

# Application for Enrolment – International Student Early Childhood Education and Care

## Instructions

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

- Completing all sections of the form.
- Please complete all fields in the form below. If you are not using the electronic form, please print your answers clearly in pen and by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 8 of the form.
- All fields marked with an asterix (\*) are compulsory.

By completing this application for enrolment form, I consent to the processing of my personal data provided for the purpose of application and enrolment into Cavalli College Ltd approved courses and programmes. Please complete, with signature and return via email to [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) or in person to an Cavalli College staff member. Further guidelines for completing this form are in Appendix A: Application for Enrolment form Guidelines, Terms and Conditions.

## Study Details

What programme are you applying for? \*

What is your preferred start date?

Have you studied with Cavalli College before? ☐ Yes ☐ No

## Personal Details \*

Title:

Gender:

☐

Male

☐

Female

☐

Another Gender

Your Name:

Your Middle Name:

Your Surname:

Your Date of Birth:

Preferred First Name:

Previously name(s) known by:

Email:

Phone Number:

**Home Country Address \***

Street Address Line 1:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Phone Number:

Mobile Number:

**Address in New Zealand (if known)**

Street Address Line 1:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Phone Number:

Mobile Number:

### International Agent

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

Agent name:

Organisation:

Phone:

Email:

Agent Stamp:

### 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

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](http://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

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

**Disability Status and Support Needs \***

The information you provide is collected for statistical purposes and to help us understand our learners.

Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

☐ Yes

☐ No

☐ Prefer not to disclose

Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners. Please select all of the supports you might need.

Access to assistive technology (eg, for reading, writing, communication)	<input type="checkbox"/>
Accessible format resources for course content	<input type="checkbox"/>
Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)	<input type="checkbox"/>
New Zealand Sign Language Interpreter	<input type="checkbox"/>
Support with reading, writing, and communicating in learning sessions, exams, and assessments	<input type="checkbox"/>
Other learning or disability support	<input type="checkbox"/>
No – I do not need support at this time (If “No” then other response categories must be blank)	<input type="checkbox"/>

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.

**Alternative/Emergency Contact \***

In case of an emergency or wellbeing situation who shall we contact? (see *guidelines in Appendix A*)

Emergency Contact Relationship to you:

Emergency Contact First Name:

Emergency Contact Surname:

Phone Number:

Email:

Citizenship Status and Cultural Identity \*

What is your Country of Birth?	What is your Country of Citizenship?
<input type="text"/>	<input type="text"/>
Passport Number?	Issuing Country?
<input type="text"/>	<input type="text"/>

Is English your first language? ☐ Yes ☐ No

Cultural Identity \*

Please indicate (✓) your cultural identity:

<input type="checkbox"/> NZ European/Pākehā	<input type="checkbox"/> Māori	<input type="checkbox"/> Samoan	<input type="checkbox"/> Cook Islands Māori
<input type="checkbox"/> Tongan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Fijian
<input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> British and Irish	<input type="checkbox"/> Dutch	<input type="checkbox"/> Greek
<input type="checkbox"/> Polish	<input type="checkbox"/> South Slav	<input type="checkbox"/> Italian	<input type="checkbox"/> German
<input type="checkbox"/> Australian	<input type="checkbox"/> Other European	<input type="checkbox"/> Filipino	<input type="checkbox"/> Cambodian
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Southeast Asian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian
<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Other Asian
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Latin American	<input type="checkbox"/> African	<input type="checkbox"/> Other Ethnicity
<input type="checkbox"/> Not Stated	If 'Other Pacific Peoples', 'Other European', 'Other Southeast Asian', 'Other Asian' or 'Other' please specify ethnicity		<input type="text"/>

**Prior Work History \***

What was your main activity or occupation prior to applying for this programme of study?

<input type="checkbox"/> Overseas	<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Non employed or beneficiary
<input type="checkbox"/> Wage of salary worker	<input type="checkbox"/> Self employed	<input type="checkbox"/> University student
<input type="checkbox"/> Polytechnic student	<input type="checkbox"/> Wananga student	<input type="checkbox"/> PTE Student
<input type="checkbox"/> House person or retired	<input type="checkbox"/> Other <i>please specify:</i>	

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 in and Early childhood centre or similar? ☐ Yes ☐ No

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

Do you have any other qualifications in early childhood? ☐ 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? ☐ Yes ☐ No

**Prior Study \***

Secondary school attended	Years attended (eg 1970 – 1973)
<div></div>	<div></div>

Highest qualification achieved at secondary school	Year achieved*
<div></div>	<div></div>

Will this be the first time you have ever enrolled in a University, business division of Te Pūkenga (previously Institutes of Technology, Polytechnic or Industry Training Organisation), College of Education, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school?

☐ Yes

☐ No

If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:

Name of Organisation:	Year
<div></div>	<div></div>

Please list all of the tertiary qualifications, micro-credentials and any certificates of proficiency you hold <i>(if applicable)</i>	Year Achieved
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>

**Conviction Details \***

Do you have any criminal convictions or pending court cases? ☐ Yes ☐ No

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

**Computer Access \***

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

**Other**

How did you hear about Cavalli College?

