

New Zealand College of Chinese Medicine



International Enrolment Form 2024

P O Box 17467, Greenlane
Auckland 1546

Phone: 09 580 2376 or 0800888518

Email: enrolment@chinesemedicine.ac.nz

Welcome to the New Zealand College of Chinese Medicine. Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you which is required by government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions. (Amend as necessary for digital enrolment process)
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 6 of the form.

A QUALIFICATION				
1	Please tick the qualification you wish to enrol in for 2024:	☐ Master of Chinese Medicine ☐ Bachelor of Health Science with major in: 1. ☐ Chinese Medicine (CM) 2. ☐ Acupuncture (Acu) ☐ Diploma in Tui Na (Level 7) ☐ NZ Diploma in Remedial Massage (Level 6) ☐ NZ Diploma in Wellness and Relaxation Massage Level 5 ☐ NZ Certificate in English Level 5 ☐ NZ Certificate in English Level 4		Office Use
	Qualification Start Date:	19 /02/24	Or:	
	Qualification End Date (if known):			
2	Have you studied at NZCCM before?	Yes ☐	No ☐	
3	Do you intend to study:	Part time ☐	Full time ☐	

4	Please enter the names(s) of the courses you wish to enrol in for 2024:					
	Or Special Plan					
B PERSONAL DETAILS						
5	Print your full legal name:					
	Family Name:					
	Given Name(s):					
6	Preferred first name:					
	Previous name(s) known by:					
7	If you have previously enrolled at this organisation under another name, what was that name?					
8	Preferred title:	Ms ☐	Miss ☐	Mrs ☐	Mr ☐	Other ☐ (Specify):
9	Date of birth:		10		Gender:	Male ☐ Female ☐ Another Gender ☐
11	If you know your NSN (National Student Number), please write it here. If you answered Yes to question 2, you MUST fill in this section.			- -		

12	Citizenship and Residency: You may need to supply evidence of residence or citizenship	Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> ☐ NZL , go to 12a <i>Australian Citizen</i> ☐ AUS, go to 12a <i>Other</i> ☐ If “Other”, Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.): Country of Citizenship: _____ Tick the box if you have New Zealand or Australian Permanent Resident Status: New Zealand Resident Visa Holder ☐ Australian Permanent Resident ☐
12a		During your time studying in this qualification will you be resident in New Zealand or overseas? <i>In New Zealand</i> ☐ <i>Overseas</i> ☐
12b		Please also specify your fee/assistance status. • <i>Domestic Student*</i> ☐ 00 • <i>NZAID Student</i> ☐ 01 • <i>International Fee-Paying Student (including people on current work visa)</i> ☐ 03 • <i>Student on a recognised exchange scheme</i> ☐ 04 • <i>Foreign Research Based Post-Graduate**</i> ☐ 06 • <i>Diplomatic staff or family, or persons associated with Antarctic Programme</i> ☐ 08 • <i>International On-Shore PhD student</i> ☐ 09 • <i>International student doing ITO off-job training</i> ☐ 12 • <i>Refugee or protected person, yet to be granted a resident visa; the immediate family ^[1], also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person</i> ☐ 13 • <i>2021 Resident Visa pathway, children aged 25 years or under on 1 January 2022 and residing in New Zealand, of a person on an eligible work visa for the 2021 Resident Visa ^[2]</i> ☐ 14 Note: * Always use 00 for New Zealand Citizen; use 00 for New Zealand resident visa holder and Australian Citizen or Australian Permanent Resident residing in New Zealand during the time studying this qualification. ** Use 06 for a student enrolled in a programme of study that is: • A PhD (level 10 on the NZQF); and • Wholly research (for example, 120-point thesis) Use 03 for an international student enrolled in a programme of study that is a Masters (Level 9 on the NZQF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQF).

¹ 'Immediate family' is used as defined by the Domestic Tertiary Students Notice (2)(c) as including the partner and any child in New Zealand of a person recognised as a refugee or protected person, or if the person recognised is a dependent child, their parents and any siblings in New Zealand. Refer to www.education.govt.nz/our-work/legislation/definition-of-domestic-student/

² This category of domestic tertiary student will apply for the 2022 and 2023 calendar years only. The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to www.education.govt.nz/our-work/legislation/definition-of-domestic-student/

