



Introduction to I P C

**Enrolment Guide
for
New Zealand Citizens /
Permanent Residents**

for the 2008 Academic Year and Beyond



IPC

INTERNATIONAL
PACIFIC COLLEGE
NEW ZEALAND

Higher Education for the Internationally Minded

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Introduction

International Pacific College (IPC) was established in 1990 as a Charitable Education Institution of Higher Learning in New Zealand. IPC prepares students for full participation in the constantly changing international environment and fosters close links between students from Pacific Rim countries through education.

The New Zealand Qualifications Authority (NZQA) has approved and accredited IPC to deliver the following courses:

- **Master of International Studies**
- **Postgraduate Diploma of International Studies**
- **Graduate Diploma of International Studies**
- **Bachelor of International Studies**
- **Diploma of International Sport Studies**
- **Diploma of Japanese Language (Advanced)**
- **Diploma of Japanese Language**
- **Diploma of Japanese Studies**

IPC has developed specialty areas in teaching for its degree and graduate courses of study. Within the Bachelor of International Studies, IPC has approval to grant majors in Business, Environment, International Relations, Japanese Studies, Language Studies and Ecotourism. The Postgraduate Diploma of International Studies and associated Master of International Studies specialise in environment, with focuses on business, science, politics and culture.

In addition, IPC is an accredited teacher-education centre for the Trinity College *London* Certificate and LTCL Diploma in Teaching English to Speakers of Other Languages (TESOL). It is also an IELTS and TOEIC testing centre.

At our campus in Palmerston North we currently have around 560 students from over 24 different countries including Australia, Bulgaria, China, Indonesia, Japan, Korea, Malaysia, New Zealand, New Caledonia, Tahiti, Taiwan, Tajikistan, Thailand, USA and Vietnam. Students from these countries study and live together in halls of residence and comprise a truly international campus.

IPC provides interdisciplinary programmes, quality teaching and personalised individual support in a friendly learning environment. It has a beautiful campus set in park like grounds and superb facilities including a library, a recreation centre, tennis courts, computer laboratories, a dining hall and 10 halls of residence on campus.

Advantages of Studying at IPC

By studying at IPC, you will have a number of advantages such as:

- **Small classes – individualised attention and support for each student**
- **An ideal international living environment to become fluent in English, Japanese and other languages**
- **Creative academic programmes that equip graduates with knowledge and skills for the international workplace.**

Because classes are small (15 students per class on average), you receive individual attention from friendly and supportive staff. Students are given individualised support, yet provided with the opportunity to gain independence. Computing is considered a vital part of education at IPC. The computing environment at IPC is state-of-the-art. Students can access the Internet and a student server on their own computers from anywhere on campus via a wireless network. Computer laboratories with the latest equipment are available for students' use as well.

Part A – General Information

1. Advising/Guidance Services

International and New Zealand staff advise and give guidance to students on personal as well as academic matters, and provide the linguistic and other assistance students may require.

2. Finance

2.1 Tuition and Schedule of Fees for New Zealand Citizens/Permanent Residents

To support New Zealand students to study at IPC, scholarships are available from the Soshi Educational Group (SEG) in Japan and Scholarships from the Japan - New Zealand Partnership Foundation (JNZPF), Vision Manawatu and Sport Manawatu. Recipients must be interested in fostering positive relationships with students from different cultures, and act as role models for other IPC students in academic and student life.

Those seeking a full tuition subsidy should apply for an SEG Scholarship and one of the three scholarships available: the JNZPF Scholarship, the Vision Manawatu Scholarship or the Sport Manawatu Scholarship. Scholarship recipients will be selected from the scholarship recipients of SEG Scholarships. See Pages 19 though 22 for application procedures.

Annual Tuition Fee*	SEG Scholarship Tuition Subsidy	JNZPF, Vision Manawatu, Sport Manawatu Tuition Subsidy	Tuition Cost for Student if granted both Scholarships
NZ\$26,000	\$23,200	\$2,800	\$0

*up to 8 papers

Scholarships are for tuition only, and restricted to a specialist course of study (for example, Bachelor of International Studies). They are granted for one academic year and renewed subject to the recipient meeting set standards. They are also subject to conditions as set out on Pages 19 through 22.

Scholarship recipients are expected to contribute to the College through an internal internship programme, as a way of enhancing leadership and personal development.

2.2 Accommodation

If you require College accommodation, we offer the following types of accommodation with the fees as listed below:

2.2.1	Halls 1 to 6	Single Room	\$170 per week
2.2.2	Halls 7 to 9	Single Room	\$190 per week
2.2.3	Halls 8 to 10	Twin Room	\$150 per week

Fees include three meals per day. A bond of \$750 (\$500 of which is refundable) is required to cover any damages that may occur during occupancy. Living on campus is highly recommended as a way of meeting and making friends with a wide range of people. Refer to the Accommodation Guide for further information.

2.3 Facility Fee

A Facility Fee of \$750 per year is required for access to the library, recreation centre (weights room, gymnasium and dojo), tennis courts, computer laboratories, the internet, teaching materials, printing and textbooks.

2.4 Application Fee

A non-refundable application fee of \$50 must be included with each application form.

2.5 Student Loans

Only New Zealand citizens and permanent residents are eligible to apply for student loans and allowances through Study-Link when enrolled at IPC.

Most IPC programmes are eligible for Student Loans and Allowances if you are a New Zealand citizen or permanent resident.

Please refer to www.studylink.govt.nz for further information.

