



Enrolment Guide

You must read this Enrolment Guide before filling out the Enrolment Form. This Enrolment Guide contains important terms & conditions of your contract with the Le Cordon Bleu New Zealand Institute and is designed to help you complete the Enrolment Form.

If you have any questions or would like help completing the form, please contact the Enrolment Office on +64 4 472 9800 or email us at enrol@cordobleu.edu

ENROLMENT STEP BY STEP

- 1 Complete the attached Enrolment Form and post, fax, email or deliver with all required documentation.
- 2 We will endeavour to process your application within two working days of the receipt. We will determine whether you meet any entry requirements for your chosen course and that there is availability within the course chosen. Please refer to the *Calendar & Fees* document on the How to Apply page at www.cordobleu.co.nz for the entry requirements for your chosen course.
- 3 Once your application is approved we will send you an *Offer of Place* with an *Acceptance Form* for you to complete, within five working days of receiving your correctly completed Enrolment Form. We will advise you if we cannot offer you a place. Recognition of Prior Learning and Credit Transfer is also assessed and any initial status granted will be stated in the *Offer of Place*.
- 4 Return the completed *Acceptance Form* with your fees payment. If you accept the offer, but later decide not to do the course, you must withdraw in writing. Failure to do this may result in fees being charged to you, whether or not you attend the classes.
- 5 Once we have received both your fees and your completed *Acceptance Form*, we will issue you with a *Receipt of Payment*. International students will need to use this to apply for a student visa. Students can apply online here: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa or at the nearest New Zealand Embassy or High Commission.
- 6 For international students, after arrival in New Zealand you will need a student permit to stay and study. For all students once you have arrived at the Le Cordon Bleu New Zealand Institute your documentation will be checked by the Enrolment Office and you will be given the time and date for your orientation. You will be given your Student ID Card after you have attended orientation.

1 PERSONAL INFORMATION

Name: We need your full legal name, as shown on your birth certificate or passport.

We need a **certified copy** of your birth certificate or passport to complete your enrolment. A certified copy means a copy of the original document sighted and signed by a Justice of the Peace, Minister or Lawyer. **Do not post the original document to us.**

2 PROGRAM OF STUDY

To ensure you are enrolled into the correct courses, state the courses and start dates. If you are unsure of the official name refer to the student prospectus, or go to www.cordobleu.co.nz/programmes

3 PREVIOUS ACADEMIC STUDY

4 SECONDARY SCHOOL EDUCATION

5 PRIOR ACTIVITY

These sections are required by the New Zealand Tertiary Education Commission (TEC) for statistical and registration reasons. If you are unsure of any of these fields please contact the Enrolments Office on +64 4 472 9800 or email us at enrol@cordobleu.edu

6 RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

If you wish to have previous studies considered to gain credit in your program of study, you must complete an application prior to the start of your study.

For recognition of prior learning or credit transfer, please provide full official or certified academic transcripts and course descriptions for all tertiary qualifications.

7 CITIZENSHIP AND RESIDENCY DETAILS

You must supply documentary evidence of your citizenship, and where applicable your permanent residency.

Acceptable documentation:

- ✓ Birth Certificate with place of birth stated, or
- ✓ Passport with permanent residence stamp, or
- ✓ A statement of Whakapapa, counter signed by a Kaumatua, or
- ✓ Certificate of New Zealand Citizenship.

8 ETHNICITY

This section is required by the New Zealand Tertiary Education Commission (TEC) for statistical and registration reasons.

9 DISABILITY DETAILS

Le Cordon Bleu New Zealand welcomes students with disabilities. It is our objective to work with students to help facilitate support systems that contribute to your success. Early contact with our Enrolment Office is encouraged: enrol@cordobleu.edu

This is a confidential service offering advocacy and facilitation of support services wherever possible.

10 LE CORDON BLEU INFORMATION

The Le Cordon Bleu New Zealand Institute would like to know where our students find out about us and where they are getting information on our courses. This helps us to provide a better service to new and potential students.

INTERNATIONAL ENROLMENTS ONLY

11 AGENT DETAILS

Please provide your agent's name, company name and all contact details if you have applied through an agent.

