



Welcome to Cornell Institute of Business & Technology. Please read the instructions below carefully before you complete this application form.

INSTRUCTIONS

The purpose of this application form is to get from you the information we need to offer you a place and to enrol you into a course at Cornell. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical registration reasons.

Please carefully complete :

- a. All sections of the form;
- b. In English and in ink(Not pencil).
Using CAPITAL LETTERS and tick the appropriate box;
- c. By signing the form with your signature;
- d. And supply additional documentation that may be required.

STUDENT DETAILS

Family Name _____
 Given Name(s) _____
 Nationality _____
 Passport No. _____
 Visa Expiry Date _____ Visa Type _____
 Date of Birth (DD / MM / YY) Sex (Male Female) _____

Home Address : _____
 Telephone : _____ Fax: _____
 E-mail : _____

Mailing address for documents : (if different from home address)

Address in New Zealand (if known) : _____
 Telephone : _____ Fax : _____
 E-mail : _____

If you are registered with NZQA and have an NSN please write it here:
 - -

HIGHEST PREVIOUS EDUCATION

High School College University
 Previous Institution Attended : _____
 Name of Highest Qualification : _____
 English Test : IELTS TOEFL OTHER Score : _____
 Have you studied at Cornell before? Yes No
 If you answered Yes, what was your Student ID number? _____

ACCOMMODATION AND AIRPORT PICKUP (optional for 18yrs+)

If you under 18 Yes
 then, you must choose one of the following 3 options of accommodation.
 Other students (18yrs+) who also want accommodation should indicate below including Student Hostel.
 Homestay Designated caregiver Living with parents
 If you choose Homestay
 How many weeks? _____
 Room : non-smoking _____
 Food or animal allergy _____
 Do you want to be picked up at the Airport? Yes No
Arrival date and time : _____
 Airline Name : _____ Flight No. : _____

COURSE DETAILS (Tick all that apply)

English

- English for International Communication (4 to 48 weeks)
- English for Business (4 to 24 weeks)
- English for IELTS/ TOEFL (4 to 24 weeks)
- OET (The Occupational English Test) (16 to 32 weeks)
- TESOL (8 weeks)

Business

- National Diploma in Business (Level 5)
- National Diploma in Business (Level 6)
- Cornell Diploma in Business Studies (Level 7)
- New Zealand Diploma in Business (Level 6)
- NZIM Diploma in Management (Level 5)

Computing

- National Diploma in Computing (Level 6)
- Diploma in Information Technology (Networking Technology and Administration) (Level 5)
- Diploma in Information Technology (Networking Technology and Management) (Level 7)

Cookery

- National Certificate in Professional Cookery (Level 4)
- Diploma in Professional Cookery (Level 5)
- Diploma in International Culinary Arts (Level 5)

Hospitality

- National Diploma in Hospitality Management (Level 5)

Early Childhood Education and Care

- Certificate in Early Childhood Education and Care (Level 5)

LENGTH AND INTAKE DATES (English courses only)

How long do you wish to study English at Cornell _____ weeks
 Start Date _____ Day _____ Month _____ Year
 Course Full Time Part Time

STARTING INTAKE / SEMESTERS FOR 2012

INTAKE Dates for 2012: (Please refer exact intake dates to page 3)

- Intake 1 Intake 2 Intake 3
- Intake 4 Intake 5

INTAKE Dates for 2013:

- Intake 1 Intake 2 Intake 3
- Intake 4 Intake 5

FURTHER STUDY IN NEW ZEALAND

Will you take further study in New Zealand ? Yes No
 If Yes, have you already arranged a place? Yes No
 Do you want Cornell to arrange a place for you? Yes No
 If, Yes, at what level will you study? _____

PAYMENT DETAILS (All fees are quoted in NZ\$ and include GST)

Student fee payment schedule will be issued upon the receipt of application form, all supporting documents and a copy of the student's passport.

GUARDIANSHIP

It is a condition of enrolment that all students under 18 years of age must have an adult caregiver in New Zealand. Do you need Cornell to arrange a caregiver?