Part B - Programme Information

Master of International Studies (Environment)

& Postgraduate Diploma of International Studies (Environment)

1. **Duration** - Postgraduate DIS - one year (three terms), MIS - two years (five terms)
2. **Programme Statement**

The Postgraduate Diploma of International Studies (Environment) involves 150 credits of study, taken over a minimum of three terms. It is designed to be completed in one calendar year of fulltime study (April – March, or August-July). It is a ‘taught’ programme that does not include independent research, but does involve considerable independent investigation and learning. The course comprises four concurrent papers (People and the Environment, Business and the Environment, Science and the Environment, Politics and the Environment, and a fifth “capstone” paper (Environmental Management) undertaken in the final term. This qualification can also be undertaken on a part-time basis.

Upon completion of the requirements for the Postgraduate Diploma, students may elect to continue with a second year of independent research (90 credits) to earn the Master of International Studies (Environment). This research is achieved through completion of an executive project and associated special topics paper, strategic executive project, research paper and associated special topics paper, or formal research thesis. These options are described on the next page. Upon successful completion, students are awarded a Master of International Studies. (Note: only one of these qualifications, but not both, can be awarded to a graduate).

3. **Entry Requirements**

A completed bachelor’s degree with a B average for all degree papers. Polytechnic graduates may be granted entry. English language requirements are: IELTS - 6.5 or better; TOEFL - 600 or better; Computer TOEFL - 250 or better; TOEIC - 800 or better with internal writing and speaking assessment; or proof that secondary school studies were conducted in English or proof that the applicant’s first language is English.

Year One - Concurrent Papers - 120 Credits - Terms 1 and 2

Paper 1 - 30 credits People and the Environment	Paper 2 - 30 credits Business and the Environment	Paper 3 - 30 credits Science and the Environment	Paper 4 - 30 credits Politics and the Environment
<ul style="list-style-type: none"> • Industrial development and the environment • Population and the environment • Migration and the environment • Culture, philosophy, ethics and the environment • Community and the environment • Gender issues and the environment • Social equity issues and the environment • Sustainability • Cross-cultural barriers and the environment 	<ul style="list-style-type: none"> • Business ethics and the natural environment • International business and the environment • Environmental regulations and business compliance • Trade and the environment • Business and environmental management • Environmental marketing and business opportunities • Environmental accounting • Contemporary issues in environmental business management 	<ul style="list-style-type: none"> • History of scientific investigation of natural environments • Science as a tool for understanding the environment • Links between science and technology • The role of science in management of the environment • Technology and environmental management • Communicating environmental science findings and values • Critical evaluation of environmental issues 	<ul style="list-style-type: none"> • Political culture and the environment • Domestic political processes and the environment • International trade, investment and the environment • International division of labour and the environment • Regional and international environmental issues • The UN and the environment • International environmental law • Sustainable development

Year One - Environmental Management Paper - 30 Credits - Term 3

This “capstone” paper utilises a number of intensive environmental case studies which draw on Papers 1 - 4 for a fully integrated consideration of environmental issues. This paper will be team-taught to stimulate comprehensive discussion.

In this paper candidates engage in both individual and team research and progress to the production of logically argued, professional reports with practical recommendations.

Year Two (MIS only) - Research and Projects - 90 Credits

Candidates may select one of the following:

- **An executive project (60 credits) and special topics paper (30 credits):**
A supervised investigative contract with relevance to international environmental management on behalf of a client organisation and a special topic paper — either a special paper at the College, or a reading and tutorial paper at the College, or a postgraduate paper in a relevant topic taken at another institution.
- **An executive strategic project (90 credits):**
As above but the contract must be based on an issue of wider concern rather than a single enterprise and includes an additional report in which the wider implications of the investigation are addressed.
- **A research paper (60 credits) and special topics paper (30 credits):**
A supervised piece of interdisciplinary research with relevance to international environmental management, which must include analysis of data from original sources, and a special topic paper — either a special paper at the College, or a reading and tutorial paper at the College, or a postgraduate paper in a relevant topic taken at another institution.
- **A research thesis (90 credits):**
A comprehensive report on a supervised piece of original interdisciplinary research with relevance to international environmental management.

Bachelor of International Studies

1. **Duration** - Three years
2. **Programme Statement**

The Bachelor of International Studies (BIS) is a fully accredited three-year university level interdisciplinary degree. It provides students with opportunities to study in the following key areas: international relations, international business, environmental studies and ecotourism. BIS students have additional opportunities to expand their scope of skills through language studies: English for non-native speakers of English and Japanese for both native and non-native speakers of Japanese. Additionally, students learn a variety of research and critical thinking skills.

Year 1	Term 1	Language or Culture 1	Principles of Economics	Introduction to Environmental Studies	Introduction to International Relations
	Term 2	Language or Culture 2	Research and Study Skills 1	Elective Paper	Elective Paper
Year 2	Term 3	Language or Culture 3	Internationalism	Elective Paper	Elective Paper
	Term 4	Language or Culture 4	Research and Study Skills 2	Elective Paper	Elective Paper
Year 3	Term 5	Language or Culture 5	Interdisciplinary Project	Elective Paper	Elective Paper
	Term 6	Language or Culture 6	Interdisciplinary Project	Elective Paper	Elective Paper

Note: Compulsory papers are listed in bold type

2.1 BIS Majors

Majors are granted in the following areas:

- Business
- Environment
- International Relations
- Japanese Studies
- Language Studies
- Ecotourism

A major formally recognises a student's choice of a specialty within the BIS; provides more effective and recognisable preparation for postgraduate studies in specific specialities; aids graduates in marketing themselves to specific employers; and provides a highly structured programme for those who seek that choice.

