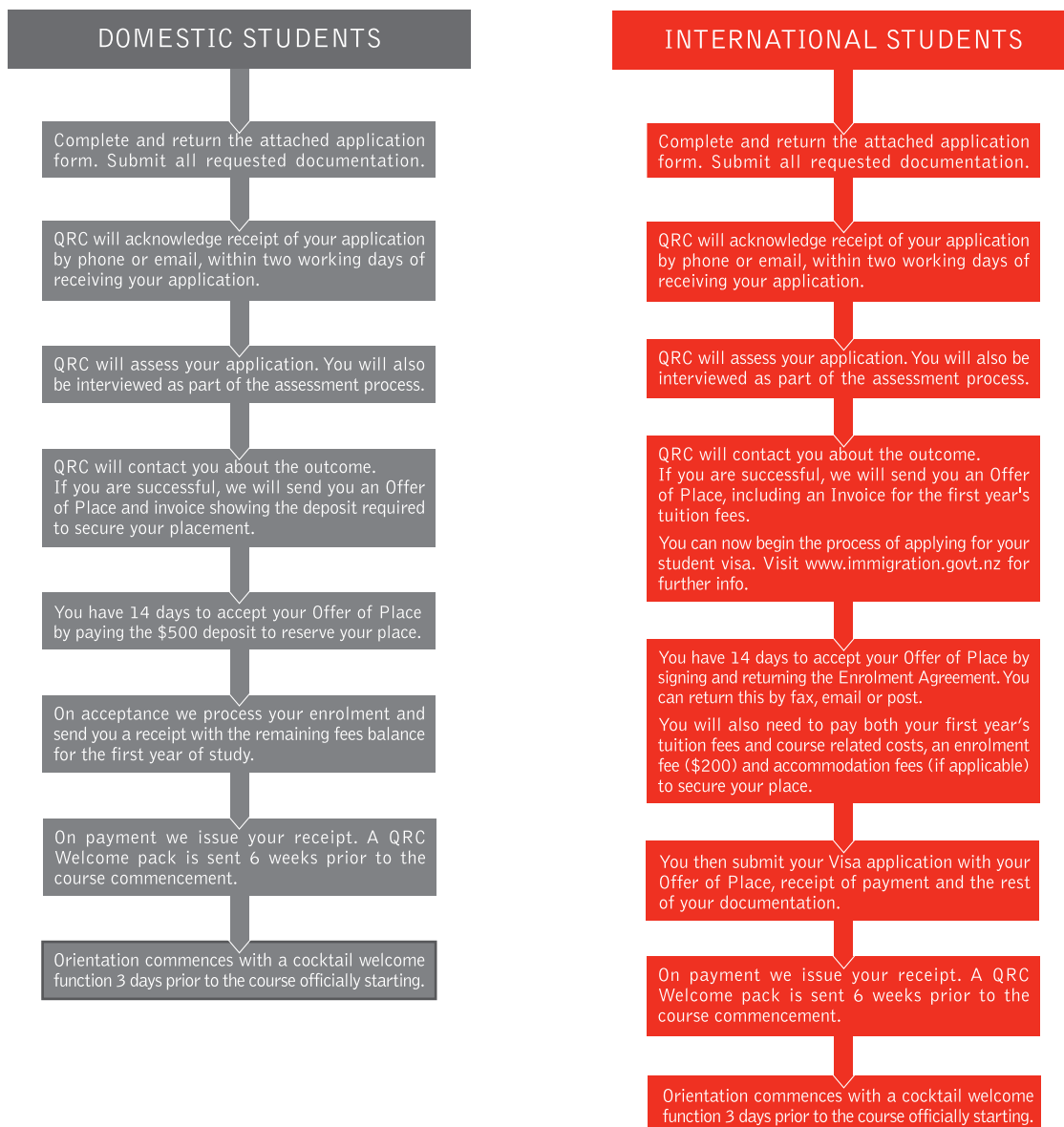


QRC Diploma Programmes

Guide to Admission and Application Form 2010-2011

DIPLOMA APPLICATION PROCESS



STUDENT ENQUIRIES

Student Relations will be pleased to help you through the application process. Please contact Student Relations by phone, email, fax or post, or visit us at QRC House any time from 8:30am - 5:30pm Monday - Friday.