13	Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you.	<table border="0"> <tr> <td><i>New Zealand European</i></td> <td>☐ 111</td> <td><i>Filipino</i></td> <td>☐ 411</td> </tr> <tr> <td><i>Māori</i></td> <td>☐ 211</td> <td><i>Cambodian</i></td> <td>☐ 412</td> </tr> <tr> <td><i>Samoan</i></td> <td>☐ 311</td> <td><i>Vietnamese</i></td> <td>☐ 413</td> </tr> <tr> <td><i>Cook Islands Maori</i></td> <td>☐ 321</td> <td><i>Other Southeast Asian</i></td> <td>☐ 414</td> </tr> <tr> <td><i>Tongan</i></td> <td>☐ 331</td> <td><i>Chinese</i></td> <td>☐ 421</td> </tr> <tr> <td><i>Niuean</i></td> <td>☐ 341</td> <td><i>Indian</i></td> <td>☐ 431</td> </tr> <tr> <td><i>Tokelauan</i></td> <td>☐ 351</td> <td><i>Sri Lankan</i></td> <td>☐ 441</td> </tr> <tr> <td><i>Fijian</i></td> <td>☐ 361</td> <td><i>Japanese</i></td> <td>☐ 442</td> </tr> <tr> <td><i>Other Pacific Peoples</i></td> <td>☐ 371</td> <td><i>Korean</i></td> <td>☐ 443</td> </tr> <tr> <td><i>British and Irish</i></td> <td>☐ 121</td> <td><i>Other Asian</i></td> <td>☐ 444</td> </tr> <tr> <td><i>Dutch</i></td> <td>☐ 122</td> <td><i>Middle Eastern</i></td> <td>☐ 511</td> </tr> <tr> <td><i>Greek</i></td> <td>☐ 123</td> <td><i>Latin American</i></td> <td>☐ 521</td> </tr> <tr> <td><i>Polish</i></td> <td>☐ 124</td> <td><i>African</i></td> <td>☐ 531</td> </tr> <tr> <td><i>South Slav</i></td> <td>☐ 125</td> <td><i>Other Ethnicity</i></td> <td>☐ 611</td> </tr> <tr> <td><i>Italian</i></td> <td>☐ 126</td> <td><i>Not Stated</i></td> <td>☐ 999</td> </tr> <tr> <td><i>German</i></td> <td>☐ 127</td> <td></td> <td></td> </tr> <tr> <td><i>Australian</i></td> <td>☐ 128</td> <td></td> <td></td> </tr> <tr> <td><i>Other European</i></td> <td>☐ 129</td> <td></td> <td></td> </tr> </table> If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.		<i>New Zealand European</i>	☐ 111	<i>Filipino</i>	☐ 411	<i>Māori</i>	☐ 211	<i>Cambodian</i>	☐ 412	<i>Samoan</i>	☐ 311	<i>Vietnamese</i>	☐ 413	<i>Cook Islands Maori</i>	☐ 321	<i>Other Southeast Asian</i>	☐ 414	<i>Tongan</i>	☐ 331	<i>Chinese</i>	☐ 421	<i>Niuean</i>	☐ 341	<i>Indian</i>	☐ 431	<i>Tokelauan</i>	☐ 351	<i>Sri Lankan</i>	☐ 441	<i>Fijian</i>	☐ 361	<i>Japanese</i>	☐ 442	<i>Other Pacific Peoples</i>	☐ 371	<i>Korean</i>	☐ 443	<i>British and Irish</i>	☐ 121	<i>Other Asian</i>	☐ 444	<i>Dutch</i>	☐ 122	<i>Middle Eastern</i>	☐ 511	<i>Greek</i>	☐ 123	<i>Latin American</i>	☐ 521	<i>Polish</i>	☐ 124	<i>African</i>	☐ 531	<i>South Slav</i>	☐ 125	<i>Other Ethnicity</i>	☐ 611	<i>Italian</i>	☐ 126	<i>Not Stated</i>	☐ 999	<i>German</i>	☐ 127			<i>Australian</i>	☐ 128			<i>Other European</i>	☐ 129		
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14	Iwi: If you identified as Māori in question 13, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'. Note: please use the iwi codes published in SDR Manual appendices.	<i>Iwi:</i> <i>Rohe (Iwi home area):</i> <i>Iwi:</i> <i>Rohe (Iwi home area):</i> <i>Iwi:</i> <i>Rohe (Iwi home area):</i>																																																																									
15	Prior activity:	What was your MAIN activity or occupation in New Zealand at 1 October 2022 – that is before you began your study. You may tick only one box. <table border="0"> <tr> <td><i>Secondary school student</i></td> <td>☐ 01</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> <td>☐ 02</td> </tr> <tr> <td><i>Wage or salary worker</i></td> <td>☐ 03</td> <td><i>Self-employed</i></td> <td>☐ 04</td> </tr> <tr> <td><i>University student</i></td> <td>☐ 05</td> <td><i>Polytechnic student</i></td> <td>☐ 06</td> </tr> <tr> <td><i>House-person or retired</i></td> <td>☐ 08</td> <td><i>Overseas (irrespective of occupation)</i></td> <td>☐ 09</td> </tr> <tr> <td><i>Private Training Establishment student</i></td> <td>☐ 11</td> <td><i>Wānanga student</i></td> <td>☐ 12</td> </tr> </table>		<i>Secondary school student</i>	☐ 01	<i>Non-employed or beneficiary (excluding retired)</i>	☐ 02	<i>Wage or salary worker</i>	☐ 03	<i>Self-employed</i>	☐ 04	<i>University student</i>	☐ 05	<i>Polytechnic student</i>	☐ 06	<i>House-person or retired</i>	☐ 08	<i>Overseas (irrespective of occupation)</i>	☐ 09	<i>Private Training Establishment student</i>	☐ 11	<i>Wānanga student</i>	☐ 12																																																				
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16	Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential The information you supply may be used to offer individual disability support. If yes please describe the impairment, disability or long-term medical condition	Yes ☐	No ☐
	I declare the information is correct Sign -----		