Requirements for Majors

Students seeking a major in a selected specialty build on the compulsory core papers of the Degree by choosing electives that provide coherent progressive study across levels 5, 6 and 7 in a particular specialty. These are in addition to the one compulsory specialist paper.

Students choosing a major in **Business, Environment or International Relations** must complete eight additional elective papers in their specialty, in addition to the compulsory specialist paper in Schedule A. Students must complete two papers at level 5, three at level 6 and three at level 7, and must select a topic within the specialty for an interdisciplinary project. In Summary;

	<i>Credits</i>
One compulsory specialist paper in Schedule A	15
Two specialist papers at level 5	30
Three specialist papers at level 6	45
Three specialist papers at level 7	45
Interdisciplinary project specialist focus	30
Total specialist credits for major	165

Students choosing a major in **Japanese Studies** must complete eight elective papers in their specialty in addition to six compulsory language/ culture papers in Schedule A. In Summary;

	<i>Credits</i>
Six core language/ culture papers at levels 5 & 6	90
Two elective specialists papers at level 5	30
Three elective specialist papers at level 6	45
Three elective specialist papers at level 7	45
Total specialist credits for major	210

A major in **Language Studies** builds on the second language or other language papers undertaken in the degree and provides additional depth and breadth in these linguistic skills. In addition, further study is undertaken in the student's first language to meet the requirements of this specialty. Students must complete nine additional elective papers in their specialty in addition to six compulsory specialist papers in Schedule A.

Students must complete:

	<i>Credits</i>
Six core language/ culture papers at levels 5 & 6	90
Two elective specialists papers at level 5	30
Three elective specialist papers at level 6	45
Four elective specialist papers at level 7	60
Total specialist credits for major	225

Other Electives

Students who choose to study in a specialised area exercise their choice to study a coherent group of elective papers. These students still have the opportunity to choose two electives outside their specialty.

Compulsory English Tests

Students taking compulsory English Skills paper must take either a TOEIC or IELTS or TOEFL test once in each academic year. This is a compulsory requirement and will be a percentage of the paper's final mark. Students must pay for the cost of these tests.

3. Entry Requirements

Entry is available to students who are eligible for university-level study in New Zealand (e.g. applicants with a minimum of 42 credits at NCEA Level 3 (or higher), bursary, UE and applicants over the age of 20 years without any of these qualifications may be considered). Your English language requirements are: IELTS - 6.0 or better; TOEFL - 550 or better; Computer TOEFL - 213 or better; TOEIC - 730 or better with internal writing and speaking assessment; or proof that secondary school studies were conducted in English or proof that the applicant's first language is English.

Graduate Diploma of International Studies

1. **Duration** - One year

2. **Programme Statement**

The Graduate Diploma of International Studies is designed to meet the needs of students who come to the College with a completed bachelor's degree (graduate) status and who wish to undertake further studies in specialised internationally-oriented papers offered in the degree programme. The programme is an intensive course of papers selected from those offered in the Bachelor of International Studies. One year (2 terms) of full-time study are necessary to complete this qualification.

The course of study consists of eight papers selected from 600 and 700 level papers in the Bachelor of International Studies as listed on pages 10-11. The Graduate Diploma normally includes at least 75 credits from five papers listed at 700 level.

Students' proposed course of study must be approved by the Dean of the Faculty of International Studies (BIS/MIS).

3. **Entry Requirements**

Entry is available to students who would be able to undertake university-level study in New Zealand and who already hold an undergraduate degree. Your English Language requirements are as follows: IELTS - 6.0 or better; TOEFL - 550 or better; Computer TOEFL - 213 or better; TOEIC - 730 or better with internal writing and speaking assessment; a credit in English language taken at General Certificate Examination "A" level or better.

Diploma of Japanese Language

Diploma of Japanese Language (Advanced)

1. **Duration** - One year for each diploma

2. **Programme Statement**

The Diplomas of Japanese Language (DJAL & DJAL Adv) are for students who plan to take up a career in which a very high standard of Japanese language is required. They are the start of a four-year programme designed to bring students to level 1 of the internationally recognised Japanese Language Proficiency Tests. In these diplomas, 20 contact hours weekly are required.

Diploma of Japanese Studies

1. **Duration** - One year

2. **Programme Statement**

The Diploma in Japanese Studies (DJAST) is centred on a core of compulsory papers that emphasises the development of a firm foundation in Japanese language skills and an understanding of traditional and contemporary culture as well as modern society, politics and business. DJAST is less intensive than DJAL. Students in the Diploma of Japanese Studies must take 8 contact hours weekly of language skill acquisition classes.

There are substantial advantages to be gained by studying Japanese at IPC. Native speakers of Japanese make up the single largest nationality of students on campus so Japanese is studied in an environment unique outside of Japan. There are many Japanese resources (eg. satellite TV, manga) provided to all

students for their studies. Furthermore, IPC is uniquely placed to be able to provide exchanges and internships with Japanese institutions and businesses as part of its programme.

Entry Requirements for DJAL, DJAL (Advanced) and DJAST:

No prior study of Japanese is required for entry to the Diploma of Japanese Language or to Diploma of Japanese Studies. Students who find DJAL difficult may exit to the less demanding DJAST. Direct entry to Term 2 of DJAL is possible by entry test. Entry to DJAL(Adv) is by a minimum of a B pass in DJAL or by entry test.

English language requirement for speakers of other languages for entry to DJAL.

An alternative stream of classes can be provided for students who do not meet the following English requirements, if sufficient numbers are reached.

