

# Application for Admission to Victoria University as a Study Abroad or Exchange Student

## 1. Submission Details

Please indicate how you plan to enrol at Victoria University of Wellington. Tick one of the boxes below:

- A. As an exchange student participating in a bilateral student exchange agreement existing between my college/university and Victoria University of Wellington. (Please have the Exchange Coordinator from your college/university complete Section 3 – Nomination for Exchange or Study Abroad).

Name of home university:

- B. As a Study Abroad student participating in an approved programme at the college/university where I am enrolled. (Please have the Study Abroad Adviser from your college/university complete Section 3 – Nomination for Exchange or Study Abroad.)

- C. As a Study Abroad student applying through a Study Abroad Provider, placement provider or representative.

Name of provider/representative:

AA Education Network

- D. As an independent Study Abroad student. I am NOT applying through any programme offered by my college/university or by any other institution or organisation. I will pay my tuition fees directly to Victoria University of Wellington.

### Correspondence Information:

Email address for correspondence (representative or student)

info@aa-education.com

Postal address for correspondence (representative or student)

Please note that we cannot courier/FedEx to PO Box numbers.

If a PO Box number is provided this will delay postage time.

AA Education Network

26 Kooringa Avenue, Cleveland

QLD 4163



### When do you intend to study at Victoria?:

If you intend to study for two trimesters, please indicate both:

- Trimester 1 (February–June) Year:
- Trimester 2 (July–November) Year:
- Trimester 3 (November– February) Year:

Note: Trimester 3 (summer trimester) has limited course offerings

## 2. Student Personal Details

Family Name (as shown on student passport)

Given Name(s) (as shown on student passport)

Gender  Male  Female

Date of birth (D D / M M / Y Y)

Student Postal Address (if not already given – see also above note)

Nationality (as shown on student passport)

Student Telephone

Student E-Mail Address (if not already given above)

### Disability support questions

Do you have a disability, impairment, long-term injury or chronic medical condition?

Yes  No

Are you deaf?

Yes  No

Most support is free for international students, but you may have to pay for specific support or services.

## 3. Nomination for Exchange or Study Abroad

This section must be completed by the Exchange Coordinator or Study Abroad Adviser from the institution coordinating the application process to Victoria University of Wellington (only for student categories A and B listed in Section 1).

This is to certify that

has been nominated and approved to apply to Victoria University of Wellington as:

- an Exchange student
- a Study Abroad student

### Write your name, position and contact details

Given name

Family name

Position

Address

Telephone

Fax

Email

Signature

## 4. Proficiency in English

To study at Victoria you **MUST** be proficient in English.

For details of requirements, see [www.victoria-international.ac.nz](http://www.victoria-international.ac.nz).

Documentary evidence of the following information is required with this application.

- English was the language of instruction in previous studies completed (documentary evidence must be provided if institution is located in a non-English speaking country).
- I will sit/have sat an English language proficiency test (IELTS or TOEFL)

Date test taken/to be taken

English test name

Results (if known)

## 5. Qualifications and Academic Records

What is your grade point average in university-level studies (indicate country and scale, eg, USA GPA 4.0)?

Please provide details and official documentation of your academic results for all university qualifications, complete and incomplete.

Name of Qualification	Institution	Country	Date Commenced

## 6. Declaration and Signature

I acknowledge that Victoria University of Wellington cannot be held liable for any costs associated with any medical expenses incurred by me at any time.

I supply the information on this form and in support of this application on the understanding:

- that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Victoria University of Wellington;
- that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- that I have the right to see and correct if necessary the information I have provided;
- that my application can not proceed without my consent to the foregoing conditions.
- I have read and understood the Victoria University of Wellington Refund Policy.

I declare that all the information submitted on this application form and in the attached documents is correct and complete.

I understand that Victoria University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience.

I authorise the University to obtain further information wherever necessary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

I authorise Immigration New Zealand and the Department of Labour to provide Victoria University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

I further agree that Victoria University of Wellington may supply my personal information to Immigration New Zealand and the Department of Labour where Victoria University consider the information relevant to my Immigration status.

Signature

Date

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Please return this form and required documentation to:

**AA Education Network**  
 26 Koorunga Avenue, Cleveland  
 QLD 4163  
 Telephone: +61 7 3488 2916  
 Email: [info@aa-education.com](mailto:info@aa-education.com)  
 Web: [www.aa-education.com](http://www.aa-education.com)





# Policies to Protect You

At Victoria there are many policies in place to make sure you are treated fairly while you are studying.

**CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS:** The Code of Practice for the Pastoral Care of International Students (The Code) published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student. Victoria University of Wellington has agreed to observe and be bound by The Code.

Copies of The Code are available on request from Victoria International or from the New Zealand Ministry of Education website [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

Students or parents of students who feel an area of The Code has been breached should document the breach in writing to the Pro Vice-Chancellor, International, who will take all steps to ensure that the grievance is settled. If a favourable result is not reached, the case will be referred to the International Education Appeal Authority (IEAA). The University agrees to be bound by the IEAA procedures and will offer any information and cooperate with the board while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

**STUDENT VISA:** Before coming to study at a New Zealand university you will need a Student Visa. Your nearest New Zealand Diplomatic Office can provide you with the necessary information and the forms to complete. When applying for your Student Visa, you must show the letter from the University confirming your Offer of Admission as well as a receipt showing you have paid your annual tuition fees in full. You must also prove that you have sufficient funds to support yourself during your time in New Zealand. Note that there may be different requirements for different countries.

