



NZIBT

NEW ZEALAND INSTITUTE OF
BUSINESS AND TECHNOLOGY

AUCKLAND | CHRISTCHURCH

Student Application Pack



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Contact Details

Postal Address

Christchurch Campus

4 Ash Street
Christchurch 8011
PO Box 8510,
Riccarton,
Christchurch 8440

Auckland Campus

Level 3,
238-242 Queen Street
PO Box 106-598
Auckland City Postshop
Auckland 1143

Phone Number

0800 4 NZIBT or 0800 4 69428 (in New Zealand only)

Email

Applications Team – applications@nzibt.ac.nz

Website

www.nzibt.ac.nz

Social Media

Facebook <https://www.facebook.com/nzibtgraduatecollege/>

LinkedIn <https://www.linkedin.com/school/new-zealand-institute-of-business-and-technology>

How to Apply

At any time you require assistance with your application, or clarification around any of the requirements in the application form, please do not hesitate to contact our Applications Team via email applications@nzibt.ac.nz

APPLICATION PROCESS

1

COMPLETE APPLICATION FORM

Submit completed form to us at applications@nzibt.ac.nz

2

APPLICATION ASSESSED

NZIBT assesses application and notifies if further information required

3

OFFER OF PLACE

Application accepted and Offer of Place and Tax Invoice issued

4

OFFER ACCEPTED

Offer accepted and payment made and held in Trust

5

OFFER ACCEPTED

Receipt of payment sent to applicant to enable application for Student Visa

6

APPLY FOR STUDENT VISA

www.immigration.govt.nz

7

ARRANGE ACCOMMODATION

NZIBT can assist with accommodation options

8

MEDICAL & TRAVEL INSURANCE

Arrange insurance through NZIBT or private company. Supply details to NZIBT

9

ARRIVING IN NEW ZEALAND

Provide original copies of required documentation to NZIBT

NEED HELP?

Email applications@nzibt.ac.nz for more information.

Academic Admission and English Language Requirements

Academic Admissions

International students must be 18 years of age before commencing a programme of study at NZIBT.

The NZIBT business programmes are only available to international students.

Applicants for the Graduate Diploma in Business programme must have:

- A Bachelor's degree, or Equivalent professional experience

Applicants for the Graduate Certificate in Business programme must have:

- A Bachelor's Degree, or Equivalent professional experience

English Language Requirements

English is the language of study at NZIBT. You will need to be able to read and write well in English so that you can understand course materials and also submit written assessments.

Applicants for the Graduate Diploma in Business programme will need to have passed an English language proficiency test with an IELTS academic score of 6.0 with no band less than 5.5.

English for Speakers of Other Languages (ESOL) requirements for Certificate or Diploma study at Level 6 or 7, Degree at Level 7, or a Graduate Certificate or Diploma at Level 7						
IELTS test	TOEFL Paper-based test (pBT)	TOEFL Internet based test (iBT)	University of Cambridge ESOL examinations	NZCEL A – expiring B - current	Pearson Test of English (Academic)	LanguageCert
Academic score of 6 with no band score lower than 5.5	Score of 550 (with an essay score of 5 TWE)	Score of 60 (with a writing score of 18)	FCE or FCE for schools, or CAE, or CPE with a score of 169. No less than 162 in each skill B2 First, or B2 First for schools, or C1 Advanced, or C2 Proficiency with a score of 169. No less than 162 in each skill	Level 4 with the Academic endorsement A - Level 4 (Academic) B - Level 4 (Academic)	PTE (Academic) score of 50 with no band score lower than 42	C1 Expert IESOL (LRWS) with PASS and no less than Pass in each skill

Medical and Travel Insurance

All international students must have appropriate and current medical and travel insurance for the duration of their planned period of study at NZIBT.

Your insurance cover must commence before you get on a plane to New Zealand and be valid at least until the date your visa expires. If you do not have insurance, our team can arrange an Orbit or Southern Cross Travel Insurance policy for you. To discuss this option, contact our Applications Team applications@nzibt.ac.nz

If you choose to organise your own medical and travel insurance cover send a copy of the insurance policy (in English) to applications@nzibt.ac.nz no later than 2-weeks prior to commencing your study. Your policy must include the guidelines as outlined on Page 8 of the Code of Practice for International Students

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>

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 www.moh.govt.nz.

