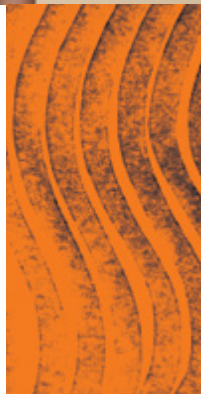




**Work-ready,
world-ready**



Study in New Zealand

Vocational and English language programmes

Information and application form 2019 | International students

Our colleges

UP Education operates dedicated vocational training colleges offering a wide range of courses to prepare students for high-demand roles in key industries.



NZMA (New Zealand Management Academies)

Delivering a wide range of practical training programmes, NZMA prepares students for sought-after roles in the fields of hospitality, cookery, business, electrical/electronic engineering, pharmacy, early childhood education, IT and legal executive studies.

NSIA (North Shore International Academy)

NSIA (registered as North Shore International Academy) is an NZQA Category 1 award-winning hospitality and cookery training school that has been providing the hospitality industry with highly-skilled graduates since 2001.

NZCM (New Zealand College of Massage)

NZCM delivers the skills and knowledge required to work in the massage therapy, mobility and wellness industries, including the rehabilitative techniques and treatments sought by an increasingly aged, sedentary and stressed society.

NZIS (New Zealand Institute of Sport)

NZIS offers specialty courses in sport management and exercise prescription, plus internships with industry partners, careers help, and opportunities to pathway into a university bachelor's degree course of study.

NZST (New Zealand School of Tourism)

NZST provides practical, hands-on training and internships in the travel and tourism industry, giving students a chance to see New Zealand's world-class tourism up-close and opening doors to an exciting career in the industry both in New Zealand and around the world.

Cut Above Academy*

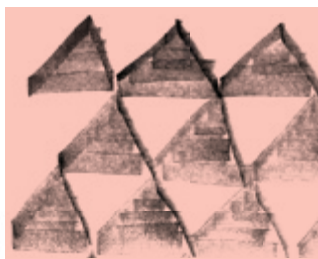
Offering professional training and plenty of practical experience in hairdressing, barbering and makeup artistry, Cut Above produces graduates ready to work in exciting roles in stage and screen.

Qualifications are awarded by New Zealand School of Tourism.

Elite School of Beauty & Spa*

Elite offers a range of courses in makeup artistry, skincare and spa therapies. Graduates become qualified beauty therapists with career opportunities in managing and marketing a salon, working in an international spa and aboard cruise ships, and beauty tutoring.

Qualifications are awarded by New Zealand School of Tourism.



*Trading name



Yoobee Colleges

New Zealand's largest creative and technical college, Yoobee Colleges, incorporates the following dedicated schools of creative and IT specialisation:

- School of Design
- School of Film
- School of Animation
- School of Technology

These dedicated schools offer hands-on learning programmes in web design, user experience, web and application development, emerging technologies, creative digital design, 3D production, 2D and 3D animation, film and television production, screen acting, photography, game art and development, makeup artistry and fashion.



Yoobee Colleges – School of Design

The School of Design is New Zealand's largest design school, offering hands-on learning in web design, user experience, creative digital design, 3D production, advanced 3D graphics, screen production, game art and development, makeup artistry and fashion.

Yoobee Colleges – School of Film

The School of Film is New Zealand's leading film, television, screen acting, animation and photography training institution set in a former Auckland television studio, offering students hand-on experience turning ideas into images and on-screen scenes.

Yoobee Colleges – School of Animation

The School of Animation is New Zealand's only character animation specialist, teaching students everything they need to know to create characters that mimic life, convey real emotion and evoke sympathy in an audience.

Yoobee Colleges – School of Technology

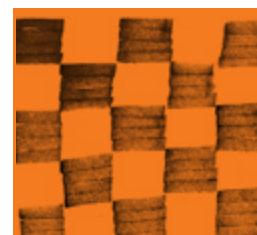
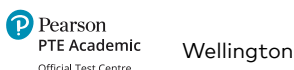
The School of Technology is a leading New Zealand IT education provider, offering students a gateway to the fast-changing IT industry and the tech jobs of the future.



The Campbell Institute is one of New Zealand's most recognised English language schools, with a Category 1 rating from the New Zealand Qualifications Authority.

Offering courses in Intensive Academic English and IELTS Exam Preparation, Campbell's advanced teaching methodologies, regular testing and approachable teachers provide students with the ideal learning environment.

Campbell partners with IELTS to deliver online English testing in Auckland and Pearson in Wellington, and also offers non-IELTS pathways into New Zealand tertiary providers, including foundation studies for Victoria University of Wellington, AUT University and the University of Auckland.



NEW WORLD

NEW BEGINNINGS

NEW OPPORTUNITIES

New Education Group's dynamic campuses specialise in training for distinct high-demand industries. Our practical programmes are developed with industry consultation to ensure students graduate with the skills today's employers want. Our tutors come direct from the industries they teach, classes are small, and the learning environment is fun and supportive. Each of our fit-for-purpose campuses features niche authentic training environments, enabling students to master practical skills for their chosen professions.

Sustainable employment is the ultimate goal. Employment skills are embedded in our programmes and many courses include work experience opportunities or internships. Our Careers & Employment teams and campus staff provide free employment support to students and graduates, and we have an extensive network of industry partnerships. Our students gain the right skills and the most industry-relevant qualifications – and we place 80 percent of them in careers each year!

New Education Group operates six Category 1 registered private training establishments (PTEs). Each PTE awards its own qualifications. The PTEs have a number of colleges which operate in the marketplace, with qualifications awarded as follows:

New Zealand Management Academies (NZMA) is a Category 1 provider and, as the registered PTE, awards all qualifications offered by NZMA.

North Shore International Academy (NSIA) is a Category 1 provider and, as the registered PTE, awards all qualifications offered by NSIA.

New Zealand College of Massage (NZCM) is a Category 1 provider and, as the registered PTE, awards all qualifications offered by NZCM.

New Zealand Institute of Sport (NZIS) is a Category 1 provider and, as the registered PTE, awards all qualifications offered by NZIS.

New Zealand School of Tourism (NZST) is a Category 1 provider and, as the registered PTE, awards all qualifications offered by NZST, Cut Above Academy and Elite School of Beauty & Spa.

Yoobee Colleges is a Category 1 provider and, as a registered PTE, awards all qualifications offered by Yoobee Colleges – School of Film, School of Design, School of Technology and School of Animation.

