

## Practical Knowledge, Applied Wisdom

Please complete ALL sections of the Enrolment Form

Privacy Act: The purposes for which information collected on this form will be used are specified in the accompanying Guide to Enrolment.

### Section A all students must complete

Personal Details

Name	Last Name
First Name(s)	
Other Name Known By	

Male  Female  Date of birth

What is your IELTS /TOEFL score?

Home Address	
Phone/s	Fax
Applicant's Email	

Contact	(in case of emergency)
Name	Relationship (e.g., mother, husband)
Phone/s	

Courses Available

Name of course(s) you are applying for ~	Tick ✓	Start Date	Campus <small>(see website for details)</small>
NZIM Diploma in Management (One year / 6 papers) – Level 5			
NZ Diploma in Business – Accounting Technician's Pathway (NZDipBus ATP) (2 years)			
NZIM Diploma in Practice Management (Health) (1 Year / 7 papers) – Level 5			
NZIM Diploma in Management (Advanced) (1 Year / 8 papers) – Level 6			
NZ Diploma in Business – (up to 2 years / 12 papers) – Level 6			
NZIM Dip Mgt Adv - 661 – 6 Months in home country + 6 months in NZ			
NZIM Diploma in Mgt - 661 – 6 Months in home country + 6 months in NZ			
NZIM Diploma in Practice Mgtt – 661 - 6 Months in home country + 6 months in NZ			
Single Papers in NZ Diploma in Business – (specify No. eg. x1, x2, x3 papers)	x		

Course Fees

Qualification	Length	Starts	IELTS	2011 Fees (NZ\$)
NZIM Diploma in Management (One year / 6 papers) – Level 5	1 year	Anytime	6.0	\$
NZ Diploma in Business – Accounting Technician's Pathway (NZDipBus ATP)	2 years	Anytime	6.0	\$
NZIM Diploma in Practice Management (Health) (1 Year / 7 papers) – Level 5	1 year	Anytime	6.0	\$
NZIM Diploma in Management (Advanced) (1 Year / 8 papers) – Level 6	1 year	Anytime	6.0	\$
NZ Diploma in Business – (up to 2 years / 12 papers) – Level 6	2 years max	Anytime	6.0	\$
NZIM Dip Mgt Adv - 661 – 6 Months in home country + 6 months in NZ	1 year	Anytime	6.0	\$
NZIM Diploma in Mgt - 661 – 6 Months in home country + 6 months in NZ	1 year	Anytime	6.0	\$
NZIM Diploma in Practice Mgtt – 661 - 6 Months in home country + 6 months in NZ	1 year	Anytime	6.0	\$
Single Papers in NZ Diploma in Business – (specify No. eg. x1, x2, x3 papers)	Min 10 wks per paper	Anytime	6.0	\$

Agent

Agency	Contact name
Company name	
Address	
Phone/s	Fax
Email	Skype ID

Fees are due for payment BEFORE a student permit or visa will be Issued by the New Zealand Immigration Service or before any new enrolment. If your course is due to start shortly, you may attach payment as follows.

The following arrangements for payment are acceptable:

**Manual Cash Deposit, Internet, or Telegraphic Transfer**

- Account name: New Zealand School of Business & Government Bank: Bank of New Zealand  
Account number: 02-0500-0360010-00

Students: Please include your family name and initials to allow identification of your deposit.

Agents: Please include your agency name as a reference on the TT and email ([registrar@sbg.ac.nz](mailto:registrar@sbg.ac.nz)) or fax us (0064-4-472-4848) a copy of the student details and a copy of the TT receipt from your bank.

**Bank Draft**

- Please post draft with completed Enrolment Form/s to:  
New Zealand School of Business & Government  
PO Box 12 524  
Wellington  
New Zealand

I hereby apply for enrolment as a student at NZSBG and if accepted, I agree to comply with the Institute's Regulations as outlined in the Guide to Enrolment I acknowledge my responsibility to be aware of the course regulations and examination entry dates of any external examining authority related to my course of study. I have read and understand the International Student Refunds Policy.

I declare that all information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that NZSBG may cancel my enrolment if false information has been supplied, or required information is not supplied by the due date.

I have read and understood the provisions of the Privacy Act, as outlined in the Guide to Enrolment, and I authorise the Institute to collect, use and disclose personal information about me in accordance with the outline and the Privacy Act I authorise any agency holding the source of any information I have provided on this form, to release that information to the Institute on request. I understand that by signing this form I am liable for all fees and charges relating to my enrolment unless I formally withdraw in writing in accordance with the terms of the Institute's policy on withdrawal and refund of fees. I acknowledge that attendance at any class without the full fees having been paid is in breach of Institute policy and that NZSBG may take such steps to collect the outstanding fees as necessary. I accept that I am liable for all external costs incurred in the collection of fees.

Should NZSBG be obliged to cancel the course, they will not be liable for any non-fee related costs incurred by me. I authorise NZSBG to make any enquiries deemed necessary in respect of my status with the New Zealand Immigration Service (NZIS). I authorise sharing of information between NZSBG and NZIS.

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

**Have you:**

- Read the Guide to Enrolment?  
 Completed all required sections of this form?  
 Given your email address? ~ compulsory if doing the 661 option  
 Read, signed and dated the declaration on this form?  
 Attached a verified photocopy of your passport?  
 Attached verified copies of entry qualifications?  
 Completed the payment details and attached your draft if appropriate?  
 Included a verified copy of your IELTS certificate  
 Allowed enough time for your student visa application to be processed?

**NOW POST TO:**

New Zealand School of Business &  
Government  
PO Box 12 524  
Wellington  
New Zealand

**OR SCAN & EMAIL TO:**

[registrar@sbg.ac.nz](mailto:registrar@sbg.ac.nz)

**OR FAX TO: +64 4 472 4848**

**FOR MORE INFORMATION**

Phone: +64 4 472 0567  
[info@sbg.ac.nz](mailto:info@sbg.ac.nz)  
[www.sbg.ac.nz](http://www.sbg.ac.nz)

**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ Applicant Passport #: \_\_\_\_\_

Application Checked By *(sign)*: \_\_\_\_\_

Date Application Approved for Issue of Offer of Place: \_\_\_\_\_

**Checklist:**

- Enrolment Form Complete  IELTS  Passport