Tel: +64 3 409 0500
Fax: +64 3 409 0505
Email: admissions@qrc.ac.nz
Location: 7 Coronation Drive, Queenstown
Post: Queenstown Resort College, PO Box 1566, Queenstown 9348, New Zealand.

DIPLOMA ENTRY REQUIREMENTS

HOSPITALITY MANAGEMENT ENTRY REQUIREMENTS

Age	18 years of age at course commencement (some discretion applies for domestic enrolments)
Academic Requirements	Satisfactory high school record equivalent to New Zealand Year 12, with passes in English and mathematics. For NCEA, candidates need 48 level 2 credits over 4 subjects including 4 level 2 credits in reading and 4 level 2 credits in writing. Candidates also need at least 14 credits in Level 1 mathematics or equivalent. For CIE (Cambridge International Exam), candidates must attain at least 60 UCAS points (from the UCAS Tariff) over 2 or more subjects and have IGCSE Maths Grade D or higher and AS English Language or AS English Literature with Grade E or higher. For International Baccalaureate (IB), candidates must attain at least 3 passes in SL subjects including English and Mathematics.
English Language Requirements	If English is not your first language, you will need to demonstrate English language proficiency equivalent to IELTS (Academic) 6.0 overall, with a minimum of 5.0 in each band and 6.0 in speaking.
Interview	An interview is required as part of the application process. This may be by telephone.
Other	<ul style="list-style-type: none"> ■ CV / References ■ All students are required to provide their own laptop computer. Please contact the College for education rates.

ADVENTURE TOURISM MANAGEMENT ENTRY REQUIREMENTS

Age	18 years of age at course commencement
Academic Requirements	Satisfactory high school record equivalent to New Zealand Year 12, with passes in English and mathematics. For NCEA, candidates need 48 level 2 credits over 4 subjects including 4 level 2 credits in reading and 4 level 2 credits in writing. Candidates also need at least 14 credits in Level 1 mathematics or equivalent. For CIE (Cambridge International Exam), candidates must attain at least 60 UCAS points (from the UCAS Tariff) over 2 or more subjects and have IGCSE Maths Grade D or higher and AS English Language or AS English Literature with Grade E or higher. For International Baccalaureate (IB), candidates must attain at least 3 passes in SL subjects including English and Mathematics.
English Language Requirements	If English is not your first language, you will need to demonstrate English language proficiency equivalent to IELTS (Academic) 6.0 overall, with a minimum of 5.0 in each band and 6.0 in speaking.
Interview	An interview is required as part of the application process. This may be by telephone.
Other	<ul style="list-style-type: none"> ■ Current Workplace First Aid Certificate, or commitment to obtain this during term 1 of the course. ■ Demonstrated involvement in outdoor recreation or sport. ■ A full medical certificate will be required within three months prior to attending the Outdoor Leadership component of the programme (either term 1 or 2). This will be at the student's own expense. ■ CV / References. ■ All students are required to provide their own laptop computer. Please contact the College for education rates.

Mature Domestic Students (20 years plus)

Mature domestic students may be exempt from meeting the academic entry requirements if they can demonstrate relevant work experience and genuine commitment to the industry, through their CV and work references.

2010-2011 DIPLOMA FEES

FEES FOR DOMESTIC STUDENTS

\$12,500 per academic year, including course related costs and enrolment fee.

FEES FOR INTERNATIONAL STUDENTS

	Diploma of Hospitality Management	Diploma of Adventure Tourism Management
Tuition	\$20,000 per year *Study grants are available.	\$20,000 per year *Study grants are available.
Course Related Costs Year 1 (Terms 1 and 2)	\$2,650 (includes business suits & chef clothing, knives, textbooks)	\$4,500 (includes uniform, course activities & textbooks)
Course Related Costs Year 2 (Terms 5 and 6)	\$600 (includes College text books)	\$1,300 (includes course activities & College textbooks)
Enrolment Fee	\$200	\$200
Travel and Medical Insurance	From \$454 per year	From \$454 per year

All fees are quoted in New Zealand dollars and include GST. Fees are adjusted annually in October for the following year. Fees are subject to change. For the most up-to-date fees please refer to the QRC website.

