



University of Otago and Queenstown Resort College Foundation Year

Course Information and Application Form 2017



General information and instructions for submitting an application

Carefully read the information and follow the instructions on all pages. Where possible, please download the application form from our website (www.queenstownresortcollege.com) and submit your application via email.

A valid email address is required on your application form, as you will be contacted via email only.

- Parents of international students under the age of 18 must read the parent consent conditions: (www.queenstownresortcollege.com), complete and sign the parent consent agreement in on the application form.
- International students under the age of 18 are required to live in Homestay unless their parents sign an indemnity and a caregiver agreement (available upon request).
- International applicants should include a copy of their passport (photo page) and residence visa (if permanent or Australian resident).
- If applying for Foundation Year, certified copies of relevant secondary school or tertiary study transcripts must be included.
- Domestic applicants should also include a reference letter.
- Please ensure that all relevant sections of the application form are **completed, signed and all relevant documents have been attached** before submitting an application. Incomplete applications cannot be processed.
- If the Student Declaration is signed by an agent on behalf of the student, the agent must print the agent's full name and company name beside the signature.
- Scan the form, passport and residence visa and relevant documents (preferably as one PDF file).

We prefer to receive applications via email. Please email the completed application to admissions@qrc.ac.nz. If all the documents are in order, you will be contacted via email one working day after your application has been received.

2017 Course Dates

Bridging Programme Intake:
9th February 2017 – 24th March 2017

Foundation Year Intake:
3rd April 2017 – 10th November 2017

Public Holidays

		Days Observed 2017
New Year's Day	1 January	Monday 2 January
Day after New Year's Day	2 January	Tuesday 3 January
Waitangi Day	6 February	Monday 6 February
Good Friday	varies	Friday 14 April
Easter Monday	varies	Monday 17 April
ANZAC Day	25 April	Tuesday 25 April
Queen's Birthday	1st Monday in June	Monday 5 June
Labour Day	4th Monday in October	Monday 23 October
Christmas Day	25 December	Monday 25 December
Boxing Day	26 December	Tuesday 26 December
Otago Anniversary	23 March	Monday 20 March

2017 Fees Sheet

Bridging Course	
Tuition (International)	\$2,699
Compulsory Health and Travel Insurance (International)	\$186
Student Services (Non Refundable)	\$135
Late Fee	\$30

Foundation Year	
Tuition – Arts and Commerce (International)	\$22,670
Compulsory Health and Travel Insurance (International)	\$585
Student Services (Non Refundable)	\$750
Late Fee	\$30

All information including dates and fees are subject to change. All fees are inclusive of the New Zealand GST rate of 15%. Please refer to our website www.queenstownresortcollege.com for further information.

For more information or to enrol call us on
+64 3 409 0500 or visit our website
www.queenstownresortcollege.com

7 Coronation Drive, PO Box 1566, Queenstown 9348, New Zealand
Tel: +64 3 409 0500 Fax: +64 3 409 0505
Email: admissions@qrc.ac.nz

Contract Of Enrolment

Enrolment in any course is subject to sufficient numbers and availability of places. Once payment is made on an offer of place that UOFS has issued to a student, then, this Contract of Enrolment becomes a binding contract between the UOFS and the student. UOFS reserves the right to amend course arrangements, fees, policies and procedures without prior notice. Please refer to our website (www.otago.ac.nz/uolcfy) for the most current information.

International students are required to have current Medical and Travel Insurance that meets the Ministry of Education guidelines and UOFS policy, while studying in New Zealand. International students must have the correct visa and permit to study at UOFS. For all visa and permit enquiries, please contact Immigration New Zealand at www.immigration.govt.nz. This contract shall be governed by and construed in accordance with the laws of New Zealand.

Student Charter

Students must adhere to the Student Charter as specified on the UOFS website (www.otago.ac.nz/uolcfy/about/policies/index.html#charter).

