

## Practical Knowledge, Applied Wisdom

Incorporating Change Training

### Welcome to the New Zealand School of Business & Government (SBG)

If you have any unanswered questions or would like help in completing the Enrolment Application Form, please email [registrar@sbg.ac.nz](mailto:registrar@sbg.ac.nz)

### Please complete all sections of the Enrolment Application Form in English

#### Personal Details all applicants to complete

Name	We need your full legal name, as shown on your passport – Last name and first name/s.
English Level	Certification of your IELTS must be attached, or your application will not be considered. If you wish SBG to consider an alternative English level, you may apply to us for approval. TOEFL scores and letters from other institutions may be accepted in some circumstances.
Campus	Please indicate which campus you wish to study at – Auckland, Wellington or Christchurch. We will contact you in the unlikely event that your first choice is not available. If you do not have a preference, please write ANY.
Home Address Contact	Please supply your email ID – if you do not already have one, we suggest you open a (free) gmail account. Please give the name and phone details of someone in your home country that we can contact in case of emergency. An English speaker is preferred if possible.
Courses Available	Check the Enrolment Application Form carefully for the correct name of the course you wish to enrol on, start dates (if applicable) and entry requirements. You may give a second choice if you wish. Some programmes ask you to nominate a start date – ensure this fits with your travel plans. Students who wish to defer their course start date must notify SBG Registrar in writing, up to two weeks before their designated course start date [ <a href="mailto:registrar@sbg.ac.nz">registrar@sbg.ac.nz</a> ].
Agent	Please get your agent to complete this section if you have used an agent or consultant to assist you in applying to SBG.
Payment of fees	You must pay international fees in full before a student visa will be issued to you. Take your receipt for fees to the New Zealand Immigration Service with your letter of offer for your permit to be issued. By accepting a place in a course at SBG, a student enters a contract with SBG for the period of one academic year (or the length of the course if it is less than one year). This contract means there is an obligation to pay the fee for the year (or for the length of the shorter course).
Telegraphic Transfer (Direct Credit)	If you choose this option, it is very important that your deposit is clearly labelled, or the issue of your receipt may be delayed. If you fax or email a copy of the receipt from your bank, it will help us to match your payment to your application. The receipt for payment of your fees will only be issued after the payment has been verified. We do not issue receipts on copies of bank drafts.
Fee Protection	In compliance with the New Zealand Education Act 1989 (section 236A & amendments) and NZQA Student Fee Protection Policy 2004, SBG operates a trust fund with the Public Trust Office, in order to protect the student fees.
Withdrawal and Refunds	SBG refund policy complies with Section 4B (7) of the Education Amendment (No.4) Act 1991 for international students and Section 236A Education Act 1989, for domestic students. <ul style="list-style-type: none"> <li>➤ Students that do not commence their tuition, or withdraw from their course within the first eight days from your designated start of the course, SBG will refund all fees paid, less 10%, or \$500 (whichever is lower).</li> <li>➤ Students who withdraw <i>after</i> the eighth day of the designated start date will forfeit all monies paid.</li> <li>➤ No refunds will be given in the case of a student's enrolment being terminated.</li> <li>➤ SBG will inform the Immigration Service of changes to your student visa as part of the refund process. Student fees will in no case be transferred to an alternative provider in New Zealand. Student refunds take a minimum of 30 working days to process.</li> <li>➤ All applications for refunds must be submitted in writing to SBG Registrar [<a href="mailto:registrar@sbg.ac.nz">registrar@sbg.ac.nz</a>].</li> <li>➤ Any refunds will be paid in NZ dollars or a nominated currency by cheque or bank draft sent to: <ul style="list-style-type: none"> <li>- the applicant's registered address (in country of origin); or paid directly into a nominated bank account.</li> </ul> </li> </ul>

## Code of Practice

SBG has agreed to observe and be bound by the Code of Practice (COP) 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 Ministry of Education website at: [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

## Immigration

### Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

## Insurance

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. It must meet SBG's minimum requirements (see the International Student Guide) and be valid for the entire period of study, including travel to and from New Zealand.

## Student Declaration

Read the declaration carefully before you sign the Enrolment Application Form. Your enrolment will be confirmed once we have made sure you meet the entry requirements for the programme of study. In signing the form you agree to the Privacy Act conditions and to abide by the General Regulations of SBG, both printed in this Guide.

## Privacy Act

SBG undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. SBG will, in accordance with the provisions of the Act, make available the personal information it collects from a particular student to that student on request and will make any appropriate corrections to that information to ensure the information held is accurate.

### Use of Personal Information Collected

Intending students are advised that the information sought on the enrolment form is required to enable SBG to comply with its purposes and function under the Education Act 1989. The information will be held by the Institute and used in the following ways:

Within SBG, relevant personal information from a student's enrolment form will be available to those members of SBG staff responsible for: the student's enrolment at SBG; establishing and maintaining student records; providing tuition, academic advice and support; providing student services; maintaining order and discipline.

SBG is also required by statute (Part 10, clause 97 of the Privacy Act 1993) to provide some personal information (typically name, current address, date of birth, IRD number, gender ethnicity or academic details) to specified agencies.