Work-ready
World-ready

Vocational programmes

NZMA (New Zealand Management Academies)



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit nzma.co.nz
Certificate in Hospitality	3	5.0 (no band less than 5.0)	20	NZ\$9,000	NZ\$1,750	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
Certificate in Hospitality (Restaurant Service)	4	5.5 (no band less than 5.0)	19	NZ\$9,000	NZ\$2,000	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
New Zealand Diploma in Hospitality Management	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$20,960	NZ\$3,200	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
New Zealand Diploma in Hospitality Management	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$20,960	NZ\$3,200	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Jul, Sep, Oct, Nov
Diploma in Applied Hospitality Management	6	6.0 (no band less than 5.5)	80 (2 years)	NZ\$32,960 or Year 1: NZ\$20,960 Year 2: NZ\$14,000	NZ\$5,200 or Year 1: NZ\$3,000 Year 2: NZ\$2,400	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
Certificate in Cookery	4	5.5 (no band less than 5.0)	40 (1 year)	NZ\$20,960	NZ\$3,200	Auckland (Sylvia Park): May, Jun, Jul, Aug, Oct, Nov Waikato (Hamilton): Apr, Jul
Diploma in Advanced Cookery	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$20,960	NZ\$3,200	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Jul
Diploma Programme in Professional Cookery	5	5.5 (no band less than 5.0)	80 (2 years)	NZ\$33,500 or Year 1: NZ\$20,700 Year 2: NZ\$13,800	NZ\$5,350 or Year 1: NZ\$3,200 Year 2: NZ\$2,400	Auckland (Sylvia Park): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov Waikato (Hamilton): Apr, May, Jun, Jul, Sep, Oct, Nov
Certificate in Business & Technology	3	5.0 (no band less than 5.0)	18	NZ\$7,500	NZ\$500	Auckland (Otahuhu): Jan, Feb, Apr Waikato (Hamilton): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
Certificate in Business & Technology	4	5.5 (no band less than 5.0)	18	NZ\$8,000	NZ\$500	Auckland (Otahuhu): Waikato (Hamilton): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
New Zealand Diploma in Legal Executive Studies*	6	6.0 (no band less than 5.5)	36 weeks (1 year)	NZ\$18,000	NZ\$600	Auckland (Symonds St): Feb, Aug
Diploma in Applied Management with strands in Procurement & Supply Chain Management, Project Management, Health Management and Professional Retailing	7	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$500	Auckland (Symonds St): Feb, May, Jul, Oct Waikato (Hamilton): Apr, Jul
Postgraduate Diploma in Management with endorsements in Hospitality and Business Management*	8	6.5 (no band less than 6.0)	40 (1 year)	NZ\$19,950	NZ\$500	Auckland (Symonds St): Feb, May, Jul, Oct
Certificate in Early Education Centre-based	4	5.5 (no band less than 5.0)	20	NZ\$10,000	NZ\$1,500	Auckland (Manukau): Feb, Jul
Diploma in Early Childhood Education	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$18,000	NZ\$1,500	Auckland (Manukau): Feb, Jul

*Subject to NZQA approval

NZMA *(continued)*



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit nzma.co.nz
New Zealand Certificate in Pharmacy (Pharmacy Technician)	5	5.5 (no band less than 5.0)	60 (2 years)	NZ\$37,000 or Year 1: NZ\$19,000 Year 2: NZ\$19,000	NZ\$1,000 or Year 1: NZ\$600 Year 2: NZ\$600	Auckland (Symonds St): Feb, Jul Hamilton: Jul Wellington: Feb, Jul Christchurch: Feb, Mar

NSIA (North Shore International Academy)



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit nsia.co.nz
Certificate in Hospitality	3	5.0 (no band less than 5.0)	20	NZ\$9,000	NZ\$1,750	Auckland (Symonds St): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
Certificate in Hospitality (Restaurant Services)	4	5.5 (no band less than 5.0)	19	NZ\$9,000	NZ\$1,750	Auckland (Symonds St): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
New Zealand Diploma in Hospitality Management	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$20,960	NZ\$1,150	Auckland (Symonds St): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
Diploma in International Hospitality Management	5	5.5 (no band less than 5.0)	80 (2 years)	NZ\$32,960 or Year 1: NZ\$20,960 Year 2: NZ\$14,000	NZ\$5,200 or Year 1: NZ\$3,000 Year 2: NZ\$2,400	Auckland (Symonds St): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
New Zealand Certificate in Cookery with Internship	4	5.5 (no band less than 5.0)	35 (1 year)	NZ\$19,950	NZ\$2,100	Auckland (Symonds St): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct, Nov
New Zealand Diploma in Cookery (Advanced) with Internship (Cookery Strand)	5	5.5 (no band less than 5.0)	35 (1 year)	NZ\$19,950	NZ\$1,150	Auckland (Symonds St): Jan, Feb, Apr, May, Jul, Oct
Diploma in Culinary Arts with Internship**	5	5.5 (no band less than 5.0)	70 (2 years)	NZ\$32,000 or Year 1: NZ\$19,995 Year 2: NZ\$12,850	NZ\$3,100 or Year 1: NZ\$2,100 Year 2: NZ\$1,150	Auckland (Symonds St): Jan, Feb, Apr, May, Jun, Jul, Sep, Oct
Certificate in Baking (Generalist) with Internship	4	5.5 (no band less than 5.0)	35 (1 year)	NZ\$19,950	NZ\$2,100	Auckland (Symonds St): Jan, Apr, Jun, Sep
New Zealand Diploma in Cookery (Advanced) with Internship (Patisserie Strand)	5	5.5 (no band less than 5.0)	35 (1 year)	NZ\$19,950	NZ\$1,150	Auckland (Symonds St): Jan, Apr, Jul, Oct

NZCM (New Zealand College of Massage)



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit massagecollege.ac.nz
New Zealand Diploma in Wellness and Relaxation Massage	5	6.0 (no band less than 5.5)	36 (1 year)	NZ\$19,000	NZ\$950	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
Diploma in Clinical Massage Therapy	6	6.0 (no band less than 5.5)	36 (1 year)	NZ\$19,000	NZ\$950	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
Bachelor of Health Studies (Neuromuscular Therapy)	7	6.0 in all aspects	3 years	NZ\$51,000 or Year 1: NZ\$19,000 Year 2: NZ\$19,000 Year 3: NZ\$19,000	NZ\$2,850 or Year 1: NZ\$950 Year 2: NZ\$950 Year 3: NZ\$950	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul

*Subject to NZQA approval

**Programme name subject to NZQA approval

NZIS (New Zealand Institute of Sport)



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit nzis.co.nz
New Zealand Certificate in Personal Training	4	5.5 (no band less than 5.0)	20	NZ\$10,500	NZ\$1,000	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
New Zealand Diploma in Sport, Recreation & Exercise (Multi-sector)**	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$18,500	NZ\$1,250	Auckland: Feb, Apr, Jul Wellington: Feb, Apr, Jul Christchurch: Feb, Apr, Jul
Diploma in Sport, Recreation & Exercise (Multi-sector)**	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$18,500	NZ\$1,250	Auckland: Feb, Apr, Jul Wellington: Feb, Apr, Jul Christchurch: Feb, Apr, Jul

