



# Introduction to IPC

## Enrolment Guide for International Applicants

for the 2008 Academic Year and Beyond



# IPC

INTERNATIONAL  
PACIFIC COLLEGE  
NEW ZEALAND

*Higher Education for the Internationally Minded*

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# Introduction

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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**
- **Bachelor of International Studies**
- **Graduate Diploma of International Studies**
- **Diploma of Japanese Studies**
- **Diploma of International Studies (including Foundation English)**
- **Diploma of Japanese Language**
- **Diploma of Japanese Language (Advanced)**
- **Foundation Education Programme**
- **Certificate in Proficiency in English I and II**

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, Tajikistan, Taiwan, 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, recreation centre, tennis courts, computer laboratories, a dining hall and 10 halls of residence on campus.

## Advantages of Studying at IPC

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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 of 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 International Applicants

To assist International students to study at IPC, scholarships from the Soshi Educational Group (SEG) in Japan are available. 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 act as role models for other IPC students in academic and student life.

Those seeking a tuition subsidy should apply for an SEG Scholarship. See Pages 16 and 17 for application procedures.

Annual Tuition Fee*	SEG Scholarship Categories	SEG Scholarship Tuition Subsidy	Tuition Cost for Student If granted an SEG Scholarship
NZ\$26,000	SEG II	NZ\$18,000	NZ\$8,000
	SEG III	NZ\$16,000	NZ\$10,000
	SEG IV	NZ\$12,000	NZ\$14,000
	SEG V	NZ\$6,000	NZ\$20,000
Full Fees			NZ\$26,000

\*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 reviewed subject to the recipient meeting set standards. They are also subject to conditions as set out on Pages 16 and 17.

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

IPC is a fully residential college and all international students are required to live on campus. A bond of \$750 is required (\$500 of which is refundable), to cover any damage that may occur during occupancy. Living on campus is a great way of meeting and making friends with students from a range of countries. Refer to the Accommodation Guide for further information and costs.

### 2.3 Facility Fee

A Facility Fee of NZ\$1250 per year is required for access to the library, recreation centre, computer laboratories, the Internet, teaching materials and textbooks.

### 2.4 Activity Fee for Diploma Students (Foundation Year)

An Activity Fee of NZ\$500 will cover the cost of the class trip that all Foundation Education Programme students participate in near the completion of Term 2, as well as the cost of a homestay visit. This is charged only to students entering the Foundation Education Programme in April or August.

### 2.5 Application Fee

A non-refundable application fee of NZ\$125 must be included with each application form.

# Part B - Programme Information

## Master of International Studies (Level 9)

## & Postgraduate Diploma of International Studies (Level 8)

### 1. **Duration** - Masters of International studies - Two years (Five terms)

- Postgraduate DIS - One year (Three terms)

### 2. **Programme Statement**

The Master of International Studies involves 90 credits of study, of level 9 papers, taken over a minimum of three terms and independent research. 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 a formal research thesis. All papers in the Master of International Studies are offered at levels 8 and 9. Students choose their own area of specialisation for this interdisciplinary research - business, politics, resource development or the environment. Upon successful completion, students are awarded a Master of International Studies. (Note: only one of these qualifications, not both, can be awarded to a graduate).

The Postgraduate Diploma of International Studies involves 150 credits of study, of level 8 papers, taken over a minimum of three terms. It can be completed in either one calendar year of fulltime study or part-time basis (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 interdisciplinary papers that look at Resource Development and Management, Business, Science and the Environment. A fifth "capstone" paper (Environmental Resource Management) is undertaken in the final term.

### 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 as follows: IELTS - 6.5 or better; TOEFL - 600 or better; Computer TOEFL - 250 or better; TOEIC - 800 or better with internal writing and speaking assessment; 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	Paper 2 - 30 credits	Paper 3 - 30 credits	Paper 4 - 30 credits
People, the Land and Sustainable Development <ul style="list-style-type: none"> <li>• Industrial development</li> <li>• Population and the environment</li> <li>• Migration and land development</li> <li>• Culture, philosophy, ethics and land development</li> <li>• Community</li> <li>• Gender issues</li> <li>• Social equity issues</li> <li>• Sustainability</li> <li>• Cross-cultural barriers</li> </ul>	Business, the Environment and Corporate Social Responsibility <ul style="list-style-type: none"> <li>• Business ethics</li> <li>• International business and the environment</li> <li>• Environmental regulations and business compliance</li> <li>• Trade and the environment</li> <li>• Business and environmental management</li> <li>• International marketing and business opportunities</li> <li>• International accounting and law</li> <li>• Contemporary issues in business management</li> </ul>	Science, the Environment and Policy Making <ul style="list-style-type: none"> <li>• History of scientific investigation of natural environments</li> <li>• Science as a tool for understanding the environment</li> <li>• Links between science and technology</li> <li>• The role of science in management and policy making</li> <li>• Technology management and policy making</li> <li>• Communicating environmental science findings and values</li> <li>• Critical evaluation of environmental issues</li> </ul>	Politics and Development <ul style="list-style-type: none"> <li>• Political culture and development</li> <li>• Domestic political processes</li> <li>• International trade, investment and development</li> <li>• International division of labour and development</li> <li>• Regional and international development issues</li> <li>• The UN and the environment</li> <li>• International environmental law</li> <li>• Sustainable development</li> </ul>

### 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 business, resource development and environmental issues. This paper is 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 (Level 7)

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 may be 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 a Major**

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 a compulsory specialist paper.

