

# International Application for Enrolment 2011

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 TRAINING SITE: Level 1, 1 Barry's Point Road, Takapuna, Auckland, New Zealand



**PREMIER**  
HAIRDRESSING  
COLLEGE LTD

**Welcome to Premier Hairdressing College. Please read the instructions below carefully before you complete this application form.**

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at Premier Hairdressing College. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in by:

- Completing all sections
- Printing your answers clearly in English with a pen, or ticking the box that applies for multi-choice questions
- Signing the form in all areas indicated
- Attaching additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided in the **Documentation** section of this form.

<b>Course Delivery of Qualification</b>		<b>PHOTO</b>	
<b>Qualification – Diploma in Hairdressing (49 Week Full Time Course, Includes 3 Weeks Holidays)</b>			
Start Date 18 April 2011 and 13 June 2011 and 26 September 2011			
Finish Date 23 March 2012 and 18 May 2012 and 31 August 2012			
Preferred start date _____			
<b>Module One – English language</b>			
<b>Module Two – Service Skills</b>			
<b>Module Three – Practical Hairdressing Fundamentals</b>			
<b>Module Four – Hairstyling / Practical Salon Skills</b>			
<b>Module Five – Chemical Hairdressing</b>			
<b>Personal Details</b>			Office Use Only / Student ID No
<b>1. Print Your Full Legal Name</b>		Family Name	Given Name(s)
<b>2. Preferred Name</b>			
<b>Address</b>		Home address	NZ Address
		Postcode:	Postcode:
<b>3. Phone</b> (country)(area) local		( ) ( )	Mobile
		Email	Fax
<b>4 Person Responsible In NZ</b>		Family Name	Given Name(s)
<b>Address</b>		Relationship to you	NZ Phone No
		Home Phone	Business Phone
		Fax	Email
		Postcode:	
<b>5. Father/Guardian</b>		Family Name	Given Name(s)
<b>Address</b>		Home Phone	Business Phone
		Fax	Email
<b>6. Mother/Guardian</b>		Family Name	Given Name(s)
<b>Address</b>		Home Phone	Business Phone
		Fax	Email
If parents live apart, please indicate the parent to be contacted by PHC			
<b>7 Preferred Title</b>		Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
		Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>
		Other (specify) <input type="checkbox"/>	
<b>8. Date of Birth</b>		Day <input type="checkbox"/>	Month <input type="checkbox"/>
		Year <input type="checkbox"/>	<input type="checkbox"/>
<b>9. Gender</b> Male <input type="checkbox"/>		Female <input type="checkbox"/>	
		<b>10. Nationality</b> _____	
<b>11. Passport Number</b> _____		<b>12. Visas attached</b> Entry visa <input type="checkbox"/>	
		Student Visa <input type="checkbox"/>	
<b>13. Disability:</b> Do you live with the effects of significant injury, long term illness or disability? (the information you supply is confidential)			
Please complete the details on form 3B F/T before filling this in Yes <input type="checkbox"/>			
NO <input type="checkbox"/>			
<b>14. Agent Details:</b> Name of Agent _____ Agent Number _____ Address of Agent _____			
<b>15. Current Occupation:</b> Secondary School Student <input type="checkbox"/>			
University Student <input type="checkbox"/>			
Non-Working <input type="checkbox"/>			
Employed <input type="checkbox"/>			
<b>16. Medical &amp; Travel Insurance</b> Certificates attached Yes <input type="checkbox"/>			
NO <input type="checkbox"/>			

## A BRIEF INTRODUCTION

Premier Hairdressing College NZ is located in Takapuna, Auckland, New Zealand's largest city. It is 40 minutes from Auckland's largest and newest shopping facilities, and close to cinema entertainment facilities and beautiful East Auckland beaches.

## ENROLMENT PROCEDURE

1. Please see our representative, overseas office or education agent for assistance with the enrolment and visa application process. The website has details of our representatives.
2. To apply directly to us for a course, please complete this application form, read the enrolment conditions and sign the declaration, then:  
*Email to:* hairdressing@hnpl.net  
*Fax to:* +64 7 849 9963
3. Subject to place availability, we will send you/Offer of Place, Accommodation Letter and Fees Invoice.
4. Use these forms to apply for a student visa from the NZ Immigration Service.  
<http://www.immigration.govt.nz>
5. Once you have been given approval in principle, pay the fees to our school. Take your fees receipt to NZIS to be issued with your student visa.
6. Once you have your student visa, book your flight ticket and let us know the date, time and flight number of your arrival. We need to know 2 weeks in advance to confirm your homestay accommodation. If you don't give us 2 weeks notice of your arrival date, you may be required to pay for temporary motel accommodation until a homestay is confirmed.

## ENROLMENT CONDITIONS

- 1.1 Enrolment is subject to place availability.

