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Email: info@agi.ac.nz Website: www.agi.ac.nz

APPLICATION FORM

Please contact AGI Education Limited (AGI)'s registered agents or AGI directly for detailed information regarding the schools and their programmes before you complete this application form.

Pre-application information

For detailed information about AGI programmes, fee schedule, programme duration, facilities, resources, employment and career pathways, student support and services, accommodation, AGI policies and procedures, Refund and Withdrawal procedures, Attendance and Disciplinary procedures, Recognition of prior learning or current competency, NZQA complaint procedures refer to the AGI Programme Learner Handbook. For detailed information on The Education (Pastoral Care of International Students) Code of Practice Amendments 2019, life and study in New Zealand (study, work, clothing, weather, transport, immigration, visa, insurance and accommodation) you may visit one or all of the following:

- AGI registered agents
- AGI website: www.agi.ac.nz
- Study in New Zealand: www.studyinnewzealand.govt.nz
- New Zealand now: www.newzealndnow.govt.nz
- The Education (Pastoral Care of International Students) Code of Practice Amendments 2019 http://www.legislation.govt.nz/regulation/public/2019/0064/latest/whole.html
- Immigration New Zealand: www.immigration.govt.nz
- New Zealand Qualifications Authority: www.nzqa.govt.nz

Information about experiences of past students are available on the AGI Facebook page.
If you are applying through an AGI registered agent, you may ask the agent to explain to you (and/or your parents and/or the legal guardians) all the information in your own language for clear understanding.
It is important to read and understand the pre-application information before filling the application form.

We will process your application only when we receive all the information and documents we need. Please print clearly in English when filling in this form. Please do not provide a PO Box address.
Please update your personal data to our administration staff with evidence if your situation changes.

SECTION 1 Applicant's Personal Details

Enrolment type	☐ Domestic (NZ Citizen, Permanent Resident or Refugee) ☐ International				
Title	☐Mr ☐Ms ☐Mrs ☐Miss Other_____	Gender	☐Male ☐Female ☐Diverse		
Family Name		First Name (s)			
Preferred Name		Date of Birth (DD/MM/YY)			
Passport Number		Expiry Date			
Citizenship		Ethnicity 1		Ethnicity 2	
		If you identified as New Zealand Māori, what is the name of your iwi? You may enter more than one iwi.			

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NZ Permanent Resident	□ YES □ NO (Please attach evidence)	NSN number (if any)	
Previous AGI student?	□ YES □ NO	AGI Student ID number	

Please indicate your MAIN activity or occupation in New Zealand at 1 October last year? *You may tick only one box.*	*Secondary school student* ☐ *Non-employed or beneficiary* ☐ *Wage or salary worker* ☐ *Self-employed* ☐ *University student* ☐ *Polytechnic student* ☐ *House-person or retired* ☐ *Overseas (irrespective of occupation)* ☐ *Private Training Establishment student* ☐ *Wānanga student* ☐

SECTION 2

Please, no agent details in this section. This address will be used as your main address for all correspondence unless an AGI registered agent has been appointed. In case you apply through an AGI registered agent, all correspondence relating to your application will be forwarded to that agent.

Applicant's Contact Details - Home Address

Street number and name		Suburb/Town	
City/Region		Post Code	
Country		Telephone	
Mobile		Email	

Applicant's Contact Details – while studying

Street number and name		Suburb/Town	
City/Region		Post Code	
Country		Telephone	
Mobile		Email	

Emergency Contact Person

Name		Telephone	
Relationship to you			

SECTION 3 AGI Registered Agent Details (If you apply through an AGI registered agent)

Name of the agency	
Name of the Agent	
Email	
Place agent stamp here	

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SECTION 4 Programme Selection

(Please refer to programme details on the relevant website and Programme Learner Handbook for details before selecting the programme of study. Please contact AGI directly for any programme related query).

