

# Application for Admission and Provisional Enrolment (New Zealand Citizens / Permanent Residents)

**Welcome to IPC! Thank you for choosing to study with us. Please complete this form and return it to us along with the \$50 Application Fee as soon as possible.**

Have you previously applied or enrolled at IPC?

Yes  No  If "Yes", Student ID No.: \_\_\_\_\_ Previous Name: \_\_\_\_\_  
(If different from below):

## Section 7 continued:

4. At any time after IPC has offered me a place (irrespective of whether I have accepted or started study at IPC), IPC may still:
- cancel or postpone any course and/or qualification that I have enrolled in (whether partially completed by me or not);
  - change the content of any course and/or qualification that I have enrolled in;
  - cancel my enrolment as permitted under the Education Act 1989 or otherwise by law.

57 Aokautere Drive  
Private Bag 11021  
Palmerston North  
New Zealand

Telephone: 64 6 354 0922  
Fax: 64 6 354 0935  
email: [info@ipc.ac.nz](mailto:info@ipc.ac.nz)  
[www.ipc.ac.nz](http://www.ipc.ac.nz)

Please print in pen. If you need assistance or further information, please telephone us on:

**0800 FOR IPC (0800 367 472)**

or visit our website at:

[www.ipc.ac.nz](http://www.ipc.ac.nz)

### PLEASE READ THIS

• Before completing this form, please read the IPC Introduction and Enrolment Guide which contains important information including further terms and conditions of your enrolment at IPC. Please ensure that you have read and understand IPC's refund policy and the IPC Change of Details/Circumstances information set out in the IPC Introduction and Enrolment Guide.

• To ensure that you have the current information required to calculate the total tuition fees payable to us, please read the IPC Introduction and Enrolment Guide. For further information, contact IPC.

• Before submitting this form, please complete the checklist on the last page.

## Section 1: Personal Details

Title  
Mr  Mrs  Miss  Ms  Other  >If "other" please enter details: \_\_\_\_\_

Legal Family name \_\_\_\_\_ Legal First name(s) \_\_\_\_\_

Preferred name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_  
DAY MONTH YEAR MALE FEMALE

Residential address: (Street, Town, City) \_\_\_\_\_

Postal address: (If different from residential address) \_\_\_\_\_

Home telephone number \_\_\_\_\_ Work telephone number \_\_\_\_\_  
( ) ( )  
AREA CODE AREA CODE

Cellphone number \_\_\_\_\_ Email address \_\_\_\_\_

Next of kin/emergency contact name: \_\_\_\_\_ Next of kin/emergency contact telephone number: \_\_\_\_\_  
( )  
AREA CODE

Next of kin/emergency contact address: \_\_\_\_\_

NZQA or a National Student Index number, (if any) \_\_\_\_\_ IRD Number (if any) - Please see Part C of the IPC Introduction and Enrolment Guide: \_\_\_\_\_

## Section 8: My Acknowledgement and Declaration

- In completing and returning this form, I am applying for admission and enrolment at IPC. If IPC offers me a place in writing and if I accept that place, I agree to pay to IPC the relevant tuition fees and all other fees including facility fees set by IPC.
- I undertake to comply with all IPC's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Application for Admission).
  - I acknowledge that I have not relied on IPC's (and/or IPC's agents or contractors) judgement that course(s) and/or qualification(s) are suitable for any particular purpose or will achieve any particular result.
  - I acknowledge that, apart from the statements and warranties expressly given to me in writing by IPC, all other statements and warranties (express or implied) are excluded.
  - I understand that the terms and conditions of this form as well as Part C of the IPC Introduction and Enrolment Guide form part of my contract with IPC. I have read the IPC Introduction and Enrolment Guide. I understand and accept it.
  - If I have applied to enrol in a course where IPC requires me to supply further information (eg. health, police check, etc.), I agree to promptly supply that information. I understand that my enrolment in that course is conditional on IPC being satisfied with the content of the information I supply.
  - If this is the first time I have enrolled at IPC, I have attached (or agree to promptly send) a certified copy of my birth certificate or passport, or proof of permanent New Zealand Residency (Residence Visa).
  - If I am under 20 years of age, I have attached proof of my highest level of achievement at secondary school.
- I have read and agree to the Privacy Act provisions (see Part C of the IPC Introduction and Enrolment Guide).
- I agree that if IPC offers me a place in writing and if I accept that offer of a place, I may withdraw only if Academic Registry receives a signed Change of Details/Circumstances form from me.

### Declaration

I declare that to the best of my knowledge all the information I have provided on this form is true and complete.

I acknowledge that if IPC offers me admission in writing, I may accept that admission by completing, signing and returning the Acceptance Contract and paying IPC's tuition fees. I acknowledge that if I do not accept IPC's offer promptly by returning the signed acceptance contract, IPC may withdraw its offer of admission to me before it receives notice of my acceptance.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
DAY MONTH YEAR

Guardian's Signature (if I am under 18 years at the date of signing this application). \_\_\_\_\_ Date \_\_\_\_\_  
DAY MONTH YEAR

### Checklist

- My Application for Admission is fully completed, dated and signed by me.
- I have read and understood the IPC Introduction and Enrolment Guide.
- If I am a first-time student at IPC, I have attached proof of my age and identity.  
This proof of age and identity may be either:  
- Certified copy of Birth Certificate or  
- Passport and  
- Residence Visa (if applicable) or  
- Proof of change of name (if applicable)

If I am under 20 years of age, I have attached proof of my highest level of achievement at secondary school and the Previous/Current Study Details tear-off sheet from Part G of the IPC Introduction and Enrolment Guide.

If I am disabled, I have attached the Disability Details Form from Part F of the IPC Introduction and Enrolment Guide.

I have enclosed my \$50 Application Fee and two passport-sized photographs.

## Section 2: Qualification/Courses (see Part B of the Introduction and Enrolment Guide for programme information)

Please tick the name(s) of the qualification you wish to study:

- Master of International Studies (Environment)
- Postgraduate Diploma of International Studies (Environment)
- Bachelor of International Studies
- Graduate Diploma of International Studies
- Diploma of Japanese Language (Advanced)
- Diploma of Japanese Language
- Diploma of Japanese Studies
- Diploma of International Sport Studies
- Foundation Education Programme\*  
\*Only applicable to NZ residents for whom English is a second language

Planned Start Date:  April (Term 1)  August (Term 2)  January (Term 3)

Please return completed application to:

**IPC**  
Private Bag 11021  
Palmerston North