IELTS: 6 TOEFL: 550 Computer TOEFL: 213

TOEIC: 730 with internal writing and speaking assessment

Other: Proof that secondary school studies were conducted in English

Diploma of International Sport Studies

1. Duration One Year

2. Programme Statement

For the student who is involved in sport – either as a player, coach or administrator – the Diploma of International Sport Studies provides the opportunity to incorporate the skills acquired into a recognised qualification and enhance their ability to perform to a higher level especially with an international focus.

The Diploma of International Sport Studies (DISS) integrates sports coaching, athletic performance and injury prevention skills that are readily transferable across cultural and national boundaries. This course has been developed for students who want to develop skills for coaching and athletic performance enhancement that can lead to immediate employment as sports coordinators (in various secondary schools etc), sports codes, coaching positions and sports administrators.

Students will be required to complete nine DISS papers ranging from national standard levels 3 to 5 over a period of 12 months (forty weeks of class, individual study, orientation and practical application). Each paper is worth 15 credits for a total of 135 credits for the qualification.

3. Entry Requirements

Entry is available to students who would be able to undertake university-level study in New Zealand. The general New Zealand entry requirement for admission to IPC is a minimum of 42 credits at NCEA Level 3 (or higher) on the National Qualifications Framework, including:

- A minimum of 14 credits at Level 3 (or higher) in each of two subjects from an approved subject list, with a further
- 14 credits at Level 3 (or higher) taken from no more than two additional domains or approved subjects.
- A minimum of 14 credits at Level 1 or higher in Mathematics on the NQF.
- A minimum of 8 credits at Level 2 or higher in English, of which 4 credits must be in Reading and 4 credits must be in Writing.

Applicants over the age of 20 years without these qualifications may be considered

Entry to the DISS additionally requires attainment of Level 2 NCEA in either biology or physical education; or equivalent secondary achievement elsewhere; and ability to demonstrate competence in one or more sports through performance, coaching or administration.

Part C – Application and Enrolment Guide for

Admission (New Zealand citizens/permanent residents)

1. Application form and academic records (transcripts)

1.1 All prospective students must complete and submit the Application Form along with official records of prior academic study. This record include:

- Certificate or similar evidence of completion of secondary education;
- All secondary school academic records for applicants without prior tertiary study; and
- All tertiary academic records for applicants who have completed one or more semesters of university-level study.
- An official English Language test score result (IELTS, TOEFL and TOEIC), applicable when English is not the first language for the applicant.

Applicants who are still completing a secondary education qualification may apply for provisional admission subject to completion. Formal admission to IPC will be contingent upon completion of this qualification.

1.2 Official transcripts of academic work should be either issued directly to IPC by the student's prior institutions or certified as being the official records. All transcripts and records should be in English; otherwise, English translations certified as being true and accurate must be provided along with the transcripts.

1.3 A non-refundable application fee of \$50 by cheque made payable to IPC and two passport-sized photographs **must be included with the application form**.

2. Applications for admission (Dates)

All applications are due by 1st March for Term One starting April each year, 1st July for Term Two starting August each year, or 1st December for Summer Term starting January. Late applicants may be considered.

3. Interview and English placement test

Applicants with satisfactory evidence of academic capability and/or English ability and leadership will be selected as candidates for admission, then interviewed by a representative from IPC. Applicants may sit an English placement test on enrolment at IPC.

4. Selection for Admission

The Board of Trustees will offer admission to IPC to those applicants who meet all entry qualifications and are successful in their personal interview. Admission is contingent upon the following:

- 4.1 Written acceptance by the candidate of the offer, along with agreement to abide by all applicable rules and regulations of IPC;
- 4.2 Receipt of initial payment (if any) of all tuition, accommodation and other applicable costs.

An offer for admission is for a specific programme of study at IPC to commence on a given date in a specified teaching term, and cannot be transferred to another date, term or programme without the prior written approval of the Board of Trustees. If declined, an offer for admission becomes null and void.

5. Refund policy

The Refund Policy in this section is established to meet the requirements of Section 236A of the Education Act 1989.

5.1 Refund of Tuition Fee

A student who withdraws from the College for any reason within seven days after the first day of starting his or her annual course of study at the College shall be refunded all tuition fees paid, less NZ\$500 or 10 percent of their tuition fee, whichever is the lesser amount.

A student who withdraws from their annual course of study after seven days and up to four weeks after the first day of starting his or her study at the College shall receive a refund of 60 percent of their tuition fee.

A student who withdraws from their annual course of study more than four weeks after the first day of starting his or her study at the College shall receive no refund of tuition fees.

5.2 Refunds of other fees

A student who withdraws from the College within seven days after the first day of starting his or her study at the College shall be refunded their paid entrance fee (if applicable) and / or the administration fee. After seven days after the first day of study at the College there will be no refunds of entrance fees and / or the administration fees.

A student who withdraws from the College prior to starting his or her study at the College shall be refunded the paid accommodation fee in full.

There will be no refund of accommodation fees for withdrawals on or after the course commencement date.

There will be no refund of incidental fees or support fees.

Students who have paid their activities fee but who are unable to participate in an activity due to illness or other unforeseen circumstances shall only be given refunds at the discretion of the college on a case by case basis.

Definitions

Annual course of study: The course or qualification in which a student is enrolled commencing in their first year from the term of their arrival at the College, and at 12-monthly intervals thereafter.

Course commencement date: the first day on which teaching starts in a term for the course qualification in which the student is enrolled.

Tuition fee: Fees assessed specifically for course tuition costs, and excluding accommodation, activities, administration, Student Association or any other fees assessed.

Withdraw: Formal withdrawal from International Pacific College, initiated by the student through submission of a completed withdrawal form and duly approved by the Chief Executive. The official date of withdrawal is the date on which it has been approved by the CEO.