New Zealand School of Tourism



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit nzschoofoftourism.co.nz
Tourism, Hotels & Resorts	4	5.5 (no band less than 5.0)	16	NZ\$8,500	NZ\$700	Auckland (Central): Feb, Aug Auckland (Airport): Feb, Aug Hamilton: Feb, Aug Wellington: Feb, Aug Christchurch: Feb, Aug Dunedin: Feb, Aug
Tourism, Airline & Flight Attending	4	5.5 (no band less than 5.0)	16	NZ\$8,500	NZ\$700	Auckland (Central): Jan, Jul, Aug Auckland (Airport): Jan, Jul Hamilton: Jan, Jul, Aug Wellington: Jan, Jul Christchurch: Jan, Jul, Aug Dunedin: Jan, Jul
Tourism, Airline & Flight Attending (including International Flight Attending Practicals)	4	5.5 (no band less than 5.0)	20	NZ\$8,500	NZ\$700	Auckland (Central): Jan, Jul, Aug Auckland (Airport): Jan, Jul Hamilton: Jan, Jul, Aug Rotorua: Jan, Jul Wellington: Jan, Jul Christchurch: Jan, Jul, Aug Dunedin: Jan, Jul
Certificate in International Flight Attending	4	5.5 (no band less than 5.0)	14	NZ\$8,100	NZ\$600	Auckland (Central): Feb, Sep Auckland (Airport): Feb, Sep Hamilton: Feb, Sep Rotorua: Feb, Sep Wellington: Feb, Sep Christchurch: Feb, Sep, Oct Dunedin: Feb, Sep

New Zealand School of Tourism *(continued)*



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit nzschooloftourism.co.nz
Tourism, Hotel & Airline Operations	4	5.5 (no band less than 5.0)	16	NZ\$8,500	NZ\$700	Auckland (Central): Feb, Aug Auckland (Airport): Feb, Aug, Sep Hamilton: Feb, Jul, Aug Rotorua: Feb, Aug Wellington: Feb, Aug, Sep Christchurch: Feb, Aug Dunedin: Feb, Aug
Diploma in Tourism & Travel Management	5	5.5 (no band less than 5.0)	32 (1 year)	NZ\$19,500	NZ\$1,250	Auckland (Central): Feb, Jun Auckland (Airport): Feb, Jun Hamilton: Feb, Jun Rotorua: Feb, Jun Wellington: Feb, Jun Christchurch: Feb, Jun Dunedin: Feb, Jun, Jul
Hotel & Hospitality Management Diploma	5	5.5 (no band less than 5.0)	32 (1 year)	NZ\$19,500	NZ\$1,250	Auckland (Central): Feb, Jun Auckland (Airport): Feb, Jun Hamilton: Feb, Jun Rotorua: Feb, Jun Wellington: Feb, Jun Christchurch: Feb, Jun Dunedin: Feb, Jun
Travel & Tourism Management Diploma	5	5.5 (no band less than 5.0)	64 (2 x 1 year)	NZ\$29,900 or Year 1: NZ\$20,900 Year 2: NZ\$11,095	NZ\$1,500 or Year 1: NZ\$850 Year 2: NZ\$750	Auckland (Central): Jul Auckland (Airport): Jun Hamilton: Jun Rotorua: Jun Wellington: Jun, Aug Christchurch: Jul Dunedin: Jun
Diploma in Tourism & Travel	6	6.0 (no band less than 5.5)	32 (1 year)	NZ\$19,500	NZ\$1,250	Auckland (Central): Apr, Jun Auckland (Airport): Apr, Jun Hamilton: Rotorua: Wellington: Apr, Jun Christchurch: Apr, Jun Dunedin:
Bachelor of International Tourism & Hotel Management*	7	6.0 (no band less than 5.5)	3 years	NZ\$49,000 or Year 1: NZ\$20,900 Year 2: NZ\$11,095 Year 3: NZ\$19,950	NZ\$2,100 or Year 1: NZ\$850 Year 2: NZ\$750 Year 3: NZ\$750	Auckland (Central): Feb, Jun, Jun Auckland (Airport): Feb, Jun Hamilton: Feb, Jun Rotorua: Feb, Jun Wellington: Feb, Jun Christchurch: Feb, Jun Dunedin: Feb, Jun
Additional fees						Fees
Replacement workbooks						NZ\$10
Domestic educational field trips (meals, drinks, transport to and from the airport/station)						Paid by student
Optional international trips (e.g. 3–4 days to Australia and South Pacific – allow \$100 per day for expenses, visa/passport costs)						NZ\$1,000 approx.

Cut Above Academy**

cut above

Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit cutabove.ac.nz
Hairdressing Essentials	3	5.0 (no band less than 5.0)	34 (1 year)	NZ\$19,500	NZ\$1,750	Auckland (Central): Jan, Mar, Jul Auckland (Manukau): Feb, Jul
Makeup Essentials	3	5.0 (no band less than 5.0)	16	NZ\$12,300	NZ\$1,750	Auckland (Central): Jan, Apr, Jul Auckland (Manukau): Jan, Apr, Jul
Barbering Essentials	3	5.0 (no band less than 5.0)	32 (1 year)	NZ\$19,500	NZ\$1,750	Auckland (Central): Jul Auckland (Manukau):
Hairdressing Emerging Stylist	4	5.5 (no band less than 5.0)	34 (1 year)	NZ\$19,500	NZ\$1,750	Auckland (Central): Jan, Apr, Nov Auckland (Manukau): TBC
Professional Makeup Artistry for Fashion, Film & Media	4	5.5 (no band less than 5.0)	34 (1 year)	NZ\$19,500	NZ\$1,750	Auckland (Central): Jan, Mar, May, Sep Auckland (Manukau): Feb, May, Sep
Diploma in Special Effects & Prosthetic Makeup Artistry	5	5.5 (no band less than 5.0)	32 (1 year)	NZ\$19,500	NZ\$1,750	Auckland (Central): TBC

Elite School of Beauty & Spa**



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit elitebeautyschool.co.nz
Makeup Artistry & Skincare	3	5.0 (no band less than 5.0)	18	NZ\$10,000	NZ\$1,800	Auckland (Central): Hamilton: Feb, Mar, Apr, Jul Wellington: Feb, Apr, Jul
Beauty & Body Essentials	4	5.5 (no band less than 5.0)	32 (1 year)	NZ\$17,000	NZ\$1,800	Auckland (Central): Hamilton: Apr, May, Sep Wellington: Apr, May, Sep
Professional Face, Body & Spa Therapies	5	5.5 (no band less than 5.0)	36 (1 year)	NZ\$19,500	NZ\$2,300	Auckland (Central): Hamilton: Mar, Sep Wellington: Sep