### **Compulsory English Tests**

Students taking compulsory English Skills papers must take either a TOEIC, 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). 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 (Level 7)**

### **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 6 and 7 level papers in the Bachelor of International Studies. The Graduate Diploma normally includes at least 75 credits from five papers at level 7.

Each student's 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. 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 (Level 5)

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## Diploma of Japanese Language (Advanced) (Level 6)

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 (Level 5)

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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.

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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 international 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 Studies (Level 5/6)

1. **Duration** - Four years (Nine terms: Terms 1, 2 and 3 in Year One, and Terms 1 and 2 in years Two to Four).

2. **Programme Statement**

The Diploma of International Studies (DIS) is a four-year diploma programme which provides an advanced educational qualification appropriate to the needs and interests of the international business community. Practical studies are provided, and the programme includes papers that offer extra language support for those students who seek to achieve a level of English language appropriate to professional employment.

3. **Course Structure**

**Year One - Foundation Education Programme**

The Foundation Programme is a one-year programme for non-native speakers of English that is conducted over three terms. Unlike English language schools which commonly rely on short term intensive immersion training to establish limited communication skills, the Foundation Programme provides a continuous course of language development that is designed to develop skills necessary for high achievement in tertiary studies. The sequential training in small-group settings enhances the use of integrated reading, writing, listening and speaking skills. It also introduces the use of computers and develops computing skills for tertiary studies.

Students who achieve the English Language requirements for degree study may apply to transfer to the Bachelor of International Studies programme for the following term.

**Years Two-Four**

The Diploma of International Studies offers five specialist areas for further study: Business Communication, Tourism, Environmental Studies, Health and Welfare, and Sports Management. Upon selecting a specialty area, students will be required to complete all papers in that area to graduate with the appropriate major. The papers in each specialty area are sequential and are compulsory. Students must obtain a total of thirty-two papers (480 credits) taken over a minimum of nine terms prior to graduation. Almost half of these papers, including the relevant compulsory introduction paper, will be in the chosen specialty area.

From Year Two onwards, students must also enrol in three introductory specialty papers, five compulsory English skills papers, and five [or six] elective papers from a range of elective choices. The three compulsory introductory papers, each in a different specialty area, provide students with an introduction and overview of the subject areas and enables students to make an informed decision about which specialty area to pursue.

4. **Entry Requirements**

Entry is available to students who would be able to undertake university-level study in New Zealand. Your English language requirements are as follows: IELTS - 4.5 or better; TOEFL - 450 or better; Computer TOEFL - 133 or better; TOEIC - 450 or better with internal writing and speaking assessment; a credit in English language taken at General Certificate Examination "A" level or better.

# Part C – Application And Enrolment Guide for Admission

(International Applicants)

## 1. Application form and academic records (transcripts)

- 1.1 All prospective students must complete and submit the Application Form along with official records of their prior academic study. These records are to 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 International English Language test score result (IELTS, TOEFL or TOEIC), if 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 (NZ\$125) 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 Term Three 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, residence costs 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. Student Visa

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

## 6 Medical Information

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

The College has a contracted doctor and nurse who have been assigned to deal with illness and minor medical emergencies on campus during the week at the Health Clinic. They will also arrange appointments when necessary with doctors at the Group Medical Chambers. Dental care, physiotherapy, optometry consultations, counselling and specialist appointments can also be referred to by the college doctor.

When the clinic is closed, students may contact Admin Services for advice about visits to local doctors or phone 0800 355 050.

International students may be required to submit medical information on arrival at IPC as well as undergo a medical examination by a College doctor. The cost of this examination is NZ \$65.

## 7 Student Health Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

## 8 Refund policy

The refund of tuition fees is in accordance with Section 236A of the Education Act 1989 as stated below;

### 8.1 Refund of Tuition Fees

“Section 236A Information, withdrawals and refunds

(1) Every private training establishment shall -

- (a) Ensure that all printed and other information made available to prospective students gives full details of -
  - (i) The total fees for each course of study or training, including fees for class or lecture materials, books, special clothing, safety equipment, tools, and any other items that are or may be provided to students enrolled for that course [, and including any [student association membership fees] ]; and
  - (ii) The class or lecture materials, books, special clothing, safety equipment, tools, and other items that are or may be required by the establishment to be bought or provided by students enrolled for each course of study or training; and
- (b) Provide every prospective student with a written statement of the total course costs and other financial commitments associated with each course of study or training before accepting that student's enrolment; and
- (c) Allow every students enrolled for a course of study or training (being a course of 3 months or more) to withdraw from it at any time within 7 days after the first day of the course for which attendance of students at the establishment is required; and