Accident insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

Immigration Requirements

Students must meet all the requirements of Immigration New Zealand (INZ) to study in New Zealand. Full details of the requirements can be viewed at www.immigration.govt.nz.

Student Visa/Student Permit

You must study full-time to be eligible for a Student Visa. A Student Visa allows you to travel to New Zealand, but once you arrive you will need a Student Permit to remain in the country. If you have a Student Visa, you will normally be issued with a permit at the border when you arrive in New Zealand. A Student Visa or Permit means a student can study in New Zealand for a set time at a specified institution, as a full-time student. In most cases it would be issued for one year and the permit would be renewable. You must have a current Student Visa for enrolment to your programme.

An application for your Student Visa should be undertaken once your place on the programme has been confirmed to you in the Offer of Place. You may initiate the application with the Immigration New Zealand services via www.immigration.govt.nz or by contacting local New Zealand Embassy or High Commissions.

Immigration New Zealand requires that programme fees for the first year of study are pre-paid before a Student Visa will be issued for any student outside of New Zealand. Students are also required to provide evidence that additional funds are available for living costs.

An Offer of Place at NZIBT does not guarantee that you will be issued with a Student Visa. If a student does not complete enrolment at NZIBT, we are obliged to notify Immigration New Zealand that the student has not fulfilled the obligations of their Visa.

Fees and Charges

All fees are shown in New Zealand dollars and are inclusive of GST. These fees do not include accommodation, living expenses or other programme-related or incidental expenses.

Fees are subject to change.

A student must ensure that they have sufficient funds available before commencing a programme of study.

To be granted a student visa, international students are required by Immigration New Zealand to pre-pay programme fees in full to NZIBT. These funds are held at the Public Trust against the student's name until they complete their enrolment. Programme fees can be found on our website www.nzibt.ac.nz

Other Fees and Charges

Compulsory Non-Tuition Fees	
Administration Fee	\$500.00 (this fee is non-refundable)
Optional Fees	
Airport Pickup Fee	\$100.00
Insurance Fee – 12 Months	Premiums are advised to students depending on the policy and company they select (NZIBT preferred suppliers include Orbit and Southern Cross)
Re-Issue of Student ID Card	\$460.00
Photocopying	Students are responsible for printing and copy costs
Request for Letters: <ul style="list-style-type: none">• Invitation Letter• Bank Letter• Attendance Letter• Student Confirmation Letter• Student Reference Letter	\$15.00 per letter
Recognition of Prior Learning (obtained through training, work experience) per subject	\$150.00
Cross Credit	\$100.00
Resit or Resubmission Fee	\$250.00 per resit and/or reassessment
Academic Record Fees <ul style="list-style-type: none">• Completion Letter (hard copy)• Official copy of academic record• Replacement Graduation Certificate	\$20.00 \$20.00 \$105.00 (includes courier fee within New Zealand)

Withdrawals, Refunds, Student Fee Protection and Student Fee Indemnification

Students who do not complete their enrolment at NZIBT must apply in writing to the General Manager within the first ten (10) working days of the programme for a refund of their pre-paid tuition fees (less a deduction of 25% of costs already incurred). No refunds are provided after the tenth working day of the programme.

International students wishing to withdraw from a programme after ten working days must apply in writing to the General Manager. There is no fee refund in this case. NZIBT is obliged to notify Immigration NZ of the withdrawal.

If a visa renewal is rejected by INZ after the programme has started there will be no refund. If a visa is cancelled for breach of visa conditions at any time during the duration of the programme there will be no refund.

The New Zealand Qualifications Authority (NZQA) requires that a Private Training Establishment (PTE) such as NZIBT has an arrangement in place to protect student fees in the event of a programme closure. NZIBT's Trust Account protects students' fees should a programme close. Programme closure events are outside of a student's control, such as a cancellation of a programme, the withdrawal of either accreditation or programme approval by NZQA.