5.3 Short course refunds

The Certificate (or Diploma) in Teaching English to Speakers of Other Languages programme

- Certificate in TESOL: Once the Distance Education component has been started there is no refund of any fees paid.
- Diploma in TESOL: Payment is made module by module. Once a module has been started, the fees cannot be refunded.

6. Changing your details/circumstances

Any changes of a home or local mailing address must be given to the Academic Registry Services as soon as possible after the move has been made. An Address Change Form is available at the Student Services Counter in the Administration Building. The College is not responsible for forwarding of mail without English addresses.

7. IRD number

This is allocated by the Inland Revenue Department for tax purposes.

8. National Student Index (NSI) Number

The National Student Index Number is assigned to all individuals undertaking secondary or tertiary education in New Zealand. The NSI number identifies your legal name, date of birth and residential status. If you have previously studied in New Zealand and have provided your National Student Index number on the Application for Admission and Provisional Enrolment Form, there is no need to provide us with certified copies of your birth certificate / passport or residency documentation provided that your National Student number is "active".

9. Provisional enrolment at IPC

9.1 When IPC has received the completed Application for Admission and proof of identity, an Admission receipt letter will be sent.

9.2 IPC will then send you an Offer of Admission Letter if:

- (a) IPC is satisfied as to your identity and with the information you have supplied; and
- (b) where places in the course(s) and/or qualification(s) you wish to enrol in are limited, IPC selects you for one of those places; and
- (c) where you are under 20 years of age, IPC is satisfied that you meet the entry criteria (if any).

9.3 All or any of the conditions in section 9.2 above may be waived by IPC at its sole discretion and are inserted for IPC's sole benefit.

9.4 If you receive an IPC Offer of Admission and you want to study at IPC for the qualification stated in the letter you must notify us of your acceptance by either:

- (a) completing and returning to us your signed Acceptance contract; and
- (b) paying your tuition and other fees to IPC.

10. Your rights and obligations if IPC offers you Admission and if you accept

10.1 If IPC offers you admission and if you then accept that offer, you agree that:

- (a) You will comply with all IPC's rules, regulations, policies and procedures (including all amendments and new rules and regulations, policies and procedures introduced after the date of your enrolment).
- (b) You alone have decided to study towards the qualification that is stated in the Application for Admission. You are not relying on IPC's judgement or oral statement that a qualification is suitable for any particular purpose, unless IPC has informed you in writing that a qualification or course is suitable for a particular purpose. Further, you agree that no oral statement made to you by or on behalf of IPC is binding on IPC unless IPC has recorded it in writing.
- (c) You have received full written details of all current fees and any items that are or may be

required by IPC to be purchased or provided by you, for the qualification or course you have chosen.

- (d) If you have applied to enrol in a course that requires you to supply further information (e.g. health check etc.), you agree to supply that information promptly. You understand that your enrolment on that course is conditional on IPC being satisfied with the information you supply.
- (e) If this is the first time you have enrolled in a course and /or qualification at IPC, you have attached to your Application for Admission Form a certified copy of your birth certificate or passport, or proof of permanent New Zealand Residency (Residence Visa).
- (f) This part of this Enrolment Guide contains terms and conditions of your enrolment at IPC as well as those terms and conditions on your Application for Admission Form.

10.2 At any time after IPC has offered you a place, (even after IPC has confirmed your enrolment), irrespective of whether or not you have accepted admission, IPC may still:

- (a) cancel or postpone any course(s) and /or qualification(s) that you have enrolled in (whether partially completed by you or not);
- (b) change the content of any course(s) and /or qualification(s) that you have enrolled in.
- (c) cancel your enrolment as permitted under the Education Act 1989 or otherwise.

10.3 IPC is not liable to compensate you if:

- (a) IPC cancels or postpones a course(s) and /or qualification(s) (whether you have partially completed the course(s) and /or qualification(s) or whether you have not yet started study for a particular course and /or qualification). Subject to IPC refund policy.

11. Privacy

In signing the Application for Admission and Provisional Enrolment Form you acknowledge that:

- 11.1 IPC collects and stores information about you. Some of this information will be provided by you, some of it will be collected by IPC in the course of your enrolment at IPC. IPC is required to disclose such information to other organisations such as the Ministry of Education (funding and student statistical returns), Tertiary Education Commission, New Zealand Qualifications Authority (record of learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), Professional Registration Board, Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). IPC may also use such information for marketing purposes, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records or otherwise.
- 11.2 In addition, you agree that IPC may release information about you to government agencies such as the New Zealand Police, Department for Courts and Department of Corrections, Ministry of Social Development, and the Accident Rehabilitation Compensation Insurance Corporation.
- 11.3 In signing the Application for Admission and Provisional Enrolment Form you authorise the collection, holding and disclosure referred to above.
- 11.4 Under the Privacy Act 1993 you may ask IPC to provide you with copies of the information it holds about you. If you disagree with any such information you may ask to have it corrected.

Part D – Scholarships

Soshi Educational Group

The Soshi Educational Group (SEG) is a body made up of certain charitable trusts in Japan that have educational objectives.

SEG offers scholarships to highly qualified applicants who wish to foster positive relationships with students from different cultures and serve as role models for other students of IPC in academic and student life.

The scholarship covers NZD\$23,200 of the annual tuition fees. The terms and conditions of the scholarship are stated in the form of a contract between SEG, IPC and the recipient for a fixed term for the provision of the subsidy of tuition fees.