Retaining a Student Visa may be subject to academic requirements such as minimum course attendance and progress. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from the Immigration New Zealand, and can be viewed at [www.immigration.govt.nz](http://www.immigration.govt.nz)

**MEDICAL AND TRAVEL INSURANCE:** Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may have to pay the full cost of your treatment. Full details of entitlements to publicly-funded health services are available through the Ministry of Health – see [www.moh.govt.nz](http://www.moh.govt.nz)

All international students must have current and appropriate medical and travel insurance while studying in New Zealand.

The Code of Practice for the Pastoral Care of International Students (The Code) guidelines state the minimum standard of insurance required for an international student, see [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

Victoria University offers StudentSafe-University for its 2010 students. StudentSafe-University meets The Code standards and provides travel and health insurance at an economical. Short course and family rates are also available. Payment for insurance can be made with tuition fees. The current insurance rate is published at [www.victoria.ac.nz/international/services/insurance.aspx](http://www.victoria.ac.nz/international/services/insurance.aspx)

Most insurance policies purchased outside New Zealand do not meet The Code's standards, so it is vital to check with Victoria International at least six weeks before your enrolment before purchasing a policy from your home country. If you have a policy that is written in another language, it must be translated into English before Victoria International staff can check it.

If you purchase an insurance policy that does not meet The Code standards, you must purchase another appropriate insurance policy before you can enrol.

The University receives payment from the insurer. This payment is used to improve pastoral care and services for international students at Victoria University. Any residual is used for study awards and international student scholarships. To find out more, see [www.victoria.ac.nz/international/services/insurance.aspx](http://www.victoria.ac.nz/international/services/insurance.aspx) or email [vi-insurance@vuw.ac.nz](mailto:vi-insurance@vuw.ac.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. Further information can be viewed on the ACC website: [www.acc.co.nz](http://www.acc.co.nz)

**FEES, LEVIES AND CHARGES:** International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, VUWSA subscription and student services levy, amenities levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges see the Victoria University Fees Statute ('the Fees Statute'). Please refer to the most recent Fees Statute at [www.victoria.ac.nz/home/about/policy/academic.aspx](http://www.victoria.ac.nz/home/about/policy/academic.aspx)

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees will be refunded to the students affected. In this case the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

## REFUND STATEMENT:

### 1. Refunds

All refunds of Fees to Students will be made in accordance with the most recent Fees Statute [www.victoria.ac.nz/home/about/policy/academic.aspx](http://www.victoria.ac.nz/home/about/policy/academic.aspx)

Refunds for International Students are only processed once the Student has applied to the Fees Coordinator in writing.

- 1.1 A Student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the Student.
- 1.2 An International Student who withdraws from the University and transfers to another institution must inform Victoria International and their Fees Coordinator in writing and provide copies of their new Offer documents. The refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.
- 1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.
- 1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.
- 1.5 A student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation or similar course within four weeks of the start date for that course shall receive a refund for the fees associated with that course.
- 1.6 Victoria University may approve partial or full refunds in exceptional circumstances, for example, on compassionate or special grounds such as family illness, changed family circumstances and non-arrival in the country. Refunds will be subject to receipt of a written request setting out the full circumstances.
- 1.7 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.
- 1.8 Students receiving Federal Loans from the US Government for payment of their study at Victoria University are subject to special withdrawal and refund procedures and policies. Specifics are available from Victoria International.
- 1.9 Subject to clauses 1.3 to 1.7, all refunds will be paid by cheque or bank transfer (on production of appropriate photo ID).

### 2. Full Refunds

- 2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:
  - a) The Student is unable to take up the offer of admission;
  - b) Immigration New Zealand has refused a Student a visa for study in New Zealand;
  - c) A Student's application for a visa extension is refused by the Immigration New Zealand; or
  - d) Victoria University is unable to proceed with the course offered.
- 2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University student visa before their refund will be actioned.

**WITHDRAWAL FROM COURSES:** A student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at [www.victoria.ac.nz/home/about/policy/academic.aspx](http://www.victoria.ac.nz/home/about/policy/academic.aspx)

**GRIEVANCES PROCEDURES:** Victoria University seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair. Students, who feel that they have not been treated fairly at the University, should take note of the Statute on Academic Grievances – see [www.victoria.ac.nz/home/about/policy/academic.aspx](http://www.victoria.ac.nz/home/about/policy/academic.aspx)

Any international student who has a grievance against the University in any capacity should contact a Victoria International staff member.

If the grievance cannot be solved, Victoria International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a Student can contact the **International Education Appeal Authority**, phone +64-9-632 9513, email [infor.ieaa@minedu.govt.nz](mailto:infor.ieaa@minedu.govt.nz)

Please note that all policies are subject to change, so please refer to [www.victoria.ac.nz/international/services/policies.aspx](http://www.victoria.ac.nz/international/services/policies.aspx)