AUCKLAND COLLEGE OF TERTIARY STUDIES
TE KURA TUATORU O TĀMAKI MAKAURAU

PART OF AKA EDUCATION GROUP

International Student Application Form

Thank you for applying to ACTS.

Please read our Conditions of Enrolment and Declaration carefully before you complete and sign this enrolment form.

Please complete every section of this form.

Please attach (Check you have each item)

- ☐ Copy of passport
- ☐ Certified copies of Academic records
- ☐ Copy of current English proficiency evidence
- ☐ Any other evidence requested (if applicable)

A	**Course Details**	
1	Name of program you wish to enrol in	
	Intake date	Campus ☐ Auckland (CBD) ☐ Manukau ☐ Christchurch
2	Where are you applying from? ☐ Onshore (in NZ) ☐ Offshore (outside of NZ)	
	If you have studied at ACTS or CCTA before, please provide your ID number:	

B	**Personal Details** (as per passport)	
3	Family Name/Surname	
	Given Name(s)	
4	Preferred first name	
	Previous name(s) known by	
5	Gender ☐ Male ☐ Female ☐ Other	
6	Preferred title ☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Other (specify)	
7	Date of birth DAY MONTH YEAR	
8	If you have a NSN (National Student Number) or NZQA ID number please provide:	

B	**Contact Details** ** Please contact us if details change*	
9	Permanent home address	Postal Address (if different from Home addess)
	Street no. & name	Street no. & name
	Suburb	Suburb
	Town/City	Town/City
	Post code	Post code
	Country	Country
	Phone	Mobile
	Email	
	Next of Kin/Emergency contact person	
	Email	
	Relationship	Phone or Mobile

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B **Country/Ethnicity**

10

Country of citizenship

Country of residence

Passport Number

Passport issuing country

Passport expiry date

11 What ethnic group(s) do you belong to? * *Please tick up to 3 boxes which apply*

NZ European/Pakeha	111	Greek	123	Chinese	421
New Zealand Māori	211	Polish	124	Indian	431
Samoan	311	South Slav	125	Sri Lankan	441
Cook Island Māori	321	Italian	126	Japanese	442
Tongan	331	German	127	Korean	443
Niue	341	Australian	128	Other Asian	444
Tokelauen	351	Other European*	129	Middle Eastern	511
Fijian	361	*Specify		Latin American	521
Other Pacific Peoples*	371	Filipino	411	African	531
*Specify		Cambodian	412	Other*	611
British/Irish	121	Vietnamese	413	*Specify	
Dutch	122	Other Southeast Asian*	414	Not Stated	999
		*Specify			

12 If you identified as New Zealand Maori in question 11, what is the name of your Iwi?
* *You may identify with more than one or enter 'Don't know'.*

13 **Prior Activity** - what was your current/recent activity or occupation?

Secondary school student	01	Non-employed or beneficiary (excluding retired) Self-employed	02
Wage or salary worker	03		04
University student	05	Polytechnic student	06
House-person or retired	07	Overseas (irrespective of occupation)	08
Private Training Establishment student	09	Other *(Please specify)*	

14 **Support Details** - Not compulsory and any information you supply is confidential.

Do you live with the effects of significant injury, long term illness, or disability? Yes | No

If yes, how would you describe your impairment, disability, extra learning needs or long term medical condition:

15 **English Language Proficiency**

IELTS	TOFEL	Score
OET	PTE	Date of achievement

16 **Agent Details**

Name

Company Name:

Have you previously applied for a student visa for NZ or any other country? If yes, please provide the details

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C **Academic Information**

17 **Secondary School** - What was the name of the last Secondary School you attended? State 'overseas' if applicable.

When was your last year of secondary school?

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.