1. Terms and Conditions for Recipients of Scholarships

- 1.1 Accommodation (room and board) is not included in a scholarship award. All recipients of scholarships must pay for their own room and board when living in College accommodation. Recipients of scholarships are required to contribute a minimum of five hours per week to IPC through an internal internship doing work such as helping with field trips, supervising students in the computer laboratories or the library, assisting students in class or on a one-to-one basis, or helping lecturers with research. Internal internships are seen as providing personal development and leadership to recipients.
- 1.2 Recipients of scholarships are required to sign a contract that clarifies the terms and conditions for acceptance of the scholarships.
- 1.3 Scholarships are renewed annually for up to three years for the degree, or less as required for completion of other academic programmes. Compliance with required terms and conditions will be reviewed and eligibility for renewal determined on an annual basis. Those individuals receiving awards are expected to maintain a strong grade average (B) in all papers/ subjects/ courses undertaken, and 80% attendance in all programmes enrolled. They must also be a role model in academic and student life for other students of the College. All scholarship recipients must also:
 - 1.3.1 Demonstrate leadership skills, and growth thereof;
 - 1.3.2 Develop ways to assist students from various countries to appreciate and share their own culture along with other students, and
 - 1.3.3 Ensure that both they and any students in their charge are engaged in activities both in the College and in the community of Palmerston North.
- 1.4 It is the Soshi Educational Group (SEG) that grants scholarships. Any alteration to terms and conditions of the scholarship must be provided in writing by SEG. Decisions made by the SEG shall be considered as final and binding.

2. Application procedure for the Scholarship

2.1 Application Form

If you wish to apply for an SEG scholarship, you must submit a short essay on one of the topics below, and include it with your application for admission.

2.2 Personal Statement (essay)

You must submit a personal statement (essay) of 500 to 1000 words which: (*select one*)

- 2.2.1 describes ways you have helped others during your secondary schooling;
- 2.2.2 describes what activities developed your leadership skills; or
- 2.2.3 states how you would encourage students from various countries to become involved in IPC and the local community activities (if you do not know Palmerston North, in your own community).

2.3 Personal References

You must ask two personal referees, one academic referee and one character referee, to provide written references. Referees must have known you for at least one year and cannot be related to you. Referees should mail their reference directly to the Academic Registry, International Pacific College, Private Bag 11021, Palmerston North, within a week of submitting your application.

2.4 Deadline for Application

All applications are due by the 1st March for Term One starting in April each year; the 1st July for Term Two starting in August or the 1st December for Summer Term starting in January. They can be received earlier. Late enrolments may be considered.

Japan - New Zealand Partnership Foundation Scholarships

The Japan - New Zealand Partnership Foundation (JNZPF) aims to conserve, promote and advance the co-operation between Japan and New Zealand in areas of culture, language, business and educational activities.

JNZPF offers scholarships to qualified applicants who wish to develop relationships with students from different cultures and will be role models for other IPC students in academic and student life.

A JNZPF Scholarship covers NZ\$2,800 of the annual tuition fees and is normally only for students who elect to live on campus. The terms and conditions of the scholarship are stated in the form of a contract between JNZPF, IPC and the recipient for a fixed term for the provision of the subsidy of tuition fees.

1. Terms and Conditions for Recipients of Scholarships

- 1.1 See "Terms and Conditions for Recipients of Scholarships" on Page 19, 1.1. The same applies.
- 1.2 See "Terms and Conditions for Recipients of Scholarships" on Page 19, 1.2. The same applies.
- 1.3 See "Terms and Conditions for Recipients of Scholarships" on Page 19, 1.3. The same applies.
- 1.4 The Japan - New Zealand Partnership Foundation (JNZPF) grants the scholarships. Any alteration to terms and conditions of the scholarship must be granted through prior written approval of JNZPF. Decisions made by the JNZPF are final and binding.

2. Application procedure

2.1 Application form

For a JNZPF scholarship, you must submit an application form at the same time as your application for admission.

2.2 Personal Statement (essay)

See "Personal Statement (essay)" of applicants for Assistantships on Page 19, 2.2. The same applies. You may use the same personal statement (essay) written for an application for an SEG scholarship. You may submit two copies of the essay, one for the SEG scholarship application and the other for the JNZPF Scholarship application.

2.3 Deadline for Application

All applications are due by the 1st March for Term One starting in April each year; the 1st July for Term Two starting in August and 1st December for Summer Term starting in January. They can be received earlier. Late enrolments may be considered.

Vision Manawatu Scholarship

In partnership with Vision Manawatu, IPC is offering six full tuition scholarships for study in 2008. These scholarship opportunities are available to employees of businesses or institutions within the Palmerston North and Manawatu regions who wish to pursue further education or self-development. Employers within these regions are also offered these scholarships allowing them to identify key personnel who they may wish to offer up-skilling opportunities as part of their personal development.

Vision Manawatu is a non-profit local government-funded economic development agency based in Palmerston North. Vision Manawatu is contracted to deliver on strategic objectives aimed at creating more jobs, more investment and more pride in the Manawatu Region.

Vision Manawatu offers scholarships to qualified applicants who wish to further their education and self-development, and are interested in forming relationships with students from different cultures and being role models for other IPC students in academic and student life.

A Vision Manawatu scholarship will cover \$2,800 of the annual tuition fee, normally for students who elect to live on campus. The terms and conditions of the scholarship are stated in the form of a contract between Vision Manawatu, IPC and the recipient for a fixed term for the provision of the subsidy of tuition fees.

1. Terms and conditions for recipients of scholarship

- 1.1 See "Terms and Conditions for Recipient of Scholarships" on Page 19, 1.1. The same applies.
- 1.2 See "Terms and Conditions for Recipient of Scholarships" on Page 19, 1.2. The same applies.
- 1.3 See "Terms and Conditions for Recipient of Scholarships" on Page 19, 1.3. The same applies.
- 1.4 Vision Manawatu grants the scholarships. Any alteration to terms and conditions of the scholarship must be granted through prior written approval of Vision Manawatu. Decisions made by Vision Manawatu are final and binding.