FEE PAYMENT

QRC fees can be paid by telegraphic transfer, bank draft or Credit Card (Visa and MasterCard) on condition that the payment is cleared well in advance of course commencement. Further information on payment methods are included in your invoice.

STUDENT FEE PROTECTION

All fees paid by students are protected by QRC's Student Fee Trust Account arrangement with Public Trust, which is an independent New Zealand Government guaranteed student fee trust account. This means that in the unlikely event of QRC being unable to offer or continue to deliver any course for which you are enrolled, your unused fees will be available for refund to you so that you may continue your course with another provider of your choosing without financial disadvantage to you. On your arrival at QRC you will be asked to sign an application form to establish your Student Fee Trust Account and you will be given a copy of your account details, which you should retain. For any further information you may visit www.feeprotect.co.nz, www.nzqa.govt.nz or contact Student Relations.

QRC DIPLOMA APPLICATION FORM

You can apply for QRC Diploma Programmes by completing and returning this application form or you can download a form online at <http://www.queenstownresortcollege.com>.

1. COURSE DETAILS

- I am applying for: DIPLOMA OF HOSPITALITY MANAGEMENT, specialising in:
 International Resort & Day Spa Management Wine Studies Event Management
- DIPLOMA OF ADVENTURE TOURISM MANAGEMENT
 DIPLOMA OF ADVENTURE TOURISM MANAGEMENT specialising in Snowsport Business Management

My intended start date is/day...../month...../year

2. PERSONAL DETAILS

Family Name (Surname)

Given Name/s Preferred Name

Date of Birth...../day...../month...../year Gender Male Female

Postal Address

Post Code..... Country

Telephone..... Mobile.....

Email..... Fax

Emergency Contact..... Relationship.....

Phone Email

Are you: NZ / Australian Citizen (go to 3) NZ / Australian Permanent Resident (go to 3) International Student

NSI Number (if known) - -

INTERNATIONAL STUDENTS:

Citizenship Type of Visa

Name as Shown on Passport Passport Number Expiry Date

Are you applying through a QRC registered agent? Yes No

If yes, what is the agent's name and company...IEC Online GmbH..... Agent Stamp

International students must participate in the medical and travel insurance scheme arranged by QRC.

I agree to participate in the medical and travel insurance scheme arranged by QRC - please send me further information

iec online GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

3. EDUCATION RECORD AND ACHIEVEMENTS

Highest Educational Achievement:

School / Institution..... Qualification..... Year

Please list any other achievements in support of your application.....

4. ENGLISH LANGUAGE ABILITY

What is your English language level? English is my first language (go to 5)
 Beginner Elementary Pre-Intermediate
 Intermediate Upper-Intermediate / Advanced

Have you completed an English language test? Yes No

If yes, please tick IELTS TOEFL TOEIC Other..... Score Date of test.....

Would you like to enrol in an English language course before starting the Diploma? Yes No (go to 5)

If yes, when would you like to start?/day...../month...../year How many weeks tuition:.....

5. GOALS

If you have plans for further study after this course, please list these here.....
.....
What is your career goal?

6. ACCOMMODATION AND TRANSFERS

It is highly recommended that QRC diploma students live in QRC accommodation in terms one and two:

- I agree to live in QRC accomodation for:
Term 1 Term 1 & 2
Single Room Twin Share Room
I will not to stay in QRC designated accommodation.