No formal secondary qualifications	00
14 or more credits at any level	11
NCEA Level 1 or School certificate	12
NCEA Level 2 or 6th Form certificate	13
University Entrance	14
NCEA Level 3 or Bursary or Scholarship	15
Overseas qualification (includes International Baccalaureate & Cambridge Exams)	09
Other	98
Not Known	99

Please specify if "Overseas qualification" or "Other"

18 **Tertiary Study** - Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school?
Do not include enrolments in STAR, community or hobby classes. Yes ☐ No ☐

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

Name Institution

Course/Level

Enrolment Year Completion Year

19 **Compulsory Health and Travel Insurance**
Any student holding a student visa requires as a condition of their visa to hold appropriate medical and travel insurance for their period of stay in New Zealand. ACTS will not allow you to undertake study unless you comply with this requirement. You will need to provide evidence of insurance as soon as you receive your visa (onshore students) or as soon as you book your flights, showing coverage from the day you depart (offshore students).

If you choose ACTS to arrange insurance, the cost of insurance will be included in your invoice. ACTS will arrange insurance as follows:

- Offshore students - from the day you depart your home country to the end of your visa. You need to send us a copy of your flight details as soon as you have a booking confirmation.
- Onshore students – from the day you receive your Student Visa to the end of your visa. You need to send us a copy of your visa as soon as you receive it, so we can purchase insurance for you immediately.

Do you have any pre-existing conditions? Yes ☐ No ☐

If you answered "Yes" we will be in touch with you, as your pre-existing condition might not be covered by our Insurance, or you may be required to pay a higher premium.
If your pre-existing condition is not covered by our insurance, we reserve the right to review whether the programme you have enrolled in is appropriate in consideration of your pre-existing condition not being covered by insurance.
If we decide that your pre-existing condition is appropriate, you will be required to sign a disclaimer acknowledging that you must cover any costs that arise from the excluded condition.

D **Code of Practice** - ACTS has agreed to comply with "The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) to support the wellbeing of tertiary and international learners enrolled in ACTS. Copies of the Code is available at: https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/

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E

Refund Summary - ACTS refund policy is based on the programme length outlined in Offer of Place. The refund policy for programmes of 13 weeks or more is summarised below. For more information on payment and refund of fees, please visit www.acts.ac.nz/admissions

Date of refund request	Effect	Refund Amount
Prior to and within the first 10 working days	Cancellation	Full refund, less up to 25% of the total monies paid, based on the actual costs incurred by ACTS.
After more than 10 working days	No refund	n/a

- Weeks refers to Calendar weeks
- Students who fail to obtain an appropriate visa for study to commence their programme, will receive 100% refund less the registration fee OR $300 in the event a registration fee has not been charged. If this equates to more than the Refund Criteria above, the Refund Criteria maximum will apply.
- Any costs incurred from additional services eg. External exams, requested by the student that have been rendered and/or completed are the liability of the student, and are subject to the cancellation/refund policies of the service where applicable.
- Where a student withdraws from a programme before fees are paid, the student is responsible for payment of outstanding fees as notified.

NO refund will be paid in the following instances:

- Existing ACTS International students who fail to obtain an extension to their current visa for study and:
- their original Offer of Place programme commencement date has not changed, or
- if the student has agreed to continue to study on an interim study visa after the expiry of the valid visa they commenced their programme on.
- Student's enrolment is terminated by ACTS due to Academic, Attendance 10.1.3 bi and bii or Disciplinary non-compliance.

F

Contract for tuition

ACTS agrees to:

1. Provide a study place on condition that the student meets the conditions of this agreement.
2. Adhere to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)
3. Arrange suitable accommodation if requested/required.
4. Monitor accommodation arrangements made by ACTS on an on-going basis. For Under 18 students, this will be conducted on a quarterly basis.
5. Help arrange travel and medical insurance if requested.
6. Provide a pleasant, safe, healthy and well-equipped learning environment.
7. Provide quality teaching delivered by skilled tutors with appropriate qualifications.
8. Review learning goals and progress to ensure current programmes meet student needs.
9. Provide academic support as required to ensure student needs are met.
10. Keep accurate records of student achievements and report them regularly to the student.
11. Keep accurate records of student attendance to ensure they meet Immigration New Zealand requirements.
12. Provide internal guidance and support in academic, personal and welfare matters, or help the student to gain external assistance if requested.
13. Respect the student's rights and privacy and provide in the Student Handbook and orientation clear guidelines for study and behaviour.
14. Protect the student's personal information in accordance with NZ law, in particular the Privacy and Consumer Guarantee Acts.
15. Provide access to extra-curricular activities on a regular basis.