*Subject to NZQA approval

**Trading name (qualifications awarded by New Zealand School of Tourism)

YooBee Colleges
 – School of Design, School of Film, School of Animation, School of Technology



Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit yooBee.ac.nz
Certificate in Creative Media	4	5.5 (no band less than 5.0)	19	NZ\$10,000	NZ\$850	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
Certificate in Fashion	4	5.5 (no band less than 5.0)	18	NZ\$8,000	NZ\$850	Christchurch: Feb, Jul
Certificate in Makeup Artistry	4	5.5 (no band less than 5.0)	40 (1 year)	NZ\$19,500	NZ\$2,000	Christchurch: Feb, Jul
Diploma in Fashion	5	5.5 (no band less than 5.0)	36 (1 year)	NZ\$19,500	NZ\$2,000	Christchurch: Jul
Diploma in Digital Design (Web & Graphic Design)	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
Diploma in Digital Design (Animation & Film Production)	5	5.5 (no band less than 5.0)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
Diploma in Animation	5	5.5 (no band less than 5.0)	32 (1 year)	NZ\$19,500	NZ\$2,000	Auckland (Central): Feb, Jul
Certificate in Information Technology & Client Support	5	5.5 (no band less than 5.0)	16	NZ\$6,500	NZ\$750	Auckland: Feb, Jul
Certificate in SQL Server Administration & Development	5	5.5 (no band less than 5.0)	16	NZ\$6,500	NZ\$750	Auckland: Feb, Jul
Diploma in Web & Application Development	5	5.5 (no band less than 5.0)	32 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Jul
New Zealand Diploma in Screen Production	5	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland (North Shore): Jan
On Screen Acting	5	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland (North Shore): Jan
Diploma in Creative Digital Design	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Feb, Jul
Diploma in Web & UX Design	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Jul Wellington: Feb, Jul Christchurch: Jul
Diploma in 3D Production	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb Wellington: Apr Christchurch: Feb, Jul
Diploma in Screen Production	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Apr Wellington: Apr Christchurch: Jul
Diploma in Game Art & Development – Year 1	6	6.0 (no band less than 5.5)	37 (1 year)	NZ\$19,500	NZ\$2,000	Wellington: Apr Christchurch: Jul
Diploma in Specialised Animation	6	6.0 (no band less than 5.5)	32 (1 year)	NZ\$19,500	NZ\$2,000	Auckland (Central): Feb
Diploma in Networking	6	6.0 (no band less than 5.5)	32 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Jul
New Zealand Diploma in Photography	6	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,500	NZ\$2,000	Auckland (North Shore): Jan, Jul
Diploma in Game Art & Development – Year 2	7	6.0 (no band less than 5.5)	37 (1 year)	NZ\$19,500	NZ\$2,000	Wellington: Feb Christchurch: Jul
Diploma in Advanced 3D Production	7	6.0 (no band less than 5.5)	40 (1 year)	NZ\$19,000	NZ\$2,000	Auckland: Apr Wellington: Apr
Diploma in Digital Media (Advanced)	7	6.0 (no band less than 5.5)	32 (1 year)	NZ\$19,000	NZ\$2,000	Auckland (Central): Feb

Programme name	NZQA level	IELTS requirements	Weeks (excl. holidays)	Tuition fee	Resources fee	For intake dates, visit yoobee.ac.nz
Bachelor of Animation with majors in Story & Character; World Building & Visual Effects; Interactive Media & Games	7	6.0 (no band less than 5.5)	3 years	NZ\$57,000 or Year 1: NZ\$19,950 Year 2: NZ\$19,950 Year 3: NZ\$19,950	NZ\$7,500 or Year 1: NZ\$2,500 Year 2: NZ\$2,500 Year 3: NZ\$2,500	Auckland (Central) (Year 1): Feb (Year 2): Feb (Year 3): Feb Wellington (Year 2): Jul
Diploma in Cloud Technology	7	6.0 (no band less than 5.5)	45 (1 year)	NZ\$19,500	NZ\$2,000	Auckland: Feb, Sep Wellington: Oct (Yoobee campus)
Bachelor of Creative Software	7	6.0 (no band less than 5.5)	96 (3 years)	NZ\$57,000 or Year 1: NZ\$19,950 Year 2: NZ\$19,950 Year 3: NZ\$19,950	NZ\$7,500 or Year 1: NZ\$2,500 Year 2: NZ\$2,500 Year 3: NZ\$2,500	Auckland: Feb Auckland: Feb Auckland: Feb

English language programmes



The Campbell Institute Intensive Academic English & IELTS Exam Preparation					
Duration	2–13 weeks	14–24 weeks	25–40 weeks	Over 41 weeks	
Fees	NZ\$430	NZ\$415	NZ\$400	NZ\$380	

Start dates: Each Monday (or Tuesday where Monday falls on a public holiday)

Course duration: 2–48 weeks (minimum: 2 weeks)

Full-time hours: 26 hours per week

Minimum age: 14

Resources fee: NZ\$100

Campuses: Wellington and Auckland

Accommodation

International students may choose to live with their parent(s) or a designated caregiver. To get the most out of experiencing New Zealand life, students are encouraged to live with a family in New Zealand homestay accommodation.

Homestay

Homestay accommodation: Includes a room for the student with a bed, desk, adequate heating and internet access. Meals include breakfast and dinner Monday–Friday, and breakfast, lunch and dinner on Saturdays/Sundays/public and school holidays. Laundry is also included.

Homestay Plus accommodation: Families can accommodate up to two international students at a time. A separate bathroom is available for the student(s) to use.

- A 24/7 call centre number is provided in case of emergency
- All accommodation arrangements are thoroughly checked – each homestay family is interviewed and the home inspected to our satisfaction before we coordinate a student placement
- All homestay providers sign a contract agreeing to specific rules and standards and undergo a vetting procedure by New Zealand Police
- All students are visited in their accommodation a minimum of three times per year by homestay staff
- All payments are made to the homestay provider via the Student Fees Trust

Homestay fees

All homestay fees are weekly rates. Additional days are charged at one-seventh the weekly rate. For homestay placements in Auckland Central*, the weekly rate increases by NZ\$30.

	Auckland Central*	Rest of Auckland and NZ
Homestay Under 18	NZ\$335	NZ\$305
Homestay 18 and over	NZ\$320	NZ\$290
Homestay Plus Under 18	NZ\$370	NZ\$340
Homestay Plus 18 and over	NZ\$355	NZ\$325

*Includes City Centre, Mt Eden, Epsom, Freemans Bay, Grafton, Greenlane, Grey Lynn, Herne Bay, Kingsland, Newmarket, Newton, Parnell, Pt Chevalier, Ponsonby, Remuera, St Marys Bay, Sandringham.