Would you like to be welcomed on arrival and transferred to your accommodation? Yes No

7. FURTHER INFORMATION

How did you first hear about QRC?.....
Do you have any allergies, medical conditions, learning disabilities or physical disabilities? Yes No
If yes, please state
Does your impairment, disability or medical condition affect your study in any way? Yes No

8. CHECKLIST

Diploma of Hospitality Management applicants must attach the following documents to this application:

- Certified copies of your academic transcripts showing you have met the required entry criteria (in English if it is not your first language)
Certified copies of any relevant industry-related awards and certificates
Curriculum Vitae (CV) including any relevant work references
Certified copy of your birth certificate or passport
Evidence of English language ability (if English is NOT your first language)
Passport Photo

Diploma of Adventure Tourism Management & Diploma of Adventure Tourism Management specialising in Snowsport Business Management applicants must attach the following documents to this application:

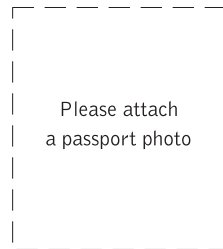
- Certified copies of your academic transcripts showing you have met the required entry criteria (in English if it is not your first language)
Certified copies of any relevant industry-related awards and certificates
Certified copy of current Workplace First Aid Certificate (if you have not yet obtained this Certificate, you must do so before the conclusion of your first term of enrolment)
Curriculum Vitae (CV) outlining your involvement in outdoor recreation and including any relevant work references
Certified copy of your birth certificate or passport
Evidence of English language ability (if English is NOT your first language)
Passport Photo

I have read and understood the terms and conditions of this document.

Applicant's signature

Parent / Guardian's signature
(if applicant is under 18 at time of application)

Date/day...../month...../year



SEND TO:

Student Recruitment, Queenstown Resort College, PO Box 1566, Queenstown 9348, New Zealand.

Freephone: 0508 40 50 50 (within NZ), Tel: + 64 3 409 0500, Fax: + 64 3 409 0505, Email: admissions@qrc.ac.nz

www.queenstownresortcollege.com

TERMS AND CONDITIONS OF ENROLMENT AT QRC

All students agree to be bound by the following terms as a condition of enrolment at QRC.

1. ENROLMENT

Applications for enrolment at QRC must include complete and accurate information. Any enrolment may be withdrawn without refund of fees where it is found that misleading or fraudulent information has been provided.

2. RULES AND REGULATIONS

Students agree to abide by general and course-specific rules and regulations and by the laws of New Zealand. Full details of rules and regulations, New Zealand law, conduct, attendance, dress code and academic requirements including circumstances in which tuition may be terminated are given at Orientation and in the Student Handbook.

3. RECOGNITION OF PRIOR LEARNING

English language achievement is recognised through IELTS test results, an acceptable alternative or Programme Manager for Recognition.

Enrolled students may apply for recognition of prior learning / credit where previous qualifications, study or experience are relevant to particular course outcomes. This must be done before course commencement. Full details are provided in the Diploma Booklet, on our website or at orientation.

4. FEES

Fees are paid annually and must be paid no less than one month prior to course commencement (unless otherwise stated) and places are not guaranteed until these have been paid in full. These are paid in advance for a maximum of one year.

Enrolment will be cancelled unless the appropriate tuition fees have been paid by the payment deadline.

When payments are made by telegraphic or electronic transfer the bank charges are debited to the student.

Tuition fees are not transferable.

QRC reserves the right to amend its fees. For the most up-to-date fees, please refer to the QRC website. Enrolled students will not be subject to any subsequent fee increases during their course of study.

Where tuition is affected by QRC observance of New Zealand public holidays, a minimum of three days shall constitute a week for tuition and fee purposes. Full details of New Zealand public holidays will be advised at Orientation.

5. REFUND POLICY

Cancellation / Withdrawal by Student

All notices of cancellation / withdrawal must be made in writing to the Student Relations Manager and must be supported by appropriate documentation. The refund period varies for courses of different durations. For domestic students, the policy is described in note xi below. For international students, the refund periods are shown in the following table:

Withdrawal / Refund	Course Duration					
	3 days - 5 weeks (3 - 34 days)		5 - 12 weeks (35 days - 3 months)		3 months + (13 weeks +)	
Withdrawal Period	Within the first 2 days of the course (or before course commencement)	After more than 2 days of the course	Within the first 5 days of the course (or before course commencement)	After more than 5 days of the course	Within the first 8 working days (ie. 7 working days after the first day of the course) (or before course commencement)	After more than 8 days
Amount of Refund	50% of total fees	No refund	75% of total fees	No refund	Full refund less 10% of the total fee or \$500 whichever is the lesser amount	No refund

Students who withdraw before the course commences will also be subject to the above criteria, that is, they will be entitled to a refund less any amounts allowed to be retained by the QRC as noted above.

