

# QRC Culinary Application Form



## A Guide to the QRC Admissions Process

### Admissions Process for Domestic Students

Complete and return the attached Application Form.  
Submit all requested documentation.

QRC will acknowledge receipt of your application  
by phone or email, within two working days  
of receiving your application.

QRC will assess your application. You will also be  
interviewed as part of the assessment process.

QRC will contact you about the outcome. If you are  
successful, you will be emailed a Conditional Offer  
of Place and schedule of fees showing the  
deposit required to secure your place.

Once you have paid your deposit, you will be  
emailed an Acceptance Letter and invoice with the  
remaining fees balance for the first year of study.

On payment we issue your receipt.  
A QRC Welcome Pack is sent 6 weeks prior  
to course commencement.

Orientation commences with a  
morning Welcome Function.

### Admissions Process for International Students

Complete and return the attached Application Form.  
Submit all requested documentation.

QRC will acknowledge receipt of your application  
by phone or email, within two working days  
of receiving your application.

QRC will assess your application. You will also be  
interviewed as part of the assessment process.

QRC will contact you about the outcome. If you are  
successful, you will be emailed a Conditional Offer  
of Place and schedule of fees showing the  
deposit required to secure your place.

Once you have paid your deposit, you will be emailed an  
Acceptance Letter and invoice with the remaining fees  
balance for the first year of study.

You will also need to pay your first year tuition fees, course  
related costs and insurance. You will be emailed a Confirmation  
of Study letter to submit with your visa application, receipt  
of payment and the rest of your documentation.

A QRC Welcome Pack is sent 6 weeks prior to  
the course commencement.

Orientation commences with a  
morning Welcome Function.

## Level 3 Entry Requirements

<b>Age</b>	The Certificate is open to students 17 years and over.
<b>Domestic and Australian Academic Requirements</b>	<b>NCEA (NZ National Certificate of Education Achievement)</b> Completion of NCEA Level 2 or equivalent is desirable. Applicants not meeting this requirement will be considered case by case.
<b>International Academic Requirements</b>	Academic entry requirements vary per country. Candidates must provide certified copies of academic transcripts and graduation certificates. If English is not your first language, you will need to demonstrate English language proficiency equivalent to IELTS (Academic) 5.5 with no band below 5.0 (equivalent tests accepted).
<b>Interview</b>	All applicants are interviewed as part of the admissions process.
<b>Other</b>	CV/References/Awards All students are required to provide their own laptop computer. Certified passport or birth certificate.
<b>Mature Students (20 years +)</b>	Mature students may be exempt from meeting the academic entry requirements if they can demonstrate relevant work experience and genuine commitment to the industry, through their CV and work references.

## Level 4 Entry Requirements

<b>Age</b>	The Certificate is open to students 17 years and over.
<b>Domestic and Australian Academic Requirements</b>	<b>Completion of Cookery Certificate Level 3 or equivalent.</b> Applicants not meeting this requirement will be considered case by case.
<b>International Academic Requirements</b>	If English is not your first language, you will need to demonstrate English language proficiency equivalent to IELTS (Academic) 5.5 with no band below 5.0 (equivalent tests accepted).
<b>Interview</b>	All applicants are interviewed as part of the admissions process.
<b>Other</b>	CV/References/Awards All students are required to provide their own laptop computer. Certified passport or birth certificate.
<b>Mature Students (20 years +)</b>	Mature students may be exempt from meeting the academic entry requirements if they can demonstrate relevant work experience and genuine commitment to the industry, through their CV and work references.

## QRC Culinary Application Form

You can apply for QRC Culinary Programmes 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.taitokerauresortcollege.com](http://www.taitokerauresortcollege.com). Please contact Admissions by phone, email or post; or visit us any time from 8:30am - 5:30pm, Monday - Friday.

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

### 1. Course Details

I am applying for:	<input type="checkbox"/> Certificate in Cookery Level 3	<input type="checkbox"/> Certificate in Cookery Level 4	<input type="checkbox"/> Diploma in Cookery Level 5 Advanced
My preferred start date is:	Month	Year	

### 2. Personal Details

Family Name (Surname):		Given Name/s:	
Date of Birth:	Day	Month	Year
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Postal Address:	No.	Street Name	Town
State			
Post Code:	Country:	Nationality:	
Phone:	Mobile:		
Email:			
NSI Number (if known): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Are you:	<input type="checkbox"/> NZ Citizen/Permanent Resident	<input type="checkbox"/> NZ Maori – Iwi:	
	<input type="checkbox"/> Australian Citizen/Permanent Resident	<input type="checkbox"/> International Student	

### 3. Emergency Contact Name:

Relationship:
Phone:
Email:

