



Welcome to Employment Focus Ltd T/A Professional Business and Restaurant School. Please read the instructions below carefully before you complete this application form.

**INSTRUCTIONS**

The purpose of this application form is to get from you the information we need to offer you a place and to enrol you into a course at PBRS. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical reasons. Prior to completing this form, all students must first read the PBRS Student Handbook in full. This is available on request from PBRS or can be viewed at www.pb.rs.ac.nz. Prospective students must also review the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) published by the New Zealand Qualifications Authority (NZQA). This is available at: http://www.nzqa.govt.nz

Please carefully complete:

- a. All sections of the form
- b. In English and in ink (Not pencil).
- c. Signing the form with your signature
- d. And supply additional documentation that may be required.

Please use CAPITAL LETTERS and tick the appropriate box;

This form must be accompanied by:

- A copy of your Passport or Birth Certificate
- Copies of your translated Academic Certificates and Transcript
- A copy of your English Language Proficiency result (eg. IELTS or TOEFL)
- Any other additional information required for the programme you intend to apply for,

**Student Details**

Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
Nationality \_\_\_\_\_  
Passport No. \_\_\_\_\_  
Visa Expiry Date \_\_\_\_\_ Visa Type \_\_\_\_\_  
Date of Birth (DD/MM/YY) \_\_\_\_\_  
Gender (Male  Female

**Contact Details**

*Contact details in home country*

Home Address \_\_\_\_\_  
Post code \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Email address \_\_\_\_\_

*Contact details in New Zealand while studying if known:*

Address \_\_\_\_\_  
Post code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

*Emergency contact*

Phone \_\_\_\_\_ Email address \_\_\_\_\_

**Highest Previous Education**

High School \_\_\_\_\_ University \_\_\_\_\_  
Previous Institution Attended \_\_\_\_\_  
Name of Highest Qualification \_\_\_\_\_  
Have you studied at PBRS before?  Yes  No  
If yes, please write down your Student ID number:  
\_\_\_\_\_

If you are registered with NZQA and have an NSN please write it here:  
\_\_\_\_\_

**How did you find out about PBRS?**

- Agency  Website
- Social network
- Referred by a PBRS student or graduate
- Other

**Education Consultant (Agent)**

*If you have applied through an education consultant, please provide the following details*

Full name of agency \_\_\_\_\_  
Phone \_\_\_\_\_  
Email address \_\_\_\_\_

**English Language Proficiency**

Is English your first language?  Yes  No  
If yes, you may be required to provide evidence of this  
If no, which English Language Proficiency Test have you completed?  
 IELTS (Academic only)  TOEFL  Other  
Overall Band Score \_\_\_\_\_ Test Date \_\_\_\_\_

**COURSE DETAILS ( Tick all that apply )**

- Diploma in Hotel Management (Level 6, 1yr)
- New Zealand Diploma in Hospitality Management (Level 5, 1yr)
- International Diploma in Food Preparation and Cookery Supervision - (Advanced) (Level 5, 2yrs)
- New Zealand Certificate in Cookery (Level 4, 1yr)

**Starting**

Start date(DD/MM/YYYY): \_\_\_\_\_

## HEALTH, ACCOMMODATION AND AIRPORT PICKUP

- Pre-existing medical conditions or concern? Yes  No   
If yes, please specify. \_\_\_\_\_
- Are you on any medication for a health issue at this time? \_\_\_\_\_
- Are you allergic to or do you have any sensitivity to any food, substances or chemicals: If yes, please specify \_\_\_\_\_
- PBRS arranges Travel/Medical insurance. Fees must be paid in advance. Travel/Medical Insurance: Yes  No
- PBRS arranges homestay but we must have a minimum of 4 weeks' notice. The minimum period of homestay is 4 weeks. Homestay fees must be paid to PBRS. A homestay placement fee will apply for this service and must be paid in advance. Homestay: Yes  No   
If yes, please ensure that you complete the Homestay Application Form. A minimum of 4 weeks' notice to arrange Homestay is required before your arrival.
- PBRS arranges Airport pickup. Service fee will apply and must be paid in advance. Airport: Yes  No   
If yes, please ensure that you complete the Airport Pickup Application Form a minimum of ten working days prior to your arrival in New Zealand.

## TERMS AND CONDITIONS OF ENROLMENT

**1. ALL APPLICATION** are subject to the availability of course

**2. IMMIGRATION:** All international students must hold an appropriate visa or permit for their entire study period. Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

**3. ELIGIBILITY FOR HEALTH SERVICES:** 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](http://www.moh.govt.nz). All international students are required to declare any medical or learning needs before enrolment. Please note that international students are not eligible for special needs funding.