C ACADEMIC INFORMATION

17	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable.	Office Use															
		What was your last year at secondary school? What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box. <table> <tr> <td>No formal secondary qualifications</td> <td>☐ 00</td> </tr> <tr> <td>14 or more credits at any level</td> <td>☐ 11</td> </tr> <tr> <td>NCEA Level 1 or School Certificate</td> <td>☐ 12</td> </tr> <tr> <td>NCEA Level 2 or 6th Form Certificate</td> <td>☐ 13</td> </tr> <tr> <td>University Entrance</td> <td>☐ 14</td> </tr> <tr> <td>NCEA Level 3 or Bursary or Scholarship</td> <td>☐ 15</td> </tr> <tr> <td>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</td> <td>☐ 09</td> </tr> <tr> <td>Other</td> <td>☐ 98</td> </tr> <tr> <td>Not Known</td> <td>☐ 99</td> </tr> </table> Please specify if "Overseas qualification" or "Other".		No formal secondary qualifications	☐ 00	14 or more credits at any level	☐ 11	NCEA Level 1 or School Certificate	☐ 12	NCEA Level 2 or 6 th Form Certificate	☐ 13	University Entrance	☐ 14	NCEA Level 3 or Bursary or Scholarship	☐ 15	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	☐ 09	Other
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Other	☐ 98																	
Not Known	☐ 99																	

18	Tertiary Study:	Will this be the first time you have ever enrolled in a University, Subsidiaries of Te Pūkenga (<i>Institutes of Technology or Polytechnic</i>), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community classes. No ☐ Yes ☐ If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment: Name: _____ Year: What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification? Year:												
19	Prior Achievement:	Please list all of the tertiary qualifications you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your NZQA record of achievement. <table border="1" data-bbox="399 1064 1396 1294"> <thead> <tr> <th data-bbox="399 1064 730 1149">Tertiary education organisation</th> <th data-bbox="730 1064 1062 1149">Qualification</th> <th data-bbox="1062 1064 1396 1149">Month and year of completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 1149 730 1196"></td> <td data-bbox="730 1149 1062 1196"></td> <td data-bbox="1062 1149 1396 1196"></td> </tr> <tr> <td data-bbox="399 1196 730 1243"></td> <td data-bbox="730 1196 1062 1243"></td> <td data-bbox="1062 1196 1396 1243"></td> </tr> <tr> <td data-bbox="399 1243 730 1290"></td> <td data-bbox="730 1243 1062 1290"></td> <td data-bbox="1062 1243 1396 1290"></td> </tr> </tbody> </table>	Tertiary education organisation	Qualification	Month and year of completion									
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D Agent's Information
Are you using a student recruitment agent to assist you with this application? Yes ☐ No ☐
If you answered yes to Q 18 please complete the following: Agent's Name: Company Name: Address: Phone Number: Email Address:

E	DOCUMENTATION	
20	International students are required to provide each of the following: • Passport • Student visa /Permit • IELTS/TOEFL score/ 'other' (if English is second language) • Previous Academic Records and qualifications (academic transcript if seeking RPL) • Travel/medical insurance policy You must either provide the original documentation OR 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.	
21	Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.	

F BANK ACCOUNT

22

G CONTACT DETAILS

23

Address and
contact details in
New Zealand:

Address:

Post Code:

What type of accommodation is this?

- ☐ Own apartment, flat or house
- ☐ Boarding establishment (e.g. hostel)
- ☐ Homestay
- ☐ Living with designated caregiver
- ☐ Living with parents
- ☐ Private board
- ☐ Temporary (e.g. hotel or motel)

Phone:

()

Alternative Phone:

Mobile:

()

Email:

Fax:

What is your postal address if different from above?

Post Code:

Please note that you are required to notify NZCCM of any change in your contact details or type of accommodation.