Additional accommodation fees (if applicable)

- Accommodation Placement Fee* NZ\$300
- Under 18 Accommodation Guarantee and Services Fee** NZ\$600 per year
- Change of Homestay Fee+ NZ\$100 per change
- Homestay retainer rate^ NZ\$100 per week
- Airport greeting and transfer NZ\$110

*Fee charged if UP Education coordinates student accommodation

**Fee charged where a student under 18 lives with a homestay provider arranged by the parent(s), student or their representative, allowing for accommodation to be checked once per term to ensure Code of Practice requirements are being met (not payable by New Zealand citizens or permanent residents)

+Fee applies when student requests a change of homestay for reasons deemed unacceptable, or when student frequently changes homestays (fee charged at discretion of Registrar)

^Weekly rate when student is away on holiday and requests room/ belongings be held by homestay host (rate charged after fifth day)

Student apartments

Students over 18 may wish to book apartment accommodation. Note that this is the responsibility of the student/parent(s)/agent to arrange (UP Education can supply a list of providers in Auckland and Wellington).

Academic entry requirements

Students must be at least 16 years of age and be able to show proof of successful academic experience and qualifications at:

- New Zealand Year 12 level (NCEA Level 2); or
- Grade 12/11 (Asia); or
- Senior high school 3rd/2nd year, or
- agreed equivalent

Scholarships

Scholarships may be available for students undertaking particular courses of study. Please refer to specific course information.

Additional fees

- Registration fee NZ\$300
- Airport greeting and transfer fee (one way, per person)..... NZ\$110
- Auckland International Airport transfer between terminals...NZ\$80
- Medical and travel insurance* (12 months)..... NZ\$633
- Resources and Course Materials Fee (courses up to one year)..... NZ\$700
- Subject examination fees NZ\$350
- IELTS examination fees (only for degrees requiring IELTS) ... NZ\$385

*International students are required to have comprehensive medical and travel insurance while in New Zealand. UP Education will arrange cover for students through the Southern Cross International Student travel insurance policy to cover the duration of the student visa. For full details, visit scti.co.nz/international-student.

New Zealand Government Export Education Levy

The New Zealand Government has imposed an international student levy on tuition and course-related fees. The levy is currently set at 0.89% of the compulsory tuition fees.

Goods and Services Tax (GST)

All fees are quoted in New Zealand dollars and include Goods and Services Tax (GST) where applicable. This is a New Zealand Government tax payable on the supply of goods and services.

Payment of fees

Fees are payable in New Zealand or US dollars to:

Bank account

Account name: UP Education Student Fees Trust

Account no: 01-1839-0119888-00

Bank: ANZ NZ Ltd, Cnr Queen & Victoria Sts, Auckland, New Zealand

SWIFT: ANZBNZ22

REF: Student name and ID#

Credit card

UP Education accepts payments by Visa or Mastercard.

Please note payments by credit card attract an additional fee of 2 percent. To obtain a credit card payment form, contact neweducationadmissions@up.education

Post-study work visas

On successful completion of study students may apply for a post-study work visa, which allows them to remain in New Zealand to work for between one and three years.

If the student's first student visa application was made on or after 8 August 2018:

- Employer assistance to obtain a post-study work visa is no longer required
- A one-year post-study open work visa is available for students studying Levels 4–6 and non-degree Level 7 qualifications, with an additional year for Graduate Diploma graduates who are working towards registration with a professional or trade body
- A two-year post-study open work visa is available for students studying Levels 4–6 and non-degree Level 7 qualifications outside Auckland, provided study is completed by December 2021 at which point the entitlement for post-study work rights reverts to a one-year post-study open work visa for students studying Level 4–6 and non-degree Level 7 qualifications, with an additional year for Graduate Diploma graduates who are

- working towards registration with a professional or trade body
- A three-year post-study open work visa is available for degree Level 7 or above qualifications
- International students studying Level 8 qualifications are required to work in an area specified on New Zealand Immigration's Long Term Skills Shortage List in order for their partner to be eligible for an open work visa and for the partner's dependent children to be eligible for fees-free domestic schooling

For students already in New Zealand who applied for a student visa before 8 August 2018, previous post-study work visa requirements apply.

For further information, visit: immigration.govt.nz

Note: The above information does not constitute immigration advice. Contact the Immigration Advisors Authority for further advice at: iaa.govt.nz

UP Education has two IAA-registered staff members available to assist students once they have commenced study and wish to apply for a post-study work visa.

Summary of terms implied by statute

This summary records the minimum requirements imposed on the School/College by statute as at the date of publication of this application form. The summary will be deemed to be incorporated into each Contract of Enrolment.

The summary is not intended to be a substitute for the statutory requirements and in the event of any conflict between the summary and a statute, the terms of the relevant statute will prevail. If any relevant statute is amended following the date of publication of this summary and such an amendment imposes more onerous or obligations on the School/College then this summary and the relevant Contract of Enrolment will be deemed to be amended accordingly.

Student fee protection

Each of the Education Act 1989, the NZQA Student Fee Protection Rules 2013 and the Education (Pastoral Care of International Students) Code of Practice 2016 (and the associated guidelines) contain provisions relating to the protection of student fees.

In order to comply with the various obligations under these provisions, student fees paid in advance are held in the School/College's approved trust account operated by the UP Education Student Fees Trust Board. Fees are drawn down after commencement in stages as the course is completed.

In the event a programme is terminated and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme.

Privacy Act

The Privacy Act 1993 came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the School/College to collect, use, store and disclose personal information in accordance with the twelve information privacy principles in the Act available on the Privacy Commissioner's website at: <https://privacy.org.nz/the-privacy-act-and-codes/privacy-principles/>.

The School/College complies with the principles of the Privacy Act 1993 (and the information privacy principles in that Act) in respect of personal information. Personal information is collected by the School/College during the enrolment process and during the period in which the student is enrolled at the School/College and is intended for use in connection with the education and well-being of the student. Information will be stored on School/College files and databases and all practicable security measures will be maintained. A unique identifier will be assigned to each student, which will be used in conjunction with a secondary means of identification or password/PIN. Staff members and other personnel within the School/College or within agencies under contract to the School/College will have access to student personal information for purposes relevant to normal School/College operations including but not limited to: student recruitment, marketing, admission, enrolment, study, academic progress, tuition fees and charges, establishing and maintaining academic records, assessment, academic agreements (scholarship providers or sponsors, programme delivery partners), academic advice and support, student services, discipline, security and safety, Library and IT services, managing records of graduates, and other alumni, and managing and improving the quality of services provided by the School/College.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations, and contractual agreements by which it is bound, the School/College may use the

student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care. This includes use and disclosure as required for the School/College to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate) and Immigration New Zealand (if the student is not a New Zealand citizen or permanent resident)

In addition, the School/College may disclose personal information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC). In signing the Acknowledgment Section of this Information and Application Form and the Enrolment Acceptance Form when the student accepts an offer to study the student authorises such disclosure on the understanding that the School/College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Education Act 1989.