### 4. International Students – Only

Name as shown on Passport:			
Citizenship:	Type of Visa:		
Passport Number:	Expiry Date:		
<b>Are you applying through a QRC registered agent?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, agents name:		
Agent Company:	Agent Email:		
<b>International students must participate in the medical and travel insurance scheme arranged by QRC or an equivalent</b>			
<input type="checkbox"/> I agree to participate in the medical and travel insurance scheme arranged by QRC – further information can be requested			
<b>English Language Ability</b>			
Is English your first language?	<input type="checkbox"/> Yes, it is my first language (go to 5)		<input type="checkbox"/> No, English is <b>NOT</b> my first language
Have you completed an English language test?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If yes, please tick:	<input type="checkbox"/> IELTS	<input type="checkbox"/> Other (name of provider):	Score:      Date of test:

### 5. Education Record and Achievements

Highest qualification achieved (or currently completing):	
School/Institution:	Year of completion:
Please list any other qualifications you hold including completion dates and institution:	
I am currently (select the most appropriate answer): <input type="checkbox"/> Studying <input type="checkbox"/> Working <input type="checkbox"/> Taking a Gap year <input type="checkbox"/> Other, please specify:	

**6. Goals**

What is your career goal?

**7. Accommodation**

Would you like to apply for the QRC accommodation:  Yes  No

**8. 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

**9. Further Information**

How did you first hear about QRC?  Careers Expo  Careers Advisor  Online  
 School Visit by QRC  Referral  Agent  Other

**10. Checklist**

Applicants must attach the following documents to this application:

- Full academic transcripts/ROA showing you have met the required entry criteria; NCEA Level 2
- Evidence of English language ability (if English is NOT your first language)
- Curriculum Vitae (CV) including any relevant work references
- Certified copy** of your birth certificate or passport
- Passport photo
- Copies of relevant industry-related awards and/or certificates

**11. Declaration**

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

Applicant's Signature \_\_\_\_\_

Parent / Guardian's Signature \_\_\_\_\_  
 (if applicant is under 18 at time of application)

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

Please attach  
a passport photo



Please return this application form to:  
 Admissions, Queenstown Resort College,  
 PO Box 1566, Queenstown 9348, New Zealand  
 or **email: [admissions@qrc.ac.nz](mailto:admissions@qrc.ac.nz)**

# Terms and Conditions of Enrolment at QRC

All fees are quoted in New Zealand dollars and include GST. Fees are adjusted annually in October for the following year. Fees are subject to change. For the most up-to-date fees please refer to the QRC website.

## Fee Payment

QRC fees can be paid by telegraphic transfer, bank draft or credit card (Visa, MasterCard and Amex charges will apply) on condition that the payment is cleared in advance of course commencement. Further information on payment methods are included in your invoice.

## Student Fee Protection

All fees paid by students are protected by QRC's Student Fee Trust Account arrangement with Public Trust, which is an independent New Zealand Government guaranteed student fee trust account. This means that in the unlikely event of QRC being unable to offer or continue to deliver any course for which you are enrolled, your unused fees will be available for refund to you so that you may continue your course with another provider of your choosing without financial disadvantage to you. On your arrival at QRC you will be asked to sign a student acknowledgement form to establish your Student Fee Trust Account and you will be given a copy of your account details, which you should retain. For any further information you may visit [www.feeprotect.co.nz](http://www.feeprotect.co.nz), [www.nzqa.govt.nz](http://www.nzqa.govt.nz) or contact Admissions.

All students agree to be bound by the following terms as a condition of enrolment at QRC.

### 1. Enrolment

Applications for enrolment at QRC must include complete and accurate information. Any enrolment may be withdrawn without refund of fees where it is found that misleading or fraudulent information has been provided.

### 2. Rules And Regulations

Students agree to abide by general and course-specific rules and regulations and by the laws of New Zealand. Full details of rules and regulations, New Zealand law, conduct, attendance, dress code and academic requirements including circumstances in which tuition may be terminated are given at Orientation and in the students Programme Handbook.

### 3. Recognition Of Prior Learning

Enrolled students may apply for recognition of prior learning/credit where previous qualifications, study or experience are relevant to particular course outcomes. This must be done before course commencement. Full details are provided on our website or at interview stage.

### 4. Fees

Fees are paid annually and must be paid no less than one month prior to course commencement (unless otherwise stated) and places are not guaranteed until these have been paid in full. These are paid in advance for a maximum of one year. Enrolment will be cancelled unless the appropriate tuition fees have been paid by the payment deadline. When payments are made by telegraphic or electronic transfer the bank charges are debited to the student, this is the same for international banking fees/transfer. Tuition fees are not transferable. QRC reserves the right to amend its fees. For the most up-to-date fees, please refer to the QRC website. Enrolled students will not be subject to any subsequent fee increases during their course of study. Where tuition is affected by QRC observance of New Zealand public holidays, a minimum of three days shall constitute a week for tuition and fee purposes. Full details of New Zealand public holidays will be advised at Orientation.

### 5. Refund Policy

#### Cancellation/Withdrawal by Student

All notices of cancellation/withdrawal must be made in writing to the Student Relations Manager and must be supported by appropriate documentation. The refund period varies for courses of different

durations.