24

Next of kin (if you are under the age of 18 this should be your parents):

Name:

Address:

Post Code:

Relationship:

Phone:

Fax:

Mobile:

Email:

Do they speak English?

Yes ☐

No ☐

25	Emergency Contact in New Zealand if different from next of kin	Name:	Relationship:
		Address:	Phone:
			Fax:
			Mobile:
			Email:
Do they speak English? Yes ☐ No ☐			
26	Permanent address in home country if different from next of kin		Phone:
			Mobile:
			Fax:
			Email:

Please Note: It is the student's responsibility you are required to notify NZCCM of any changes in your contact details whilst enrolled in the College

ALTERATIONS or CANCELLATIONS

The College reserves the right to:

- Alter the course content, provision, or fees for any course or programme subject to NZQA and TEC approval.
- Cancel a course or programme due to insufficient enrolment numbers.
- Change subjects delivered in any semester to meet exit qualification requirements.
- Make changes to its policies, procedures and requirements as deemed necessary, subject to Council and Senior Management approval.

H

IMPORTANT INFORMATION

28	Code of Practice	NZCCM has agreed to observe and be bound by the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 administered by the New Zealand Qualifications Authority (NZQA). Copies of the Code are available on request from this institution or from the NZQA website.
29	Immigration	Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand, and can be viewed on their website . www.immigration.govt.nz

27	Fees and refunds policy details for International Students	Fees and Refunds As per the Education and Training Act 2022, students (International) have the following entitlements: The statutory refund period for international students enrolled in courses that are three months or longer in duration is 10 working days from the day the student is first required to attend. If an international student withdraws during the refund period, a New Zealand College of Chinese Medicine is entitled to retain up to 25 per cent of the fees the student pays. New Zealand College of Chinese Medicine will provide the student with an indication of how the amount deducted from the refund has been calculated in the process of completing the withdrawal application. If the student is unhappy with the amount that New Zealand College of Chinese Medicine has withheld in the refund, they can lodge a complaint with the NZQA Dispute Resolution Service through istudent complaints: http://www.istudent.org.nz For international students enrolled in courses less than three months, the Education Act specifies two separate refund periods. For courses of less than five weeks, a student may withdraw up to until the end of the second day and receive a refund. The student is entitled to receive a refund of at least 50 per cent of any amount paid. For courses of five weeks or more, but less than three months, a student may withdraw up to until the end of the fifth day and receive a refund. The student is entitled to receive a refund of at least 75 per cent of any amount paid. If the student withdraws after the refund period there is no right to receive a refund. A full refund of any and all course-related fees paid by students will automatically be given for programmes which are cancelled by New Zealand College of Chinese Medicine, or which did not start due to an insufficient number of enrolments. In the event of a Course Closure Event New Zealand College of Chinese Medicine will refund students on a pro-rata basis according to the proportion of the undelivered services provided by the College to the student New Zealand College of Chinese Medicine reserves the right to cancel any programme for which there are insufficient enrolments. New Zealand College of Chinese Medicine staff will ensure all students are fully aware of the early and voluntary withdrawals and student fees policy. Students should also be notified that processing of refunds may take up to 2 weeks, or longer where unusual circumstances arise.
28	Eligibility for Health Services	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 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 and can be viewed on their website.
29	Accident Insurance	The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. International students must ensure this is covered in their travel and medical insurance.
30	Medical and travel insurance	International students must have appropriate and current medical and travel insurance while studying in New Zealand. NZCCM may assist with appropriate insurance through Southern Cross travel Insurance (SCTI). You can make contact with SCTI by email at info@scti.co.nz or visit the website www.scti.co.nz Students are required to have continuous appropriate medical and travel for the entire period of enrolment and evidence is required by the College.

DECLARATION

Privacy – New Zealand College of Chinese Medicine (NZCCM) collects and stores information from this form to:

- manage the business of NZCCM (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education and Training Act 2020 and other legislation^[3] relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that NZCCM will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that NZCCM holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage, and disclosure of personal information.

The Privacy Act requires NZCCM to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of information to government agencies and other organisations

NZCCM supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from NZCCM to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives
- develop policy advice for government
- conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

When required by law, NZCCM releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

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. NZCCM's policy on withdrawal and refund of fees may be obtained from the Student Services Manager.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of NZCCM regarding attendance, academic integrity and progress, conduct and use of information systems.

³ This includes legislation governing the maintenance of official records and for accountability for public funding.

Declaration – I declare that to the best of my knowledge all the 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.

Signature

Date _____

➤ ***Please make sure that you sign your enrolment form above*** ⚡

Office Use Only		
Documentation ____/____/____	Approved ____/____/____	Entered ____/____/____
Principals Approval (Master's degree only) _____ Date		Selma ID _____