The School/College will make information held about a student available to the student upon request and in accordance with the Privacy Act 1993, which also describes the conditions under which information may be withheld. Students have the right to request correction of personal information held in accordance with the provisions of the Privacy Act 1993. If a student withholds information or provides incomplete, false or misleading information the School/College may decline or cancel the admission or enrolment and may withhold the academic record if its veracity cannot be confirmed.

Code of Practice requirements

The School/College has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 administered by the Ministry of Education. A copy of the Code and the associated guidelines are available on the NZQA website at: nzqa.govt.nz/providers-partners/education-code-of-practice/

Immigration

Full details of visa and permit requirements, advice on rights of employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: immigration.govt.nz

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 at: moh.govt.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 be liable for all other medical and related costs. Further information can be viewed on the ACC website at: acc.co.nz

How to complete the application form

- Read all documentation carefully and complete required fields
- Ensure Acceptance of terms (see page 18) is understood and agreed to by both student and parent(s)
- Submit completed form (attach copy of student's passport, most recent school report and other required documentation)

Student information

Given name(s): Family name:

Known name: Date of birth: Gender: Female Male

Religious affiliation: First language:

Home address

Street number/street name:

Suburb: City:

Province: Country:

Postcode: Home phone: Mobile phone:

Email:

Father/Guardian Mr Other

Given name: Family name:

Address: *Same as student:*

Employer: Profession:

Mobile phone: Email:

Mother/Guardian Mrs Miss Ms Other

Given name: Family name:

Address: *Same as student:*

Employer: Profession:

Mobile phone: Email:

Emergency contact in New Zealand

Relationship to student:

Given name: Family name:

Address: *Same as student:*

Mobile phone: Email:

Official representative

Agent code (if known): Company:

Education

Student's current school/college/polytechnic/university:

Student's current class/course: Student's last year of secondary school:

Student's highest secondary school qualification (*attach copy*):

English language proficiency

Student's most recent IELTS score, or alternative:

Will student study English at another school before commencing at UP Education? Yes No

Intended English school: _____ Length of study: _____ months

Citizenship

Student's country of birth: _____ Student's country of citizenship: _____

Is student is a New Zealand Permanent Resident or New Zealand citizen? Yes No

Current country of residence: _____ Number of years student has lived in current country of residence: _____

Passport and visa information

Passport number (*Attach copy of student's passport*): _____

Has student recently visited or studied in New Zealand? (*If yes, attach a copy of the most recent student or visitor visa*) Yes No

If student has studied in New Zealand, has visa or place of study ever been terminated/cancelled? Yes No

If yes, provide reason(s) for termination/cancellation: _____

Has student ever been refused a New Zealand visa? Yes No

If yes, provide reason(s) for refusal: _____

Has student been refused or had a visa cancelled by any other country? Yes No

If yes, provide reason(s) for refusal: _____

Funding of study

How will student fund studies? Parent/student Privately funded Family/friend Education loan (own country)

Student is **applying for** a scholarship (*provide details*) _____

Student has been **awarded** a scholarship (*provide details*) _____

Note: UP Education reserves the right to request additional information regarding financial details in order to provide a Visa Support Letter.

Health

Does student live with the effects of significant injury, long-term illness, mental health issues, learning disorders or disability? (*Information provided is strictly confidential*) Yes No

If yes, describe student's condition. _____

In an emergency, would student require assistance evacuating a building? _____

Is student taking medication? Yes No

If yes, list medication student will bring to New Zealand.
(*Students are advised to carry a medical certificate listing prescribed medications brought with them to New Zealand.*) _____

Is there any other information relevant to the student's study in New Zealand that we should be aware of? Yes No

If yes, provide details. _____

Vocational programmes

Note that students may apply for one or more programmes (for example, a vocational programme and an English language programme).

1. College selection

Select vocational college(s) and enter campus name/location.

College name	Campus/location (see pages 4–9)
<input type="radio"/> NZMA
<input type="radio"/> NSIA
<input type="radio"/> NZCM (New Zealand College of Massage)
<input type="radio"/> NZIS (New Zealand Institute of Sport)
<input type="radio"/> NZST (New Zealand School of Tourism)
<input type="radio"/> Cut Above Academy
<input type="radio"/> Elite International School of Beauty & Spa
<input type="radio"/> Yoobee Colleges – School of Design
<input type="radio"/> Yoobee Colleges – School of Film
<input type="radio"/> Yoobee Colleges – School of Animation
<input type="radio"/> Yoobee Colleges – School of Technology

2. Programme selection

Enter the full name of the programme(s), and preferred start date(s).

Programme name 1

 Start date

Programme name 2

 Start date

Programme name 3

 Start date

English language programmes

The Campbell Institute (Wellington and Auckland)

Entry every Monday*

Start date:

DD	MM	YY

End date:

DD	MM	YY

Number of weeks: _____

Campus

- Wellington
- Auckland

**or Tuesday where Monday is a public holiday*

For refund policy, refer to The Campbell Institute Student Handbook at: campbell.ac.nz/for-students/student-support

Complete page only if student requires accommodation

Student details

Given name(s): _____ Family name: _____
(as it appears in student's passport)

Known name: _____ Date of birth: _____ Gender: Female Male

Student number *(if already enrolled at UP Education)*: _____ Religious affiliation: _____

Does student's religion require special consideration? Yes No

If yes, explain: _____

Interests and hobbies: _____

Other accommodation requirements? _____

College and campus (see pages 5–11)

Enter college and campus name/location student will study at.

College name: _____ Campus name/location: _____

Arrival/departure

Airport greeting and transfer service required:

On arrival From: _____

On departure To: _____

Transfer required between international and domestic terminals (Auckland International Airport only)

Flight details

Student's **confirmed** flight details (required at least two weeks prior to travel)

Date of arrival: _____

Time of arrival: _____

Flight number: _____

Accommodation

Student will live:

- With parents** (Form to be completed and signed by student's parent(s) once an Offer of Place is received. UP Education must approve the accommodation. An U18 Accommodation Guarantee and Services Fee applies.)
- With family friend/relative** (Family friend/relative must be known to student and a Designated Caregiver form must be signed by parent(s)/caregiver. UP Education must approve accommodation. An U18 Accommodation Guarantee and Services Fee applies.)
- In independent accommodation** (for students 18 and over – parental consent required for students under 20)
- In student apartment** (for students 18 and over; self-catering)
- In homestay accommodation** (complete details below)

Student prefers a homestay family with:

cat(s)? Yes No young children? Yes No

dog(s)? Yes No Is student allergic to animals? Yes No

If yes, provide details: _____

Does student have food allergies? Yes No

If yes, provide details: _____

Is there any food(s) student cannot eat? Yes No

If yes, provide details: _____

Does student require any special food? Yes No

If yes, provide details: _____

Signature

Signature of student

Date

Signature of parent/legal guardian

Date

Acceptance of terms

The application form must be accepted or signed by a parent or guardian where the student is under 18 years of age.