Students who withdraw before the course commences will also be subject to the above criteria, that is, they will be entitled to a refund less any amounts allowed to be retained by the QRC as noted above.

The accommodation placement fee and the enrolment fee are nonrefundable.

i. If QRC withdraws a Confirmation of Place or withdraws a course before commencement, all unused fees are refundable to the fee payer.

ii. If after course commencement, QRC is unable to continue to deliver any course for which a student is enrolled, all unused fees are refundable by our fee protection supplier to the fee payer, or representative, or to an alternative course provider nominated by the fee payer. In this case refunds will be in accordance with the Student Fee Trust Account schedule Signed by the student during Orientation, otherwise on a pro rata basis in respect of short courses that are exempt from fee protection.

iii. Provisions i and ii above do not apply to voluntary withdrawal by a student nor to dismissal or expulsion of a student by the college.

iv. Where a Conditional Letter of Offer is made and the academic condition is not met, the tuition fees paid for the course will be refunded in full.

v. A notice of student withdrawal due to exceptional circumstances may be accepted as grounds for consideration of a refund or part refund of unused fees by exception. This is subject to the provision of documentary evidence in support of the application, and will be at the sole discretion of QRC. Grounds may include the inability to obtain a student visa, serious illness of a student, or death of a close family member. If a student fails to attend College without giving notice this will be taken as voluntary withdrawal.

vi. In the event of a withdrawal from a course after commencement, QRC must be reimbursed for any fees, which have been paid or incurred by QRC or other representatives

vii. QRC will not refund the fees if a student cancels or withdraws after the refund period above.

viii. QRC will not refund the tuition fees of any student whose enrolment is withdrawn through the supplying of incorrect and/or fraudulent documentation.

ix. QRC will not refund the tuition fees of any student who is removed from the college roll through non-attendance and/or is dismissed by the QRC Board.

x. There is no refund entitlement in respect of withdrawal by the student from short courses of less than 3 days.

xi. No refund is payable to domestic students for withdrawal from courses of less than 3 months duration. Courses of 3 months or longer are covered by the refund policy in Section 5.

xii. Refunds will be paid by bank draft in New Zealand dollars, to a nominated bank account of the fee payer.

Withdrawal/Refund	Course Duration 3 months + (13 weeks +) QRC Diploma Programmes	
<b>Domestic Student</b>		
Withdrawal Period	Within the first 8 days of course commencement or before the course commences	After 8 days of course commencement
Refund Amount	Full refund less 10% of the total fee or \$500 whichever is the lesser amount	No refund
<b>International Student</b>		
Withdrawal Period	Within the first 10 working days of course commencement or before the course commences	After 10 days of course commencement
Refund Amount	Up to 75% refund of the total fee	No refund

### 6. Contact Details

All students are required to notify Student Relations of any change in their residential address or any other contact details while at QRC.

## 7. Loss Or Damage

QRC cannot be held responsible for any damage, loss or injury incurred within the College, or on a college activity or excursion. Your participation in any activity or sport is entirely your own choice. QRC accepts no responsibility in the event of any injury sustained during any activity or sport.

## 8. Privacy Act

Student information collected by QRC during the enrolment process and during the period the student is enrolled at QRC is intended for use in connection with the education and well-being of the student and may be used by any of the staff or agents of QRC in connection with that purpose. You have right of access to and correction of this personal information in accordance with the Privacy Act.

## 9. Study Abroad Paper Preference

For a full list of papers available, please refer to our website.

## 10. QRC Halls of Residence Signed Declaration

I have read the Terms and Conditions of QRC Halls of Residence and agree to abide by the rules and code of conduct as expected at Queenstown Resort College. I also acknowledge that my contract is for Term 1 & 2. (Terms and Conditions found on [www.queenstownresortcollege.com](http://www.queenstownresortcollege.com))

## 11. International Students

The following terms and conditions of enrolment apply to international students studying at Queenstown Resort College. English language achievement is recognised through IELTS test results or an acceptable alternative.

### 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. Queenstown Resort College 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](http://www.minedu.govt.nz).

### Visas and Permits and Immigration

When you enrol from overseas, your agent or local NZ Trade Office 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's Immigration Service. [www.immigration.govt.nz](http://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](http://www.health.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](http://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. Queenstown Resort College will organise these insurances for you.

### 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 sensitivity to address an issue with you. We have confidence in these people and invite them to be with you when needed.



For more information or to enrol call us on NZ freephone **0800 441 114** or visit our website **[www.taitokerauresortcollege.com](http://www.taitokerauresortcollege.com)**

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Queenstown 9348, New Zealand  
Tel: +64 3 409 0500 Fax: +64 3 409 0505

**Email: [admissions@qrc.ac.nz](mailto:admissions@qrc.ac.nz)**



QRC Tai Tokerau Resort College



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