Intended Degree: (e.g. BCom)  
Intended Major: (e.g. Finance)  
Intended University:  
Intended Year:  

I will enrol in the Bridging Programme for extra preparation anyway:  
Yes  
No  

I will enrol in the Bridging Programme if it is a requirement for me:  
Yes  
No  

(You may be required to complete the Bridging Programme prior to the Foundation Year)  

Please attach relevant transcripts and documents to your application.  

Please list any other achievements in support of your application:  

<table>
<thead>
<tr>
<th>School/Institution</th>
<th>Year Achieved</th>
</tr>
</thead>
</table>

Education Record and Achievements  

How did you first hear about UOQRC?  
Agent  
Careers Advisor  
Web  

Further Information  

Would you live with smokers:  
Yes  
No  
No Preference  

Do you smoke?  
Yes  
No  

Food Requirements:  
Halal  
Vegetarian  
Other  

Homestay Preferences  

Flight Number:  
Date:  
Time:  
Location: (airport, bus station)  

Queenstown Arrival Details  

Number of Nights:  
Intended First Night in Homestay:  
Intended Duration (booked homestay fees must be paid in full prior to placement)  

Minimum first booking duration: 4 weeks (28 nights)  

Homestay Accommodation  

Younger adults with no children:  
Yes  
No  
No Preference  

Hosts Preferences:  

Religious Beliefs and Practices: (If applicable, please specify)  

Family with young children:  
Yes  
No  
No Preference  

Family with older children:  
Yes  
No  
No Preference  

If yes please state:  

Do you have any medical conditions your homestay host should know about? (eg. pets, food allergies)  

Medical Conditions:  

I will arrange my own accommodation  

I will live in a homestay (It is compulsory for students under 18 years of age to live in a homestay or with a designated caregiver)  

I will live in QRC accommodation (Halls of Residence)  

Accommodation  

Student's Declaration  

Parent/Legal Guardian's Signature:  
Date:  

Student's Signature:  
Date:  

I declare that all the information provided in this application is correct and complete.  

Student's Declaration  

Parent/Legal Guardian’s Signature:  
Date:  

I agree to the use (including disclosure) of student information by the Staff of the Queenstown Resort College and the University of Otago Foundation Studies Ltd.  

Foundations Studies Ltd.  

I will inform Queenstown Resort College and the University of Otago Foundation Studies Ltd if the details of the information provided in this application changes.  

I understand that the University of Otago and University of Otago Foundation Studies Ltd, reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information that I have provided.  

I agree that all disputes be dealt with in accordance with New Zealand law.  

Foundations Studies Ltd.  

I have read, understood and fully accept the parent consent conditions.  

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

I agree to the use (including disclosure) of student information by the Staff of the Queenstown Resort College and the University of Otago Foundation Studies Ltd.  

Foundations Studies Ltd.  

Applicants must attach the following documents to this application:  

- Complete Application Form  
- Reference Letter (Domestic Applicants only)  
- Cover Letter (Domestic Applicants only)  
- Evidence of English language ability (if English is NOT your first language)  
- Copy of Passport or Residence Visa (if applicable)  

PO Box 1566, Queenstown 9348, New Zealand  

Admissions, Queenstown Resort College,  

or email: admissions@qrc.ac.nz  

University of Otago and Queenstown Resort College Foundation Year  

Course Information and Application Form 2017
General information and instructions for submitting an application

Carefully read the information and follow the instructions on all pages. Where possible, please download the application form from our website (www.queenstownresortcollege.com) and submit your application via email.

A valid email address is required on your application form, as you will be contacted via email only.

- Parents of international students under the age of 18 must read the parent consent conditions: (www.queenstownresortcollege.com), complete and sign the parent consent agreement in on the application form.
- International students under the age of 18 are required to live in Homestay unless their parents sign an indemnity and a caregiver agreement (available upon request).
- International applicants should include a copy of their passport (photo page) and residence visa (if permanent or Australian resident).
- If applying for Foundation Year, certified copies of relevant secondary school or tertiary study transcripts must be included.
- Domestic applicants should also include a reference letter.
- Please ensure that all relevant sections of the application form are completed, signed and all relevant documents have been attached before submitting an application. Incomplete applications cannot be processed.
- If the Student Declaration is signed by an agent on behalf of the student, the agent must print the agent’s full name and company name beside the signature.
- Scan the form, passport and residence visa and relevant documents (preferably as one PDF file).

We prefer to receive applications via email. Please email the completed application to admissions@qrc.ac.nz. If all the documents are in order, you will be contacted via email one working day after your application has been received.

