



# expression of interest form (EOI)

## ● INSTRUCTIONS

Please read the following instructions carefully

1. Complete all sections of the form (total of 4 pages)
2. Answers all questions in pen using BLOCK LETTERS (enclose additional sheets if required)
3. Enclose additional documents with the form

### SECTION A: STUDENT DETAILS

Family Name		Given Name(s) (Mr/Mrs/Miss/Ms)			
Address					
City			Country		
Nationality	Date of Birth	<input type="checkbox"/> TICK HERE	Male	<input type="checkbox"/> TICK HERE	Female
Passport Number		Passport Expiry Date			
Visa Type		Visa Expiry Date			
Email ID	Contact No	Skype ID			

### SECTION B: STUDENT EMERGENCY CONTACT

Name Of Contact Person		Relationship To You
Contact Number (Home Country)		
Address		
State/Province	Telephone/Mobile Nos	

### SECTION C: EDUCATION BACKGROUND Qualifications Gained (please start from most recent qualification)

Institute	Qualifications	Year	Country Qualification Gained
1.			
2.			
3.			
4.			

### SECTION D: ENGLISH PROFECIENCY To Study At NCBT You Must Be Proficient In English

IELTS/TOEFL/PTE score
Other
Date Test Taken/To Be Taken
If you do not meet the english language requirement for the selected programme, you will be issued a conditional offer.

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<b>SECTION E: WORK EXPERIENCE</b> Job roles you have held (please start with your most recent job)			
Company	Designation	Location	Year
1.			
2.			
3.			
4.			

<b>SECTION F: COURSE INTAKE</b> Please tick the preferred <b>course</b> and tick <b>intake month</b> and <b>year</b>							
		Fee	Jan'18	Mar'18	Apr'18	Jun'18	Jul'18
TICK HERE	New Zealand Certificate in English Language- (Applied) Level 3		TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	New Zealand Certificate in English Language- (Academic) Level 4		TICK HERE	TICK HERE	TICK HERE	TICK HERE	
TICK HERE	Diploma in Computing - Networks & Security Level 7	\$18,500.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	New Zealand Diploma in Systems Administration Level 6	\$17,200.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	New Zealand Diploma in IT Technical Support Level 5	\$16,700.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	Diploma in Advanced International Business Level 7	\$18,500.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	New Zealand Diploma in Business (Accounting; Administration & Technology; Leadership & Management) Level 6 (Tick preferred option below).	\$17,200.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
	Accounting <input type="checkbox"/> Administration & Technology <input type="checkbox"/> Leadership & Management <input type="checkbox"/>						
TICK HERE	New Zealand Diploma in Business (Accounting; Administration & Technology; Leadership & Management) Level 5 (Tick preferred option below).	\$16,700.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
	Accounting <input type="checkbox"/> Administration & Technology <input type="checkbox"/> Leadership & Management <input type="checkbox"/>						

All Courses listed are approved by the New Zealand Qualifications Authority (NZQA)

<b>SECTION G: ACCOMMODATION AND ARRIVAL SERVICES</b>			
Do you want NCBT to assist you in arranging accommodation and arrival services ?	TICK HERE	Yes	TICK HERE No
If yes: You are required to send your flight itinerary at least 2 weeks prior to departure from your home country. Accommodation placement and airport pickup is a free service provided to you by NCBT. A payment of NZ\$ 150 will be incurred if either of the service requested prior to arrival is not availed post arrival.			

<b>SECTION H: PAYMENT DETAILS</b> All fees are quoted in NZ\$ and include Goods and Services Tax (GST)			
Tuition Fee (refer to SECTION F)		Method of payment (refer to Offer of Place for Trust account details)	
Medical and Travel Insurance (14mths)	\$600.00	TICK HERE Cash	TICK HERE Telegraphic Transfer
<b>Total Payment Enclosed</b>		TICK HERE Bank Cheque	TICK HERE Bank Draft
<b>All fees are due for payment before starting on your academic programme of study</b>			

<b>SECTION I: NCBT's Detailed Fee Refund Policy</b>
Refund of fees in the case of withdrawal from NCBT courses is detailed below:
<ol style="list-style-type: none"> <li>1. Withdrawal of student within the first 10 working days of course commencement - Full refund less up to 25% of the payment.</li> <li>2. Visa application declined by INZ - Full refund less 10% of the payment or \$500.</li> <li>3. Cancellation by the provider of a course before or during the course** - Full refund less less 10% of the payment or \$500.</li> <li>4. Insolvency, regulatory closure or withdrawal of accreditation of NCBT - As per Public Trust policies.</li> <li>5. Withdrawal and refunds from courses after ten days of course commencement - Fees will not be credited to later courses or refunded to students after this time.</li> </ol>

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6. Currency fluctuations between enrolment - All fees received/refunded in New Zealand dollars.  
7. Termination of enrolment by NCBT - No refund.

