

"From 2023, Ara Institute of Canterbury Ltd and this programme will become part of Te Pūkenga – New Zealand Institute of Skills and Technology. Please note that these programmes of study are currently under review as part of the reform of vocational education training. The objective is to provide unified programmes for Te Pūkenga that is portable, consistent, and closely aligned with the needs of industry. As the review is ongoing, this information is correct at the time of publishing but the courses outlined may change over time."



## International Application Form

Please read: *Personal Information and the Privacy Principles in the Admission & Enrolment Guide.*

**To be completed in English**

### WHEN COMPLETED

Please complete this form and send it to:

**International Admissions  
Ara Institute of Canterbury Ltd  
PO Box 540  
Christchurch 8140  
New Zealand**

**Tel. +64-3-940 8000  
Email: [intladmissions@ara.ac.nz](mailto:intladmissions@ara.ac.nz)**

**To ensure timely processing of your application, please ensure the following documents are included:**

### APPLICATION CHECKLIST

#### Not required for English Language Training Schemes and short courses (12 weeks or less)

Please attach certified copies of your study certificates, academic transcripts, records, etc in English.

A certified English translation and certified original of entrance qualifications and academic records

A copy of a recent IELTS or PTE results sheet or other proof of English proficiency

Details of any relevant work experience eg curriculum vitae, resume, references

Completion of the compulsory personal statement below

**Please tell us why you want to study this course and what your plans are when you have finished your study at Ara.**

### NAME OF APPLICANT - This form must be completed in black or blue pen.

Legal family name

Legal given name(s)

**Please print your legal name in full. If you are not commonly called by your legal name please fill in a preferred given name below.**

Preferred given name

Title                      Miss                      Mrs                      Ms                      Mr                      Other

Gender                      Female                      Male                      Another gender                      Date of Birth

Have you previously been known by another name?

Previous family name(s)

Previous given name(s)

Have you previously been enrolled at Ara?                      Yes                      No

If yes, complete (if known)  
Ara Student ID

National Student Identity  
(NSI) or NZQA No. (if known)

### Citizenship (Nationality):

Passport number

Passport expiry date

Issuing country

Student visa expiry date  
if any

dd/mm/yyyy

dd/mm/yyyy

dd/mm/yyyy

Which ethnic group or groups do you belong to? (Tick one or more boxes, or specify)

Chinese      Korean      Japanese      Thai      Indian      Russian      Vietnamese  
Malaysian      English      Filipino      German      Arab      Other ethnicity

Home address (in your country)

Post Code

Telephone

Country

Area

Number

Mobile

Email

Address (while in NZ)

Post Code

Telephone

Mobile

Email

**Who should we contact in an emergency?**

Name

Relationship

Address

Post Code

Telephone

Mobile

Email

What is your first language?

How long have you studied English?

years

months

**This information regarding your educational background is required by the New Zealand Ministry of Education.**

Will this be the first year you have ever enrolled in an University, Polytechnic, College, Private Training Establishment either in NZ or overseas since leaving school? Do not include enrolments in community, STAR, or hobby classes.

Yes      No      If you answered NO, please enter the year of your first enrolment

What was your MAIN activity or occupation as at 1 October last year? (Tick one box only)

**Overseas**      University student      Secondary school student  
Polytechnic student      Wananga student      College of Education student  
Private training establishment student      Wage or salary earner      Self employed  
House person or retired

What is the highest level of achievement you hold from secondary school? (Tick one box only)

**Overseas qualification**  
No formal or secondary qualification      University Entrance  
NCEA 1 or School Certificate      NCEA 3 or Bursary Scholarship  
NCEA 2 or Sixth Form Certificate      Other (Please specify if none of the above)

What is the last secondary school you attended? (Write "overseas" if applicable)

In what year did you leave?

**STUDY PLAN**

**English Language** (please complete English course details below)

**Other programme** (please complete other programme details)

**ENGLISH COURSE DETAILS**

What date do you plan to start study?

Please refer to School of English Calendar for start dates.

Location of study

Christchurch

Timaru

How many weeks do you plan to study?

Intensive General English/English  
IELTS Exam Preparation

New Zealand Certificate in English Language  
Teacher Training (CELTA)

English Plus Volunteer Work

## OTHER PROGRAMME DETAILS

### Which programme(s) would you like to apply for?

Programme 1

Start date

Location of study          Christchurch          Timaru

Programme 2

Start date

Location of study          Christchurch          Timaru

Programme 3

Start date

Location of study          Christchurch          Timaru

Please refer to [ara.ac.nz/international](http://ara.ac.nz/international) for further details.

## ACCOMMODATION

**Do you require us to make homestay (minimum stay 4 weeks) arrangements for you?**          Yes          No

How many weeks?

(Homestay provides an excellent opportunity for you to practise your English.)

If you would like us to arrange homestay for you, a homestay form will be sent to your email address supplied for you to complete. Please complete all the sections and send back to us at [intladmissions@ara.ac.nz](mailto:intladmissions@ara.ac.nz)

If NO, please refer to [ara.ac.nz/accommodation](http://ara.ac.nz/accommodation) for more information.

## COMPULSORY HEALTH & TRAVEL INSURANCE

The Ministry of Education has published the Code of Practice for the Pastoral Care of International Students and requires all international students to have comprehensive health and travel insurance. We can arrange insurance for the period of your enrolment. If you have not supplied proof of insurance by the start date of your course, Ara will take out an insurance policy on your behalf, from our preferred provider. You will be required to meet the costs of this policy. You will be charged based on the period of your enrolment.