12 ENGLISH LANGUAGE PROFICIENCY

If English is not your first language you must provide documented evidence of your English Language Proficiency results with your application.

IELTS International English Language Testing System
TOEFL Test of English as a Foreign Language

To view all equivalent tests, visit:

www.cordobleu.co.nz/english-language-providers

If you wish to obtain your English Language Proficiency through Le Cordon Bleu New Zealand Institute prior to the start of your course, please contact the Enrolments Office on +64 4 472 9800 or email us at enrol@cordobleu.edu.

13 IMMIGRATION REQUIREMENT

This section is required to be completed for Immigration New Zealand.

ALL ENROLMENTS

14 PRIVACY ACT

Read the Privacy Act statement carefully before you sign the form.

15 DECLARATION

Read the declaration carefully before you sign the form. Your enrolment will be confirmed once we have made sure you meet the entry requirements for the program of study. In signing the Enrolment Form, you are agreeing to the Refund Policy and all Terms & Conditions as given in this Enrolment Guide.

16 CHECKLIST

Use the checklist to ensure you have completed the Enrolment Form and attached all required certified documents. Correctly doing so will avoid delays in the processing of your enrolment.

YOU MUST READ THE FOLLOWING BEFORE SIGNING YOUR ENROLMENT FORM

REFUND POLICY

Refunds of tuition fees will only be made in accordance with the following policy:

- By accepting a place in a program or course at the Le Cordon Bleu New Zealand Institute, a student enters a contract with the Le Cordon Bleu New Zealand Institute 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 length of the shorter course).
- There is no automatic right to a refund of fees if a student changes his/her mind about studying at the Le Cordon Bleu New Zealand Institute.
- Students who have paid fees for a program that the Le Cordon Bleu New Zealand Institute subsequently cancels, will receive a full refund.
- If a formal withdrawal from the enrolment is received no later than 28 days prior to commencement of the program of study, 90% of the fees will be refunded.
- If a formal withdrawal from the enrolment is received less than 14 days prior to commencement of the program of study, 50% of the fees will be refunded.
- If formal withdrawal is received after the program commences, the student is not entitled to a refund of fees.
- Where exceptional circumstances necessitate withdrawal from a program of study, the Le Cordon Bleu New Zealand Institute may, after consideration of the exceptional circumstances relevant to the case, approve an appropriate refund minus an administration fee of \$250 and agent commission where applicable. Information to support the claim for exceptional circumstances must be supplied in writing to the Registrar of the Le Cordon Bleu New Zealand Institute.
- If a student wishes to transfer to another institute and the Enrolment Office receives notice at least 28 days prior to the commencement of the program of study, 75% of the fees will be refunded. An Offer of Place from the other institution must support the application to transfer.
- A student who has paid fees for a program and is subsequently refused an initial visa by Immigration New Zealand, will be paid a full refund minus \$250 for administration purposes.
- A student who has paid fees for a program and is subsequently refused an extension to an existing visa by Immigration New Zealand on the basis of poor attendance, will receive no refund.
- If a student's permit extension is refused by Immigration New Zealand on the basis of poor performance, the student will receive a refund of only that portion of the fee which corresponds to the part of the program for which no visa is issued. An administration fee of \$250 will be retained by the Institute.
- All applications for refunds must be submitted on the Application for Refund Form (available from the Enrolment Office). Supporting information must be submitted together with the form to the Enrolment Office.
- For all 'Le Cordon Bleu New Zealand International Student Packages' please refer to the terms and conditions of the 'Package'.
- The Le Cordon Bleu New Zealand Institute will not pay refunds directly to international students or their agents in New Zealand. Refunds will be either sent to the institution to which the student is transferring, or to the student's account in their country of origin.