Category Required	Time refund application received by Institute	Amount of refund	Documentary evidence required
Visa Refusal or Application Refusal	At any time	Full refund less a deduction of 25% of costs already incurred	Original letter of rejection from Immigration New Zealand (based on NZIBT Discretion)
Withdrawal or Transfer	Prior to programme commencement and within ten (10) working days of the programme commencement-	Full refund less a deduction of 25% of costs already incurred	Proof of course withdrawal Offer of Place letter from another Institute Original air ticket Letter from student
	From the 11 th working day onwards	No refund	None
Rejection of Visa Renewal	After the programme has commenced	No refund	None
Visa Cancellation for Breach of Visa Conditions	At any time	No refund	None
Refund if the Provider Defaults	At any time	Full refund	If transferring to another institute, the refund will be sent to the new institution.
Appeal for application outcome	If the refund application outcome is not satisfied, student can lodge an appeal. The appeal will be reviewed by the General Manager of NZIBT.		

Conditions of Refund

NZIBT's refund policy and the availability of complaints and appeals processes does not remove the right of the student to take action under New Zealand's consumer affairs laws.

In the situation of a programme closure or cancellation, the student will receive a full refund.

Refunds will be paid in New Zealand dollars directly into a nominated overseas bank account or sent by cheque to your overseas address. The refund will be paid within the four weeks after receiving your written claim or within two weeks of NZIBT being unable to meet contract obligations with you.

NZIBT adheres to Section 236A of the Education Act 1989 and subsequent amendments. It has an approved Trust Account for Student Fee protection and Student Fee Indemnification (the remaining portion of a student's fee at any point of the programme). The Trust Account is sufficient to cover the full amount of student fees and is administered by The Public Trust.

Information and Assistance for International Students

NZIBT has two campuses in Christchurch and Auckland, both major cities in New Zealand. You will find there are international students from around the globe choosing to study here and the environment is supportive, inclusive and rewarding.

NZIBT will encourage you to become part of student life on campus and make use of the services available to you as an NZIBT student.

We can also help you with accommodation options if you would prefer to rent a property either in Christchurch or Auckland.

Student Rights and Responsibilities

As a student at NZIBT you have the right to:

- Be given accurate and up to date information about NZIBT, procedures and your programme;
- Have a say about how your programme/course is taught and to expect that your programme/course will not be changed without prior consultation with students;
- Question unfair assessment results and to appeal the result if necessary;
- Not be charged arbitrary or excessive fees;
- Study in a safe and healthy environment free from prejudice, violence or harassment;
- Access services and facilities on the same basis as domestic students;
- Make a complaint and to have it seriously investigated and responded to.

Students' rights and responsibilities are outlined on the Ministry of Education's website:

<http://www.education.govt.nz/school/health-safety-and-wellbeing/>

Code of Practice

To ensure that international students are well informed, safe and properly cared for, the New Zealand Government has developed a Code of Practice for Pastoral Care for International Students (The Code). NZIBT is a signatory to The Code, which provides a framework for a high standard of service.

Copies of The Code are available on request or can be downloaded from the NZQA webpage:

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf>



STUDENT APPLICATION FORM

Welcome to NZ Institute of Business and Technology (NZIBT). Please read the instructions below carefully before you complete this Application Form. Once completed, either email or post (all pages) to us directly; alternatively, return them to your Education Consultant/Agent. Please keep a copy for your own records.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enroll you into a programme at NZIBT. We also need to collect information from you which is required by the Ministry of Education and other 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.
- Signing and dating the form.
- Attaching to the form any additional information required. A description of the required documentation is provided below.

A PROGRAMME & CAMPUS SELECTION

1	Please write the name of the programme(s) in which you wish to enrol	1.	
		2.	
		3.	
	PREFERRED Start Date		
	Please select which campus you'd like to study at	Christchurch <input type="checkbox"/>	Auckland <input type="checkbox"/>
2	Have you studied at NZIBT before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B PERSONAL DETAILS

3	Family Name								
	First/Given Name(s)								
4	Preferred title	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):			
5	Date of birth	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	19	<input type="text"/> <input type="text"/>	6	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		day	month		year				
7	If you know your NSN (National Student Number), please write it here						<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
8	Citizenship						9	Passport Number	
10	Ethnicity (e.g. Indian, Chinese)								
11	Prior Activity – What was your MAIN activity or occupation at 1 November last year?			(Write "Overseas" if you were not in New Zealand)					