No.		Programme Name	Teaching weeks	(✓)
HEALTH CARE	01.	New Zealand Diploma in Healthcare, Aging and Disability Services (Applied Practice) (Level 5)	40	☐
	02.	Diploma in Mental Health and Addiction (Applied Practice) (Level 6)	40	☐
	03.	Diploma in Health Services Management (Level 7)	40	☐
INFO. TECHNOLOGY	04.	New Zealand Diploma in Information Systems (Level 5)	40	☐
	05.	New Zealand Diploma in Information Technology Technical Support (Level 5)	40	☐
	06.	New Zealand Diploma in Information Systems - Business Analysis (Level 6)	40	☐
	07.	New Zealand Diploma in Information Systems - User Experience (Level 6)	40	☐
	08.	New Zealand Diploma in Systems Administration - Cloud and Virtualisation (Level 6)	40	☐
	09.	Graduate Diploma in Software Testing (Level 7)	40	☐

Note: In addition to the teaching weeks there will also be a semester/summer break of 2-4 weeks.

Programme start date _____/_____/_____ Programme end date _____/_____/_____

Refer to the AGI Programme Learner Handbook for programme descriptions and the entry requirements for each programme and contact us for additional information. Please select the Programme based on your existing skills, current education, future career aspirations and education pathways.

In the event of insufficient student enrolments, staff resource and / or other matters, AGI reserves the right to explain, change or cancel the programme intake and fees without prior notice.

SECTION 5 Entry Requirements

English Proficiency (INTERNATIONAL ONLY)

If English is not your first language you will need to complete one of the following tests within the last two years: IELTS (academic), TOEFL, NZCE or equivalent. Please refer to entry requirements as per Programme Learner Handbook for more details on English proficiency requirements.

What is your first language? _____

If English is not your first language, please tick one of the following boxes that applies to you

☐ I have completed an English language test

☐ I will provide my English language test result at a later date

☐ English was the medium of instruction of my previous 5 years of study. I have attached documentary evidence.

Note: In case of failure to satisfy the English language, criteria listed above, your enrolment will be terminated.

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Academic Background

International students you are required to provide certified documentation of your academic results for your qualification/s. Please note that you may also be required to attend an interview.

Secondary study in New Zealand (if applicable)

Name of secondary school		
Last year attended		
Highest level of achievement	*No formal secondary qualifications*	☐
	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* ***or*** *Scholarship*	☐
	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	☐
	Other:	☐
	Not Known	☐

Tertiary study (if applicable)

Is this your first year in Tertiary study?	*YES*	☐
	NO	☐
If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment Name: _____ Year: _____		

Qualification 1

Name of School / University			
Country			
Qualification			
Year Start		Year Finished	

Qualification 2

Name of School / University			
Country			
Qualification			
Year Start		Year Finished	

SECTION 6 Accommodation Details (INTERNATIONAL ONLY)

AGI use residential caregiver to organise and monitor student accommodation following Outcome 6 to the Education (Pastoral Care of International Students) Code of Practice Amendments 2019.
Do you require AGI to arrange your accommodation: ☐ YES ☐ NO
(If yes please complete the Accommodation Application Form)

For detailed information on accommodation please refer to the Programme Learner Handbook.

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SECTION 7 Insurance (INTERNATIONAL ONLY)

Do you have a Medical and travel Insurance to cover the period of the study? ☐ YES ☐ NO
If yes, please attach a copy of policy.
If no, do you require AGI to arrange Medical and travel Insurance for you? ☐ YES ☐ NO

International students must hold acceptable insurance from the time of their enrolment until their visa expiry (or departure from New Zealand). Immigration New Zealand has defined "acceptable insurance" as insurance that is compliant with the Education (Pastoral Care of International Students) Code of Practice Amendments 2019 and acceptable to the student's education provider.
Detailed information about insurance can be found out from
http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/tertiary-guidelines-code-of-practice.pdf

You are required to notify AGI **at least 7 days prior** to your travel to New Zealand so that your insurance policy can be started.