When do you expect to leave your home country? *(please specify)*

Ara will arrange insurance for a length required to cover your study.

Do you have any pre-existing medical/dental conditions?          Yes          No

(A pre-existing medical condition is any condition that in the last 12 months meant you have sought the advice of a doctor, had or needed medical treatment/had signs or symptoms, whether diagnosed or not).

## CODE OF PRACTICE

Ara 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 this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

## YOUR LEARNING AND DISABILITY SUPPORT – Tertiary study can be academically demanding

Would you like information about the learning resources and services available to you?          Yes          No

Do you live with the effects of a disability, illness or injury?          Yes          No

### If YES, please indicate which of the following apply to you:

Autistic spectrum disorder	Blind	Vision impairment
Deaf	Hearing impairment	Mental health conditions (anxiety, personality disorder, etc)
Physical impairment	Specific learning difficulty (dyslexia, dysgraphia, etc)	Temporary impairment
Medical (please state)		
Other (please state)		

In an emergency would you require help to leave the building?          Yes          No

## WITHDRAWALS & REFUNDS POLICY

### 1 Definition

Ara's Refund Policy is based on a student's **"Path of Study"**. The definition of Path of Study (for International Students) is:  
**The length of the programme as detailed in the "Statement of Fees" and accepted by payment and enrolment.**

### 2 The formula for calculating a refund is as follows:

Consideration for Refund	Refund amount (Tuition fees)	Homestay placement fee	Documents to be submitted by student
Student withdrawing <b>prior to</b> the programme or course <b>start date</b> .	Full refund less NZ\$500 administration fee.	No refund.	Completed Withdrawal (Enrolment Amendment Form) and written request to withdraw (email or letter to intl.admissions@ara.ac.nz).
Student withdrawing <b>within the first 7 calendar days</b> of study.	80% of tuition fees paid (20% tuition fees will be deducted) and NZ\$500 administration fee.	No refund.	
Student withdrawing <b>after 7 calendar days</b> of study.	No refund.	No refund.	
A student visa is not granted or approved by Immigration New Zealand prior to arrival in New Zealand.	Full refund less \$500 administration fee.	No refund.	Official notification from Immigration NZ indicating the student visa application has been declined.
Student visa renewal declined by Immigration New Zealand on the basis of poor attendance, unsatisfactory academic performance and/or late visa application (Sec 61).	80% of tuition fees paid (20% tuition fees will be deducted) OR Refund will be pro-rated based on last attendance date.	No refund.	Official notification from Immigration NZ indicating the student visa application has been declined.
Cancellation of Enrolment by Ara.	No refund.	No refund.	A termination of enrolment letter.
Compassionate consideration (only considered when withdrawal circumstances are beyond student's control and meet the requirements of the Consideration of Fees & Charges Refund including Compassionate Consideration Policy).	Pro-rata basis if approved.	Refund decision will be determined on an individual basis.	Documentation supporting your application for a refund and Compassionate Consideration application form.

## NEW ZEALAND PRIVACY ACT

Personal information is protected by the New Zealand Privacy Act 2020.

The information collected and held by Ara will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

Information about your enrolment, attendance, progress and welfare may be obtained from and disclosed to your parents, guardians, agents, other providers of international education, the Police, Department of Courts, Immigration New Zealand, NZQA or NZ Trade & Enterprise or insurance agent.

## ACKNOWLEDGEMENT AND DECLARATION

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see:

[ara.ac.nz/about-us/policies](http://ara.ac.nz/about-us/policies)

[ara.ac.nz/student-services/how-to-apply/terms-and-conditions-of-enrolment](http://ara.ac.nz/student-services/how-to-apply/terms-and-conditions-of-enrolment)

- By submitting this application, if I accept a place for this programme I agree to read, understand, and comply with the Ara Terms and Conditions of Enrolment; Ara Policies and Procedures; and the published programme rules of Ara Institute of Canterbury Ltd - including but not limited to Personal Information and Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities.  
I agree
- I understand and agree that Ara Institute of Canterbury Ltd will collect, store, use and disclose personal information for the purpose of conducting its normal and proper business. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 2020, Education and Training Act 2020 and any other relevant legislation.
- I understand that Ara collects information from a variety of tools designed solely for the purposes of supporting my learning. I am able to have access to this information if I wish and I also understand that this information may be shared with any other Tertiary Education Organisations with whom I enrol.
- I consent to the disclosure of personal information as described above.  
I agree
- I declare that to the best of my knowledge all of the information supplied for this application is true and complete. I acknowledge that the submission of fraudulent, forged or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I am the person named on this form.  
I agree

Signed

Date

Signature of  
parent/guardian  
if the applicant is under  
18 years of age at the date they are due to commence study, the parent/guardian must complete the additional information.

Date

Name of  
parent/guardian

Phone

Relationship to  
applicant

**Please check that you have:** • Answered all questions • Signed the Declaration • Provided original or verified ID documents

## AGENT DETAILS

Agent ID:

Agent name:

Agent signature:

Agent email:

Agent telephone:

If you are completing this International Application Form as an international agent on behalf of a student, it is your responsibility to make the student aware and agree to the student declaration, refund policy, and all the terms and conditions contained within this form. Your submission of this form is confirmation that this is understood and agreed by you. The student will be required to sign and agree to these declarations, terms and conditions as part of their enrolment process, on arrival in New Zealand and prior to commencement of study.