

Application for Enrolment– International Student

Please complete, sign, and return via email to international@cavallicollege.nz or in person to an Cavalli College staff member. For more details, refer to the Terms and Conditions at the end of the application form

Please note: Sections marked with an asterisk (*) are mandatory to complete.

Contact Details*

Title:

Gender: Male Female Nonbinary_____

First Name:

Middle Name:

Family Name:

Preferred Name:

Email:

Date of Birth:

Home Country Address*

Street Address:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Telephone Number:

Mobile Number:

Address in New Zealand (if known)

Street Address:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Telephone Number:

Mobile Number:

Emergency Contact*

In case of an emergency or wellbeing situation who shall we contact?

Full Name:

Relationship to you:

Telephone:

Mobile:

Email:

Study in New Zealand*

What is your Country of Birth?

What is your Country of Citizenship?

Passport Number:

Issuing Country:

Cultural Identity*

Please indicate (✓) your cultural identity:

- | | | | |
|---|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> NZ European/Pākehā | <input type="checkbox"/> Niuean | <input type="checkbox"/> Other Pacific | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> NZ Māori | <input type="checkbox"/> Cook Islands | <input type="checkbox"/> Indian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Tokelauan | <input type="checkbox"/> African | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Fijian | <input type="checkbox"/> Other <i>please specify:</i> | <input type="text"/> |

Travel and Medical Insurance*

It is compulsory for international students to have appropriate health, medical and travel insurance while studying in New Zealand. Cavalli College recommends Southern Cross ([International Student Travel Insurance NZ | SCTI NZ](#)) and can support you to arrange insurance.

- Please arrange insurance cover. Please specify how many months of cover needed:
- I will arrange my own insurance

If you are arranging your own insurance you must provide a copy of your insurance policy in English. The insurance policy must be from a reputable and established travel insurance company. The insurer must provide emergency 24 hour / 7 day per week insurance cover. You must provide details of what the insurance covers and the dates of the insurance cover.

Do you have any pre-existing medical condition that may affect your travel and medical insurance? Yes No

If 'Yes', please provide more details?

Accommodation*

Cavalli College recommends Host Families NZ as our homestay provider (www.hostfamilies.co.nz) a company specialising in student homestay accommodation. Host Families NZ can assist you with accommodation.

- Please arrange homestay accommodation. Please specify how many months needed:
- I will arrange my own accommodation

Cavalli College is not responsible for accommodation placements and any issues arising must be discussed with Host Families NZ Management

International Agent

Please complete this section if you are applying through an accredited agent.

Agent name:

Organisation:

Phone:

Email:

Agent Stamp:

Work and Study*

What is your main activity or occupation in New Zealand as at 1 October last year? (Please tick one box only)

Overseas

Secondary school student

Non employed or beneficiary

Wage of salary worker

Self employed

University student

Polytechnic student

Wananga student

House person or retired

PTE Student

Other *please specify:*

Are you currently working? Yes No

(If yes*, provide workplace details, work role and whether this is employed/voluntary/casual and usual hours per week)

Have you ever worked as a Health Care Assistant? Yes No

If yes, please specify how long did you work as one?

Do you have any other qualifications in healthcare? Yes No

If yes, please specify what qualification and from where? (either in New Zealand or Overseas)

Do you intend to continue with your studies or move into the workforce after completing your chosen course of study?

What was the name of the last high school you attended?
State 'overseas' if applicable:

Last year at high school?

Highest qualification achieved at secondary school

Year achieved

What is the highest achievement you hold from a high school? (Please tick one box only)

No formal secondary qualification

14 or more credits at any level

NCEA Level 1 or School Certificate

NCEA Level 2 or 6th Form Certificate

University Entrance

NCEA Level 3 or Bursary Scholarship

Overseas qualification, please specify

Other *please specify*:

Will your enrolment be the first time you have ever enrolled in formal study outside of school? Yes No

How did you hear about Cavalli College?