The student agrees to:

1. Accept the study place under the terms and conditions stated in this agreement and of student's visa.
2. Provide full details on accommodation requirements.
3. Notify ACTS immediately if either contact or accommodation details change in any way.
4. Maintain appropriate travel and medical insurance cover for study duration in New Zealand including to and from New Zealand.
5. Respect the institutes premises, equipment and resources.
6. Demonstrate commitment to studying and meeting programme requirements. This includes submission of assessments on time, and completion of Self-directed Learning Activities and participating in Clinical Placements.
7. Accept the right of ACTS to make changes to programmes and timetables as deemed necessary.
8. Discuss your progress and undertake student support provisions as required and needed.
9. Attend classes regularly (at least 90%) and follow ACTS' processes for notifying absences.
10. Actively participate in class.
11. Advise ACTS about any disability or additional needs prior to enrolment and seek advice from ACTS about any serious study or personal problem.
12. Observe the right to treat staff and other students with respect; and work constructively with them to achieve study goals.
13. Become involved in ACTS' extra-curricular activities as suitable. 14. Strive to become an active participant and citizen of ACTS and New Zealand

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G Conditions of Enrolment

Enrolment is subject to availability of places. If ACTS reserves a place for a student and offers enrolment, then subject to payment, these Conditions of Enrolment form part of a binding contract between ACTS and the student. These conditions shall be governed by and construed in accordance with the laws of New Zealand.

1.1 WITHDRAWAL / REFUND INFORMATION

Withdrawal / Termination from the programme

1.Students must notify ACTS of withdrawal from a programme using any of the following ways:

a. in writing on the official ACTS Request for Withdrawal Form These are available from reception or can be downloaded from our website www.aka.ac.nz and either emailed (studentinfo@aka.ac.nz) OR submitted physically to a member of our Student Services / Marketing team.
b. in writing in an email or any other way to a member of our Student Services / Marketing team (studentinfo@aka.ac.nz); OR
c. verbally to a member of our Student Services / Marketing team
d. the withdrawal date will be the date the notification was received by ACTS or the withdrawal date indicated by the student in their notification (whichever is the latter).

2. A student will be treated as withdrawn if;

a. he student fails to attend or participate in the programme in the first 10 working days from the Offer of Place commencement date (or extension date where approved prior) OR
b. the student attends or participates in the programme within the first 10 working days from the Offer of Place commencement date (or extension date where approved prior) but stops attending or participating in the programme before the end of this period.
c. 2.b does not apply where a student attends or participates in the programme after the end of the period defined.

3. ACTS reserves the right to terminate a student's enrolment in the event of:

a. Academic or disciplinary non-compliance
b. Attendance non-compliance

i. Non-attendance for more than 5 consecutive days without contact or approved leave, after the first 10 working days from the Offer of Place commencement date (or extension date where approved prior).
ii. Failure to meet ACTS Attendance Requirements.
iii. Failure to obtain or extend an appropriate visa for study.

4. Terminations will be notified to the student via personal email once actioned.
5. Immigration New Zealand will be notified of all withdrawals / terminations.

Refund Information

6. Students who withdraw in accordance with ACTS Withdrawal Policy and are deemed eligible for a refund as per 1.1.7, will have their refund paid within 5 working days from the date of the notification of withdrawal. This timeframe is subject to the student providing the required documentation (for the refund to be paid by Public Trust) within 2 working days of a documentation request from ACTS.
7. Refund timeframes and refund criteria will be calculated in accordance with the ACTS Refund Calculation Table. (See Table 1.1)
8. All refunds are made in New Zealand dollars, unless otherwise permitted by Public Trust.
9.All refunds will be paid to the student OR a nominated person approved and requested in writing by the student. This is also subject to Public Trust requirements.

Refunds of fees when withdrawal occurs prior to and within the first 10 working days from the Offer of Place commencement date (or extension date where approved prior).

10. The student will be entitled to a full refund, less up to 25% of the total monies paid, based on the actual costs incurred by ACTS.