## Attendance and Behaviour

- 2.1 You will be expected to attend classes punctually. If your attendance does not meet PHC NZ requirements, or if your behaviour is detrimental to the school or to other students, you may be asked to leave the school. In this event, we regret that no tuition fees can be refunded.

## Withdrawal and Refunds-International Students

- 3.1 Withdrawal in the first **eight days** of tuition will result in deduction of 10% of tuition fee.
- 3.2 This policy will also apply to any withdrawal before the commencement of the course.

## Fees

- 4.1 We reserve the right to amend fees. For the most up to date fees, please contact the college.
- 4.2 All tuition, accommodation and administrative fees must be paid in advance and by the due date.
- 4.3 All fees are calculated in complete weeks. No compensation is given for public holidays.

## Translations

- 5.1 Where there is a difference in meaning or interpretation in any translation of the school information or conditions, the PHC NZ version shall apply.

## Liability and Insurance

We will not be liable for any loss, damage or injury incurred within the school, with a homestay family or on a school trip or excursion.  
We are able to arrange insurance for your health and personal property on request. We strongly advise that you have insurance.

### Special Information for International Students

- 7.1 CODE: [Premier Hairdressing College Ltd] has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>.
- 7.2 IMMIGRATION: "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 <http://www.immigration.govt.nz>."
- 7.3 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 <http://www.moh.govt.nz>.
- 7.4 ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.
- 7.5 MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand

**Please sign the declaration on the application that you have understood these condition.**

## DECLARATION

I understand and accept the enrolment conditions on this form. I declare that the information provided on this form is correct.

Student Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Agent Stamp \_\_\_\_\_

# ELEMENTARY COURSE COST AGREEMENT / STUDENT OBLIGATIONS

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PREMIER HAIRDRESSING COLLEGE LIMITED AND

\_\_\_\_\_  
(Called "THE STUDENT")

AGREE that:

THE COLLEGE will provide a 46-week hairdressing/English Language course for THE STUDENT as set out in Premier Hairdressing College Course Notes, which THE STUDENT has read and signed.

The 46 week hairdressing course at Premier Hairdressing College Ltd will: Start on: \_\_\_\_\_ Finish on: \_\_\_\_\_

With a holiday break From: \_\_\_\_\_ To: \_\_\_\_\_ (46 weeks on course including holidays)

The total cost for the course will be paid for as follows:

### Course Fees

All student course fees must be paid before commencement of course.

Please note: There may also be additional minimal charges you will need to pay for hair products.

Your fees less \$960.00 will be held in Public Trust Account and paid proportionally to Premier Hairdressing College. The \$960.00 portion of fees paid ensures supply of the following.

Student/Guarantor Signature \_\_\_\_\_

This will ensure I am supplied with the following:-

- Hairdressing Equipment
- Pivot Point Fundamentals Textbooks
- Portfolio Work
- NZQA National Certificate in Salon Support
- Premier Tee is part of your equipment. Please complete the enclosed order form. (Policy 3D F/T)

### **Withdrawal and Refund** (Please read carefully and ask the interviewer if you are unsure or do not understand the meaning of the following points.)

- No withdrawals will be valid unless given in writing and sent to Premier Hairdressing College Ltd who will countersign it, file original and give you a copy.
- If students decide to withdraw from the course at any time within seven days after the first day of the course, any sum over and above: **\$500.00 or 10% of the amount paid, whichever is the lesser, for ELEMENTARY HAIRDRESSING TRAINING PROGRAMME shall be refunded.**
- **After the eighth day, no refund will be made** and **Total Enrolment fee is payable** to the Training Provider **by the student or guarantor**. All costs including interest incurred during the recovery of any outstanding debts will be met by the student or guarantor.

### **Attendance / Absenteeism**

Your attendance is part of the success of your course. Attendance and absenteeism will be recorded each week. Students will be notified if absenteeism exceeds 6 periods in 1 week. Attendance under 85% in the first 4 weeks could result in you being put off the course.

Initial Here



## Ethics & Practices

**We are a fashion and image industry. We require of our students a high standard of dress and personal hygiene and professionalism. You set the standard for the College, therefore you must present yourself as an appropriate ambassador. Let's get it right.**

### Personal Presentation

It is the tutor's or management's discretion to issue you a written warning should you not adhere to Premier's Ethics & Practices listed. If you receive three written warnings, we reserve the right to terminate your contract.