12	Disability	<p>Do you live with the effects of significant injury, long term illness or disability? The information you supply is confidential.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, how would you describe your impairment, disability or long term medical condition? We require this information so that we can provide any assistance you may require to study at NZIBT.</i></p>

C CONTACT DETAILS, IMPORTANT: please complete all sections

13	Address and contact details in your home country	Home Address:	Postal Address: (if different from home address)	
		Phone:	Mobile:	
		Fax:	Applicant E-mail:	
	Next of Kin	Name:	Relationship:	
		Phone:	Email:	
	If known: New Zealand Emergency Contact	Name:	Home Address: Email:	
		Phone:		
	If known: Student address and contact details in New Zealand	Home Address:		Phone:
				Mobile:
		Accommodation Type (e.g. Homestay, flat):		Fax:

D ACADEMIC INFORMATION

14	High School	What was the name of the last High School you attended? State "Overseas", if applicable.
		What was your last year at High School? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		What is the highest level of achievement you hold from a High School?

15	Tertiary Study	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered 'No', please enter the name of the institution you studied at and the year of your first enrolment:</p> <p><i>Please provide verified documentation of academic transcripts for all qualifications and study (including any study previously undertaken within New Zealand).</i></p> <table border="1" data-bbox="379 454 1497 526"> <tr> <td data-bbox="379 454 1244 526">Name:</td> <td data-bbox="1244 454 1497 526">Year: <input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> </tr> </table> <p>Do you wish to have previous study assessed for recognition of credit? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Your application must include an official outline and course descriptions of all study.</p>		Name:	Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name:	Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
16	English Level	<p>To study at NZIBT you MUST be proficient in English. <i>Please provide evidence of the following:</i></p> <p>You have taken an academic IELTS English Language test – Date taken <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> 20<input type="text"/><input type="text"/></p> <p>What is your academic IELTS overall Score? <input type="text"/></p> <p>What is your IELTS individual Score? Reading: <input type="text"/> Writing: <input type="text"/> Speaking: <input type="text"/> Listening: <input type="text"/></p> <p>OR you have taken another English language proficiency test (e.g. TOEFL, NZCEL, University of Cambridge or CAE examination, Pearson Test of English or City & Guilds IESOL).</p> <p>Date taken <input type="text"/><input type="text"/> <input type="text"/><input type="text"/> 20<input type="text"/><input type="text"/></p> <p>English test name <input type="text"/> Results <input type="text"/></p>			
E HEALTH AND WELFARE					
17	Insurance	<p><i>It is a condition of enrolment that you have medical and travel insurance. As your educational provider, we can arrange this insurance at your cost with one of our preferred insurance providers as part of your enrolment procedure.</i></p> <table border="1" data-bbox="167 1422 1497 1975"> <tr> <td data-bbox="167 1422 1125 1975"> <p><u>Please choose an insurance option:</u></p> <p>If you would like us to arrange your insurance through Orbit or Southern Cross please tick the first box</p> <p>If you choose to organise your own medical and travel insurance cover send a copy of the insurance policy (in English) to applications@nzibt.ac.nz no later than 2-weeks prior to commencing your study. Your policy must include the guidelines as outlined on Page 8 of the Code of Practice for International Students https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf</p> </td> <td data-bbox="1125 1422 1497 1975"> <p>Orbit or Southern Cross Insurance (arranged by NZIBT)</p> <p><input type="checkbox"/></p> <p>Other (arranged by student)</p> <p><input type="checkbox"/></p> </td> </tr> </table>		<p><u>Please choose an insurance option:</u></p> <p>If you would like us to arrange your insurance through Orbit or Southern Cross please tick the first box</p> <p>If you choose to organise your own medical and travel insurance cover send a copy of the insurance policy (in English) to applications@nzibt.ac.nz no later than 2-weeks prior to commencing your study. Your policy must include the guidelines as outlined on Page 8 of the Code of Practice for International Students https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf</p>	<p>Orbit or Southern Cross Insurance (arranged by NZIBT)</p> <p><input type="checkbox"/></p> <p>Other (arranged by student)</p> <p><input type="checkbox"/></p>
<p><u>Please choose an insurance option:</u></p> <p>If you would like us to arrange your insurance through Orbit or Southern Cross please tick the first box</p> <p>If you choose to organise your own medical and travel insurance cover send a copy of the insurance policy (in English) to applications@nzibt.ac.nz no later than 2-weeks prior to commencing your study. Your policy must include the guidelines as outlined on Page 8 of the Code of Practice for International Students https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf</p>	<p>Orbit or Southern Cross Insurance (arranged by NZIBT)</p> <p><input type="checkbox"/></p> <p>Other (arranged by student)</p> <p><input type="checkbox"/></p>				