Refunds of fees when withdrawal occurs after 10 working days from the Offer of Place commencement date (or extension date where approved prior).

11.A withdrawal due to exceptional circumstances may, at the sole discretion of the Chief Executive, be grounds for a refund of fees.

a. The Chief Executive may require documentary evidence in support of the application for the refund. Exceptional circumstances may include:

- serious illness or disability of the student;
- death of a student or close family member (parent, sibling, spouse or child);
- olitical, civil or natural event that prevents arrival of the student

b. If refund is approved under exceptional circumstances, ACTS will at a minimum deduct any fees which have been paid or incurred by ACTS including, but not limited to:

- resource fees
- the student's Recruitment Agent fees
- the cost of any additional services that were completed prior to withdrawal

An application can be made in writing to the Chief Executive. A response will be sent within 10 working days of receipt of request for consideration of exceptional circumstances. Refunds will be paid within 5 working day of the decision by the Chief Executive to permit a refund under exceptional circumstances.

12.Any excess fees or other funds will be managed by Public Trust as follows:

Refunds to Consolidated (Unclaimed Funds)

Scenario 1:

The student pays a deposit or full fees but does not start the course or withdraws within the refund period. Funds can be transferred to consolidated 12 months from payment receipt date as the student has had 12 months to claim their fees

Scenario 2:

The student has withdrawn after the refund period or finished the course and there is a balance of fees left on their account. Funds can be transferred to consolidated 12 months from the course end date.

Once in Consolidated they are held for a further 6 years and if no claim on the funds, after 6 years the funds are released to NZ Treasury.

13. In the event that ACTS withdraws an Offer of Place, or is unable to provide the programme, all tuition fees will be refunded.
14. In the unlikely event that ACTS:
15. ceases to provide a programme as contracted with a student, due to a requirement by an education quality assurance agency OR
16. ceases to be a signatory or provider Students will be entitled to a full refund of fees for any undelivered tuition/services.
17. If ACTS ceases to provide a programme as contracted with a student, on its own accord, students will be entitled to a full refund of fees less 20%.

1.2 CODE OF PRACTICE

ACTS has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) published by the Ministry of Education, and managed by the Code Administrator, New Zealand Qualification Authority.

Copies of the Code are available on request from this institution or you can find it here: https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf

Recruitment Agent Behaviour

Our Recruitment Agents have been carefully selected and screened to become trusted partners of ACTS. Our Recruitment Agents have also agreed to observe and be bound by the Education Code of Practice 2021. This includes

- providing international students with reliable information and advice about studying, working, and living in New Zealand; and
- acting in an ethical manner with integrity and professionalism towards prospective international students.

If a student has any concern about the behaviour of a Recruitment Agent, please let ACTS know.

1.3 PRIVACY

Personal information is protected by the New Zealand Privacy Act 2020

The information collected and held by ACTS will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

ACTS is also required by the Privacy Act 2020, to provide some personal information (this typically may be name, current address, date of birth, ethnicity or academic details) to specified agencies. The agencies that may require ACTS to provide this information include the Ministry of Education, Work and Income New Zealand, Inland Revenue Department, Immigration NZ, New Zealand Police, New Zealand Qualifications Authority and the Department of Justice.

1.4 STUDENT FEE PROTECTION POLICY

Under the Education and Training Act 2020 and the Student Funds Trust Deposit Exemption Rules 2026, student fees paid in advance must be protected through an approved student fee protection arrangement unless the total programme fee (including GST) does not exceed $1,000. Accordingly, student fees paid in advance are held in the ACTS Public Trust student fee protection account. Fees are drawn down after commencement in stages as the course is delivered.

In the event a programme is terminated and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees on a pro rata basis for the balance of the course based upon the number of full weeks required to complete the programme.

1.5 IMMIGRATION

Full details of visa and permit requirements, advice on rights of employment in New Zealand while studying, and reporting requirements are available

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through the New Zealand Immigration Service, and can be viewed on their website at: immigration.govt.nz

1.6 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.

