

Enrolment Guide

1. Complete the attached documents:
 - Application Form:
 - Statement of Purpose Form;
 - Referee Form.
 - Payment Plan
2. Scan and email the following to enquiries@aiasinstitute.co.nz:
 - Application Form
 - Statement of Purpose Form
 - Referee Form
 - Payment Plan
 - x2 passport sized photographs:
 - Copy of your passport

What next?

1. The Institute will assess your application. If your application is accepted, you will receive the following:
 - Offer of Place letter;
 - Invoice for your tuition fees;
 - Student Handbook;
 - Application to create a Public Trust Account*
2. Read the Student Handbook to sign the Induction Form (in the rear of the Handbook) as evidence you agree to the terms and conditions of your enrolment;
3. Complete the Public Trust application (making sure to initial both pages);
4. Scan and email your signed Induction Form and Public Trust application to enquiries@aiasinstitute.co.nz;
5. Pay the invoice for your tuition fees;
6. On receipt of this information, you will gain access to the Institute's e-learning portal to commence your learning journey.

*The New Zealand Government requires all private training establishments registered with the New Zealand Qualifications Authority (NZQA), to have some form of protection for fees paid to them in advance. The Institute uses "Fee Protect," a trust account managed by the Public Trust which ensures learners receive a refund of the fees (or portion of fees) paid to a provider if the provider is unable to complete the course, for example due to closure, insolvency or loss of NZQA accreditation.

Application Form



New Zealand Diploma in Ayurvedic Health Management (Level 5)

1. Personal details

Title (Tick ✓) ☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Other

First Name _____

Family Name _____

Gender ☐ Male ☐ Female

Date of Birth ____day____Month____Year

Email Address _____

Passport Number _____

Issuing country _____

Expiry date ____day____Month____Year

Are you currently living in New Zealand ☐ Yes ☐ No

Permanent Address: _____

Correspondence Address: _____

Contact Number: Country Code____ Area code____ Number _____

Please attach two
(2) passport sized
photographs of
yourself

2. Education

Highest qualification gained _____

Name of Institution _____ Year completed_____

3. English language proficiency

Is English your first language (Tick ✓) ☐ Yes ☐ No

If No, what is your English Language (IELTS) Score:

Reading____ Writing____ Listening____ Speaking ____ Overall _____

5. Medical status

Do you have a medical condition you want AIAS to be aware of? (Tick ✓) ☐ Yes ☐ No

If yes, please specify _____

6. Insurance (International Student only)

All International students are required to hold medical insurance from a reputable and established company for the duration of their student visa.

- I currently hold medical insurance (Tick ✓) ☐ Yes ☐ No

(If yes, please provide a copy of the policy)

- I would like the Institute to arrange my insurance please indicate (Tick ✓) ☐ Yes ☐ No

7. Conditions of acceptance and declaration

Rules:

In signing this application form you undertake to comply with the Institute's Academic Statute and other rules and regulations published from time to time. You must attend all classes, except in the case of illness and be punctual and work diligently in class and on homework assignments. Should the Institute receive insufficient enrolments for the programme to run, you accept that the Institute will be obliged to cancel the programme and will not be liable for any costs incurred by you. The Institute will refund fees in accordance with the Payment and Refund Policies.

Declaration

I have read and understood the above and I confirm that to the best of my knowledge all the information supplied on and with this application form is true and correct. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I understand that if I have supplied false information or do not comply with the rules and regulations of the Institute, my Offer of Place may be cancelled. I have read and understood the Institute's Payment and Refund Policies.

Student's Signature: _____ Date: _____

You may submit this application with copies of academic transcripts in the first instance by fax or email.

The original printed copy of the application must be sent by post with verified copies of relevant academic records plus a passport size photograph to:

41 Gillies Ave, Newmarket, 1023, New Zealand

Ph: +64 9 522 5392

enquiries@aiasinstitute.co.nz

Statement of Purpose



Please write the statement of purpose carefully. This will help us to know your interest towards the course. Please note that your statements will be considered to offer you offer of place for the course.

Student name:	
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What are your expectations of this course?

1. Do you any prior understanding of this qualification?

2. Do you have any special expectations from the trainer?

3. Do you have any specific needs (eg. special equipment, particular type of chair), or medical conditions, that we need to provide or that we should know about?

4. Do you have any special learning needs (eg. dyslexia, comprehension, writing skills, and reading skills) that might make study difficult?

5. Please add any other comments.

Referee's Form

NB: Immediate family are not eligible to act as referees.

Applicant's Name: _____

To the Referee:

The purpose of this report is to ask for your comments on the suitability of the applicant to undertake study with the Australasian Institute of Applied Studies. Please be frank and honest. This report remains confidential.

Referee's Name: _____

Referee's Address _____

Referee's Day Phone: _____ Mobile: _____

In what capacity do you know the applicant? eg, personal or family friend, teacher, employer, colleague, church leader etc. – Please give details: _____

Tick one of the following:

- ☐ I consider I know the applicant well enough to complete this form.
- ☐ I do not consider I know the applicant well enough to complete this form.
- ☐

What are the applicant's professional strengths? (e.g. leadership, motivation, accountability, commitment etc.)

What are the applicant's personal strengths? (e.g. maturity, initiative, reliability, social skills etc.)

What are the applicant's cultural and community skills?

In your opinion, does the applicant have the determination, stamina and academic ability to cope with the demands of this programme? (circle one) Yes No

Please comment if you wish.

Recommendation (circle one)

Highly recommended

Recommended

Not recommended

I would prefer to be contacted

Referee's Signature _____

Date _____

Please circle your preferred payment plan

Academic Year (2018)		
Tuition Fees & Course Material:	\$7,800.00	
Total Cost	\$7,800.00	
(Course Material includes cost of module notes, video conferencing and practicum consumables but excludes air travel, lodging and meals for the practical training workshops)		
Payment Options		
One Payment	Two Payments	Three Payments
1 st Payment: \$7,800.00 (due within 7 days of enrolment)	1 st Payment: \$3,900.00 (due within 7 days of enrolment) 2 nd Payment: \$4,100.00 (due 1 st August 2018) (This payment option includes \$200.00 administration fee)	1 st Payment: \$2,600.00 (due within 7 days of enrolment) 2 nd Payment: \$2,800.00 (due 1 st August 2018) 3 rd Payment: \$2,800.00 (due 15 th February 2019) (This payment option includes \$400.00 administration fee)
Refund Policy		
<p>If the Institute cancels any course offering, learners are entitled to a full refund within five (5) working days from the date of the cancellation. If the Institute closes, (either voluntarily or through NZQA directive) learners are entitled to a refund of the fees held by the Public Trust within five (5) working days from the date of the closure.</p> <p>The learner may receive a full refund of their tuition fees, less an administrative charge of 10% or \$500.00 (whichever is the lesser), if they withdraw within 8 working days of the course commencement. No refunds are available from the 9th working day of the course commencement, except in exceptional circumstances, which shall be at the discretion of the Director.</p> <p>All notifications of withdrawal must be in writing.</p> <p>No refunds will be made</p> <ul style="list-style-type: none"> Where learners are asked to leave because of misconduct or poor attendance. Where learners return home for any reason other than serious illness or serious illness or death of a close member of the family. Where learners acquire permanent residency after having enrolled Where learners have provided false, inaccurate or misleading information. <p>All disputes on refunds shall be addressed by application of the Institute's Appeal Policy and Procedures.</p>		