F ARRIVAL AND ACCOMMODATION		
18	Airport Pick-up	Do you require airport pick-up on arrival? Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Accommodation	NZIBT do not arrange accommodation but can assist with more information if you need it to help decide which is the best accommodation type for you. Yes <input type="checkbox"/> No <input type="checkbox"/>
G DECLARATION		
<p>Privacy – NZIBT collects and stores information from this form 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), Department of Immigration and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.</p> <p>In addition, when required by statute, NZIBT releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).</p> <p>In signing this application form you authorise such disclosure on the understanding that NZIBT will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact your Student Advisor.</p> <p>NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. http://www.privacy.org.nz/people/peotop.html</p> <p>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. NZIBT policy on withdrawal and refund of fees may be obtained from the General Manager and is also listed in the 'Important Information' section of this Application Form.</p> <p>Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, health and safety, behaviour, and to provide NZIBT with an up-to-date copy of your student permit and any renewal, changes to your contact details, next of kin, accommodation type and residential address.</p> <p>Student Misconduct Policy and Procedure applies to all students enrolled at NZIBT regardless if the incident was on or off campus, and regardless of course or programme of study. This policy includes, but is not limited to:</p> <ul style="list-style-type: none"> • All situations where students are in breach of the student rules. • All situations where any source, an allegation of student misconduct is made. • Situations where an allegation of student misconduct also involves the Police. • The misconduct will be regarded as serious if by, its nature and/or degree, it: <ul style="list-style-type: none"> - adversely affects (or has the potential to adversely affect) the safety of other students or staff; - is likely to bring the name of either institute into disrepute; - involves behavior considered to be seriously inappropriate for a student; and/or - is part of a number of instances of misconduct committed by the same student. It is not necessary that the instance of misconduct is the same as previous instances of misconduct or similar in nature and/or degree to previous instances of misconduct. • The Student Misconduct policy and procedure does not apply to students failing to meet academic requirements. • The Student Misconduct policy and procedure does not replace specific programme regulations, which may also address matters such as what constitutes 'fit and proper' behavior and drug and alcohol criteria. The Concerns and Complaints Policy and Procedure shall be followed to resolve student complaints where misconduct of a student has not been alleged. <p><i>A copy of the full AC09- Student Misconduct Policy and Procedure can be obtained from NZIBT</i></p>		

Student Declaration - I declare that to the best of my knowledge all the information supplied on, and with, this application 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. I have read and understood the important information on the following pages of this application form.

Print Full Name: _____

Signature: _____

Date: _____

Email: _____

NZIBT Agent Declaration – I declare that I have personally conducted the interview process with the above student and have followed the guidelines as required in the NZIBT Agency Agreement and in the Code of Practice for the Pastoral Care of International Students. I have sighted and confirmed the accuracy of all attached documentation.