Students are expected to attend all classes and comply with the conditions of their permit to study in New Zealand. UOFS reserves the right to suspend or terminate the enrolment of any student who does not comply with UOFS rules and regulations, and notify Immigration New Zealand.

Accommodation Policy Summary

International students under the age of 18 are required to live with Homestay families unless the parent or legal guardian indemnifies UOFS and assigns a caregiver who meets the requirements of UOFS and the Code of Practice for the Pastoral Care of International Students.

Fees and Payment Policy

All course related fees must be paid, or a financial guarantee must be provided, prior to course commencement. Financial Guarantees must specify the student's course and course dates. Places are not guaranteed and students will not be enrolled until all course related fees have been fully paid, or a Financial Guarantee has been provided.

All fees related issues are subject to the procedures outlined in the fees policy (www.otago.ac.nz/uolcfy/about/policies/index.html#fees).

Course Cancellation/Withdrawal Policy

All notices of cancellation/withdrawal must be made in writing where a student has confirmed his/her place by payment of fees, but does not register, he/she will be eligible for a refund of fees, less cancellation fees as below. If written notice of withdrawal is received after the student's course commencement but within the induction period, a cancellation fee will apply and the remaining fees will be refunded:

	Induction Period	Cancellation Fee
Bridging Programme	7 days	2 weeks of tuition fees
Foundation Year	14 days	10% of Term 1 fees

If written notice of withdrawal is received after the student's course commencement and induction period, Foundation Year students will forfeit all fees paid and will not be eligible for any refund.

If a withdrawal is submitted because a student has met the requirements and enrolls in a future course within the University of Otago or UOFS before the completion date of the course that s/he is currently enrolled in, then the tuition fees paid for the current course will be credited from the enrolment date of the future course onwards and used as payment towards the future course. These fees will not be refunded.

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a refund. Exceptional circumstances are circumstances that are out of the control of the student. In these circumstances the CEO has the discretion to make a variation to the policy regarding any credit, transfer or refund of fees. There is no obligation to grant a refund in exceptional circumstances. Exceptional circumstances include:

Serious illness or disability of the student, death of the student or close family member (parent, sibling, spouse or child)

Political, civil or natural event that prevents the arrival of the student.

In the event of a withdrawal from a course(s), UOFS must be reimbursed for any fees which have been paid on behalf of or incurred by the student. Where UOFS refunds tuition fees, the student's representative/agent fees will be deducted from the refund. The cost of any additional services that were completed prior to withdrawal will also be retained.

UOFS will not refund fees of any student whose offer of place is cancelled or withdrawn due to the supplying of incorrect and/or fraudulent documentation, non-attendance or expulsion by UOFS.

Refunds

A refund fee applies to all refunds to New Zealand bank accounts and an overseas refund fee applies to all refunds to overseas bank accounts.

Students may apply for a refund of any overpayment of fees or living expenses.

International students who obtain permanent resident status after commencing a course will not be eligible for a refund of international tuition fees.

If UOFS withdraws an offer of place or cancels a course, all tuition fees are fully refundable.

Students who take holidays during a course are not eligible for refunds for the time they are away.

UOFS will not provide compensation for any public holidays or necessary closures.

Liability

To the fullest extent permitted by the Consumers Guarantees Act 1993 or otherwise at law or in equity, UOFS shall under no circumstances be liable to the student or the applicant(s) or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by UOFS of its obligations under the Contract of Enrolment, negligence on the part of UOFS or any act or thing done or not done by UOFS and for the purposes of this Contract of Enrolment consequential loss shall include (without limitation), loss of income, profit and loss or damage to persons or property.

The Code of Practice for International Students

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students.

The Code applies to all educational providers in New Zealand with students enrolled on international study visas. The Code is mandatory to these providers and must be signed by them. UOFS 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. The Code is available online from the Ministry of Education website www.minedu.govt.nz.