Enrolment Form

- Please use a pen and complete this form in English.
- You must read the Enrolment Guide before you complete this Enrolment Form as important terms & conditions of your enrolment are in the guide.
- Please complete all relevant sections of this form and send with all relevant documents:

POST Le Cordon Bleu NZ Institute
Private Bag 999045, Manners St Central
Wellington, 6142
New Zealand

FAX + 64 4 472 9805

EMAIL enrol@cordobleu.edu

PHONE +64 4 472 9800

1 PERSONAL INFORMATION

Have you enrolled at Le Cordon Bleu New Zealand before? Yes No

Le Cordon Bleu New Zealand Student ID (if known)

Surname or Family Name(s)

First Name(s)

Preferred Name (s)

Previous Name(s) Known By

Title Mr. Mrs. Ms. Miss. None Other, please specify

Gender Male Female

Date of Birth day month year

Home Country Postal Address

Town/City Post/ZIP Code Country

New Zealand Address (if available)

Suburb Town/City Post Code

Contact Information

Phone Mobile

Email

Emergency Contact - Who may we contact in case of an emergency?

Full Name Relationship

Address

Town/City Post/ZIP Code Country

Phone Mobile

Email

2 PROGRAM OF STUDY / QUALIFICATION

Name of the program and/or course(s) you are applying for:

- | | | |
|---|--|--|
| <input type="checkbox"/> Diplome de Cuisine (NZQF LVL 4) | <input type="checkbox"/> Diplome de Patisserie (NZQF LVL 4) | <input type="checkbox"/> Le Grand Diplôme (NZQF LVL 4) |
| <input type="checkbox"/> Basic Cuisine Certificate | <input type="checkbox"/> Basic Patisserie Certificate | <input type="checkbox"/> Diplôme Avancé Culinaire Cuisine (NZQF LVL 5) |
| <input type="checkbox"/> Intermediate Cuisine Certificate | <input type="checkbox"/> Intermediate Patisserie Certificate | <input type="checkbox"/> Diplôme Avancé Culinaire Patisserie (NZQF LVL 5) |
| <input type="checkbox"/> Superior Cuisine Certificate | <input type="checkbox"/> Superior Patisserie Certificate | <input type="checkbox"/> Bachelor of Culinary Arts & Business (NZQF LVL 7) |

Course Start-Date

Do you intend to study: Full time Part time

3 PREVIOUS ACADEMIC STUDY

Will this be your first year of tertiary study? Yes No

If No, please enter the name of the tertiary institute you last studied at:

What was the first year of your enrolment?

What qualification did you achieve?

What year do you expect to complete the academic requirements of course/s in order to graduate with your qualification? year

4 SECONDARY SCHOOL EDUCATION

Name of the last secondary school attended:

Country: What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? (Please attach copies)

Date qualification was awarded Country

5 PRIOR ACTIVITY

What was your main activity or occupation prior your Le Cordon Bleu New Zealand program start date? Tick one box

- | | | |
|--|--|---|
| <input type="checkbox"/> 00 Secondary School Student | <input type="checkbox"/> 11 Private Training Education (PTE) Student | <input type="checkbox"/> 02 Non-employed or beneficiary (excluding retired) |
| <input type="checkbox"/> 06 Polytechnic Student | <input type="checkbox"/> 12 Wananga Student | <input type="checkbox"/> 08 House-person or retired |
| <input type="checkbox"/> 15 English Language Academy /School | <input type="checkbox"/> 03 Wage or salary worker | <input type="checkbox"/> 09 Overseas - please specify: |
| <input type="checkbox"/> 05 University Student | <input type="checkbox"/> 04 Self-employed | |

6 RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

Are you applying for recognition of prior learning / credit transfer?

- Yes: Please provide full official or certified academic transcripts and course descriptions for all tertiary qualifications.
- No

7 CITIZENSHIP AND RESIDENCY DETAILS

You must supply documentary evidence of NZ citizenship, NZ permanent residency or other. See the Enrolment Guide for acceptable documentation.

Please tick the box which best describes your citizenship or permanent residency status.

- New Zealand Citizen (NZL) New Zealand Permanent Resident (NZP) Australian Citizen (AUS)
- Other - please specify:

(If you have dual citizenship, specify the country of citizenship of the passport used to enter New Zealand)

8 ETHNICITY

What ethnic group(s) do you belong to? You may tick up to three boxes which apply to you.