### 2017 Course Dates

*Bridging Programme Intake: 9th February 2017 – 24th March 2017*

*Foundation Year Intake: 3rd April 2017 – 10th November 2017*

### 2017 Fees Sheet

#### Bridging Course

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (International)</td>
<td>$2,699</td>
</tr>
<tr>
<td>Compulsory Health and Travel Insurance (International)</td>
<td>$186</td>
</tr>
<tr>
<td>Student Services (Non Refundable)</td>
<td>$135</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$30</td>
</tr>
</tbody>
</table>

#### Foundation Year

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition – Arts and Commerce (International)</td>
<td>$22,670</td>
</tr>
<tr>
<td>Compulsory Health and Travel Insurance (International)</td>
<td>$585</td>
</tr>
<tr>
<td>Student Services (Non Refundable)</td>
<td>$750</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$30</td>
</tr>
</tbody>
</table>

All information including dates and fees are subject to change. All fees are inclusive of the New Zealand GST rate of 15%. Please refer to our website www.queenstownresortcollege.com for further information.

For more information or to enrol call us on +64 3 409 0500 or visit our website www.queenstownresortcollege.com

7 Coronation Drive, PO Box 1566, Queenstown 9348, New Zealand
Tel: +64 3 409 0500  Fax: +64 3 409 0505
Email: admissions@qrc.ac.nz
Contract Of Enrolment

Enrolment in any course is subject to sufficient numbers and availability of places. Once payment is made on an offer of place that UOFS has issued to a student, then this Contract of Enrolment becomes a binding contract between the UOFS and the student. UOFS reserves the right to amend course arrangements, fees, policies and procedures without prior notice. Please refer to our website (www.otago.ac.nz/uolcly/) for the most current information.

International students are required to have current Medical and Travel Insurance that meets the standards of the regulations and, notify Immigration New Zealand.

Accommodation Policy Summary
International students under the age of 18 are required to live with Homestay families unless the parent or legal guardian indemnifies UOFS and assigns an caregiver who meets the requirements of UOFS and the Code of Practice for the Pastoral Care of International Students.

Fees and Payment Policy
All course related fees must be paid, or a financial guarantee must be provided, prior to course commencement. Financial Guarantees must specify the student’s course and course dates. Places are not guaranteed and students will not be enrolled until all course related fees have been fully paid, or a Financial Guarantee has been provided. All current related issues are subject to the procedures outlined in the fees policy (www.otago.ac.nz/uolcly/about/policies/index.html#fees).

Course Cancellation/Withdrawal Policy
All notices of cancellation/withdrawal must be made in writing where a student has confirmed his/her place by payment of fees, but does not register, he/she will be eligible for a refund of fees, less cancellation fees as below. If written notice of withdrawal is received after the student’s course commencement but within the induction period, a cancellation fee will apply and the remaining fees will be refunded:

<table>
<thead>
<tr>
<th>Bridging Programme</th>
<th>Induction Period</th>
<th>Cancellation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Year</td>
<td>7 days</td>
<td>2 weeks of tuition fees</td>
</tr>
<tr>
<td></td>
<td>14 days</td>
<td>10% of Term 1 fees</td>
</tr>
</tbody>
</table>

If written notice of withdrawal is received after the student’s course commencement and induction period, Foundation Year students will forfeit all fees paid and will not be eligible for any refund.

If a withdrawal is submitted because a student has met the requirements and enrols in a future course within the University of Otago or UOFS before the completion date of the course that s/he is currently enrolled in, then the tuition fees paid for the current course will be credited from the enrolment date of the future course onwards and used as payment towards the future course. These fees will not be refunded.

International Education Appeals Authority Tribunal Unit Private Bag 32-001, 7 Coronation Drive, PO Box 1566, Queenstown 9348, New Zealand

Banking Information
On your arrival, you will be asked if you would like to open a bank account. You will be helped with this within the first three days, when QRC staff will take you to the ANZ Banking Group. Full services for students are provided.

Counselling and Support for International Students on Campus
If you have a personal concern or problem, please speak to a tutor and/or student support person. There are many ways we can assist you, and you will be referred to someone with the skills and qualifications to deal with your concern.

Privacy Act
The information collected by UOFS during the enrolment process and during the period in which the student is enrolled at UOFS is used for the purposes of this contract of enrolment, and is not held for any other purpose.

The Code of Practice for International Students
The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students.

The Code applies to all educational providers in New Zealand with students enrolled on international study visas. The Code is mandatory to these providers and must be signed by them. UOFS has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. The Code is available online from the Ministry of Education website www.minedu.govt.nz.

Visas and Permits
When you arrive from overseas, your agent or local NZ Trade Officer will advise you of the visa application process. 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. www.immigration.govt.nz

Eligibility for Health Services
Most international students studying abroad 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. www.health.govt.nz

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 www.immigration.govt.nz.

Accident Insurance
The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Details can be viewed on www.acc.co.nz.