Visas and Permits

When you enrol from overseas, your agent or local NZ Trade Officer will advise you of the visa application process. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying and reporting requirements are available through the New Zealand's Immigration Service. www.immigration.govt.nz

Eligibility for Health Services

Most international students studying abroad are not entitled to 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. www.health.govt.nz

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at www.immigration.govt.nz.

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Details can be viewed on www.acc.co.nz.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying abroad in New Zealand. UOFS will organise these insurances for you.

Banking Information

On your arrival, you will be asked if you would like to open a bank account. You will be helped with this within the first three days, when QRC staff will take you to the ANZ Banking Group. Full services for students are provided.

Counselling and Support for International Students on Campus

If you have a personal concern or problem, please speak to a tutor and/or student support person. There are many ways we can assist you and you will be referred to someone with the skills and sensitivity to address an issue with you. We have confidence in these people and invite them to be with you when needed.

Obligation

UOFS undertakes to provide tuition as set down from time to time in the prospectus. UOFS may decline to offer a course or subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the Board of Directors.

Privacy Act

The information collected by UOFS during the enrolment process and during the period in which the student is enrolled at UOFS is intended for use in connection with the education and well-being of the student and may be used by any of the staff of UOFS or consultant to UOFS in connection with that purpose. The student has a right to access and correct the personal information collected by UOFS.

Complaints

Students may undertake a complaints procedure, with the help of a Student Relations team member.

UOFS is a signatory of the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.

Students are entitled to appeal any decision through the:

UOFS Appeals Committee

University of Otago Deputy Vice Chancellor (Academic and International)

International Education Appeals Authority (IEAA)

QRC CEO.

International Education Appeals Authority Tribunal Unit Private Bag 32-001,

Featherston Street, Wellington 6011

Phone: 04 462 6660

Fax: 04 462 6686

Email: ieaa@justice.govt.nz



UOQRC Foundation Year

Application Form 2017

You can apply for the UOQRC Foundation Year by completing and returning this Application Form. Please complete all requested information. If you need another form, you can download it from our website at www.queenstownresortcollege.com. If you need assistance, please contact Admissions by phone, email or post.

Admissions will be pleased to help you through the application process.

Personal Details (As per passport)

Family Name (Surname):		First Name:	
Middle Name/s:		Preferred Name:	
Date of Birth:	Day Month Year	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Postal Address:			
Post Code:		Country:	
Telephone:		Mobile:	
Email:			
Emergency Contact Name:		Relationship to you:	
Phone:		Email:	
Are you:	<input type="checkbox"/> NZ/Australian Citizen	<input type="checkbox"/> NZ Maori – Iwi:	
	<input type="checkbox"/> NZ/Australian Permanent Resident	<input type="checkbox"/> International Student – Nationality:	
NSI Number (if known): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Passport Number:		Expiry Date:	

Medical Information

Do you have any allergies, medical conditions, learning or physical disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state:	
Does your impairment, disability or medical condition affect your study in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Agent Details (if applicable)

Company Name:	Agent Name:
Address:	
City:	Country:
Agent Phone Number: (include country and area code)	Agent Email:

Compulsory Health and Travel Insurance

International students must participate in the medical and travel insurance scheme arranged by QRC or an equivalent

I agree to participate in the medical and travel insurance scheme arranged by QRC – further information can be requested

English Language Ability

Is English your first language?	<input type="checkbox"/> Yes, it is my first language (go to next section)	<input type="checkbox"/> No, English is NOT my first language	
Have you completed an English language test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please tick:	<input type="checkbox"/> IELTS	<input type="checkbox"/> Other:	Score: Date of test:
Please attach evidence of assessment / test score			

Education Record and Achievements

Highest Educational Qualification:

School/Institution:

Year Achieved:

Please list any other achievements in support of your application:

Please attach relevant transcripts and documents to your application.**Bridging Programme and Foundation Year** (You may be required to complete the Bridging Programme prior to the Foundation Year)

I will enrol in the Bridging Programme if it is a requirement for me:

 Yes No

I will enrol in the Bridging Programme for extra preparation anyway:

 Yes No

Intended Year:

Intake One

 Bridging Programme and Foundation Year Foundation Year only

Intended Study Stream

 Arts Commerce

Intended University:

Intended Degree: (e.g. BCom)

Intended Major: (e.g. Finance)

Accommodation

It is highly recommended that QRC Diploma students live in QRC accommodation:

 I will live in QRC accommodation (Halls of Residence) I will live in a homestay (It is compulsory for students under 18 years of age to live in a homestay or with a designated caregiver) I will arrange my own accommodation**Homestay Accommodation** (if applicable – compulsory for international students under 18 years old)

Minimum first booking duration: 4 weeks (28 nights)

Intended Duration (booked homestay fees must be paid in full prior to placement)

Number of Nights:

Intended First Night in Homestay:

Day

Month

Year

Queenstown Arrival Details (if known)

Flight Number:

Date:

Time:

Location: (airport, bus station)

Homestay Preferences

Food Requirements:

 Halal Vegetarian Other

Religious Beliefs and Practices: (if applicable, please specify)

Do you smoke?

 Yes No

Would you live with smokers:

 Yes No No Preference

Hosts Preferences:

Younger adults with no children:

 Yes No No Preference

Older adults with no children:

 Yes No No Preference

Family with young children:

 Yes No No Preference

Family with older children:

 Yes No No Preference**Medical Conditions:** Do you have any medical conditions your homestay host should know about? (eg. pets, food allergies)

If yes please state:

Further Information

How did you first hear about UOQRC?

 Agent Careers Advisor Web School Visit by QRC Referral Career Expo

Checklist

Applicants must attach the following documents to this application:

- Complete Application Form
- High School Academic Transcripts showing you have met the required entry criteria; NCEA, IB or Cambridge results for NZ students
- Copy of Passport or Residence Visa (if applicable)
- Evidence of English language ability (if English is NOT your first language)
- Cover Letter (Domestic Applicants only)
- Reference Letter (Domestic Applicants only)

Parent/Legal Guardian Consent (for International Students Under 18 years old)

If your child requires urgent medical attention and needs to be admitted to hospital, does the staff/host family have authority to act on your behalf?

Yes No

(Please read the parental consent conditions for international students under the age of 18 on our website www.queenstownresortcollege.com).

I have read, understood and fully accept the parent consent conditions.

Parent/Legal Guardian's Signature:

Date:

Student's Declaration

I declare that all the information provided in this application is correct and complete.

I understand, accept and agree to abide by the Contract of Enrolment, policies, procedures and regulations of the University of Otago Foundation Studies Ltd.

I agree that all disputes be dealt with in accordance with New Zealand law.

I understand that the University of Otago and University of Otago Foundation Studies Ltd, reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information that I have provided.

I will inform Queenstown Resort College and the University of Otago Foundation Studies Ltd if the details of the information provided in this application changes.

I agree to the use (including disclosure) of student information by the Staff of the Queenstown Resort College and the University of Otago Foundation Studies Ltd.

- any purpose related to the education or well-being of the student concerned, both before, during and after the student's admission.
- purposes external to the University when the information is in statistical form or when the University reasonably believes it is not the student's disadvantage for such external use to occur, and also where disclosure is required or permitted in accordance with the provisions of the Privacy Act 1993.
- I authorise Queenstown Resort College and the University of Otago Foundation Studies Ltd to release to the student, parents, legal guardian and/or scholarship provider of the student any information about the student which it creates or receives in the course of the student's enrolment with Queenstown Resort College and University of Otago Foundation Studies Ltd, including course results and personal information relating to the student's well-being.

I have read and understood the terms and conditions of this document.

Student's Signature:

Date:



Please return this application form to:
Admissions, Queenstown Resort College,
PO Box 1566, Queenstown 9348, New Zealand
or email: admissions@qrc.ac.nz