Yes No

If No, who is your caregiver?

Caregiver's full name: _____

New Zealand address: _____

Ph (H) _____ (Mob) _____

E-mail: _____

Relationship: _____

CITIZENSHIP/ RESIDENCY

What is your citizenship? _____

Do you have Permanent Residency in New Zealand?

Yes No

If Yes, you must attach a certified copy of your Residency Permit.

Declaration of IRD number for full student loan interest write-off

If you are a Domestic student and have a Student Loan, or will be getting one, you may be entitled to have the interest written off for the period you are studying.

IRD Number

PAYMENT OF FEES

Fees are due for payment, before the start of your programme of study. (Please note that payments may be made by cash, bank cheque, bank draft or telegraphic transfer).

Please attach payment or indicate payment method:

- Cash (Paid at Cornell office)
- Telegraphic Transfer
- Bank cheque
- Bank draft

BANK CHEQUE or BANK DRAFT payable to:

Cornell Institute of Business and Technology Ltd.
(Cornell P.O. Box 911144 A.M.S.C., Auckland, New Zealand)

TELEGRAPHIC TRANSFER (In NZ\$ only)

- Account Name : Public Trust
Cornell Institute of Business - HQ
- Account No. : 02 0536 0305865 01
- Reference No. : 7693486
- Particular : Your quotation number starting with "Q"
- Bank : Bank of New Zealand
North End Branch. Wellington, New Zealand
- Swift code : BKNZ22

How did you find out about Cornell?

Declaration by Applicant (Over 18 years of age) or Parent / Legal Guardian of Applicant (Under 18 years of age) :

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I have read and accept the terms and conditions of enrolment and refund policy and I consent to the disclosure of personal information as described above. I agree to pay all fees as they become due and to meet any late fees. In signing this Application Form I agree to comply with the rules and policies with regard to attendance, academic progress, standard of dress, health and safety and behaviour as outlined in the Cornell Student Handbook.

Student Name _____ Signature _____ Date _____ . _____ . _____

Parent or guardian Name _____ Signature _____ Date _____ . _____ . _____

(If applicants is under 18 years old. Parent or guardian signature is required.)

Office use only :

Application Approval : Start Date _____

Date received _____ . _____ . _____

Course duration _____

Student number _____

LIST OF FEES

(All fees are quoted in NZ\$ and include GST)

Enrolment fee	\$ 200	Airport Pickup fee	\$ 90	Homestay placement fee	\$ 195
Guardianship Placement fee	\$ 200	Homestay fee (over 18)	\$ 230	Guardianship fee	\$ 3,640 pa

COURSE FEE INFORMATION

All tuition fees have an additional Ministry of Education Levy of 0.45%

	Courses	Duration	Tuition Fee	Material Fee
English	General English - English for International Communication	4 to 48 weeks	\$ 370 pw (Full time) \$ 270 pw (Part time)	
	English for IELTS and TOEFL	4 to 24 weeks	\$ 370 pw (Full time)	
	English for Tertiary Entrance (EAP)	16 weeks	\$ 370 pw (Full time)	\$ 300
	TESOL course	8 weeks	\$ 3,100 (Full time)	\$ 280
* CIBT Textbook Policy: Applies to General English / IELTS and TOEFL Courses. Textbooks are provided for the student's use in class for a \$80 textbook deposit. This deposit will be refunded upon the return of the textbook at the end of the course in an acceptable / satisfactory condition.				
Business	National Diploma in Business (Level 5)	1 year	\$ 14,500	\$ 1,200
	National Diploma in Business (Level 6)	1 year	\$ 14,500	\$ 1,200
	Cornell Diploma in Business Studies (Level 7)	1 year	\$ 14,500	\$ 1,200
	New Zealand Diploma in Business (Level 6)	2 years	\$ 28,000	\$ 1,200
	NZIM Diploma in Management (Level 5)	1 year	\$ 14,000	\$ 1,200
Computing	National Diploma in Computing (Level 6)	1 year	\$ 14,500	\$ 1,200
	Diploma in Information Technology (Networking Technology and Administration) (Level 5)	1 year	\$ 14,500	\$ 1,200
	Diploma in Information Technology (Networking Technology and Management) (Level 7)	1 year	\$ 15,000	\$ 1,200
Cookery	Diploma in Professional Cookery (Level 5)	1 year	\$ 17,000	\$ 2,000
	National Certificate in Professional Cookery (Level 4)	2 years	Yr 1 \$ 17,000	\$ 2,000
	Diploma in International Culinary Arts (Level 5)		Yr 2 \$ 12,500	\$ 1,000
Hospitality	National Diploma in Hospitality Management (Level 5)	2 years	Yr 1 \$ 16,000	\$ 1,000
			Yr 2 \$ 12,000	\$ 1,000
Early Childhood Education	Certificate in Early Childhood Education and Care (Level 5)	1 year	\$ 16,500	\$ 1,200