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.health.govt.nz/

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/

SECTION 8 Ensuring full disclosure

Do you have any pre-existing medical conditions? ☐ YES ☐ NO
Do you have any learning needs in order to study the programme you wish to enrol for? ☐ YES ☐ NO
Please note that international students are not eligible for any special needs funding.

A student with special needs includes a student who experiences a physical, sensory, cognitive, psychological, or behavioural difficulty, or a combination of these, and that difficulty or those difficulties affect their ability to participate, learn, and achieve.

Please note that non-disclosure of pre-existing conditions can have an impact on Insurance coverage and may lead to non-coverage of certain medical treatments. A disclosure does not necessarily mean that student may not be enrolled in the programme, but it helps to know the differences in medication between New Zealand and their home country before the student arrives.

The student must hold adequate medical and travel insurance throughout their period of enrolment and any extensions. AGI cannot be held responsible for any sickness, injury, death, damage or loss incurred either outside of the AGI campus or within the AGI campus, clinical placement, or on AGI activities / tours outside campus.
AGI shall not be liable if the services offered cannot be provided for reasons beyond AGI's control.

Privacy Act 1993

Personal information collected on this form and other documents submitted to support this application may be disclosed to academic and administration staff where relevant to their duties, and also where relevant to other agencies such as the Ministry of Education, Tertiary Education Commission, New Zealand Qualifications Authority, Immigration New Zealand, and providers of work experience for students in programmes with a practical component.

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In addition, when required by law, AGI will release information to government agencies such as the New Zealand Police, Department of Justice, Inland Revenue, Ministry of Social Development and the Accident Compensation Corporation.

You have the right to access and correct personal information about you which has been collected by AGI.

SECTION 9 Statement of Purpose for studying this programme

Kindly provide a statement of purpose along with this application on outlining your interest, future career intensions, further study plans (if any) and how studying this programme may help you build a successful career. (If required, please continue on an extra sheet of paper and attach it to this application).

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SECTION 10 Condition of Enrolment

1. International Students - Student Visa

Students must have a valid visa with permission to study in AGI from INZ before their programme commencement date. Students can only undertake employment according to the visa condition issued by Immigration New Zealand. 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 at https://www.immigration.govt.nz/

2.Domestic Students Only.

Transfer payment of fees to Public Trust AGI Education Limited prior to the commencement of your programme. If you are funding your course through a Student Loan, you should finalise your Student Loan application with StudyLink and arrange for any balance of fees to be paid to Public Trust AGI Education Limited. prior to commencement of studies. Successful applicants will be sent an Invoice and a Receipt will be issued when payment is made.

3. Fees

3.a) **International students** - fees including material fee and registration fees are to be paid in New Zealand dollars to:

Account Name: Public Trust AGI Education Limited, Bank of New Zealand, North End Branch, Wellington
Account Number: 02-0536-0305865-01.

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All fees paid are held in the Public Trust account and disbursed as per the public trust rules as per NZQA guidelines.

AGI may charge a fee for e-learning costs, materials and a registration fee separately. The total costs and other financial commitments associated with the programme or training scheme, and the fees charged for student services provided by AGI are listed on the Invoice provided.
Fees must be paid in full, in advance, for the period of study stated on the Application Form. All fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation is given for Public Holidays when the school is closed.

AGI may offer scholarships to different students from different markets from time to time. AGI reserves the right to explain, change or cancel the scholarship if necessary without public notice.

3.b) **Domestic students** - fees including **CSSF** (Compulsory Student Services Fee) are to be paid in New Zealand dollars to:

Account Name: Public Trust AGI Education Limited, Bank of New Zealand, North End Branch, Wellington
Account Number: 02-0536-0305865-01.
If you are funding your course through a Student Loan, you should finalise your Student Loan application with StudyLink and arrange for any balance of fees to be paid to AGI Education Ltd. prior to commencement of studies. Successful applicants will be sent an Invoice and a Receipt will be issued when payment is made.