2. Application procedure for the scholarship

2.1 Application Form

If you wish to apply for a Vision Manawatu scholarship, you must submit an application form at the same time as your application for admission.

2.2 Personal statement (essay)

See "Personal statement (essay)" of applicants for Assistantships on Page 19, 2.2. The same applies. You may use the same personal statement (essay) written for the application for the Scholarship when applying for the Vision Manawatu scholarship. Please submit two copies.

2.3 Deadline for application

All applications are due by the 1st of March for term one starting in April of each year, and the 1st of July for term two starting in August of each year and 1st December for summer term starting in January. They can be received earlier. Late applications will be considered.

Sport Manawatu Scholarship

In partnership with Sport Manawatu, IPC is offering five full tuition scholarships for study in 2008. These scholarship opportunities are available specifically for the Diploma in International Sports Studies (DISS) students who are presently involved in sport, either as a player, coach or administrator.

Sport Manawatu is one of 17 regional sports trusts nationally that deliver Hillary Commission and community programmes, and advocate for sport at the local level. Sport Manawatu is a non-profit local government and Hilary Commission funded sport development agency based in Palmerston North.

Sport Manawatu offers scholarships to qualified applicants who wish to further their education with a qualification focusing on international sports studies. It is a one year qualification that will develop and integrate a basic understanding of sports performance, administration, marketing and cross-cultural international studies.

A scholarship will cover \$2,800 of the annual tuition fee and is normally for students who elect to live on campus. The terms and conditions of the scholarship are stated in the form of a contract between Sport Manawatu, IPC and the recipient for a fixed term for the provision of the subsidy of tuition fees.

1. Terms and conditions for recipients of scholarship

- 1.1 See "Terms and Conditions for Recipient of Scholarships" on Page 19, 1.1. The same applies.
- 1.2 See "Terms and Conditions for Recipient of Scholarships" on Page 19, 1.2. The same applies.
- 1.3 See "Terms and Conditions for Recipient of Scholarships" on Page 19, 1.3. The same applies.
- 1.4 It is Sport Manawatu that grants the scholarship. Any alteration to the terms and conditions of the scholarship must be granted through prior written approval of Sport Manawatu. Decisions made by Sport Manawatu are final and binding.

2. Application procedure

2.1 Application Form

If you wish to apply for a scholarship, you must submit an application form at the same time as your application for admission.

2.2 Personal statement (essay)

See "Personal statement (essay)" of applicants for Assistantships on Page 19, 2.2. The same applies. You may use the same personal statement (essay) written for the application for the Scholarship when applying for the Sport Manawatu scholarship. Please submit two copies.

2.3 Deadline for application

All applications are due by the 1st of March term one starting in April of each year, and the 1st of July term two starting in August of each year and 1st of December for summer term starting in January. They can be received earlier. Late applications will be considered.

Part E – Iwi Details

Please indicate your iwi by ticking the appropriate box below, and return with your Application Form.

Code	Iwi	Region
0100	Te Tai Tokerau/Tamaki Makau Rau	Region not further defined
0101	Te Aupouri	Northland/Auckland
0102	Ngati Kahu	
0103	Ngati Kuri	
0104	Ngapuhi	
0105	Ngapuhi Ki Whaingaroa - Ngati Kahu Ki Whaingaroa	
0106	Te Rarawa	
0107	Ngati Takoto	
0108	Ngati Wai	
0109	Ngati Whatua	
0110	Te Kawerau	
0111	Te Uri o Hau	
0112	Te Roroa	
0200	Hauraki (Coromandel) Region not further defined	Coromandel
0201	Ngati Hako	
0202	Ngati Hei	
0203	Ngati Manu (Marutuahu)	
0204	Ngati Paia	
0205	Patukinkiri	
0206	Ngati Porou Ki Harataunga Ki Mataora	
0207	Ngati Pukenga Ki Waiau	
0208	Ngati Rahiri Tumutumu	
0209	Ngati Tai	
0210	Ngati Tamatera	
0211	Ngati Tara Tokanui	
0212	Ngati Whanaunga	
0300	Waikato/Te Rohe Potae	Region not further defined
0301	Ngati Haua(Waikato)	Waikato/
0302	Ngati Maniapoto	
0303	Ngati Raukawa(Waikato)	
0304	Waikato	
0400	Te Arawa/Taupo	Rotorua/Taupo
0401	Ngati Pikiao (Te Arawa)	
0402	Ngati Rangiteaore (Te Arawa)	
0403	Ngati Rangitahi (Te Arawa)	
0404	Ngati Rangiwewehi (Te Arawa)	
0405	Tepuika (Te Arawa)	
0406	Tarawhai (Te Arawa)	
0407	Tuhourangi (Te Arawa)	
0408	Uenuku-Kopako (Te Arawa)	
0409	Waitaha (Te Arawa)	
0410	Ngati Whakaue (Te Arawa)	
0411	Ngati Tuwharetoa	
0412	Ngati Tahu (Te Arawa)	
0500	Tauranga a Moana/Mataatua	Region not further Defined
0501	Ngati Pukenga	Bay of
0502	Ngaiterangi	
0503	Ngati Ranginui	
0504	Ngati Awa	
0505	Ngati Manawa	
0506	Ngati Tai	
0507	Tuhoe	
0508	Whakatohea	
0509	Whanau-A-Apanui	
0510	Ngati Whare	
0600	Te Tairāwhiti(East Coast)	Region not further defined
0601	Ngati Porou	East Coast
0602	Te Aitanga-A-Mahaki	
0603	Rongowhakaata	
0604	Ngati Taranuhiri	
0700	Te Matau a Maui/Wairarapa	Region not further defined
0701	Rongomauiwahine (Te Mahia)	Hawkes Bay/Wairarapa
0702	Ngati Kahungunu ki Te Wairoa	
0703	Ngati Kahungunu ki Heretaunga	
0704	Ngati Kahungunu ki Wairarapa	
0705	Ngati Kahungunu, region unspecified	
0706	Rangitane (Te Mat au a Maui/Hawkes Bay/Wairarapa)	
0707	Ngati Kahungunu ki Whanganui a Orotu	
0708	Ngati Kahungunu ki Tamatea	

