Management Advisory Board or by an appropriate person appointed by the LearnPlus Academic Director/General Manager. This evaluation will be full and final. No further appeals will be entertained by LearnPlus.

11.4 If a student is unhappy with the complaints procedure or the outcome, a complaint can be made to NZQA, by phone on 0800 697 296 or following the procedure set out on the NZQA website: [nzqa.govt.nz](http://nzqa.govt.nz)

# LearnPlus Code of Student Conduct

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## 1. Application

This code applies to all students of LearnPlus.

## 2. Purpose

The purpose of this code is to:

- Give guidance to all students of LearnPlus on the standards of conduct required, and
- Refer students, staff and other members of the LearnPlus community to the procedures for making, investigating and resolving complaints of student misconduct.

## 3. Definition

In this code: **student** means a person enrolled with LearnPlus.

## 4. Principles

- LearnPlus is committed to providing an environment conducive to learning and academic enquiry for all students, staff and other members of the LearnPlus community regardless of location or medium based on the ethical values of mutual respect, honesty, trust, responsibility, tolerance and empathy.
- As a place of learning, LearnPlus encourages its students to critique and challenge prevailing ideas and opinions and expects that they do so in a manner which is lawful, respectful and constructive.
- LearnPlus does not tolerate physically aggressive behaviour, violence (including sexual violence), intimidation, coercion, bullying, discrimination, harassment (including sexual harassment) or threatening behaviour.
- Students are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to:
  - their own welfare and wellbeing, and the welfare and wellbeing of other students, staff and other members of the LearnPlus community
  - the values of academic integrity, and
  - the reputation of LearnPlus.

## 4. Standards of Conduct

Students must:

- Act in a manner consistent with the principles set out in this code.
- Comply with all applicable laws and with all LearnPlus statutes, codes, rules, regulations, policies and lawful and reasonable instructions. (LearnPlus reserves the right to amend its statutes, codes, rules, regulations and policies from time to time.)
- Treat other students, staff and other members of the LearnPlus community with respect at all times and always behave in a courteous manner.
- Respect the property of others and not willfully deface, damage or misuse any property of LearnPlus or of any member of the LearnPlus community.
- Act with honesty and integrity in their dealings with, and when representing, LearnPlus.
- Ensure that all information they disclose to LearnPlus is accurate, correct, current and complete.
- Act ethically in the preparation, conduct and submission of academic work, including tests, examinations and all other forms of assessment.



- Take care and responsibility to uphold the reputation of LearnPlus and not engage in activities which could or would unfairly bring LearnPlus into disrepute.
- Take reasonable care for their own health and safety, and that of others.

#### **4. Student Discipline**

LearnPlus procedures for making, investigating and resolving complaints of student misconduct are set out in the LearnPlus Rules and Regulations.