- Clothes are to be tidy, clean, and in good repair, no coats, hoodies, hats, scarves, bandanas or trackpants.
- Shoes **must** be worn at all times and kept clean, no rubber jandals, slippers or ugg boots.
- Hair and makeup needs to be done before class commences and maintained throughout the day.
- Hygiene and cleanliness is a priority ensuring you look and smell fresh. At all times avoid bad breath and body odour. Body spray and perfume is encouraged.
- Hair to be coloured and washed and styled daily. No ponytails.
  - Nails must be groomed.
- Chewing gum is not acceptable.
  - No excessive display of cleavage.
  - No singlet type tops.
- No light coloured blue/black denim jeans.
  - No sport/gym type clothing or trainers.
  - Dress shorts are permitted in summer.
- Avoid open toe shoes (Health & Safety).
- No possession or consumption of alcohol on company premises or when representing the college off site.
- No possession or consumption of illegal drugs on college property.

(Please Note: If you do not meet personal presentation standards, entry to a theory or practical session may be refused.)

### Professional Attitude

*As students we need to manage ourselves to industry standards.*

Office Hours: Students wishing to discuss any course queries will be able to make an appointment at any time. We want to make your time with Premier Hairdressing College a happy time for you.

- We expect professionalism at all times. No use of offensive language in the college at any time.
- We will not tolerate the safety of staff, clients and students being jeopardised or put at risk.
- Self-control and self-discipline are expected at all times - no public displays of anger, sulking or unacceptable behaviour.
- Do not make unkind or critical remarks about fellow students, clients, staff or other salons.
- Punctuality – Please arrive on time to begin your day and after breaks, tell your tutor if you intend to leave the building.
- Under no circumstances can you hinder another student's learning.
- Telephone - incoming telephone calls can be taken if urgent. All mobile phones must be turned off during tutorials.
- All Premier sites are smoke free.
- Equipment - all equipment supplied by the college remains the property of the college and must be respected.
- You must take full responsibility for your own equipment and personal property.
- During your course you will be required at all times to leave the premises clean and tidy.
- Refreshments - tea, coffee, sugar and milk are supplied and the staff room is available for your use during breaks. Food and drinks are not to be consumed in the classroom and practical areas.
- No unauthorised written or verbal disclosure of company information to third party.
- A good attitude is as important as good work. Remember success is 50% attitude and 50% skill.

### Complaints Procedures

Please Note: All students will have access to a complete list of names and telephone numbers of contacts and must ensure that the correct procedure takes place.

### Contract Termination

Immediate and automatic Contract Termination from your course will occur for any of the following reasons:

- Coming to college under the influence or in possession of narcotics, intoxicants or drugs.
- Theft or fraud against the organisation, staff or any other fellow student.
- Physical or verbal abuse, to any tutor or fellow student and / or hindering another student's learning.
- Attendance under 85% in the first four weeks of the commencement of the course may result in you being put off the course.

Initial here



## Academic Qualifications

Where did you hear about our courses? \_\_\_\_\_

State the name of your highest academic qualification and/or the qualification you are currently enrolled in and the date you expect to get your results.  
\_\_\_\_\_

Attach photocopies (translation into English) of your academic results for the last year.

English language standards: state the name of the English test you have sat and the score \_\_\_\_\_

Attach a photocopy of the English language results sheet

Copies of a recent school report (translated into English) and any details of qualifications should accompany this application. Please ensure that PHC is advised of any change in the details supplied.

**DECLARATION**

**Privacy** - Premier Hairdressing College collects and stores information from this form to comply with the requirements of the Ministry of Education (audit and inspection, 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 Organisations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). 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, Premier Hairdressing releases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that Premier Hairdressing College will observe the general conditions governing the release of information, as set out in the New Zealand Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer or Administration Personnel.

**NB:** The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Premier Hairdressing College Ltd to collect, hold, handle, use and disclose personal information in accordance with the 12 information privacy principles in the Act.

<http://www.privacy.org.nz/privacy-act/a-thumbnail-sketch-of-the-principles>

**Fees** - In signing this enrolment form you undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. Premier Hairdressing College Ltd's policy on withdrawal and refund of fees may be obtained from the Course Notes Enrolment Package, Enrolments Officer or Administration Personnel.

**Rules** - In signing this enrolment form you undertake to comply with the published rules and policies of Premier Hairdressing College Ltd with regard to attendance, academic progress, standard of dress, health and safety and behaviour.

**Declaration** - I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above and I consent to the disclosure of personal information as described above.

**SIGNED for and on behalf of THE COLLEGE**

ENROLLING OFFICER \_\_\_\_\_ SIGNED by THE STUDENT \_\_\_\_\_

In the event of \_\_\_\_\_ failing to honour his/her obligations as stated above I personally guarantee that I will be liable for his / her debts and other obligations.

SIGNED by THE GUARANTOR \_\_\_\_\_

FULL legal name of guarantor (PLEASE PRINT): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

➤ Please make sure that you sign your enrolment form above ◀

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<i>Administration Office Use Only Documentation Received</i>	<i>Checked By</i>	<i>Entered into Take2 By</i>
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