Students who withdraw before the programme commences will also be subject to the above criteria. They will be entitled to a refund less any amounts allowed to be retained as above.

**\*\*Course Cancellation:** NCBT reserves the right to cancel any course due to insufficient demand, unavailability of suitable staff or facilities or any other reason. Contact Person: Priya Kumar (Business Relationship Manager).

**NOTE:** *The first day of the course is shown on the student's offer of place/receipt of fees / extension letter. For students new to NCBT, it is the first day of the Orientation program, which is mandatory for students. For all other students, it is the first day of enrolment. If, for any reason, a student is unable to start their course on the first day (i.e. delay in visa processing), they must notify the college and request a deferred start date, which will be confirmed in writing. In the absence of such a request, or in cases where the request is declined, the college will be entitled to assume that the student accepts the course start date originally proposed.*

### SECTION J: Medical and Travel Insurance

Do you want NCBT to arrange your **Medical** and **Travel Insurance** ?

TICK  
HERE

Yes

TICK  
HERE

No

If No, please provide a copy of your insurance to NCBT along with Payment of Tuition Fee.

If Yes, A copy of your insurance policy will be emailed to you after receiving payment and prior to departure from your home country.

Do you have any pre-existing medical condition/disability (including allergies)? Yes/No

If Yes, please provide details: \_\_\_\_\_

The above information is confidential and enables NCBT to provide support to students with disabilities/medical conditions.

### SECTION K: EDUCATION (Pastoral Care of International Students) CODE OF PRACTICE 2016

NCBT has agreed to abide by the above code. Copies of the code are available from NCBT or is on the New Zealand Legislation website <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

### SECTION L: HOW DID YOU HEAR ABOUT US

Please tick ALL options which apply

TICK HERE	Agent	TICK HERE	Advert in Local Newspaper	TICK HERE	Existing/Past NCBT Student
TICK HERE	NZQA / Immigration / EDUNZ	TICK HERE	Other Media e.g. radio	TICK HERE	Relative/Friend
TICK HERE	Educational Seminar / Fair	TICK HERE	Internet		Other (Please specify here)

### SECTION M: ENROLMENT CHECKLIST

Before sending your enrolment, check you have completed ALL the below requirements

TICK HERE	Completed all sections of this Expression of Interest Form	TICK HERE	Enclosed work experience records
TICK HERE	Enclosed a copy of your passport	TICK HERE	Enclosed a resume or curriculum vitae
TICK HERE	Enclosed verified copies of your academic records	TICK HERE	Enclosed evidence of English test result
TICK HERE	Signed this EOI form	TICK HERE	Agent signed this EOI form

**SECTION N: DECLARATION AND SIGNATURE**

I declare that the information provided by me in this expression of interest form is true and correct and no information that would have any effect on my enrolment with NCBT has been withheld. I understand that NCBT reserves the right to cancel the Offer of Place/Enrolment on the basis of my incorrect/false or misleading information. I agree to adhere to NCBT's Code of Conduct (that may be amended from time to time). I authorize Immigration New Zealand to provide NCBT with any personal details regarding my application, immigration status, including any information I have submitted to INZ in the course of my visa application. I understand that NCBT may obtain and disclose information about my enrolment, academic progress, welfare and attendance to my parents, guardians, support person, emergency contact, agents, police, Immigration New Zealand, NZQA, NCBT's Insurance provider and any other Government/Regulatory Bodies. I declare that I have completed all sections of the EOI form myself. I have read and fully understood all the information on my course fees, related costs, living expenses in NZ, the refund of Fee Policy for International students and all other information provided to me by NCBT and my agent.

Students Name ... .. Signature .. ..

Date ... ..

**SECTION O: AGENT**

Please, outline the proposed payment plan for the tuition fee and living costs to be incurred by the student.

[Empty box for agent payment plan details]

I hereby declare that the information supplied on this form and the attached documents have been verified by myself/my agency and are true and accurate. I/my staff have personally provided all information pertaining to NCBT and the course to the student and I only use the material supplied by NCBT to describe the institute and its courses. I have provided information to the student on the financial requirements of the programme and Immigration New Zealand's living expense requirement and I am satisfied that the student has the necessary genuine funds as required by INZ. I also declare that I have read, understood and comply with the Education (Pastoral Care of International Students) Code of Practice 2016 administered by New Zealand Qualifications Authority. I understand NCBT may initiate a disciplinary process that may lead to termination of my agency agreement on the basis of my incorrect/false or misleading information.

Name of the Agent/Staff ... .. Contact no: ... ..

Skype ID: . ... .. Email ID: ... ..

Date ... .. Signature:.. .. Stamp/Seal of the Agency

**SECTION P: NCBT OFFICE USE ONLY**

Comments ... ..  
... ..  
... ..

Name of the staff enrolling student ... ..

Title ... ..

Signature ... ..

Date ... ..