<input type="checkbox"/> 111 NZ European/Pakeha	<input type="checkbox"/> 371 Other* Pacific People	<input type="checkbox"/> 441 Sri Lankan
<input type="checkbox"/> 211 NZ Maori - Please specify iwi/hapu: <input type="text"/>	<input type="checkbox"/> 121 British/Irish	<input type="checkbox"/> 442 Japanese
<input type="checkbox"/> 311 Samoan	<input type="checkbox"/> 128 Australian	<input type="checkbox"/> 443 Korean
<input type="checkbox"/> 321 Cook Island Maori	<input type="checkbox"/> 129 Other* European	<input type="checkbox"/> 444 Other* Asian
<input type="checkbox"/> 321 Tongan	<input type="checkbox"/> 411 Filipino	<input type="checkbox"/> 511 Middle Eastern
<input type="checkbox"/> 341 Niue	<input type="checkbox"/> 413 Vietnamese	<input type="checkbox"/> 521 Latin American
<input type="checkbox"/> 361 Fijian	<input type="checkbox"/> 414 Other* Southeast Asian	<input type="checkbox"/> 531 African
	<input type="checkbox"/> 421 Chinese	<input type="checkbox"/> 611 Other*
	<input type="checkbox"/> 431 Indian	

*Please specify: If 'Other Pacific People', 'Other European People', 'Other Southeast Asian', 'Other Asian', or 'Other'.

9 DISABILITY DETAILS

This information is confidential. Information provided is used for statistical purposes and to help us support students with disabilities.

Do you live with the effects of an injury, long-term illness or disability? Yes No

Do you wish to indicate your condition / disabilities?

Would you like to discuss your support needs with our Resource Centre? Yes No

10 LE CORDON BLEU INFORMATION

How did you find out about Le Cordon Bleu New Zealand? You may tick more than one box.

<input type="checkbox"/> Agent	<input type="checkbox"/> Radio	<input type="checkbox"/> TV
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Web Search (eg. Google)	<input type="checkbox"/> Word of Mouth (Friends, Family)
<input type="checkbox"/> School Career Advisor	<input type="checkbox"/> School Visit/Expo	
<input type="checkbox"/> Employer	<input type="checkbox"/> Open Day	
<input type="checkbox"/> Social Media (eg. Facebook)	<input type="checkbox"/> Other. Please specify: <input type="text"/>	

11 AGENT DETAILS (IF APPLICABLE)

Contact Name

Company Name

Address

Phone Fax

Email

12 ENGLISH LANGUAGE PROFICIENCY (IF APPLICABLE)

Is English your first language? Yes No

If no, please provide evidence of the following: Have you studied at secondary or tertiary level with English as the language of instruction? (For example, Foundation Studies, Diploma etc.) Yes No

I will sit/have sat an English language proficiency test (IELTS or TOEFL).

Date taken/to be taken English test name

Results (if known)

13 IMMIGRATION REQUIREMENT (IF APPLICABLE)

What is your intended career?

Do you think your chosen qualification will help you in your chosen career? Yes No

14 PRIVACY ACT

The Le Cordon Bleu New Zealand Institute undertakes to collect, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. <http://www.privacy.org.nz/the-privacy-act>

Information about your enrolment, attendance, progress and welfare may be obtained from and disclosed to your parents, guardians, agents, other providers of international education, the Police, Department of Courts, Immigration New Zealand, NZQA, Le Cordon Bleu New Zealand insurance agent or NZ Trade and Enterprise.

The Institute 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 that the information held is accurate.

15 DECLARATION

- I declare all information provided on this form and in support of this application to be true and complete and I understand that Le Cordon Bleu New Zealand Institute may cancel my enrolment if false information has been supplied.
- I agree to comply with the published rules and policies of the Le Cordon Bleu New Zealand Institute.
- I have read and understood the provisions of the Privacy Act as outlined in the Enrolment Form.
- I acknowledge and accept the Refund Policy as outlined in the Enrolment Guide and understand that there is no refund for withdrawals once a program or course has commenced.
- I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my identity and paid all relevant fees and charges in accordance to Le Cordon Bleu New Zealand Institute's terms and conditions of enrolment.
- In signing this enrolment form, I undertake to pay all fees as they are due and meet any late fees and collection charges associated with debt collection.