1.7 ACC
The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may be liable for all other medical and related costs. Further information can be viewed on the ACC website at: www.acc.co.nz.

1.8 QUALITY ASSURANCE
NZQA assures the quality of education provided by tertiary education organisations through its integrated Quality Assurance Framework (iQAF). Under this framework, Our organisation carries out an annual self-review of our education and training, and reports the findings to NZQA each year. NZQA may also monitor specific aspects of our programmes or operations from time to time. For more information about NZQA's quality assurance system, please visit www.nzqa.govt.nz.

1.9 PROGRAMME / TIMETABLE CHANGES
•ACTS reserves the right to cancel or postpone any programme and shall not be liable for any claim other than the proportion of programme which the cancelled portion bears. At least 2 weeks' notice will be given.
•ACTS reserves the right to cancel or postpone any programme components / papers / specialisations and shall not be liable for any claim other than the proportion of component / paper / specialisation fee which the cancelled portion bears. Components/papers/ specialisations are opened subject to the number of enrolments and/or any other factors. At least 2 weeks' notice will be given.
•ACTS reserves the right to change the timetable/schedule of programmes, and shall not be liable for any claim in terms of the impact this may have on the student. Changes to timetables are dependent upon number of enrolments and/or any other factors. At least 2 weeks' notice will be given.

1.10 EXTENSIONS TO START DATE
Extensions to start dates can only be approved if they are applied for in writing at least 5 working days prior to scheduled commencement date outlined in Offer of Place.

Extensions will be at the discretion of the Academic Director. If approved, the extension will be provided in writing within 3 working days of request.

Please note that extensions to start dates may result in changes to study visa, and medical insurance. The student will be liable for any impacting charges, which must be paid prior to commencement of programme with new start date. If the extension to start date results in a new end date, a new Offer of Place will be generated.

ACTS expects the student to inform Immigration New Zealand of the change in start date. ACTS will also inform Immigration New Zealand. Students who do not have extensions to start date and do not attend the programme at commencement, may be subject to termination, as outlined in 1.1 (2).

1.11 LIABILITY
To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, ACTS liability, whether arising as a result of any breach of the Conditions of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to ACTS. Under no circumstances will ACTS be liable for indirect or consequential loss or damage of any kind (including loss of profits).

1.12 COMPLAINTS PROCEDURE
ACTS has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within ACTS it can be taken to the Campus Director or sent in writing to the Chief Executive. If it is still not resolved then the complaint can be taken to NZQA or iStudent. NZQA is a government organisation and they can provide an independent assessment of the complaint. iStudent is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS), which was set up to resolve financial and contractual disputes.

•NZQA – for concerns and complaints about a provider breaching the Code OR
•iStudent Complaints – for concerns and complaints about money or contracts.
NZQA
You can submit your complaint query on the NZQA website (www.nzqa.govt.nz) OR send an email to qadrisk@nzqa.govt.nz
iStudent Complaints
You can contact them through their website - www.istudent.org.nz

1.13 DISCPLINARY PROCESS
If students contravene ACTS rules and regulations (as published on the ACTS website) including breaching the Conditions of Enrolment (as published in this enrolment form) with ACTS, the student will be issued with warning(s) following the ACTS discipline procedure:
•1st offence will result in a verbal warning, confirmed in writing.
•2nd offence will result in a written warning,
•3rd offence will result in a final written warning.
•If the student then continues to break ACTS rules and regulations they will be expelled, and their enrolment with ACTS will be terminated.
The Senior Management Staff can instantly expel students without warning if they seriously break the rules and regulations of ACTS and/or the laws of New Zealand.
Please note that Attendance and Academic issues are part of the disciplinary process.
The student will not be entitled to a refund of their fees if their enrolment with ACTS is terminated for Attendance or Disciplinary reasons.

1.14 BRING YOUR OWN DEVICE (BYOD)
Students studying an Academic Programme with ACTS are required to bring their own device to class each day. ACTS Academic programmes incorporate device driven activities, interactions and online assessment. This also allows student learning to continue effortlessly wherever they are. Laptops are ACTS required device.

It is important that the laptop operates effectively in the ACTS BYOD environment.