Medical and Travel Insurance
International students must have appropriate and current medical and travel insurance while studying abroad in New Zealand. UOFS will organise these insurances for you.

Optional Activities
Student Activities and Facilities
Accommodation Policy Summary
International students under the age of 18 are required to live with Homestay families unless the parent or local guardian indemnifies UOFS and assigns a caregiver who meets the requirements of UOFS and the Code of Practice for the Pastoral Care of International Students.

Fees and Payment Policy
All course related fees must be paid, or a financial guarantee must be provided, prior to course commencement. Financial Guarantees must specify the student’s course and course dates. Places are not guaranteed and students will not be enrolled until all course related fees have been fully paid, or a Financial Guarantee has been provided. All current related issues are subject to the procedures outlined in the fees policy (www.otago.ac.nz/uolcly/about/policies/index.html#fees).

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If a withdrawal is submitted because a student has met the requirements and enrols in a future course within the University of Otago or UOFS before the completion date of the course that s/he is currently enrolled in, then the tuition fees paid for the current course will be credited from the enrolment date of the future course onwards and used as payment towards the future course. These fees will not be refunded.

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a refund. Exceptional circumstances are circumstances that are outside of the control of the student. In these circumstances the CEO has the discretion to make a variation to the policy regarding any credit, transfer or refund of fees. There is no obligation to grant a refund in exceptional circumstances. Exceptional circumstances include:

- Serious illness or disability of the student, death of the student or close family member (parent, sibling, spouse or child)
- Political, civil or natural event that prevents the arrival of the student.

In the event of a withdrawal from a course(s), UOFS must be reimbursed for any fees which have been paid on behalf of or incurred by the student. Where UOFS refunds tuition fees, the student’s representative/agent fees will be deducted from the refund. The cost of any additional services that were completed prior to withdrawal will also be retained.

UOFS will not refund fees of any student whose offer of place is cancelled or withdrawn due to supplying of incorrect and/or fraudulent documentation, non-attendance or expulsion by UOFS.

Refunds
A refund fee applies to all refunds to New Zealand bank accounts and an overseas refund fee applies to all refunds to overseas bank accounts.

Students may apply for a refund of any overpayment of fees or living expenses. International students who obtain permanent resident status after commencing a course will not be eligible for a refund of international tuition fees. If UOFS withdraws an offer of place or cancels a course, all tuition fees are fully refundable.

Students who take holidays during a course are not eligible for refunds for the time they are away.

UOFS will not provide compensation for any public holidays or necessary closures.

Liability
To the fullest extent permitted by Consumer’s Guarantees Act 1993 or otherwise at law or in equity, UOFS shall under no circumstances be liable to the student or the applicant(s) or any other person for direct or indirect or consequential loss or damage of any kind arising out of or attributable to any breach by UOFS of its obligations under the Contract of Enrolment, negligence on the part of UOFS or any act or thing done or not done by UOFS and for the purposes of this Contract of Enrolment consequential loss shall include (without limitation), loss of income, profit and loss or damage to persons or property.
**Personal Details (As per passport)**

<table>
<thead>
<tr>
<th>Family Name (Surname):</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name/s:</td>
<td>Preferred Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Gender: [ ] Male [ ] Female</td>
</tr>
<tr>
<td>Post Code:</td>
<td>Country:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Emergency Contact Name:</td>
<td>Relationship to you:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Are you:</td>
<td>Agreement to the above:</td>
</tr>
<tr>
<td>[ ] NZ/Australian Citizen</td>
<td>[ ] NZ Maori – Iwi:</td>
</tr>
<tr>
<td>[ ] NZ/Australian Permanent Resident</td>
<td>[ ] International Student – Nationality:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NSI Number (if known):</th>
<th>Expiry Date:</th>
</tr>
</thead>
</table>

**Medical Information**

Do you have any allergies, medical conditions, learning or physical disabilities?  [ ] Yes  [ ] No

If yes, please state:

Does your impairment, disability or medical condition affect your study in any way?  [ ] Yes  [ ] No

**Agent Details (if applicable)**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Agent Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Country:</td>
</tr>
<tr>
<td>Agent Phone Number:</td>
<td>Agent Email:</td>
</tr>
<tr>
<td>(include country and area code)</td>
<td></td>
</tr>
</tbody>
</table>

**Compulsory Health and Travel Insurance**

International students must participate in the medical and travel insurance scheme arranged by QRC or an equivalent

- I agree to participate in the medical and travel insurance scheme arranged by QRC – further information can be requested

**English Language Ability**

- Is English your first language?  [ ] Yes, it is my first language  [ ] No, English is NOT my first language

- Have you completed an English language test?  [ ] Yes  [ ] No

If yes, please tick:  [ ] IELTS  [ ] Other: Score: Date of test:

Please attach evidence of assessment / test score

---

You can apply for the UOQRC Foundation Year by completing and returning this Application Form. Please complete all requested information. If you need another form, you can download it from our website at www.queenstownresortcollege.com. If you need assistance, please contact Admissions by phone, email or post.