Conviction Details*

Do you have any criminal convictions or anything we need to be aware of (e.g. Pending court cases) that may impact your study in your own country and/or in New Zealand? Yes No

If 'Yes', please provide more details? (Please note, this information is kept private and confidential).

Study and Support Details*

What programme are you applying for?*

What is your preferred start date?

Do you have access to a laptop/computer for your studies? Yes No

Do you live with the effects of significant injury, long term illness or disability? Yes No

If 'Yes' please provide more details, or request a confidential chat to discuss support needs:

Do you have any difficulties with learning that need to be considered so we can support you appropriately? (e.g. learning online, dyslexia, visual, hearing or other impairment, literacy needs and/or English not your home language). Please describe these here or request a confidential chat.

Do you have any other reasons why you might need extra support throughout your studies with us? Please describe and let us know how we can best support you or request a confidential chat.

Declaration*

I declare that, to the best of my knowledge, all the information provided in this document is true and correct. By completing this application form, I consent to the processing of my personal data for the purpose of my application and enrolment into Cavalli College Ltd approved courses and programmes. I agree to abide by the terms and conditions outlined below and consent to the disclosure of personal information as described in those terms and conditions.

(Signature)

Date: _____

Required Documents:

Please ensure the following documents are attached to your completed Application for Enrolment form:

1. A copy of your passport
2. One additional form of identification
3. A copy of any transcripts or evidence of previous academic achievements
4. A completed referee report from a person who has known you in a professional capacity for at least 6 months and is deemed suitable by Cavalli College. An appropriate referee might be an employer, manager, colleague, church/faith-based leader, community leader, teacher, mentor, or coach.

Please note: Your passport and identification must be signed/certified by a New Zealand Justice of the Peace (JP), Solicitor, Court Registrar, an Cavalli College-approved Educational Agent, or an Cavalli College staff member.

Terms and Conditions

Enrolment Conditions

- Cavalli College reserves the right to refuse your enrolment in the interest of your welfare, the welfare of other learners, or Cavalli College as a whole.
- Once your application for enrolment has been received and processed, you will be sent an “Offer of Place” along with an invoice for fees. You must accept the Offer of Place by signing and returning a copy of the offer to Cavalli College. Each page of the offer must be signed or initialled by you.
- Your acceptance of the Offer of Place, payment of fees, and receipt of your Work Visa and/or Variation of Conditions entitles you to enrol in the programme stated in the Offer of Place. If you do not meet the conditions, or if the offer is not confirmed, you will not be able to enrol.
- You are required to complete the specified programme work hours and maintain a completed Workplace Skills Record as part of your enrolment and graduation requirements.
- If you receive any convictions (including traffic convictions) while studying at Cavalli College, you must inform Cavalli College in writing within five working days.
- If, after commencing your studies, you request to change to a different programme of study, you must seek advice directly from Immigration New Zealand regarding the implications this change may have on your visa status.
- If you wish to change the agreed period of enrolment, you must provide written notification of the new dates to Cavalli College at least seven days before the original commencement date or the new commencement date, whichever is sooner.
- You must meet all of the requirements for your chosen mode and programme of study and abide by Cavalli College’s rules for the duration of your enrolment.

Visas

- Your enrolment at Cavalli College is conditional upon obtaining a valid Work Visa and/or a Variation of Condition that enables you to live and study in New Zealand. Cavalli College can refer you to a licensed immigration advisor or recruitment agent if assistance is required.
- The Offer of Place from Cavalli College does not guarantee that you will be granted a Work/Visitors Visa and/or Variation of Condition to allow you to study.
- You are responsible for meeting all conditions related to your visa.
- Cavalli College does not accept responsibility for the visas of your partner/spouse or dependent children.
- It is your responsibility to ensure that Cavalli College receives a certified copy of your Work/Visitors Visa and/or Variation of Condition, including any conditions contained within that visa, prior to your start date. E-visas can be provided if they are forwarded directly from Immigration New Zealand.