## Application for Enrolment 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.
- All applicants must meet the academic and English language requirements for the programme of study they have applied for.
- Safety checks: To satisfy the risk assessment and safety check required in compliance with the Vulnerable Children Act (2014) the following requirements are in place for all applications to Early Childhood Education and Care programmes at Cavalli College:
  - Completion of a New Zealand Police Check (using the NZ Police and Vetting Consent to Disclosure of Information form) which meets the requirements to work with at-risk and vulnerable children as required by the Vulnerable Children Act (2014)
  - Interviews will be conducted with a member of Cavalli College
  - Sign a statement agreeing to the release of pertinent information relevant to the Vulnerable Children Act 2014 that an early childcare centre may request
- 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

- In 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.



## Fees Protection

In the unlikely event that Cavalli College is unable to deliver the programme in which you have enrolled, Cavalli College has protected your fees with Public Trust. Fees deposited and protected by the Public Trust are held in the Common fund which has an unsecured guarantee from the New Zealand Government. The learner fee protection for Cavalli College is fully compliant with NZQA rules. Should access to your fees be necessary, you may contact Public Trust on 0800 494 733 or [feeprotect@publictrust.co.nz](mailto:feeprotect@publictrust.co.nz). This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education and Training Act (2020) and the Student Fee Protection Rules 2021.

## 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 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 [enrol@cavallicollege.nz](mailto:enrol@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

- In accordance with NZQA procedures, if you have a complaint about Cavalli College, you must first follow the formal complaint process through Cavalli College.
- You should contact [support@cavallicollege.nz](mailto: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.
- When a complaint is received, it will be acknowledged within one (1) working day.
- Depending on the nature of the grievance, Cavalli College may take up to 15 working days to investigate and decide on a response to the complainant. Cavalli College will engage appropriate people to investigate and provide advice on decisions, including cultural advice in appropriate cases .
- As part of the complaint investigation, the complainant will be given the opportunity to have a meeting to discuss their complaint and will be invited to have a support person present.
- On completion of the investigation, Cavalli College will supply the complainant with a written response to their complaint.
- Cavalli College will provide time for the complainant to respond to the decision. If the complainant is not satisfied with the outcome of the investigation, they may appeal the decision within seven (7) days. A review of the investigation process, findings and the result will be undertaken by a senior team member of Cavalli College.
- Should the complainant still not be satisfied with the Cavalli College response on completion of the appeal review, the complainant will be referred to NZQA, the Code Administrator or Study Complaints (as per the DRS.
- You can contact the New Zealand Qualifications Authority (NZQA) by phone at 0800 697 296 or email [qadrisk@nzqa.govt.nz](mailto:qadrisk@nzqa.govt.nz).
- You can contact Study Complaints by phone at 0800 00 66 75. More information is available on the Study Complaints website: <https://www.studycomplaints.org.nz/>

## Liability and Insurance

- Cavalli College requires you, as an international learner, to take out appropriate and current medical and travel insurance.
- Learners must maintain valid and continuous medical and travel insurance for the entire duration of their visa and enrolment.
- 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.
- 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.
- You are also encouraged to obtain personal insurance to protect your property for the duration of your stay in New Zealand.

## 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 <https://www2.nzqa.govt.nz/tertiary/the-code/>

## Programme Practical Components

Programme of Study	Professional Experience
New Zealand Certificate in Early Childhood Education and Care (Level 4) – Homebased	60 hours of practical experience in an approved Homebased Early Childhood Education and Care service provider
New Zealand Diploma in Early Childhood Education and Care (Level 5)	18 hours per week over the course of the 40-week programme of study, plus two Professional Experience blocks of 20 days completed at the learner's home ECE centre
New Zealand Diploma in Early Childhood Education and Care (Level 6)	18 hours per week over the course of the 40-week programme of study and two Professional Experience blocks of 20 days, one completed at the learner's home ECE centre and one completed at an alternative ECE setting

**Note:** All workplace experience hours must be completed in a health care service providers approved by Cavalli College

## Required Documents

*Please attach the following documents to your completed Application for Enrolment form when submitting*

- 1) International students must provide evidence of identity and eligibility to study by providing a **certified copy**<sup>1</sup> of the following:
  - A copy of your passport
- 2) A **certified copy** of one additional form of identification from the list below:
  - A birth certificate.
  - A recognised national identity document
  - Another identity document approved by Cavalli College
- 3) A copy of any transcripts or evidence of previous academic achievements
- 4) A copy of two referee reports, which was sent with your application and enrolment form, completed by a person deemed suitable by Cavalli College. An appropriate referee might be an employer, youth coach, sports coach, guidance counsellor, church/fait-based leader, kaumatua, teacher, mentor or social worker.

***Note:** If providing the documents listed above is proving difficult, please contact us on [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) to discuss.*

## Declaration

### Privacy statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. Cavalli College handles personal information in accordance with the 13 information privacy principles in the Act.

Cavalli College collects and stores personal information from this form to:

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

Cavalli College will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that Cavalli College holds about you and request that any errors in the information be corrected. To do so, contact the Registrar.

### Disclosure of personal information to government agencies

Cavalli College may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

**The government agencies listed above may use the personal information supplied to them to:**

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](#).

### Disclosure of personal information to other agencies and organisations

Cavalli College may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students

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<sup>1</sup> Documents must be certified by a Justice of the Peace (JP), a solicitor, or a court registrar or an Cavalli College team member.

- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

**Storage of personal information**

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

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**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Cavalli College regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems. This includes the workplace requirements as detailed below.

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**Declaration** – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

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(Signature)

Date: \_\_\_\_\_