Declaration

I/We declare that the information provided in this enrolment application is true and correct.

I/We agree to be bound by the Contract of Enrolment.

I/We agree to ensure that the student abides by the School/College and Accommodation Rules (as amended from time to time) on and from acceptance of an Offer of Place.

I/We acknowledge and accept that if a student is in breach of the School/College and Accommodation Rules (as amended from time to time) or the Contract of Enrolment, the School/College may terminate the Contract of Enrolment and withdraw an Offer of Place (where the breach occurs prior to course commencement) or suspend or expel the student (where the breach occurs following course commencement).

I/We acknowledge and accept that any personal information collected by the School/College will be dealt with in accordance with the UP Education privacy policy (as amended from time to time). A copy of the privacy policy is available on the UP Education website.

I/We note and accept that the School/College* has arranged to protect student fees by entering into an agreement with the School's/College's nominated Trust Account.

I/We wish that the student fees be held in Trust with the nominated Trust Account to protect the student fees.

I/We agree that I/we will accept or sign the request for payment schedule for the draw-down of funds from the nominated Trust Account and any subsequent payment schedules as the case may be.

I/We agree that the School/College may contact the student's current/ previous school in order to obtain or verify information relating to this enrolment.

I/We have disclosed to the School/College all information related to past disciplinary measures (including any suspension or expulsion) and/or any special learning or behavioural needs.

I/We are aware that I must immediately advise the School/College if any information provided is incorrect or changes or there are changes in my circumstances that are relevant to my application or to my student visa application or to my ability to support myself.

I/We agree that the student concerned will board with one of the School/ College's approved homestay families or live in accommodation that is approved by the School/College while enrolled at the School/College (applies to students aged under 18 years).

I/We agree to advise the School/College immediately should the student's Disciplinary Record change to the extent that the information provided upon application or in an interview (either at the college or by telephone/ Skype) would now be different.

I/We agree to the use (including disclosure) of student information by the Staff of the School/ College and the parent/student appointed representative for any purpose related to the education or well-being of the student concerned both before and after the student's admission.

I/We hereby authorise the School/College to release, or make available through electronic or other means, to the student and the parents and/ or guardians of the student any information about the student which it creates, or receives in the course of the student's enrolment with the School/ College, including course results and personal information relating to the student's well-being.

I/We understand that the final decision on whether UP Education will provide INZ visa nomination will be made by UP Education based on my application and information on this form.

I/We acknowledge, accept and agree to be

bound by this "Acceptance of Terms", the relevant Contract of Enrolment in this application form and the "Enrolment Acceptance Form" (together, the Terms) by signing the "Acceptance of Terms" and "Enrolment Acceptance Form" (and agree that both you and your parents must sign when you are Under 18).

I/We acknowledge and agree that where physical signing of either of this "Acceptance of Terms" or "Enrolment Acceptance Form" is not possible (for whatever reason), I/We agree that the Terms are accepted in accordance with the relevant provisions of the Contract and Commercial Law Act 2017 by checking the "I/we accept the Terms" box on the relevant form.

I/We acknowledge that UP Education can archive, display, or utilise any artistic material generated by the student during the programme of study for use in UP Education publications, advertising, publicity and promotions.

I/We consent that the UP Education Registrar act as guardian for the student if the need arises when the student has medical or mental health issues and to act in the best interests of the student and parents.

I/We authorise the UP Education Registrar to discuss my student visa application for the programme offered with Immigration New Zealand; to obtain information regarding the processing of the visa application and the decision on the application.

I/We declare that all current and prior medical conditions of the student (including, for the avoidance of doubt, any significant injury, long-term illness, mental health issue, learning disorder or disability of any kind) have been fully and accurately disclosed in this application form (regardless of whether the student suffers ongoing issues or takes regular medication).

*School/College refers to all UP Education New Zealand schools.

Signature

Signature of student

Signature of parent/
legal guardian

Date

Date

I/We agree that any images or videos taken of the student throughout the period of enrolment may be used by the School/College for promotional purposes.

Consultant declaration:

I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation.

Signature of
consultant

Date

How did you hear about UP Education?

- Education agent
 UP Education website
 Internet search
 Education fair
 Students
 Facebook/social media
 Open Day advertising
 Other (please specify)
 Family/friends
 Embassy/Education New Zealand
 Advertising

Contract of Enrolment – UP Education colleges registered as Private Training Establishments (PTEs)

Enrolment is subject to availability of places within the School/College. If the School/College reserves a place for a student and offers enrolment then, subject to payment, this Contract of Enrolment is binding as a contract on the School/College and the student. This Contract of Enrolment will incorporate the statutory terms summarised in this application form under the heading "Summary of terms implied by statute" (Statutory Terms). This Contract of Enrolment shall be governed by and construed in accordance with the laws of New Zealand.

Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Up to 25% of tuition fees relate to pre-arrival services such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand, and marketing recruitment costs. These fees will be retained by the School/College.
- All Funds received will be held in trust to protect student fees as more particularly described in the Statutory Terms.
- Payments may be made in New Zealand Dollars or US Dollars to the bank account, or by cash/bank cheque. Bank drafts and telegraphic transfers or cheques should be to the credit of the UP International College New Zealand Limited. The student's name and identification number must be entered on the document and quoted by the remitting bank.
- When payments are made by telegraphic transfer, the bank charges are debited to the student.
- On receipt of a payment in US Dollars, the student will be credited with the NZ dollar equivalent amount based on the prevailing Westpac telegraphic transfer exchange rate, less any bank charges. Any deficit arising from a fluctuation in exchange rates must be met by students upon their arrival. Any surplus shall be held on behalf of the student as a credit towards future tuition and other fees.
- Payments by UP approved credit cards will attract an additional fee of 2.0 percent. Payments must be arranged using the UP Credit Card Payment Form.
- A request to pay the course fees in instalments may be approved by the Director of Admissions and Student Services (the Director) (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.

