

Application for Admission to Victoria University as a Foundation Studies Programme Student

ALL sections must be completed. Please print clearly using block letters.

Enclose one set of supporting documents with this application – all documents must be originals or certified copies. This application will not be processed unless full documentation is attached.

Please mail your completed form – faxed copies are NOT accepted.

1. Submission details

This application is submitted by

- Self (direct applicant)
 Representative



Email Address for Correspondence (representative or student)

info@ranke-heinemann.de/ wien@ranke-heinemann.at

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.

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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2. Student Personal Details

Family Name (as shown on student passport)

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

Nationality (as shown on student passport)

Gender Male Female

Date of birth: (DD/MM/YY)

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

Student Telephone

Student Email 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. Your Foundation Studies Programme

In which Foundation Studies Programme do you wish to enrol

- Programme 2010-3: 27 October 2010 to 17 June 2011
 Programme 2011-1: 23 February 2011 to 14 October 2011
 Programme 2011-2: 29 June 2011 to 10 February 2012
 Programme 2011-3: 26 October 2011 to June 2012

If you intend to enrol at Victoria after completing your Foundation Studies Programme, what will you study?

4. Proficiency in English

To study at Victoria you MUST be proficient in English. For details of requirements, see 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 in a non-English speaking country (documentary evidence must be provided).
 I will sit/have sat an English language proficiency test (IELTS or TOEFL)
 I will study/am studying in the VUW EPP (English Proficiency Programme)

Date taken/to be taken

English test name

Results (if known)

5. Qualifications and academic records

Please provide details and official documentation of your previous studies.

Year(s) eg, 2007-10	Name of qualification eg, SPM (6 subjects)	Score/mark eg, 4 average	School or College eg, International High School	State or country eg, Malaysia

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 of Wellington 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 authorize 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.

Student Signature

Date

(DD / MM / YY)

I have included

- Certified copy of passport personal details
- Evidence of my English proficiency (where required)
- Official documentation of my academic results

Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

IMPORTANT: Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be witnessed by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington reserves the right to inform all other New Zealand Universities of such cases, including the student's name and date of birth. The New Zealand Immigration Service and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

Please return this form and all certified/attested documentation to:

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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

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 at www.minedu.govt.nz/goto/international

Students or parents of students who feel that an area of The Code has been breached should document the breach of The Code in writing to the Pro Vice-Chancellor, International, who will take all steps to ensure that the grievance is settled. In the case where a favourable result is not reached the Pro Vice-Chancellor will refer the case to the International Education Appeal Authority (IEAA). Victoria University agrees to be bound by the IEAA procedures and will offer any information and cooperate with the board while they are investigating a complaint.

All students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

Fees, levies and charges

International students ('Students') are required to pay a tuition fee for each course in which they enrol, course material charges, VUWSA subscription, 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') at 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 – see 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. Details 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:

- The Student is unable to take up the offer of admission;
- Immigration New Zealand has refused a Student a visa for study in New Zealand;
- A Student's application for a visa extension is refused by the Immigration New Zealand; or
- 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. See the most recent Fees Statute at www.victoria.ac.nz/home/about/policy/academic.aspx

Grievance 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 they have not been treated fairly at the University should read the Statute on Academic Grievances – see 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

All policies are subject to change, so please refer to www.victoria.ac.nz/international/services/policies.aspx