If you need to take any medicine long term, please check if the medicine is available in New Zealand. If it is not, you may need to talk with your doctor and find another solution for your needs.

**4. ACCIDENT INSURANCE:** The New Zealand 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](http://www.acc.co.nz)

**5. MEDICAL AND TRAVEL INSURANCE:** While an international student enrolled with PBRS for educational instruction of 2 weeks' duration or longer, the student must have appropriate insurance to cover :

- (a) the student's travel-
  - (i) to and from New Zealand; and
  - (ii) within New Zealand; and
  - (iii) If the travel is part of the educational instruction, outside New Zealand; and
- (b) medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
- (c) repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- (d) death of the student, including cover of—
  - (i) travel costs of family members to and from New Zealand; and
  - (ii) costs of repatriation or expatriation of the body; and
  - (iii) funeral expenses.

PBRS provides medical and travel insurance through a New Zealand insurance company. PBRS has assessed the policies provided by the insurance company. Insurance is compulsory for all international students studying at PBRS and will automatically be charged for unless an alternative insurance compliant with the Code of Practice has already been arranged. Please make sure you have declared all of your medical needs prior to your enrolment. Please be aware that insurance arranged by PBRS will not cover

your previous health issues.

With prior notification and forewarning, failing to present the up-to-date and effective insurance policy as an international student or failing to present it before the required date will be seen as deliberate violation of PBRS's rules and regulations. PBRS will exercise its right to suspend or terminate the student's study and report the case to all relevant departments (e.g. Immigration New Zealand). In this case, the individual student will be fully responsible for any consequences arise.

**6. FEES:** The Student fee payment schedule will be issued upon the receipt of an application form and all supporting documents. Fees are due for payment, before the start of your program of study. Once tuition has commenced, tuition fees will remain the same irrespective of changes to immigration status, for instance obtaining Permanent Residency, and any other changes. Prior to commencement, tuition fees are subject to change without notice. Where a student still owes money to PBRS for any outstanding items, the final qualification certificate(s) will not be issued until all accounts have been paid. Apart from fees that the student paid prior to commencement, students may need to pay for any failed courses or administrative fees. Please see our Student Handbook for details.

**7. FEE PROTECTION:** The New Zealand Government requires that all Private Training Establishments (PTE) registered with NZQA protect student fees paid to them in advance. At PBRS, all students' fees will be deposited in the government owned public trust account administered by NZ Public Trust. The fees will be released on a pro rata basis from this trust account in accordance with an agreed monthly schedule based on tuition delivered and until the completion of the program.

### 8. WITHDRAWAL AND REFUND POLICY

Length of the Course/ Programme	Withdrawal period	Proportion of refund
1-34 days	Before the course starts and within the first two working days of the course starts	50% of total fees paid
	After two working days	No refund
35 days - 3 months	Before the course starts and within the first five working days of the course starts	75% of total fees paid
	After five working days of the course starts	No refund
More than 3 months	Before and/or within the first ten working days of the course starts	Full refund of all fees paid, less 25% of total tuition and enrolment fees paid
	After ten working days of the course starts	No refund

(As per section 235A (1) of the Education Act)

Please note:

- The first day of your programme is recorded on the student's "Offer of Place" letter
- Student visa not granted before and/or within the first 10 working days of the course commencement
  - The student must provide an official letter from INZ confirming the visa decline: The student will receive a full refund of all fees paid less a deduction of 10% up to a maximum of \$500
- Student visa not granted after the first 10 working days of the course commencement
  - The student must provide an official letter from INZ confirming the visa decline: The student will receive a refund of the balance of unconsumed tuition fees paid
- Student visa extension not granted
  - The student must provide an official letter from INZ confirming the extension decline: The student will receive a refund of the balance of unconsumed tuition fees paid
- If PBRs decides, for any reason, to discontinue a programme of study (including if PBRs ceases to be a signatory of the Code or a registered provider), all fees paid for services not delivered or the unused portion of fees will be refunded or transferred to another institute as agreed with the student. Other than the student being entitled to such refund, it will have no other further claim against PBRs.
- No refund is available if a student is withdrawn from study by PBRs for disciplinary reasons including: inappropriate behaviour, poor attendance or inadequate academic progress, transfer to another school after the refund period.
- No refund is available if a student's enrolment is cancelled because the enrolment application is found to be inaccurate in any way.
- No refund is available if a student has their visa/permit to study at PBRs cancelled.
- If a student wishes to withdraw from a homestay arranged by PBRs, they must provide at least two (2) weeks' notice in advance either before they arrive in New Zealand or before the date on which they wish to leave the homestay accommodation. Failure to provide this notice will result in 2 weeks accommodation fees being forfeited. The homestay placement fee is not refunded under any circumstances.
- If a student wishes to cancel a booked airport pick up, they must provide at least one (1) week's notice before the arrival date and a full refund of the airport pick up fee will be made. Otherwise, the entire fee will be retained.
- Full refund of an insurance fee paid through PBRs will be made if the student requests withdrawal before the course starts or within one week of the course starts. No refund of an insurance fee will be given after one week of the programme start date.
- In a case where a student has asked PBRs to buy insurance earlier than within one (1) week of when the course starts, the student is required to inform PBRs in advance, so that the student insurance can be arranged earlier. In this case, no refund of insurance fee will be given after two weeks of when the insurance is bought.
- Living costs paid to PBRs will be fully refunded on the student's request.
- Late requests: In exceptional circumstances, late notices of withdrawal and requests for refund may be submitted, and these will be considered on a case-by-case basis. Possible reasons for such requests include:
  - Serious illness or disability of the student
  - Death of a student or close family member (parent, sibling, spouse or child)
  - Political, civil or natural event that prevents arrival of the student
- Full documentation must be supplied to support each application.
- Where a late request is approved, the amount to be refunded may be reduced at the Institute's sole discretion. In particular, deductions may be made to take account of items such as fees for services provided prior to withdrawal, and any payments to agents in relation to the student's enrolment. Refund of other fees will be made in accordance with the relevant policies.