Refund Policies

Tuition Fees

- Up to 25% of tuition fees may relate to costs incurred through pre-arrival services, such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. Where stated, these fees will be retained by the School/College.
- Subject to the terms of the Education Act 1989, a full or partial refund of fees may be payable by UP (on application by the student) in the following circumstances:
 - the repayment of excess prepaid fees, either:
 - at the end of their final course; or
 - before the end of the course, if the student is in his or her final programme, all tuition fees have been paid, the student is over 18 and all School/College guaranteed accommodation has been prepaid.
 - if the School/College withdraws an Offer of Place, or is unable to provide the course (including if the School/College ceases to be a signatory or provider (as those terms are defined in the Education Act 1989)), all tuition fees are fully refundable.
 - if a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the academic condition not being met.
 - where an Offer of Place was made and the visa application declined by Immigration New Zealand, tuition fees are refundable less any costs incurred by the School/College prior to the School/College becoming aware of the visa not being granted.
 - a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the Director, be accepted as grounds for a refund of tuition fees. The Director may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course/s 10 or more working days after course commencement, the School/College will deduct any fees which have been paid or incurred by the School/College or other representatives (including the student's representative/agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
 - if a notice of cancellation/withdrawal is made in writing to the Director, the percentage of fees payable as a refund will be calculated in accordance with the following table:

International students who obtain Permanent Resident status

- International students in School Programmes, who have deposited an annual tuition fee in advance and subsequently obtain permanent residency and provide evidence of their new status to the Registrar prior to the Ministry of Education 1st March return, may apply for a refund of the difference in fees. The refund will be calculated for Terms 2 to 4 in cases where permanent residency is obtained after course commencement and before the end of February.

Other Fees

- Accommodation fee refunds will be made after a student ceases Homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of UP from any guarantee it has given to Immigration New Zealand.
- Living expenses held when a student leaves UP may be refunded following a full reconciliation of that student's living expenses.

No Refunds

- The School/College will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- The School/College will not refund the tuition fees of any student who is removed from the School/College roll through non-attendance and/or is expelled by the School/College Board.
- Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

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.
- The bank draft / telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the Director. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

Miscellaneous

Intellectual Property

All intellectual property created by the student while attending the School/College will be owned exclusively by and for the benefit of the School/College.

Infringement of Rules or Laws

An Offer of Place may be withdrawn if a student obtains entry through supplying incorrect / fraudulent documentation. If a student is in breach of the School/College and Accommodation Rules (as amended from time to time) or this Contract of Enrolment, the School/College reserves the right to terminate the Contract of Enrolment and withdraw an Offer of Place (where the breach occurs prior to course commencement) or suspend or expel the student (where the breach occurs following course commencement).

Student Accommodation

- International students under the age of 18 are required to board with homestay families registered and approved by the School/College for the duration of their study. Exceptions are only made for students who are staying with close family relatives year round. Any such arrangement must meet with the approval of the Director.
- Students who are under 18 and who live with a parent are required to have their accommodation arrangements approved by the School/College. The U18 Accommodation Guarantee and Service Fee will apply.
- The minimum length of student accommodation normally provided by the School/College is 8 weeks. Transport to and from the School/College is not included. Please note that a minimum advance payment of 24 weeks student accommodation is normally required for long term students. Advance payments of up to 40 weeks may be applicable to students from certain countries, as per visa regulations issued by Immigration New Zealand. Such fees will be held in support of any guarantee UP has been required to give to Immigration New Zealand.
- Fees for Homestay or other accommodation paid to UP will be held in trust for the student and released as required for payment of accommodation expenses.
- The possession, carrying, storing or discharge of any firearm (including any airgun, air rifle or air pistol) on or in any student accommodation (including any Homestay accommodation) is strictly forbidden.

Living Expenses

Money paid to UP for student living expenses will be held in trust and released to students at a rate of \$1250.00 per month or on such other basis as may be agreed between UP and the student's guardian (or the student, if the student is over 18).

Conditional Acceptance

In the student's interview (where applicable), there were a series of questions under the heading "Disciplinary Record". This Contract of Enrolment is conditional upon the answers given

being true and, further, upon there being no change to those answers up until the student's first day at the School/College.

Complaints Procedure

The School/College has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within the School/College it can be taken to the Campus Principal or sent in writing to the Director. If it is still not resolved then the complaint can be taken to the NZQA, who will process the complaint. NZQA is a government organisation and they can provide an independent assessment of the complaint. Raising a complaint with NZQA will not adversely affect a student's immigration status.

Students can download the complaint form from <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/formal-complaint-form.pdf>. Completed complaint forms, along with any supporting evidence, can be sent to:

The Complaints Officer
Quality Assurance Division
New Zealand Qualifications Authority
PO Box 160
Wellington 6140

or

email or scan the completed form along with scans of any supporting evidence to qadrisk@nzqa.govt.nz.

For more information on the complaint process, students can contact NZQA on 0800 697 296 or refer to the Student Handbook.

Medical and Travel Insurance

International Students must have current medical and travel insurance which meets the UP's approved requirements while studying in New Zealand.

Obligation by the School/College

The School/College undertakes to provide tuition as set down from time to time in the prospectus.

The School/College may decline to offer a subject if there are insufficient students wishing to study it or there is no staff member available to teach the course. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the School / College Board.

Liability

To the fullest extent permitted by the Fair Trading Act 1986, Consumer Guarantees Act 1993 or otherwise at law or in equity, the School/College's liability, whether arising as a result of any breach of this Contract of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to the School/College. Except for any liability arising from the Fair Trading Act 1986 or Consumer Guarantees Act 1993, under no circumstances will the School/College be liable to the student or the applicant(s) or any other person for indirect or consequential loss or damage of any kind (including loss of profits).

Amendments

- As at June 2019, every attempt was made to present accurate information (including the fees) in this application form.
- UP reserves the right to change the programmes it offers and the fees, terms and conditions applicable to those programmes. UP will give students reasonable notice prior to making such a change. Where such a change has a material adverse effect on the student, the student may terminate this Contract of Enrolment by giving notice to the School/College within two weeks' notice of being informed of the change. Where the student terminates this Contract of Enrolment, the student will be entitled to receive a refund of any funds paid which relate to the period after the termination date.
- For the avoidance of doubt, the fees and material terms and conditions which apply at the time that the student is offered and accepts enrolment to a School/College will apply throughout that enrolment.
- For the most up to date fees and course information, please refer to our website: up.education

Unaccompanied international students are accepted into UP Schools/Colleges from age 13 (Year 9).

Full refund of all fees	School/College to retain 20% of tuition and course-related fees	School/College to retain 30% of tuition and course-related fees	No refund	Notes:
Notice received by the School/College 5 months or more prior to the course commencement	Notice received by the School/College between 2 and 5 months prior to course commencement	Notice received by the School/College between 1 and 2 months prior to course commencement	Notice received by the School/College less than 1 month prior to course commencement	<ul style="list-style-type: none"> Commencement of the course is inclusive of orientation days, at which attendance is required. For Schools/Colleges and programmes other than UP International College English Studies, the published course fee is used when determining the cancellation fee to be imposed.



All enquiries and applications to:

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PO Box 6199, Wellesley St, Auckland 1141, New Zealand
T +64-9-307 5399
E neweducationadmissions@up.education

newedu.com