Signature

Date

Signature of
Parent/Guardian
(if under 18 years old)

Date

16 CHECKLIST

Please read carefully and check the appropriate boxes. Have you:

- Read the Enrolment Guide?
- Completed all required sections of this form?
- Read, signed and dated the declaration on this form?
- Attached certified copy of your passport or birth certificate?
- Attached certified copy of your academic results?
- Attached certified copy of entry qualifications (if required)?
- Attached certified copy of your English Proficiency results (if required)?

Further Terms and Conditions

OF YOUR ENROLMENT WITH LE CORDON BLEU NEW ZEALAND INSTITUTE

FEES

- Invoiced tuition fees must be paid to the Le Cordon Bleu New Zealand Institute and receipt of payment must be verified before a *Receipt of Payment* can be issued.
- The Le Cordon Bleu New Zealand Institute is entitled to accept all payments for tuition fees. However, if a place is not available in the intake applied for after payment has been received, every reasonable effort will be made to accommodate the student in the next available intake.
- New students must pay the full amount of all invoiced tuition fees in cleared funds, **not less than eight weeks prior to the course commencement.**
- Re-enrolling/continuing students must pay the full amount of all invoiced tuition fees in cleared fees, **not less than six weeks prior to the course commencement.**
- The Le Cordon Bleu New Zealand Institute reserves the right to review fees at any time.
- Any change in tuition fees will be advised in writing to current students and applicants, and will appear in all public, promotional and marketing materials, at least three months prior to the commencement of the study period to which they apply.
- The new fees will apply to all payments due from the published effective date.
- Tuition fees and supplementary fees will be itemised on all invoices and in the Student Prospectus.
- Where a student is required to repeat a course due to receiving a fail grade on the first or second attempt, the student will be required to re-enrol and pay the current applicable tuition fee nominated for that course, on each occasion.
- Where a student receives a not-yet competent grade for a unit of competency, on written request the student may be reassessed. Each reassessment will incur a fee of \$250.

FEE REDUCTION

- Where course credit is granted any tuition fees paid for that course or courses shall be refunded to the applicant.

DEFERRING COMMENCEMENT

- Students electing to defer to later intakes must do so in writing no less than 28 days prior to the course commencement date. Students notifying the Le Cordon Bleu New Zealand Institute of their intent to defer to a later date less than 28 days prior to course commencement date will incur a \$250 deferment fee.

- Where an applicant elects to defer commencement of a Le Cordon Bleu New Zealand Institute course for which an *Acceptance of Offer* form has been signed; any tuition fees or deposits paid will be held for up to 12 months from the original commencement date, to be applied to the new commencement date. This will be on the condition that the written application to defer commencement has been received from the applicant by the Le Cordon Bleu New Zealand Institute no less than 28 days prior to the original commencement date.
- Every reasonable effort will be made to accommodate the applicant in a later course of their choice. If the fee for the course to be attended is greater than that of the course originally selected, the applicant shall pay the balance in cleared funds to the Le Cordon Bleu New Zealand Institute within a designated time frame. If the fee for the course to be attended is less than that of the course originally selected, the applicant will be refunded the balance.
- Once the 12 month period after deferment lapses, the applicant would be required to re-apply with a new application for enrolment to the Le Cordon Bleu New Zealand Institute.

PAYMENT OF FEES

- On receipt of an *Offer of Place* from the Le Cordon Bleu New Zealand Institute the applicant is required to return the *Acceptance of Offer* form and proceed with FULL payment of fees.
- Where a student does not attend, the student is still liable to pay all fees to the Le Cordon Bleu New Zealand Institute, unless the Le Cordon Bleu New Zealand Institute receives a formal withdrawal from the student within the relevant refund period (refer to Refund Policy in this Guide).
- Anyone may make payment of a student's fees on the student's behalf (e.g. the student's parents or employer) but if they fail to do so the student remains liable to pay all fees. Where someone else is paying a student's fees, their contact details must be provided so the Le Cordon Bleu New Zealand Institute may contact that person to confirm payment.
- If a student is enrolling in a program that takes more than one academic year to complete, the student must enrol on a yearly basis and fee information for each year will be available before the student enrolls.
- Any student refusing to pay fees after requests have been made in writing to the most recent address provided by the student, shall not receive any form of award or recognition of courses undertaken and shall be suspended from classes until fees have been remitted to the Le Cordon Bleu New Zealand Institute.