INTAKE DATES 2012

English	All English Course dates	Start every Monday
Business & Computing	Computing Level 5, 6 & 7 Courses dates Business and Computing Course dates	Intake 1 (13 February 2012) Intake 3 (9 July 2012) Intake 5 (21 Nov 2012)
	New Zealand Diploma in Business NZIM Diploma in Management	Intake 2 (28 March 2012) Intake 4 (17 September 2012)
Cookery	Professional Cookery Level 4, 5 International Culinary Arts Level 5	Intake 1 (30 January 2012) Intake 3 (9 July 2012) Intake 5 (12 Nov 2012)
	Hospitality	Diploma in Hospitality Management Level 5
Early Childhood Education	Certificate in Early Childhood Education and Care Level 5 Course dates	Intake 1 (13 February 2012) Intake 3 (9 July 2012) Intake 5 (21 Nov 2012)

FEE PROTECTION & HEALTH INSURANCE

Period of Cover	Total Premium	Period of Cover	Total Premium
1 month	\$ 65	7 months	\$280
2 months	\$103	8 months	\$315
3 months	\$142	9 months	\$342
4 months	\$175	10 months	\$380
5 months	\$207	11 months	\$402
6 months	\$242	12 months	\$450

New Years Day	Sunday	1 January
Day after New Years Day	Monday	2 January
Waitangi Day	Monday	6 February
Anniversary Day Auckland / Northland	Monday	30 January
Good Friday	Friday	6 April
Easter Monday	Monday	9 April
Anzac Day	Wednesday	25 April
Queen's Birthday	Monday	4 June
Labour Day	Monday	22 October
Christmas Day	Tuesday	25 December
Boxing Day	Wednesday	26 December

Note: Interglobal Insurance is compulsory for all Cornell students
Family insurance up to 4 members is double the premium

DOCUMENTATION

1. You must provide Certified Copies of the following <input type="checkbox"/> Birth Certificate or Passport <input type="checkbox"/> Academic Certificates and Transcript <input type="checkbox"/> English Test Results e.g. IELTS, TOEFL. "Certified Copy" means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Notary Public, or approved Representative of Cornell Institute of Business & Technology.
2. Please list here any other documents that you have attached to this enrolment form.

TERMS AND CONDITIONS OF ENROLMENT

Attendance - Regular attendance in classes is expected. Students must comply with the conditions of their permit to stay in New Zealand. Absences without a valid reason will be notified to the New Zealand Immigration Service and will result in cancellation of enrolment.

Fees - The Cornell Institute of Business & Technology (Cornell) reserves the right to change fees without notice.

Expulsion - Cornell reserves the right to expel students for serious breaches of discipline. When expulsion occurs, the fees are non-refundable.

Accommodation - Cornell arranges homestay but we must have a minimum of 4 weeks notice. The minimum period of homestay is 4 weeks. Homestay fees must be paid to Cornell. Cornell can assist students in finding alternative accommodation. However, a homestay placement fee will apply for this service and must be paid in advance.

Refund Policy

Any applications for withdrawal with refund must be in made in writing on the appropriate withdrawal form, and must state reasons in full. Written confirmation from the payee student's parents or legal guardian is required, if the student is under 18.

The official receipt and Offer of Place document must be returned to the Institute before any refund will be made.

International students whose visa is declined must return all official Cornell documents with the original letter declining the visa application.

Refunds of tuition fees, enrolment fees and material fees will be made in accordance with the following table. Refund of other fees will be made in accordance with the relevant policies.

Period of enrolment	Withdrawal period	Amount of refund
1-34 days	Before the course starts, Within the first two days of the course*	50% of total fees paid
	After two days	No refund
35 days - 3 months	Before the course starts, Within the first five days of the course*	75% of total fees paid
	After five days	No refund
More than 3 months	Before the course starts	Full refund of material fees and less 15% of total tuition and enrolment fees.
	Within the first ten days of the course	Full refund of tuition, enrolment and material fees, less 25%
	After ten days	No refund

* The first day of your course is shown on your offer letter.

Refunds when the Institute declines to take a student

If we decline to take a student into a course (whether because we have cancelled the course or otherwise), any tuition and material fee the student has already paid for that course (and the enrolment fee, if paid solely for that course) will be refunded in full. Refund of other fees will be made in accordance with the relevant policies.

No Refunds in other circumstances

The Institute is not required to refund tuition, material or enrolment fees in any other situation. In particular, there will be no refund to a student who, after the second/fifth/tenth day of the course (determined by the duration of the course – see above)

- has their enrolment cancelled because the documentation supporting their application is incorrect and/or fraudulent;
- is excluded from study by the Institute for any reason (including inappropriate behaviour, poor attendance or inadequate academic progress);
- has their visa/permit to study at the Institute cancelled;
- has their application to renew a visa/permit to allow them to continue in the same course rejected; or
- seeks a refund of fees that have been paid after the start of the course. Refund of other fees will be made in accordance with the relevant policies.

If a student wishes to withdraw from homestay arranged by the Institute, they must provide at least 2 weeks notice in advance (either before they

arrive in New Zealand, or before the date on which they wish to leave the homestay accommodation). Failure to provide this notice will result in 2 weeks accommodation fees being forfeited. The homestay placement fee will not be refunded under any circumstances.

If a student has paid an airport collection fee, and gives notice of cancellation at least 1 week before their arrival date, then the fee will be refunded in full. In all other cases, the entire fee will be retained.

If a student wishes to withdraw from student care services arranged by the Institute, they will receive a refund of fees paid (on a pro rata basis, calculated weekly). The student care placement fee will not be refunded under any circumstances. Students under 18 years of age may only withdraw from a student care arrangement if they provide evidence of satisfactory alternative arrangements.

Payment of refunds

Refunds will be made by bank draft / telegraphic transfer in New Zealand dollars (or foreign currency equivalent at the time of the refund is made, if requested by the student). Refunds will be paid to:

- the student's agent, if the fee were paid by the agent;
- the student, if the student paid the fees and is 18 years of age or older;
- the student's parents or legal guardian where they or the student paid the fees and the student is less than 18 years of age.

Other Terms and Conditions of Enrolment at Cornell

1. Cornell will not authorize the transfer of fees to other institutions or any other student account.
2. If a student completes the course early, the full tuition fee must be paid before any certification is issued.

Privacy

Cornell collects and stores information from this form to comply with the requirements of the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organizations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes). 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, Cornell 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 (ACC), NZIS, agents and parents.

In signing this enrolment form you authorise such disclosure on the understanding that Cornell will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the person who enrolled you. You agree to abide by the statutes, regulations and policies of Cornell.

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.

Rules

In signing this enrolment form you undertake to comply with the published rules and policies of Cornell with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Notification

In signing this enrolment form you undertake to comply with the regulation to notify Cornell of your current contact details at all times, and you accept that failure to do so may result in your enrolment with Cornell being terminated.