- (d) Refund to every student who so withdraws, without deduction, so much of any payment, or of the sum of any payments made by the student to the establishment in respect of that course, and, if withdrawal from that course also constitutes withdrawal from the establishment as a whole, in respect of enrolment at the establishment, as exceeds \$500 or 10 percent of the amount of that payment or the sum of those payments, whichever is the lesser.
- (2) Where, before the 7th day after the first day of a course of study or training (being a course of 3 months or more) for which attendance of students at the establishment is required, a student has made any payment or payments (whether described as fees or otherwise howsoever) to the establishment in respect of the student's enrolment or participation in the course, -
- (a) The establishment shall ensure that there is paid to an independent person approved by the Qualifications Authority for the purpose out of that payment or those payments, to be held in trust to be available for refund to the student under subsection (1) (d) of this section, an amount equal to so much of that payment or the sum of those payments as exceeds the lower of the following amounts:
- (i) 10 percent of that payment or the sum of those payments:
- (ii) \$500:
- (b) If, and only if, satisfied that the student withdrew from the course within 7 days after the first day of the course for which attendance of students at the establishment was required, the person shall pay the amount held to the student:
- (c) If, and only if, satisfied that the student did not withdraw from the course within 7 days after the first day of the course for which attendance of the students at the establishment was required, the person (as the case requires) pay the amount held to the establishment, or hold it for the establishment's creditors."

Under no other circumstances will there be a refund of tuition fees other than those stated above.

## **8.2 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, including the 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 facility 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 be given refunds at the discretion of the college on a case by case basis only.

### **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.

Student fee protection: IPC fully complies with New Zealand Government requirements

Withdrawal: 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.

### **8.3 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.

## **9. 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.

## **10. IRD number**

This is allocated by the Inland Revenue Department for tax purposes. Students will be required to complete a form after arrival at IPC.

## **11. 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".

## **12. Provisional enrolment at IPC**

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

12.2 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) IPC is satisfied that you meet the entry criteria (if any).

12.3 All or any of the conditions in section 12.2 above may be waived by IPC at its sole discretion and are inserted for IPC's sole benefit.

12.4 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 .

### **13. Your rights and obligations if IPC offers you Admission and if you accept**

- 13.1 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, police check etc.), you agree to supply that information promptly. You understand that your enrolment for 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.
- 13.2 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.
- 13.3 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 and student fees protection mechanisms in place.

### **14. Privacy**

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

- 14.1 IPC collects and stores information about you. Some of this information will be provided by you, and 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.
- 14.2 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.
- 14.3 In signing the Application for Admission and Provisional Enrolment Form you authorise the collection, holding and disclosure referred to above.
- 14.4 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

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.

Please refer to Page 5 of this guide for a summary of the scholarship categories available. The terms and conditions of the scholarship are stated in the form of a contract between SEG and recipient for a fixed term for the provision of 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 a 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 asked 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 appropriately engaged in activities both at the College and in the community of Palmerston North.

**1.4** The Soshi Educational Group (SEG) solely and exclusively grants scholarships. Any alteration to terms and conditions of the scholarship must be provided in writing by SEG. Decisions rendered by the SEG shall be considered as final and binding.

## 2. Application procedure for the Scholarships

### 2.1 Application Form

If you wish to apply for an SEG Scholarship, you must complete 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)

- describes ways you have helped others during your secondary schooling;
- describes what activities developed your leadership skills; or
- 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, New Zealand, within a week of you submitting your application.

### **2.4 Deadline for Application**

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

# Part E – 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 - please specify)
- Psychological/psychiatric
- 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 F – Parental Consent

The New Zealand Code of Practice for the Pastoral Care of International Students provides a framework for education providers for the pastoral care of international students. The Code is established under Section 238F of the Education Act 1989

International Pacific College is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students, section:

- 15.7 Provides for parental consent of the students under the age 18 prior to enrolment and for communication arrangements with parents in the event of an emergency.
- 15.8 Provides for regular communication with parents

Students Full Name \_\_\_\_\_

Age at time of Application \_\_\_\_\_

Fathers Full Name \_\_\_\_\_

Mothers Full Name \_\_\_\_\_

Parent(s) Address Details \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact phone numbers \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)

I hereby give parental consent for my child to enrol and study at IPC and for IPC to hold family contact details

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A summary of the Code of Practice for the Pastoral Care of International Students

The code sets standards for education providers to ensure that:

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up-to-date
- Students are provided with information prior to entering into any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner
- The particular needs to international students are recognised
- International students are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found on the International Education page at [www.minedu.govt.nz](http://www.minedu.govt.nz)

**ADDRESS:** Private Bag 11021, Palmerston North, New Zealand

**WEBSITE:** <http://www.ipc.ac.nz>      **EMAIL:** [info@ipc.ac.nz](mailto:info@ipc.ac.nz)

