

# Enrolment Form 2016 - Returning Student



NEW ZEALAND  
SCHOOL OF  
ACUPUNCTURE  
AND TRADITIONAL  
CHINESE MEDICINE

## Wellington:

Level 10, Willbank House, 57 Willis Street  
Tel: +64 4 473 9005 or 0800 88 00 33  
Fax: +64 4 4739040

## Auckland:

382c, Manukau Road, Epsom  
Tel: +64 9 630 3546

Email: [admin@nzsao.com](mailto:admin@nzsao.com)     \_\_\_ Domestic Student     or     \_\_\_ International Student

Website: [acupuncture.ac.nz](http://acupuncture.ac.nz)

### Office Use Only (Please do not fill in)

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

Student ID: \_\_\_\_\_

- Please email a passport photo for your student ID card to: [admin@nzsao.com](mailto:admin@nzsao.com)
- Please read the instructions below carefully and send completed enrolment form to: PO Box 11076, Wellington 6142, New Zealand or email to [admin@nzsao.com](mailto:admin@nzsao.com)

### INFORMATION

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at New Zealand School of Acupuncture and Traditional Chinese Medicine (NZSATCM). We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical, registration and monitoring reasons.

Please complete the form properly by:

- Completing all sections of the form; if the answer to a section is non applicable, please write "N/A".
- Printing your answers clearly in pen, or encircling the choice/s that applies for multi-choice questions
- Signing the form
- Attaching additional documentation required for Ministry of Education funding purposes.

NZSATCM reserves the right to postpone or cancel courses due to factors such as insufficient enrolment numbers. NZSATCM operates a student fee protection indemnification policy to protect all students. In the unlikely event of the School closing down, students are able to retrieve all unused fees.

### Section A                      QUALIFICATION

Please tick the name below of the qualification(s) you will study in 2016:						
<b>1</b>	___ PC 3000 Master of Health Science (Chinese Medicine)					
	___ PC 9792 Bachelor of Health Science (Acupuncture)	Year:	1	2	3	4
	___ PC 2448 Diploma of Chinese Herbal Medicine	Year:	1	2	3	
	___ PC 3663 Diploma of Tuina	Year:	1	2		
<b>2</b>	Qualification start date (dd / mm / yyyy):					
	If you have studied at NZSATCM before, what is your student card ID number:					
<b>3</b>	Where will you be attending:	___ Auckland     ___ Wellington     ___ Online				
	How do you intend to study:	___ Full-time     ___ Part-time				

<b>4</b>	Please enter the name(s) of the courses you wish to enroll in for 2016:	
	First Semester Courses	Second Semester Courses
<b>Section B      PERSONAL DETAILS</b>		
<b>5</b>	(Print your full legal name)	Family name:
	Given name(s):	Preferred name:
<b>6</b>	Preferred Title:	___ Mr    ___ Ms    ___ Mrs    Other ( <i>specify</i> ): _____
<b>7</b>	If you have previously enrolled at this or any other tertiary institution under another name, what was that name?	
<b>8</b>	Date of birth (dd / mm / yyyy):	<b>9</b> <b>Gender:</b> Male    Female
<b>10</b>	Address and contact details:	Home address:
		Phone:
		Mobile:
	postal code:	Fax:
	Address while studying ( <i>if different from above</i> ):	Email:
	postal code:	
	<i>for international students only (type of accommodation: eg. rented flat, motel, hall of residence):</i>	
	Postal address ( <i>if different from permanent or term time addresses</i> ):	
<b>11</b>	Next of kin:  ( <i>emergency contact</i> )	Name:
		Address:
	Phone:	
	Relationship to you:	
<b>11</b>	If you know your NSN (national student number), please write it here: ( <i>if you answered YES to question 2, you <u>MUST</u> fill this section</i> )	

**Section E ADMINISTRATIVE FEE**

An administration fee of \$230 is due with this application/enrolment form. Your enrolment will not be processed until the administrative fee is received.

\_\_\_\_\_ I have attached a cheque for \$23 (payable to Public Trust-NZSATCM); or

\_\_\_\_\_ I have deposited the \$230 into the Public Trust-NZSATCM account.

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Account no.: 02-0536-0305865-01 (ID-No.) 6702309  
(Ensure you enter your name as a reference)

*Payment of the course fee is due in full by 10 February 2016. Course fees must be paid on time or a 10% penalty per month on the outstanding balance is incurred.*

**Section F CANCELLATION AND REFUNDS**

A student may cancel his/her enrolment in a programme or withdraw after the commencement of his/her studies, due to health and family reasons, or changes in personal circumstances.

For any student who has paid to attend a course of three months or more, the School ensures the student's fees are paid into a trust, to be available for refund if he/she withdraws within the first eight days.

If the student withdraws within the first eight days, the full amount is paid to the student less an amount equal to the lower of the following amounts: 10 per cent of any amount paid; or \$500.

Students who withdraw before the course commences will be entitled to a refund less any amounts allowed to be retained by the School as noted above.

Refund is paid directly to the student or his/her funding agency such as StudyLink. Fees are not transferable to other institutions or students.

After 8 days (for domestic students) and 10 working days (for international Students) of the course commencement, the School will not refund the tuition fee, nor the enrolment fee, homestay placement fee, airport pickup fee and travel/medical insurance. Specifically, no refunds will be made where:

- *The student is withdrawn from the course because of misbehaviour, poor attendance or a breach of general rules and regulations as detailed in the student handbook*
- *The student leaves before he/she completes the course at the School*
- *(for international students) The student returns home for any reason other than his/her serious illness as certified by a qualified medical practitioner.*

All applications for refund must be made in writing, and, in the case of voluntary withdrawal, by completing a withdrawal application form. Decisions on refund after 8 days of the course commencement are at the discretion of the Academic Committee. No refund will be made if the student provides the School with false or misleading information or documents.

<b>DECLARATION</b>	
<p><b>Privacy</b>  NZSATCM collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (record of learning registration and unit standard outcomes), Tertiary Education Commission (funding returns, monitoring), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards).  The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute, NZSATCM releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).  In signing this enrolment form, you authorise such disclosure on the understanding that NZSATCM will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Administration Executive.  The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires NZSATCM to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <a href="http://www.privacy.org.nz/privacy-act">http://www.privacy.org.nz/privacy-act</a> .</p> <p><b>Fees</b>  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.</p> <p><b>Rules</b>  In signing this enrolment form, you undertake to comply with the published rules and policies of the NZSATCM with regard to attendance, withdrawal, academic progress, standard of dress, health and safety, and behaviour.</p>	
<p><b>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, including the refund and fee protection policies, and I consent to the disclosure of personal information as described above.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Signature</i> <span style="margin-left: 200px;"><i>Date</i></span></p>	

<b>CHECKLIST</b>	
<p><input type="checkbox"/> Completed all sections of this form</p> <p><input type="checkbox"/> Attached administrative fee payment</p> <p><input type="checkbox"/> Attached passport photo</p> <p><input type="checkbox"/> Signed the declaration above</p> <p><input type="checkbox"/> Evidence of citizenship/permanent residency</p>	<p>List any other documents you have included with this enrolment form</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>