When making the payment, kindly mention your Student ID as reference)
Please email at swahani@agi.ac.nz to inform AGI of payment of fees.

4. Accommodation

AGI uses accommodation agents to organise and monitor student accommodation following the Outcome 6 to the Education (Pastoral Care of International Students) Code of Practice Amendments 2019.

5. No Parking Facility at AGI

Students are required to use public transport to commute to and from AGI as parking facility is **NOT** available in and around AGI campuses.

6. Learner Withdrawal and Refund Policy

Please refer to the Programme Learner Handbook.

7. Insurance

International students must hold acceptable Medical and Travel insurance from the time of their enrolment until their visa expiry date (or departure from New Zealand). Immigration New Zealand has defined “acceptable insurance” as insurance that is compliant with the Education (Pastoral Care of International Students) Code of Practice Amendments 2019 and acceptable to the student’s education provider.

8. Pastoral care, welfare and student support services

Please refer to the Programme Learner Handbook.

9. Disciplinary procedures

Please refer to the Programme Learner Handbook.

10. Assessment Policy

Please refer to the Programme Learner Handbook.

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11. Recognition of prior learning or current competency

Please refer to the Programme Learner Handbook.

12. Holidays during courses

A maximum of 2 weeks' holiday without loss of tuition fees may be taken for each 24 weeks of study. No refunds or extension will be granted in excess of this allowance. At least 1 weeks' notice of a request for a holiday must be given. If not, holiday credit may not be given, and tuition fees will be lost.

13. Attendance and behaviour

The student is expected to attend all classes punctually and must comply with the conditions of his/her visa to stay in New Zealand. Immigration New Zealand expects students to maintain full attendance.

The student must behave considerately both at the school and outside and must obey the laws of New Zealand. If the student's conduct is found to be in breach of the contract of enrolment (including conduct that occurs while the student is not under immediate supervision or control of AGI), AGI may take disciplinary action, according to its disciplinary procedures, such action, if it is a serious breach of AGI rules, may include suspension and/or withdrawal of enrolment without refund.

14. Liability

International students must hold adequate medical and travel insurance throughout his/her period of enrolment and any extensions. AGI cannot be held responsible for any sickness, injury, death, damage or loss incurred either outside of the AGI campus or within the AGI campus, clinical placement, or on AGI activities / tours outside campus.

AGI shall not be liable if the services offered cannot be provided for reasons beyond AGI's control.

15. Complaint procedures and grievance procedures

Please refer to the Programme Learner Handbook.

16. Parental consent for students under the age of eighteen (18) years

Student below the age of 18 require the consent of his/her parents or guardian/s before enrolling at the school. A parent or legal guardian must sign the Application Form if the student is under 18 years of age. These terms and conditions shall bind the parent or legal guardian. If the student is aged 18 years or older then the duties, obligations and authorizations of the parents of the student as set in these terms and conditions shall attach to the student, and all references to 'parents' shall be read accordingly.

Student Welfare Officer will provide ongoing pastoral care service during enrolment. The parents and/or the legal guardians must ensure they have read and understood the pre-application information before signing the application form. The parents or legal guardian/s for students, who are under the age of 18 must read the Education (Pastoral Care of International Students) Code of Practice Amendments 2019 on the link http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf

17. Programmes

Please refer the AGI Learner Handbook for programme descriptions and the entry requirements. Evidence of English Proficiency needs to be provided with previous academic records as per entry requirements. Should the application be successful; the student will be offered a place. The student must sign and return the Offer Letter to accept the Offer of Place and pay the all fees before a Visa is granted. Due to insufficient student enrolments, staff resource and / or other matters, AGI reserves the right to explain, change or cancel the course and fees without public notice. When in event of insufficient number of enrolments, AGI has the ability at any time to move students to other accredited programme providers.

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18. Validity

These conditions are valid at the time of signing this agreement and will remain in force until they are replaced by a subsequent set. Where these conditions are translated into another language, the English language version will be deemed to be the basis of this contract.

19. Police Vetting

It is a mandatory requirement of clinical placement sites that all students undergo police vetting before they can be placed at a site in order to meet the requirements of our Healthcare Programmes. Due to this requirement all students should have an acceptable outcome from the police vetting to the satisfaction of AGI and clinical placement site in order to complete their programme of study and achieve the related qualification.

SECTION 11 Condition of Termination (as detailed in Outcome 3: clause 16B(1) of the Education (Pastoral Care of International Students) Code of Practice Amendments 2019:

1. Enrolment may be terminated if the student visa requirements are not met as per New Zealand Immigration.
2. The contract may be terminated if the fees are not deposited in AGI's Public Trust account before the commencement of programme.
3. The contract may be terminated for issues relating to attendance, discipline, voluntary withdrawal, AGI programme cessation, AGI closure or any such issues ((including conduct that occurs while the student is not under immediate supervision or control of AGI).
4. All procedures and guidelines for each termination are listed in the relevant policies in Programme Learner Handbook.

Please note: Any disciplinary action process that is taken by AGI is in accordance with the principles of natural justice, as detailed on State Services Commission website: http://www.ssc.govt.nz/node/7839

SECTION 12 Student Declaration (All Students must read the following information and sign)

a. I and my parents and /or legal guardians agree to abide by the statutes, regulations and policies of the AGI.

b. I and my parents and /or legal guardians have read and understood the pre-application information in this application.

c. I myself or my agent has taken me, my parents and /or legal guardians through the pre-application information in my own language.

d. I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that AGI may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. AGI reserves the right to inform all other New Zealand Institutes, Immigration New Zealand, and the Police, of such cases, include the student's name and date of birth.

e. I understand that all documents submitted with this application become the property of AGI and will not be returned to applicants. I agree to supply further documentation requested by AGI for the purpose of my enrolment.

f. I understand that AGI will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993. I acknowledge that I have the right to access and seek correction of personal information about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

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g. I authorise AGI to release information regarding my application to Immigration New Zealand and the Department of Labour where AGI considers the information relevant to my immigration status.

h. I authorise any agency holding the source of any information I have provided on this form to release that information to AGI upon request.

i. I have read and understood all AGI policies and procedures in the Programme Learner Handbook.

j. I am aware of the tuition and living costs associated with studying in the programme and I am able and willing to meet all expenses for the duration of my study. I understand that if I am unable to meet the costs, AGI and New Zealand Government will not be expected to help me.

k. I understand that AGI may contact me via email, text messages, phone or by post for communications regarding my enrolment, or student services at AGI.

l. I have

- ☐ compared the AGI programme to other similar programmes offered by other institutes and found the AGI programme to be more suitable to my current requirements.
- ☐ completed all sections in this form
- ☐ enclosed certified copies of the official academic transcripts including graduating certificates and explanation of the grading system and an English translation (if applicable)
- ☐ enclosed certified copy of the current passport and/or birth certificate
- ☐ enclosed certified copy of evidence of English proficiency
- ☐ enclosed certified copies of other supporting documentation related to this application
- ☐ read and understood the pre-application information
- ☐ read and understood Programme details and the policies as per the Programme Learner Handbook
- ☐ read and understood the New Zealand Privacy Act 1993
- ☐ read and understood the declarations and signed and dated this application form
- ☐ read and understood that the Students must complete and achieve the required number of hours at the placement site in order to complete the qualification.

Should the application be successful; the student will be offered a place. The student must sign and return the Offer of Place to AGI.

Applicant Signature: _____

Applicant Name: _____ Date _____

If you are under 18 years old, you must sign this form in the presence of your parents or Legal Guardians.

Parent / Legal Guardian Signature: _____

Parent / Legal Guardian Name _____ Date _____

If you have any questions about your application, please call us on +64 9 3796628 or email info@agi.ac.nz and we will be happy to assist you.