Admissions will be pleased to help you through the application process.

---

**Refunds**

- If yes, please tick:  [ ] IELTS  [ ] Other: Score: Date of test:

Please attach evidence of assessment / test score
**Education Record and Achievements**

Highest Educational Qualification:

School/Institution: ___________________________ Year Achieved: ___________________________

Please list any other achievements in support of your application:

Please attach relevant transcripts and documents to your application.

**Bridging Programme and Foundation Year**

(You may be required to complete the Bridging Programme prior to the Foundation Year)

I will enrol in the Bridging Programme if it is a requirement for me: [ ] Yes [ ] No

I will enrol in the Bridging Programme for extra preparation anyway: [ ] Yes [ ] No

Intended Year: [ ] Intake One [ ] Bridging Programme and Foundation Year

[ ] Foundation Year only

Intended Study Stream: [ ] Arts [ ] Commerce

Intended University: ___________________________

Intended Degree: (e.g. BCom) ___________________________ Intended Major: (e.g. Finance)

**Accommodation**

It is highly recommended that QRC Diploma students live in QRC accommodation:

[ ] I will live in QRC accommodation (Halls of Residence)

[ ] I will live in a homestay (It is compulsory for students under 18 years of age to live in a homestay or with a designated caregiver)

[ ] I will arrange my own accommodation

**Homestay Accommodation**

(if applicable – compulsory for international students under 18 years old)

Minimum first booking duration: 4 weeks (28 nights)

Intended Duration (booked homestay fees must be paid in full prior to placement)

Number of Nights: ___________________________ Intended First Night in Homestay: ___________________________

[ ] Day [ ] Month [ ] Year

**Queenstown Arrival Details** (if known)

Flight Number: ___________________________ Date: ___________________________

Time: ___________________________ Location: (airport, bus station)

**Homestay Preferences**

Food Requirements: [ ] Halal [ ] Vegetarian [ ] Other

Religious Beliefs and Practices: (If applicable, please specify)

Do you smoke? [ ] Yes [ ] No

Would you live with smokers? [ ] Yes [ ] No [ ] No Preference

Hosts Preferences:

Younger adults with no children: [ ] Yes [ ] No [ ] No Preference

Older adults with no children: [ ] Yes [ ] No [ ] No Preference

Family with young children: [ ] Yes [ ] No [ ] No Preference

Family with older children: [ ] Yes [ ] No [ ] No Preference

**Medical Conditions:** Do you have any medical conditions your homestay host should know about? (e.g. pets, food allergies)

If yes please state:

**Further Information**

How did you first hear about UOQRC?

[ ] Agent [ ] Careers Advisor [ ] Web

[ ] School Visit by QRC [ ] Referral [ ] Career Expo
Checklist
Applicants must attach the following documents to this application:
- Complete Application Form
- High School Academic Transcripts showing you have met the required entry criteria; NCEA, IB or Cambridge results for NZ students
- Evidence of English language ability (if English is NOT your first language)
- Reference Letter (Domestic Applicants only)
- Cover Letter (Domestic Applicants only)

Parent/Legal Guardian Consent (for International Students Under 18 years old)
If your child requires urgent medical attention and needs to be admitted to hospital, does the staff/host family have authority to act on your behalf?
Yes  No

I have read, understood and fully accept the parent consent conditions.

Student’s Declaration
I declare that all the information provided in this application is correct and complete.

I understand, accept and agree to abide by the Contract of Enrolment, policies, procedures and regulations of the University of Otago Foundations Studies Ltd.

I agree that all disputes be dealt with in accordance with New Zealand law.

I understand that the University of Otago and University of Otago Foundation Studies Ltd, reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information that I have provided.

I will inform Queenstown Resort College and the University of Otago Foundation Studies Ltd if the details of the information provided in this application changes.

I agree to the use (including disclosure) of student information by the Staff of the Queenstown Resort College and the University of Otago Foundation Studies Ltd.
- any purpose related to the education or well-being of the student concerned, both before, during and after the student’s admission.
- purposes external to the University when the information is in statistical form or when the University reasonably believes it is not the student’s disadvantage for such external use to occur, and also where disclosure is required or permitted in accordance with the provisions of the Privacy Act 1993.
- I authorise Queenstown Resort College and the University of Otago Foundation Studies Ltd to release to the student, parents, legal guardian and/or scholarship provider of the student any information about the student which it creates or receives in the course of the student’s enrolment with Queenstown Resort College and University of Otago Foundation Studies Ltd, including course results and personal information relating to the student’s well-being.

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

Student’s Signature: Date: