

Enrolment Application

Title Mr Mrs Ms Miss

Full Name _____ Birth Date _____

Permanent Address - Street _____

Suburb _____ City _____ Postcode _____

Course Address while studying (if different from above) - Street _____

Suburb _____ City _____ Postcode _____

Telephone _____ Mobile Phone _____ E-mail _____

I wish to enrol in the following qualifications:

Start Date

Finish Date

- | | | |
|---|-------|-------|
| <input type="checkbox"/> National Certificate in Tourism (NC 0875) FEE FREE | _____ | _____ |
| <input type="checkbox"/> Certificate in Airline, Travel & Tourism (PC 9178) \$4,824.00 | _____ | _____ |
| <input type="checkbox"/> National Certificate in Travel Level 4 (NC 5243) \$3,422.00 | _____ | _____ |
| <input type="checkbox"/> Certificate in International Flight Attending (PC 9048) \$4,145.00 | _____ | _____ |
| <input type="checkbox"/> Certificate in Conference & Event Planning (PC 9768) \$2,755.00 | _____ | _____ |
| <input type="checkbox"/> Diploma in Tourism & Aviation (Flight Attending) (PC 8000) \$8,645.00 | _____ | _____ |
| <input type="checkbox"/> Diploma in Tourism & Travel Management (PC 3550) \$7,773.00 | _____ | _____ |
| <input type="checkbox"/> National Diploma in Tourism (Management) (PC 0000) \$14,976.00 | _____ | _____ |
| <input type="checkbox"/> Sir George Seymour Silver Collection | | |
| • National Certificate in Tourism Level 2 (NC0875) FEE FREE | _____ | _____ |
| • National Certificate in Tourism (Core Skills) Level 3 (NC 0876) \$3,206.00 | _____ | _____ |
| <input type="checkbox"/> Sir George Seymour Gold Collection | | |
| • Certificate in Airline, Travel & Tourism (PC 9178) \$4,824.00 | _____ | _____ |
| • Certificate in Conference & Events Planning (PC 9768) \$2,755.00 | _____ | _____ |
| • National Certificate in Travel Level 4 (NC 5243) \$1,784.00 | _____ | _____ |
| <input type="checkbox"/> Sir George Seymour Platinum Collection | | |
| • Certificate in Airline, Travel, Tourism & International Flight Attending (PC 9715) \$8,042.00 | _____ | _____ |
| • National Certificate in Travel Level 4 (NC 5243) \$1,781.00 | _____ | _____ |
| OR | | |
| <input type="checkbox"/> • Certificate in Airline, Travel & Tourism (PC 9718) \$4,824.00 | _____ | _____ |
| • National Certificate in Travel Level 4 (NC 5243) \$3,422.00 | _____ | _____ |
| • Certificate in International Flight Attending (PC 9048) \$1,577.00 | _____ | _____ |
| OR | | |
| <input type="checkbox"/> • Certificate in Airline, Travel & Tourism (PC 9718) \$4,824.00 | _____ | _____ |
| • Certificate in International Flight Attending (PC 9048) \$4,145.00 | _____ | _____ |
| • National Certificate in Travel Level 4 (NC 5243) \$854.00 | _____ | _____ |

- I am paying a deposit of: \$ _____
- I intend to pay the balance of course fees by: Student Loan Cheque/Cash
- I intend to apply for a Student Allowance. My IRD Number is _____

If paying by cheque, please make payable to: Sir George Seymour and Travel Careers & Training Ltd.

If you want to pay direct please pay:

Bank: Bank of New Zealand
 Bank Branch Name: North End Branch, Wellington, New Zealand
 Bank Address: 100 Lambton Quay, Wellington, New Zealand
 Bank Account Number: 02-0536-0305865-01
 Reference: '7511124TR01' and your name

Payment of Deposit and Course Fees/Trust Account

A deposit is required with your enrolment form, with the balance of fees due within seven days of course commencement. All monies are banked into the Public Trust who administers the fees as per the legislative requirement Section 236A of the Education Act 1989. The money is withdrawn in stages as the course is completed. Should payment for the course not be received by the sixth week of the course, then the student will be liable for any legal or collection costs incurred.

Acceptance

All applicants will need to meet the eligibility criteria and pass an entry test & interview. Preferential placements may be given during periods of high demand to applicants who have NCEA level 2, are in (or have completed) year 13 at secondary school and have held a position of leadership.

Refund and Cancellation Policy

The following withdrawal and refund policy applies to your course fees paid as per the Education Act 1989.

- (i) Students enrolled for a course of study may withdraw from that course from enrolment and up to seven days after the first day of the course for which attendance of students at the Campus is required. If withdrawal from that course also constitutes withdrawal from the Campus as a whole, the student is entitled to a refund of all payments made, less \$500 or 10% of any amount paid, whichever is the lesser amount.
- (ii) If the student withdraws from one course and transfers to another course at either the same or an alternative campus an Administration Fee of up to \$250.00 may be charged. Notices of withdrawal from a course must be made to the Campus in writing.
- (iii) No refunds will be considered seven days after the first day of course commencement. We reserve the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

Course Cost includes:

- GST (Government Goods and Services Tax)
- NZQA registration and credit fees
- All tuition, workbooks, manuals, and resources
- All outside visits
- The cost of transport, accommodation & possibly some activities on domestic educational trips

Course Cost excludes:

- Personal stationery
- Certificates issued by NZQA or IATA
- Resit fee for IATA Unit Std 18218 - \$30.00 per resit
- Second resit fees and late administration fees: \$30.00
- Lost, destroyed or stolen workbooks: \$10.00 per workbook.
- Uniform/corporate grooming requirements
- The following domestic educational components are not included:
 - Transportation from home to the airport/transport station
 - Any meals and drinks and items of a personal nature
 - Any optional activities over & above those included

Optional international field trip on all courses including the National Certificate in Travel Level 4.

The educational includes international flights, accommodation, airport transfers, hotel inspections, and possible sightseeing depending on destination. Estimated cost is \$1,000.00 for 3 – 4 days for Australia or a South Pacific Island. This estimate excludes departure taxes, meals, insurance and possibly domestic fares if flights depart from Auckland. We would recommend you have at least NZD50.00 - NZD100.00 per day for your expenses.

Due to Government regulations any overseas field trip cannot be paid for using a student loan or allowance. Students will need to raise finance for these trips themselves.

Recognition of Prior Learning

Sir George Seymour and Travel Careers & Training Ltd (Operating as Sir George Seymour) have a policy for recognition of prior learning. A form can be requested for this, and will be processed within one week for no additional cost.

Credit Transfer

Sir George Seymour has a policy of recognising the transfer of credits from other New Zealand training establishments to us. For students who have already completed some of the unit standards included in the course there are some other options available to you. Not all training establishments have this as their policy however, so you may not be able to transfer your credits from us to another training establishment.

Complaints Procedures

If you have a complaint it should be taken in the first instance to your Class Tutor or the Head of Studies, for discussion. It will be discussed with you, along with the various options available, and if necessary discussed with any other parties involved and the Campus Manager, in an attempt to solve it. If the complaint is unable to be resolved satisfactorily, then it can be taken to the General Manager. If still not resolved then the complaint can be taken to:

Aviation Tourism & Travel Training Organisation Ph: (04) 499-6570

New Zealand Qualifications Authority Ph: (04) 802-3000

Course Content

Sir George Seymour reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason such as withdrawal of agreement from airlines, political unrest in a country, strikes, price increases from suppliers etc. There is no refund for any part of the course not provided or undertaken for whatever reason. Certain criteria must be reached before students can go on the field trips, and carry on to completing Level 4 or International Flight Attending. Failure to reach these criteria will result in students unable to participate with no refund owing. If students are absent from class a medical certificate is required in order for you to make up the class with another group. Joining another group will not be possible however, if you are absent when your educational is on or if you had failed to meet the criteria.

Access to Studylink

I authorise Sir George Seymour College and Travel Careers & Training Ltd (Operating as Sir George Seymour), to contact Studylink as and when necessary to establish my loan and/or allowance status, and to check on the progress of the application. I understand that any information obtained will be kept confidential.

Documentation

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

International students must bring their passport with them when they enrol.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: <http://nsi.education.govt.nz/home.aspx>

Liquidation

In the event of Sir George Seymour and Travel Careers & Training Ltd going in to liquidation, Public Trust will be holding the unused portion of the course for which the student has paid. If students wish they could complete any remaining units that the company have developed, by distance learning. This may allow students to complete the course from home. Sir George Seymour and Travel Careers & Training Ltd will actively try and place students with other providers and negotiate a reduced cost for the balance of any training.

Agreement

If accepted onto the programme, I agree to comply with the protocol as outlined in the Student Handbook, available on request or download from www.sirgeorge.co.nz/downloads.aspx. I understand that completion of this course does not guarantee me a position of employment and that a criminal conviction may also prevent the offer of employment with any company. I understand that airlines may require applicants to undergo and pass medical and security checks depending on the position. I will ensure that all fees are paid as per the fees schedule stated in the prospectus. I declare that all the information I have supplied on this form, the student interest form and any attached documentation to be true and complete and I acknowledge that Sir George Seymour may suspend my enrolment if false information has been supplied or required information not supplied by the due date. I authorise Sir George Seymour to collect, store and use any personal information about me for its purposes in accordance with the outline in the Privacy Act 1993. I also understand the additional costs that are required, which are excluded from the course costs and are listed on this form.

I authorise disclosure of personal information held by Sir George Seymour College and Travel Careers & Training Ltd, trading as Sir George Seymour College and the Aviation & Travel Training Group* to members of my family where necessary to promote and/or further my interests. These contacts are also able to be contacted in an emergency. The specified names and contact details are:

1. Name: _____ Relationship: _____
Home phone: _____ Mobile: _____
Email: _____
2. Name: _____ Relationship: _____
Home phone: _____ Mobile: _____
Email: _____

NB: The Privacy Act came into force on 01 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the act. <http://www.privacy.org.nz/people/peotop.html>

DECLARATION: I declare that to the best of my knowledge, all information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

*The Aviation & Travel Training Group manages and governs Sir George Seymour and Travel Careers & Training Ltd.

Signature of Applicant Date _____

Signature of Guardian (if the applicant is under the age of 18 years old) Date _____

Signature of Sir George Seymour representative Date _____

Please complete the information below for Ministry of Education statistical purposes

Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching Programme with the New Zealand Birth Register. For further information, please see <http://www.nsi.govt.nz/ima>

Gender

Male Female

Citizenship or Residency Status (Tick Box)

- New Zealand citizen – NZL
- New Zealand Permanent Resident NZP
- Australian Resident
- Other (please specify your citizenship and whether you are a New Zealand Permanent Resident)

Citizenship _____

(for students with dual citizenship, specify the citizenship of the passport used to enter New Zealand)

New Zealand Permanent resident : YES NO

Students who answered "Other" above please circle how your fees are paid.

- 01 MFAT Scholarship
- 03 Full fee paying foreign student
- 04 Exchange student
- 08 Military or Diplomatic staff

Ethnicity – to which group or groups do you belong? (Circle up to 3)

- 111 NZ European/Pakeha
 - 121 British/Irish
 - 128 Australian
 - 129 Other European
 - 211 New Zealand Maori
 - 311 Samoan
 - 321 Cook Island Maori
 - 331 Tongan
 - 341 Niuean
 - 351 Tokelauan
 - 361 Fijian
 - 421 Chinese
 - 431 Indian
 - 611 Other
- (If "Other", please specify your nationality)

999 Not Stated

Iwi – if you identified as NZ Maori, which Iwi do you identify with? (Up to three)

Disability – do you live with the effects of significant injury, long-term illness, or disability? Information is confidential.

Yes No

Please send your application to the campus you intend studying at (Attention: Sales Executive):

Sir George Seymour, PO Box 105-693, Auckland 1143
Sir George Seymour, PO Box 1136, Rotorua 3010
Sir George Seymour, PO Box 25 199, Christchurch 8144

Do you have a criminal conviction? Information is confidential.

Yes No

What is your MAIN activity or occupation in New Zealand at 1 October?

- 01 Secondary school student
- 02 Unemployed or other beneficiary eg DPB
- 03 Wage or salary earner
- 04 Self-employed
- 05 University student
- 06 Polytechnic student
- 07 College of Education student
- 08 House-person or retired
- 09 Overseas
- 11 Private Training Establishment student
- 12 Wananga student

What was the name of your last secondary school? (State "overseas" if applicable).

Last year at secondary school _____

What was the highest qualification you achieved at secondary school? (circle highest)

- 00 No secondary school qualifications
- 11 14 or more credits at any level
- 12 NCEA Level 1 or School Certificate
- 13 NCEA Level 2 or 6th Form Certificate
- 14 University Entrance
- 15 NCEA Level 3 or Bursary or Scholarship
- 09 Overseas qualification (includes International Baccalaureate & Cambridge Exams)
- 98 Other
- 99 Not known

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Wananga, Private Training Establishment either in NZ or overseas since leaving school?

(Do not include STAR, Top, community or hobby classes)

Yes No

If no enter year of first enrolment

Name of Institution

Existing NSN# _____

