



STUDY ABROAD AND EXCHANGE APPLICATION FORM

ALL sections must be completed. Please print clearly using block letters.

1. SUBMISSION DETAILS

Please indicate how you plan to enrol at Victoria University of Wellington. Tick one of the boxes below:

A. As an exchange student participating in a reciprocal student exchange agreement existing between my college/university and Victoria University of Wellington.
(Please have the Exchange coordinator from your college/university complete Section 3: Nomination for Exchange or Study Abroad)
NAME OF HOME UNIVERSITY

B. As a Study Abroad student participating in an approved programme at the college/university where I am enrolled.
(Please have the Study Abroad adviser from your college/university complete Section 3: Nomination for Exchange or Study Abroad)
NAME OF HOME UNIVERSITY

C. As a Study Abroad student applying through a Study Abroad programme, placement provider, or representative.
NAME OF PROVIDER/REPRESENTATIVE

D. As an independent Study Abroad student. I am NOT applying through any programme offered by my college/university or by any other institution or organisation. **I will pay my tuition fees directly to Victoria University of Wellington.**

CONTACT INFORMATION

EMAIL ADDRESS FOR CORRESPONDENCE *(representative or student)*

POSTAL ADDRESS FOR CORRESPONDENCE *(representative or student)*
Please note that we cannot courier/FedEx to PO Box numbers. If a PO Box number is provided this will delay postage time.

STUDY INFORMATION

When do you intend to study at Victoria University of Wellington?

If you intend to study for two trimesters, please indicate both:

Trimester 1 (March–July) Year:

Trimester 2 (July–November) Year:

Are you applying for the Tiered Study Abroad Scheme?
If so, please specify the points (e.g. 45, 50, or 60 credit points):

Are you applying for a Specialised Study Abroad Package? If so, please state the name of the programme:

2. STUDENT PERSONAL DETAILS

FAMILY NAME (as shown on student passport)

GIVEN NAME(S) (as shown on student passport)

FULL NAME (in an order you want your legal name to be shown in official University records)

NATIONALITY (as shown on student passport)

GENDER Male Female Gender X (gender diverse)

DATE OF BIRTH

STUDENT POSTAL ADDRESS (if not already given above in Section 1)

STUDENT PHONE

STUDENT EMAIL ADDRESS (if not already given above in Section 1)

DISABILITY INFORMATION

Do you identify as having a disability, impairment, injury or medical condition, and/or are you deaf?

No

Yes. *Some additional costs may apply, so it is important that you contact us at international@vuw.ac.nz to discuss your needs.*

3. NOMINATION FOR EXCHANGE OR STUDY ABROAD

This section must be completed by the Exchange coordinator or Study Abroad adviser from the institution coordinating the application process to Victoria University of Wellington (only for student categories A and B listed in Section 1)

This is to certify that (full name)

has been nominated and approved to apply to Victoria University of Wellington as:

an Exchange student a fee-paying Study Abroad student

I can confirm that the documents provided with this application are true copies of the originals.

Write your name, position, and contact details

FAMILY NAME

GIVEN NAME

POSITION

ADDRESS

PHONE

EMAIL

SIGNATURE

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4. PROFICIENCY IN ENGLISH

To study at Victoria University of Wellington, you must be proficient in English. For details of requirements, go to www.wgtn.ac.nz/study-abroad-requirements

You must provide documentary evidence of your English-language ability with this application. See Section 6 and Important Notes below.

I have studied an English-language curriculum or in an English-speaking country for at least one year.

I meet the English-language requirements for my country.

5. QUALIFICATIONS AND ACADEMIC RECORDS

What is your grade point average in university-level studies (indicate country and scale, e.g. USA GPA 4.0)?

Please provide details and official documentation of your academic results for all university qualifications. Include complete and incomplete qualifications.

Name of qualification	Institution and country	Date commenced	Date completed
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6. DECLARATION

- The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information, my enrolment may be declined or terminated.
- I understand that I will not be admitted into the course or programme for which I have applied:
 - unless my application complies with the University's admission and enrolment requirements and relevant qualification regulations; and
 - until any conditions advised by the University have been satisfied.
- I agree that upon acceptance of an offer of study or an offer of place or signing of the International Enrolment Application Form in any course or programme:
 - I will become bound by and will comply with all University statutes, policies, regulations, and procedures. I specifically acknowledge my obligations under the Student Conduct Statute and the Acceptable Use of Information Systems Statute; and
 - Unless my eligibility for Fees-Free has been confirmed by the Tertiary Education Commission, I will become liable for fees and levies as advised by the University. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. Information on withdrawals and refunds is available on the University website.
- I understand and accept that, once my University email address is active, it will become the University's primary means of communicating with me and that email communication to that address will amount to written notice to me. I undertake to check my University email address on a regular basis.
- I understand that the University may amend course and programme offerings, fees, levies, statutes, policies, regulations, and procedures without notice.
- I understand that the University will not be liable to me for any loss, damage, or cost of any kind that I may suffer or incur as a result of my enrolment, study, or activities at Victoria University of Wellington.
- I understand that the information I provide is being collected for the purposes described in, and will be used in accordance with, the University's Privacy Notice (available at www.wgtn.ac.nz/privacy).
- I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.