#### **WITHDRAWAL AND REFUND PROCESS**

1. Any applications for withdrawal must be made in writing on the appropriate

withdrawal form, and must state reasons in full. Written confirmation from the payee student's parents or legal guardian is required, if the student is under 18.

2. All applications for a refund will be reviewed and decided upon by the PBRs Executive Management Team in accordance with the Withdrawal and Refund Policy
3. Notification as to the decision in relation to the refund application will be supplied to the student within ten working days of receipt of the application.
4. A refund will be made within five (5) working days of the day on which a decision to refund is made. Payment will be made to the student's account or a third party account agreed by the student. Where a student is under 18 years of age, the parent(s) or the legal guardian will need to give his/her signed approval and a clear indication of the account into which the refund will be made.
5. All fees are received and refunded in NZ dollars. PBRs is not responsible for any currency fluctuations between enrolment and payment of refund, and is not responsible for any bank charges incurred through the deposit of funds into your nominated account.
6. PBRs will notify Immigration New Zealand (INZ) of your withdrawal within one (1) week. This may affect the student's visa status.

**9. ATTENDANCE:** Students studying at PBRs are required to maintain excellent attendance throughout the programme. Any student who fails to meet this attendance requirement may be subject to expulsion from the programme and PBRs will notify Immigration New Zealand.

At PBRs, you are expected to attend class for 20 hours per week. Classes will be arranged during the week except for Cookery students who may have weekend classes. Class Time each day may be different. A detailed timetable will be given to you on the orientation day for the first term and will be given about 1 week before term starts for the rest. It is important to think about your class time before you take any job.

**10. RECOGNITION OF PRIOR LEARNING (RPL) AND CROSS CREDITS:** Where a student believes he/she may be eligible for this, contact needs to be made with the school for the forms to apply for this recognition. An additional processing fee of \$500 will be required. This process must be completed before the Offer of Placement Letter is issued. No RPL/CC will be considered after the student has started his/her course.

#### **11. NOTIFICATION**

In signing this enrolment form you undertake to comply with the regulation to notify PBRs of your current contact details in New Zealand and in your home country, accommodation type, residential address and immigration status at all times, and you accept that failure to do so may result in your enrolment with PBRs being terminated.

#### **12. ORIENTATION**

Before your course starts, there will be a class orientation that will include:

- Warm welcome from all staff and students
- An introduction to your fellow students, members of management, lecturers and all other staff
- An introduction to your chosen program, facilities and the requirements for training
- An explanation of the rules, regulations (including the Education (Pastoral Care of International Students) Code of Practice 2016) and the Health & Safety requirements etc. You will have the opportunity to sign the learning contract to demonstrate your agreement to abide by these. A Student Handbook will be provided on the day.
- A copy of your passport & student visa and a copy of your medical & travel insurance certificate are required to be provided to the school.

Make sure to check our Facebook page (<https://www.facebook.com/pbrsinternational/>) for announcements, and these schedules are subject to change.

#### **13. ACCOMMODATION**

As per the requirement of the Education (Pastoral Care of International Students) Code of Practice 2016, for international students aged under 18, they must live with their parents, designated caregiver or PBRs arranged homestay. Please discuss with our Marketing Managers about your accommodation arrangement if you are under 18. You and your parents may be required to fill in some forms regarding this.

PBRs also provides accommodation arrangements for international students

aged over 18 on request but we must have a minimum of 4 weeks' notice. The minimum period of homestay is 4 weeks. Fees will apply. Please check with us for details.