Payment of Fees

- Your invoice is valid for three months. Any variation to these terms of validity is at the sole discretion of Cavalli College.
- The tuition fees listed in your Offer of Place are those in effect at the time the offer was made. Fees are updated each calendar year, and all offers lapse as of 1 January to reflect the new fee structure.
- If you are re-enrolling, the new tuition fees for the current calendar year will apply.
- Course fees must be paid within 21 days of the invoice date, at least five working days before the start of your study programme, or immediately upon enrolment—whichever is sooner after your acceptance into Cavalli College has been confirmed. If fees are not received by this time, Cavalli College reserves the right to withdraw your Offer of Place.
- Any course fees you pay in advance to Cavalli College are held in a Trust Account maintained by the Public Trust, an approved independent trustee owned by the Crown and managed by the New Zealand Government. This arrangement is accepted by the New Zealand Qualifications Authority (NZQA) as meeting the requirements

of the Education and Training Act 2020 and the NZQA Student Fee Protection Rules 2022. Fees are remitted to Cavalli College from the Trust Account periodically in accordance with NZQA's Fee Protection Rules.

Withdrawals and Refunds

- You may request a refund of your tuition fees at any time prior to or during your enrolment, in accordance with the Cavalli College Withdrawal and Refund Policy.
- As an international learner, if you withdraw from your programme before it starts, you will receive a full refund minus 25% of the course fees. If you withdraw within the first 10 working days of the course commencement, you are entitled to a full refund minus 25% of the course fees. No refund is available if you withdraw from a course after the 11th day.
- You may apply for a refund on compassionate grounds after the statutory refund period, as stipulated in the *Education (Refund Requirements for International Students) Notice (2012)* under the *Education and Training Act 2020*. In such cases, you must submit full documentation in writing to the Registry. Approval of refunds on compassionate grounds is solely at the discretion of Cavalli College.
- Cavalli College reserves the right to withdraw you from study if your academic progress is deemed unsatisfactory.
- If you withdraw or are withdrawn from study, Cavalli College will notify Immigration New Zealand if you have been issued a Variation of Condition for your Cavalli College programme.

Credit Recognition and Transfer

- You can apply for Credit Recognition and Transfer by contacting admin@cavallicollege.nz. You should indicate your intention to apply for Credit Recognition and Transfer during the application process.
- You must submit a certified copy of your official academic transcript and provide detailed course descriptions, including learning outcomes (where possible). If your prior study was completed overseas, an NZQA international qualifications assessment may be required.
- Credit Recognition and Transfer will be granted prior to your enrolment, and your programme of study will reflect the credits granted before enrolment.
- Credit Recognition and Transfer cannot be granted for any course and/or programme of study that was used to meet the entry criteria for the qualification.

Breach of Expected Learner Conduct

- Cavalli College aims to ensure fair treatment for all learners. While your individual rights will be protected, this does not give you the right to breach Cavalli College rules and policies. Cavalli College reserves the right to take disciplinary action if such rules, policies, or procedures are breached.
- You are expected to display integrity and behave honestly in all interactions with Cavalli College and its associates, including during admission, enrolment, and study. Your behaviour should align with Cavalli College's expectations and comply with relevant government acts and regulations.
- Breaches of expected learner conduct may include actions such as plagiarism, cheating (including submitting work that has been completed entirely or partially by another person), falsifying documents, theft of Cavalli College property (including intellectual property), or committing any criminal offence.
- If you are considered to have breached expected learner conduct, your case will be investigated in accordance with the Cavalli College Learner Disciplinary Action Policy. You will have the opportunity to attend an explanation interview, and you are encouraged to have a support person present. Cavalli College reserves the right to suspend you from your studies immediately while the investigation is conducted.
- The findings of the investigation will be reviewed by the Cavalli College Programme Board, which will decide whether you have breached the expectations of learner conduct. If a breach is confirmed, a penalty will be determined.
- Penalties for breaches of learner conduct may include non-achievement of assignments or courses, temporary withdrawal from your programme of study, or permanent withdrawal from Cavalli College. Where appropriate, breaches of learner conduct may be referred to external agencies in accordance with the Privacy Act.