I have sat an English-language test. Please specify:

IELTS Level:

TOEFL Level:

PTE Level:

Other. Please specify name of test and level:

Date test taken:

I will sit an English-language test to meet my entry requirements on:

- I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.
- I further agree that the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.
- I understand that I must notify the University of any change in my contact details, accommodation type, residential address, or immigration status.
- I authorise the University to forward to their preferred insurance provider, and their insurance broker, personal details that are relevant to my insurance cover, including my name, date of birth, gender, student ID number, enrolment status and type, date of cover, and amount paid. Further information about the preferred University travel and health insurance option for international students, the cover and rates, can be found on the Wellington University International website (at www.wgtn.ac.nz/international). I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical expenses) for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.
- I understand that the University has the right to terminate my enrolment in accordance with the Cancellation or Refusal of Enrolment Procedure (www.wgtn.ac.nz/documents/policy/academic/cancellation-or-refusal-of-enrolment-procedure.pdf) and Admissions and Enrolment Statute (www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-statute.pdf).
- I understand the consequences and types of disciplinary action that the University may take if I do not comply with the Student Conduct Statute (www.wgtn.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf).
- I understand that if I travel to New Zealand, do not complete my enrolment and request a refund of my pre-paid tuition fees, I will be charged an administration fee of NZ\$1,000. I also understand that the monies will be refunded to the originating bank account.

STUDENT SIGNATURE

DATE

DD / MM / YY

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PLEASE RETURN THIS FORM AND REQUIRED

DOCUMENTATION TO:

Email Study Abroad applications to international@vuw.ac.nz

Exchange students need to be nominated by their home university.

Email Exchange applications to student-exchange@vuw.ac.nz

You may be requested to provide further documentation in printed form to:

COURIER ADDRESS:

Wellington University
International
Victoria University of Wellington
Level 2, Easterfield Building
Kelburn Campus
Kelburn Parade
Wellington
New Zealand

DOCUMENT CHECKLIST

I have included the following documents with this application:

- Proof of proficiency in English
- Certified academic transcript
- Certified copy of passport personal details page

IMPORTANT NOTES

Documents submitted with this application must be certified true copies of the originals, translated into English if necessary, and certified by a person authorised to certify documents (see www.wgtn.ac.nz/international-documents for more information).

Documents must be clear and legible and may be provided electronically (in high-quality PDF format) or in hard copy.

The University may request further information or documentation at any time including original copies of any submitted documents. You must provide this information or documentation if requested.

The submission of false, fraudulent, or forged documentation in support of this application may result in the University refusing or cancelling your admission or enrolment. Where the University takes this step, the University will notify Immigration New Zealand and the New Zealand Police and may also notify other New Zealand universities and tertiary education institutions.

POLICIES TO PROTECT YOU

CODE OF PRACTICE

The Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student.

Victoria University of Wellington has agreed to observe and be bound by The Code. Copies of The Code are available from Wellington University International or from the New Zealand Qualifications Authority website at www.nzqa.govt.nz/the-code. Students or guardian/parents of students who feel an area of The Code has been breached should document the breach in writing to the Assistant Vice-Chancellor (International), who will take all steps to ensure that the grievance is settled. If a favourable outcome is not reached, the case will be referred to the NZQA. The University agrees to be bound by The Code procedures and will offer any information and cooperate with NZQA while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services, if necessary, to ensure adequate comprehension.

FEES, LEVIES, AND CHARGES

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, student services levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges, see the Fees Statute. Please refer to the most recent Fees Statute at www.wgtn.ac.nz/fees

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University of Wellington has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant, equipment, and other tangible assets, fees will be refunded to the students affected. In this case, the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

Refund statement

1. REFUNDS

Refunds of Fees to Students are made in accordance with the current Fees Statute (www.wgtn.ac.nz/fees). Refunds for International Students are only processed once the Student has applied to the Student Fee Advisor in writing.

- 1.1 A Student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies up to a value of NZ\$15,000 per academic year will be paid directly to the student. Any monies to be refunded over and above this amount will be refunded to the originating bank account and an administration fee will be applicable.
- 1.2 A Student who withdraws from the University and transfers to another institution must inform Wellington University International and their Student Fee Advisor in writing and provide copies of their new Offer documents. Any refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.
- 1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.
- 1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.
- 1.5 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning the programme shall receive a full refund of fees less the admission fee if applicable.
- 1.6 A Student enrolled in a PhD or Master's by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
- 1.7 A Student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation, or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.

- 1.8 Victoria University of Wellington may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances. If a full fee reconsideration is approved, the University will reverse the full tuition and non-tuition fees liable to the student, less NZ\$100.
- 1.9 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.
- 1.10 Subject to clauses 1.2 to 1.9, all refunds will be paid by bank transfer (on production of appropriate photo ID).

2. FULL REFUNDS

- 2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:
 - a) The Student is unable to take up the offer of admission;
 - b) Immigration New Zealand has refused a Student a visa for study in New Zealand;
 - c) A Student's application for a visa extension is refused by Immigration New Zealand; or
 - d) Victoria University of Wellington is unable to proceed with the course(s) offered.
- 2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University of Wellington and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University of Wellington student visa before their refund will be actioned.

Subject to subsections 1.2 and 2.1, international students that have prepaid tuition fees who travel to New Zealand and do not complete their enrolment or who have given notice of withdrawal from all of their courses on or before the dates outlined in www.wgtn.ac.nz/students/study/course-additions-withdrawals will receive a 100% refund of pre-paid tuition fees less an administration fee. The monies will be refunded to the originating bank account.

Withdrawal from courses

A Student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at www.wgtn.ac.nz/fees

GRIEVANCE PROCEDURES

Victoria University of Wellington seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair.

Students who feel that they have not been treated fairly at the University should take note of the Statute on Academic Grievances—go to www.wgtn.ac.nz/academic-grievance-policy

Any Student who has a grievance against the University in any capacity should contact a Wellington University International staff member. If the grievance cannot be solved, Wellington University International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a Student can contact NZQA: www.wgtn.ac.nz/students/support/international/code-of-practice

Note that all policies are subject to change, so please refer to www.wgtn.ac.nz/international/current-students/policies