ACTS recommends the following minimum requirements should be met:

•10 inch screen or larger
•4GB RAM
•50GB free space minimum
•Windows v7.0 or higher
•Apple Mac 10.6 (Leopard) or higher
•Wireless capability 802.11n dual band
•CPU meets vendor OS minimum requirements.
•Battery life of a minimum of 6 hours (there is limited access to charging facilities in class)

Microsoft 365
ACTS provides a free version of Microsoft 365 to every academic programme student. This ensures that students have the latest version of Microsoft Office. This is online software only.
During induction, students will be given further information for accessing MS365 and any other technology that they will be using during their studies.

1.15 INSURANCE / VISA NOTIFICATION
As outlined in B.19 in this form, all students are required to hold ACTS approved Medical/Travel Insurance for the duration of their visa and programme. This includes from the date of travel to and from New Zealand.

All accepted students must notify ACTS as soon as visa is received. If travelling from home country, ACTS must be provided with flight details to ensure insurance is appropriate and covers travel to and from NZ.

For students who have purchased insurance through ACTS
This will be arranged to commence 2 weeks prior to start date of the programme, and;

- If a student receives visa earlier than 2 weeks prior and plan to travel to NZ earlier than 2 weeks, it is the student's responsibility to let ACTS know of their flight arrangements.
- If visa is declined or there is a delay, it is the students responsibility to communication with ACTS regarding this, otherwise the insurance will commence as planned (2 weeks prior), and will be active until the student requests for it to be cancelled or amended.
- In the case of delays/deferment to a later intake, this may result in the insurance being insufficient and an additional cost charged to the student to extend the insurance.
- In the case of cancellation, the student will receive a refund for any unused insurance plus a cancellation fee charged by the insurance company.

ACTS reserves the right to cancel a student's enrolment if a student fails to notify ACTS of their visa status, and travel plans (prior to the day of departure).
This may mean that on arrival ACTS will inform you that your enrolment is cancelled due to not adhering to our notification requirements.

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Declaration

- 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. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment.
- I acknowledge that ACTS may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date.
- ACTS reserves the right to inform all other New Zealand education institutions, Immigration New Zealand, and New Zealand Police, of such cases including the student's name and date of birth.
- I understand that all documents submitted with this application become the property of ACTS and will not be returned to applicants. I agree to supply further documentation requested by ACTS for the purpose of my enrolment and I authorise ACTS to release information regarding my application to Immigration New Zealand and the Ministry of Business, Innovation and Employment where ACTS considers the information relevant to my immigration status.
- I have read and understood the outline of how the Privacy Act will be applied in ACTS, and I authorise ACTS to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 2020.
- I authorise any agency holding the source of any information I have provided on this form to release that information to ACTS upon request, this includes Immigration NZ for the purpose of obtaining visa application progress or visa status (where applicable).
- I agree to abide by the rules, regulations and policies of ACTS, and the Conditions of Enrolment. I am aware that this agreement is subject to the laws of New Zealand.
- I am aware that I must adhere to the BYOD requirements outlined in the Conditions of Enrolment.
- I have read and fully understand the Contract for Tuition between ACTS and I, the International Student.
- I am aware that the payment for my tuition and/or other fees needs to be in accordance with the invoice provided to me upon ACTS acceptance of my enrolment application.
- I have read and understand ACTS withdrawal and refund policies.
- I have read and understand ACTS Insurance/Visa Notification conditions, and failure to adhere to this may result in cancellation of my enrolment.
- I agree and fully understand that payment of the fees invoiced is confirmation of my acceptance of enrolment into ACTS. I agree and fully understand that provision of a receipt from ACTS is confirmation of my enrolment.

Applicant Signature _____ Date DAY MONTH YEAR

☐ Please tick if you wish to opt out from ACTS using any images/video taken of you during your period of enrolment with ACTS, being used for promotional purposes.

Declaration of ACTS representative:
I declare that I have personally interviewed this applicant and have sighted and confirmed the accuracy of all of the attached documentation.

Signature of approved Recruitment Agent / ACTS Staff member enrolling student _____ Date DAY MONTH YEAR