Complaint Procedure

- You should contact support@cavallicollege.nz in the first instance for all complaints. The Cavalli College team will provide you with guidance on how to proceed. Information about the complaints process is provided during your orientation. Please note that Cavalli College cannot address complaints that relate to employment; you will be referred to the appropriate organisation for such complaints.
- You may be asked to put your complaint in writing so that Cavalli College can undertake a full investigation. The outcome of the investigation will be shared with you.
- If you are not satisfied with the result of the investigation, you may appeal the decision. A senior staff member at Cavalli College will review the investigation process, findings, and result. Cavalli College may either uphold or change the original decision.
- If you are not satisfied with the outcome of the appeal, you can bring your concern to the New Zealand Qualifications Authority (NZQA), who will carry out an independent investigation.

- In accordance with NZQA procedures, if you have a complaint about Cavalli College, you must first follow the formal complaint process through Cavalli College. If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone at 0800 697 296 or email qadrisk@nzqa.govt.nz. If your complaint involves a financial or contractual dispute, you can contact iStudent Complaints by phone at 0800 00 66 75. More information is available on the iStudent Complaints website: <http://www.istudent.org.nz/istudent-complaints>.

Rules and Regulations

By enrolling, you agree to abide by the rules and regulations of Cavalli College, as well as the laws of New Zealand. Full details regarding rules, regulations, conduct, attendance, academic requirements, and the complaint procedure will be made available to you throughout your study in the Cavalli College Learner Handbook.

Liability

Cavalli College requires you, as an international learner, to take out appropriate and current medical and travel insurance. This insurance must cover you against accidents or illness, theft, loss of, or damage to your personal property, or homestay property for the duration of your visa. You are also encouraged to obtain personal insurance to protect your property for the duration of your stay in New Zealand.

Privacy Statement

- As a registered Private Training Establishment (PTE), Cavalli College collects and stores the personal information you provide in this enrolment form to manage our operations, comply with the *Education and Training Act 2020*, the *Privacy Act 2020*, and other relevant legislation, as well as fulfil obligations to government agencies and other authorised bodies. These agencies include, but are not limited to, the New Zealand Qualifications Authority (NZQA), Education New Zealand, the Tertiary Education Commission (TEC), Immigration New Zealand, the Ministry of Education, the Ministry of Social Development, the Ministry of Business Innovation and Employment, Inland Revenue, StudyLink, and your employer.
- By signing this enrolment form, you authorise the collection, use, and disclosure of your personal information in accordance with the *Privacy Act 2020*, the *Education and Training Act 2020*, and other relevant legislation. Cavalli College will only share your personal information with external agencies when required or permitted by law.
- These agencies use the data collected from Cavalli College to administer the tertiary education system, allocate funding, administer the Fees-Free initiatives, develop government policy, and conduct statistical analysis and research.
- You are entitled to access any personal information that Cavalli College holds about you. To do so, please email admin@cavallicollege.nz.
- Information related to your learning and academic progress is shared professionally between Cavalli College and supervising staff in your work experience environments. Permission for this is granted when you sign the Workplace Agreement and Learner Skills Record, alongside your workplace supervisor and Cavalli College tutor. Any information disclosed regarding your learning support needs or disability impairment will only be shared with your prior approval.

Education Code of Practice 2021

Cavalli College agrees to observe and be bound by *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*. The Code outlines the minimum standards of advice and care that educational providers in New Zealand are expected to uphold. You can view the Code at [pastoral-care-code-of-practice-2021-english.pdf](#).