Code	Iwi	Region
0709	Ngati Kahungunu ki Tamakinui a Rua	
0800	Taranaki	Region not further defined
0801	Te Atiawa (Taranaki)	Taranaki
0802	Ngati Maru (Taranaki)	
0803	Ngati Mutunga (Taranaki)	
0804	Nga Rauru	
0805	Nga Ruahine	
0806	Ngati Ruauui	
0807	Ngati Tama (Taranaki)	
0808	Taranaki	
0809	Tangahoe	
0810		Pakakohi
0900	Whanganui/Rangitikei	Region not further defined
0901	Ngati Apa (Rangitikei)	Whanganui/Rangitikei
0902	Te Ahi Hau Nui a Paparangi	
0903	Ngati Haua (Taumarunui)	
0904	Ngati Hauiti	
1000	Manawatu/Horowhenua/Te Whanganui a Tara	Manawatu/Horowhenua/Wellington
1001	Te Atiawa (Whanganui a Tara/Wellington)	
1002	Muaupoko	
1003	Rangitane (Manawatu)	
1004	Ngati Raukawa (Horowhenua/Manawatu)	
1005	Ngati Toarangatira (Te Whanganui a Tara/Wellington)	
1006	Te Atiawa Ki Whakarongotai	
1100	Te Waipounamu/Wharekauri	South Island/Chatham Islands
1101	Te Atiawa (Te Waipounamu/South Island)	
1102	Ngati Koata	
1103	Ngati Kuia	
1104	Kati Mamoe	
1105	Moriori	
1106	Ngati Mutunga (Wharekauri/Chatham Islands)	
1107	Rangitane (Te Waipounamu/South Island)	
1108	Ngati Ranua	
1109	Ngati Tahu/ Kai Tahu	
1110	Ngati Tama (Te Waipounamu/South Island)	
1111	Ngati Toarangatira (Te Waipounamu/South Island)	
1112	Waitaha (Te Waipounamu/South Island)	
1113	Ngati Apa ki te Waipounamu	
2001	Tainui	Iwi not named, but waka or Iwi confederation known
2002	Te Arawa	
2003	Takitimu	
2004	Aotea	
2005	Mataatua	
2006	Mahuru	
2007	Mamari	
2008	Ngatokimatawhaorua	
2009	Nukutere	
2010	Tokomaru	
2011	Kurahaupo	
2012	Muriwhenua	
2013	Hauraki/Pare Hauraki	
2014	Turanganui a Kiwa	
2015	Te Tauhū o Te Waka a Maui	
2016	Taurang a Moana	
2017	Horouta	
2101	Te Atiawa	Iwi named but region unspecified
2102	Ngati Haua	
2103	Ngati Maru	
2104	Ngati Mutunga	
2105	Rangitane	
2106	Ngati Raukawa	
2107	Ngati Tama	
2108	Ngati Toa	
2109	Waitaha	
2110	Ngati Apa	
2200	Hapu affiliated to more than one iwi	Hapu affiliated to more than one iwi
5000	Do not know name of Iwi	Other responses.

Part F – Disability Details

1. If you indicated a disability on the application form, please specify your disability by ticking all relevant boxes; and return with your Application Form

- Deaf
- Hearing impaired
- Specific learning disability
- Medical (e.g. Chronic pain; epilepsy; neurological)
- Psychological/ psychiatric disability
- Mobility
- Speech
- Blind
- Vision impaired
- Temporarily impaired (including temporary impairment or injury that is expected to last less than six months)
- Other (please state): _____

2. The following questions must be ticked “Yes” if you require assistance. The purpose of these questions is to help determine what assistance (if any) IPC can reasonably provide in the circumstances.

- (a) In the event of an emergency would you need help to evacuate a building?

Yes No

- (b) Do you need additional resources to assist you with your studies?

Yes No

If “yes” please specify: _____

Part G – Previous/Current Secondary School (High School) Study Details

Students aged under 20 must provide this information. This information is used to determine eligibility and suitability for enrolment.

If you are now 20 or over, or will turn 20 before 1 January 2006 you do not need to provide proof of these qualifications.

Complete this form if you have, or are you currently studying towards, any of the following qualifications, and return with your Application Form;

- | | | | |
|--------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> School Certificate/
NCEA Level 1 | <input type="checkbox"/> Sixth Form Certificate/
NCEA Level 2 | <input type="checkbox"/> University Entrance/
NCEA Level 3 | <input type="checkbox"/> Bursary |
|--------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------|

subjects	credits	subjects	credits	subjects	credits	subjects	credits
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Please attach copies of results

Other Qualifications

Name of qualification	Subjects passed / course majors
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADDRESS: Private Bag 11021, Palmerston North **TOLL FREE:** 0800-367-472
WEBSITE: <http://www.ipc.ac.nz> **EMAIL:** info@ipc.ac.nz