These agencies include: New Zealand Ministry of Education; Work and Income New Zealand; Inland Revenue Department; New Zealand Immigration Service (where students are not New Zealand citizens or permanent residents); and the Ministry of Justice. Information about particular students may be supplied to the following agencies in the circumstances detailed: the Ministry of Foreign Affairs and Trade or their sub-contracted agencies where the student concerned is an international student studying at SBG and funded by the Ministry; Funding agencies which have a right to student enrolment information, eg. Skill NZ, Industry Training Organisations, etc; New Zealand Qualifications Authority for the transfer of records of achievement; Work and Income New Zealand for the purposes of Student Loans, Student Allowances or Training Incentive Allowance; Career Services, tribal trusts and scholarship providers (where financial support is given by these agencies); Other educational institutions where the student concerned is transferring his or her records to another institution or where a student participates in a programme which is part of a conjoint teaching arrangement.

### Publication of Student Results

Where Student results are published on noticeboards or in any public place they will be identified by Student ID number only, unless specific permission has been sought from the student for publication of their name.

### Further Information

If you have any further questions about the implications of collection, holding, use and disclosure by SBG of any of your personal information, please contact the SBG Privacy Officer, c/- the Managing Director, SBG, PO Box 12 524, Wellington, New Zealand.

## General Regulations

The following section is taken from the General Regulations of SBG. The full Regulations are printed in the International Student Handbook are also available on request from the Registrar.

### Student Conduct

#### Attendance

Students are required to meet the attendance requirements set for the programme they are enrolled in.

**Students are required to respect the rights and differences of all members of SBG community. Unacceptable behaviour may include, but is not limited to the following:**

Harassment of any kind (sexual, racial, verbal, physical); Violence and/or threatening behaviour; Offensive or socially unacceptable behaviour  
Behaviour likely to disrupt the learning of other students

Inconsiderate behaviour towards residential neighbours of SBG, including parking in restricted areas and excessive speed in residential streets.

#### Health and safety

Students must familiarise themselves and comply with workshop safety rules (where appropriate), fire and emergency evacuation procedures, and any other safety regulations.

#### Use of workshops, including computer laboratories

Students must not eat or drink in workshops or computer laboratories. Students must not use equipment or property of SBG without proper authority.

Any faulty equipment must be reported to a staff member.

#### Use of School computers

Students must comply with specific policies in relation to use of the computer system, including access to the internet. Such policies are published in the Student Handbook and displayed in computer spaces.

#### Use of Library resources

Students must comply with copyright regulations in terms of the Copyright Act 1994.

#### Work experience

Students must comply with Health and Safety requirements set by the employer.; Students are expected to meet specific standards for personal presentation and dress set by industry.; Students may be not allowed to do work experience if they have not met any specified prerequisite standards, which may involve a police check where work experience involves working with vulnerable clients.

#### Smoke-free environment

Smoking is not permitted in any indoor areas of SBG or its delivery partners, unless specifically designated as a smoking area.

#### Alcohol and illegal substances

Alcohol and illegal substances must not be brought onto or consumed on campus, or during formal class activities at any location.

Any student believed to be under the influence of alcohol or illegal substances may be excluded from class by the tutor.

#### Illegal activities

Any illegal acts committed by students on campus will be reported to the Police for investigation. A student believed on reasonable grounds to have committed an illegal act on the campus may be suspended from study pending the outcome of a police investigation.

### Personal property/telephone calls

SBG will not accept responsibility for loss or damage to students' property.

Except in an emergency, personal telephone calls will not be accepted for students.

## Please retain this guide for future reference

### Enrolment step by step

1. Complete the Enrolment Application Form and post, fax, email or deliver with attached documentation to:  
SBG – Registrar, PO Box 12 524, Wellington, New Zealand registrar@sbg.ac.nz.
2. We will send you a letter offering you a place once your application has been approved. If you have not yet paid your fees, they are required now. We will advise you if we cannot offer you a place.
3. Once you have received the letter of offer, payment of your course fees indicates your acceptance of the offer of place and the Terms and Conditions of Enrolment. If you accept the offer, but later decide not to attend the course, you must withdraw in writing. Failure to do this may result in fees being charged to you, whether or not you attend classes. (See "Refund of Fees for International Students"). If you require accommodation, make sure SBG has your arrival details, and if you are going to the Auckland campus and require homestay accommodation, please advise us at least 3 weeks prior to arrival.
4. When we have received your fees, we will issue you with a receipt. You will need to use this to apply for your student visa at the nearest New Zealand High Commission, Embassy, Consulate or Trade New Zealand office with New Zealand Immigration Service facilities to apply for a student visa.
5. Once you have arrived at SBG and your documentation has been checked by our staff, you will be issued with your student ID card. You will also sign the agreement that your fees will go to the Public Trust – as per the NZQA Student Fee Protection Policy.

### Qualifications

List any relevant qualifications that you have, and attach copies of these to this form. The documentary evidence you supply must be verified as a true copy by a Notary Public, Justice of the Peace or a lawyer. You may be required to show original certificates on arrival at SBG.