The accommodation placement fee and the enrolment fee are non-refundable.

- i. If QRC withdraws a Confirmation of Place or withdraws a course before commencement, all unused fees are refundable to the fee payer.
- ii. If after course commencement, QRC is unable to continue to deliver any course for which a student is enrolled, all unused fees are refundable by our fee protection supplier to the fee payer, or representative, or to an alternative course provider nominated by the fee payer. In this case refunds will be in accordance with the Student Fee Trust Account schedule signed by the student during Orientation, otherwise on a pro rata basis in respect of short courses that are exempt from fee protection.
- iii. Provisions i and ii above do not apply to voluntary withdrawal by a student nor to dismissal or expulsion of a student by the college.
- iv. Where a Conditional Letter of Offer is made and the academic condition is not met, the tuition fees paid for the course will be refunded in full.
- v. A notice of student withdrawal due to exceptional circumstances may be accepted as grounds for consideration of a refund or part refund of unused fees by exception. This is subject to the provision of documentary evidence in support of the application, and will be at the sole discretion of QRC. Grounds may include the inability to obtain a student visa, serious illness of a student, or death of a close family member. If a student fails to attend College without giving notice this will be taken as voluntary withdrawal.
- vi. In the event of a withdrawal from a course after commencement, QRC must be reimbursed for any fees, which have been paid or incurred by QRC or other representatives.

- vii. QRC will not refund the fees if a student cancels or withdraws after the refund period above.
- viii. QRC will not refund the tuition fees of any student whose enrolment is withdrawn through the supplying of incorrect and / or fraudulent documentation.
- ix. QRC will not refund the tuition fees of any student who is removed from the college roll through non-attendance and / or is dismissed by the QRC Board.
- x. There is no refund entitlement in respect of withdrawal by the student from short courses of less than 3 days.
- xi. No refund is payable to domestic students for withdrawal from courses of less than 3 months duration. Courses of 3 months or longer are covered by the international student refund policy (see table).

Payment of Refunds

Refunds will be made by bank draft in New Zealand dollars, to a nominated bank account of the fee payer.

6. CONTACT DETAILS

All students are required to notify Student Relations of any change in their residential address or any other contact details while at QRC.

7. LOSS OR DAMAGE

QRC cannot be held responsible for any damage, loss or injury incurred within the College, or on a college activity or excursion.

Your participation in any activity or sport is entirely your own choice. QRC accepts no responsibility in the event of any injury sustained during any activity or sport.

8. PRIVACY ACT

Student information collected by QRC during the enrolment process and during the period the student is enrolled at QRC is intended for use in connection with the education and well-being of the student and may be used by any of the staff or agents of QRC in connection with that purpose. You have right of access to and correction of this personal information in accordance with the Privacy Act.

9. STUDY ABROAD PAPER PREFERENCE

For a full list of papers available, please refer to our website.

10. INTERNATIONAL STUDENTS

The following terms and conditions of enrolment apply to international students studying at Queenstown Resort College.

Code of Practice

Queenstown Resort College has agreed to observe and to be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from QRC or from the New Zealand Ministry of Education website at: www.minedu.govt.nz/goto/international

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. International students agree to participate in the medical and travel insurance scheme arranged by QRC. Full details are provided at enrolment.

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

The Accident Compensation Corporation (ACC) 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

Enrolment is conditional upon each student obtaining the appropriate visa or permit to enable them to study, live and work (where appropriate) in New Zealand. The Confirmation of Place does not guarantee that a student will be issued with the appropriate visa or permit.

Students are also responsible for complying with all conditions relating to the visa or permit. If the student fails to maintain a valid visa or permit or is required to leave New Zealand for whatever reason, the enrolment will lapse.

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 www.immigration.govt.nz