For international students aged over 18 who want to find your own accommodation, you may find general information on renting at <https://www.tenancy.govt.nz>, or find information on quality standards for renting at: <http://www.mbie.govt.nz/info-services/housing-property/tenancy/residential-tenancies-regulations-for-insulation-and-smoke-alarms>. You are also welcome to talk with our Pastoral Care Team and seek more advice.

#### 14. DISCIPLINARY PROCESS

A system of recorded warnings is used in cases of absenteeism, failing to meet minimum standards or any form of misconduct. Notice will be given to students in the form of a letter advising the subject matter of the breach and all possible penalties. The notice will include an invitation for the student (and a support person) to meet with PBRS Senior Managers where the student will be given an opportunity to explain his/her actions or behaviour.

- Student's study might be suspended while the complaint is being investigated.
- The first step is a formal verbal warning. This warning will be recorded in the student's file.
- The second step is a formal written warning. This warning will be recorded in the student's file.
- The third step is a final written warning. This warning will be recorded in the student's file. The student will be request to sign an acknowledgement that the warning has been given.
- The final stage is the expulsion from the course and PBRS.

- The PBRS may go straight to a final written warning, or immediately expel a student if the student is found to commit a serious misconduct.

- Please refer to student handbook

#### 15. CIRCUMSTANCES IN WHICH PBRS MAY TERMINATE ENROLMENT

- If a student is expelled according to the Disciplinary Process. Including situations as continued and/or unexplained absenteeism, inadequate progress, any breach of disciplinary regulations etc.
- If a student is found having provided false or misleading information
- If the Academy is unable to guarantee accommodation due to the student's behaviour (under 18 students)
- If a student has criminal behaviour inside or outside the Academy's premises
- If a student can not attend school to make up the missed programme time and needs to re-enrol if they wish to complete the programme for reasons such as illness or family obligations.

All decisions to terminate enrolment will be based on evidence, and the normal appeal procedure applies. If your enrolment is terminated:

- No refund will be given
- Immigration New Zealand and parents (if you are under 18) of yours will be notified about your problem and status.

#### 16. FURTHER INFORMATION

Further information on courses, fees, entry criteria, facilities, staffing, conditions, frequently asked questions and more can be found in our website at [www.pbrs.ac.nz](http://www.pbrs.ac.nz). Alternatively, if you have any questions please feel free to contact your agent or to email us at us at [info@pbrs.ac.nz](mailto:info@pbrs.ac.nz), we will be more than happy to assist you.

#### Statutory Information Statement for Students (required under section 234B of the Education Act)

1. PBRS provides the total costs and other financial commitments associated with the programme;
2. PBRS provides the total cost of any service fee, if applicable;
3. The governing members of PBRS declare that they have not :
  - a) any actual or potential material conflicts of interest arising from their role as governing member of PBRS; and
  - b) Interests in organizations in the education or immigration sector that provide goods or services to tertiary students.

#### External Evaluation and Review (EER)

NZQA assesses the standard of education for tertiary education organisations through a regular system of external evaluation and review (EER). Through periodic EER, tertiary education organisations are held accountable to their students, employers, funders, quality assurance bodies and other interested parties.

In 2017, PBRS received Confident in Educational Performance and a Confident in Capability in Self-Assessment (Cat.2) from NZQA.

#### The Code

PBRS has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 (The Code). Copies of the Code are available from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

#### Declaration by :

Privacy PBRS collects and stores information from this form to comply with the requirements of the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organizations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about

students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute, PBRS releases information to Government- agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation Corporation (ACC), INZ agents and parents.

In signing this enrolment form you authorize such disclosure on the understanding that PBRS will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the person who enrolled you. You agree to abide by the statutes, regulations and policies of PBRS.

#### I declare that

1. To the best of my knowledge all the information supplied on, and with, this application form is true and complete;
2. I have received, read and understood all information (including fees required) about the programme(s)/course(s) I have chosen. And the programme(s)/course(s) meets my career expectation.
3. I have read and understood the Code.
4. I have read, understand and accept all policies detailed in the PBRS Student Handbook.
5. I have read and accept the Statutory Information Statement for Students.
6. I have read and accept the Terms and Conditions of Enrolment.
7. I agree to the use and disclosure of my information to my parent/caregiver or student-appointed representative and /or an employee of PBRS for any purpose related to my education or wellbeing before and during my programme.
8. I consent to the disclosure of personal information as described above, if necessary by regulatory bodies and
9. I agree to pay all fees as they become due and to meet any late fees.

Student Name

Signature

Date

Parent or legal guardian Name

Signature

Date

(If applicant is under 18 years old. Parent or legal guardian signature is required.)