Agent Name: _____

Email address: _____

Signature: _____

Date: _____

H APPLICATION CHECKLIST		
	Interview conducted <input type="checkbox"/> All sections completed <input type="checkbox"/> Passport photo attached <input type="checkbox"/> Evidence of prior study attached <input type="checkbox"/> Copy of passport (and visa if applicable) attached <input type="checkbox"/> Evidence of work experience attached (if applicable) <input type="checkbox"/> Evidence of English Language competency attached <input type="checkbox"/> Copy of Application Form given to student <input type="checkbox"/> Form signed by student and NZIBT Agent <input type="checkbox"/>	NZIBT Agency: _____ Agent Name: _____ Agency Stamp: _____
Office use only: Entry Criteria Satisfied <input type="checkbox"/> Entry Criteria Not Satisfied <input type="checkbox"/> Comments:		General Manager Name: _____ Signature: _____ Date: / /
I IMPORTANT INFORMATION		
	Code of Practice for the Pastoral Care of International Students	NZIBT has observes and is bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. You can read the Code of Practice for the Pastoral Care of International Students online; follow this link: https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Code-of-Practice-Amendments-2019.pdf
	Fees	All international students are required to pay the first academic year's programme fee prior to beginning their study. Please make payments (in New Zealand dollars) to our Public Trust Account: Account Name: Public Trust NZ INSTITUTE OF BUSINESS AND TECHNOLOGY Account Number: 0205360305865 01 Student Reference: First Name/Family Name plus Student ID Number (if available) NZIBT Reference Number: 9030921TR01 We assume no responsibility for funds made out to persons or consultancies other than payments made out to the above mentioned Public Trust Account.
	Refund Policy	The refund policy is as follows: 1. Students withdrawing from the programme within the first ten working days from the start of the programme shall be entitled to a full refund less a deduction of 25% of costs already incurred. A full notice detailing the deductions will be given. All course withdrawal and fee refund requests must be in writing at the time of withdrawal. After the first ten days of the course no refunds will be payable, other than in exceptional circumstances. Any refund will be made to the student when they have returned to their home country and will be returned to the source bank account from which fees were originally paid to NZIBT or an in-country account nominated. 2. Students will not be allowed to transfer to different institutions in the first year of study, other than in exceptional circumstances. Even then the approval of both institutions and the New Zealand Immigration Service is required. Any fee refund applicable will be sent directly to the next institution.

Immigration	<p>Full details of visa and permit requirements, advice on rights to 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 http://www.immigration.govt.nz</p> <p>Students must notify NZIBT, in writing, of any change of address or accommodation type otherwise they are in breach of their Student Permit and the Code of Practice for the Pastoral Care of International Students.</p> <p>No student will be allowed to change to a Visitor Visa until they have completed their course of study and have a letter from their institution to that effect to give to the New Zealand Immigration Service.</p>
Medical and Travel Insurance	<p>International students must have appropriate and current medical and travel insurance for the duration of their planned period of study.</p> <p>NZIBT can arrange insurance through either Orbit or Southern Cross for you. To discuss this option please contact our Applications Team at applications@nzibt.ac.nz</p> <p>If arranging your own insurance please note that this must include:</p> <ol style="list-style-type: none"> 1. Unlimited Health cover 2. Cover the period of your travel to and from NZ 3. An acceptable insurance company is a reputable and established insurer with a credit rating no lower than 'A' from Standard and Poors or B+ from A M Best, and is able to provide services 24 hours a day, seven days a week. <p>We require a copy of the policy and the receipt so that we can assess that it complies with the Code of Practice for the Pastoral care of International Students.</p>
Eligibility for Health Services	<p>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 http://www.moh.govt.nz</p>
Accident Insurance	<p>The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at http://www.acc.co.nz</p>
On Arrival	<p>For international students, a copy of your Student Visa along with all required original officially verified documents must be supplied to the Senior Marketing and Student Support Officer on your arrival in New Zealand. The SSO and the rest of the team is available to assist with all matters relating to your accommodation, welfare and study while in New Zealand.</p>
Part-time Work	<p>If you are studying on the Graduate Diploma of Business programme then you may work for up to 20 hours per week on your student visa.</p>
Fee Protection	<p>We use Public Trust's Fee Protect service to provide an independent trust account for the protection of your student fees. This ensures that sufficient monies are available at all times to refund the 'unexpired' portion of fees in the unlikely event that we are no longer able to deliver your programme due to financial or other external reasons.</p> <p>Public Trust is a government owned Trustee Company that has been in existence for over 130 years. More information about Fee Protect is available on their website, www.publictrust.co.nz.</p>
Class Attendance Policy	<p>Students are required to attend all classes (100%). The attendance is monitored very closely and the process and policy for Attendance is in the Student Handbook which is available at www.nzibt.ac.nz</p> <p>Poor attendance will impact your Student Visa.</p>
Further Information	<p>Further information on programmes, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found on our website at www.nzibt.ac.nz or you can email us on info@nzibt.ac.nz (general enquiries)</p>