

For Office Use Only:

S/ID:



IGQ Golf College

*The best choice in golf education!*

## Enrolment Form

### WHEN COMPLETED

Please email this form to:  
Email: [info@igggolfcollege.com](mailto:info@igggolfcollege.com)

### Contact us:

Ph: +64 3 420 1432  
Website: [www.igggolfcollege.com](http://www.igggolfcollege.com)  
IGQ Golf College  
PO Box 8868 Christchurch 8041 New Zealand

### PERSONAL DETAILS

Family Name (Surname)  Given Name (First name)

Date of Birth    Height  cm Weight  kg Gender  Male  Female  
Day Month Year

Passport Number  Expiry Date    Issuing Country   
Day Month Year

Home Address (in your country)

Email  Fax

Telephone  Mobile

Address (in NZ)

Email  Fax

Telephone  Mobile

Who should we contact in an emergency?  
(If you are under 18, please include guardian details, if different from above.)

Name  Relationship

Address

Email  Fax

Telephone  Mobile

### EDUCATION DETAILS

Highest qualification  School  Year

How long have you studied English (if it is not your native language)?  Years  Months

Where did you study English?  Secondary school  University/institute/college  private language school

## GOLF EXPERIENCE

How long have you played golf?  Years  Months

Name of your home golf club and country

Golf handicap

Name of coach

Golf achievements

## COURSE REQUIRED

New Zealand Diploma in Sport, Recreation and Exercise (Multi Sector) Level 5 ( )

NZ Certificate in Sport, Recreation and Exercise (Multi Sector) Level 4( )

4~12-week Golf Beginner Programme (GBPx), Number of weeks ( )

4~12-week Golf Intensive Programme (GIPx), Number of weeks( )

Expected start date( )

## ACCOMMODATION

Do you require us to make homestay (minimum stay 4 weeks) arrangements for you?  Yes  No

(Homestay provides an excellent opportunity for you to practise your English and get to know New Zealand culture).

If yes, please complete the homestay details below.

Please tick (✓) as many boxed as you like:

Family with:  Young children  Teenage children  No Children  Pets  doesn't matter

Expected date of arrival

Flight no./arrival time (if known)

## COMPULSORY HEALTH & TRAVEL INSURANCE

The ministry of Education has published the Code of Practice for the Pastoral Care of International Students and requires all international students to have comprehensive health and travel insurance. We can arrange insurance for the period of your enrolment. If you have not supplied proof of insurance by the start date of your course, IGQ will take out an insurance policy on your behalf, from our preferred provider. You will be required to meet the costs of this policy.

Do you want us to arrange insurance for you?  Yes  No **If NO, then go to (\*) below**

When do you want to start your insurance OR  
When do you expect to leave your home country?

Length (if any)

## PROFICIENCY & SUITABILITY ASSESSMENT:

## DECLARATION

I am aware of the Code of Practice Summary and have read and accept the conditions of enrolment. The conditions of enrolment can be viewed at [www.igqgolfcollege.com](http://www.igqgolfcollege.com)

Consultant's Stamp

Signed

(the student)

Date

Signed

(the guardian-for students under 18 years of age)

Date

## Conditions of Enrollment for IGQ Golf College

### Courses

- IGQ offers both NZQA-accredited and non-NZQA-accredited courses.
- IGQ reserves the right to change course arrangements without prior notice.
- The minimum age for enrollment is 14 years.
- IGQ courses are delivered in English and Mandarin.

### Payment of Fees

- Fees include all applicable taxes. IGQ reserves the right to change fees under certain circumstances.\*\*
- Fees must be paid in full and in advance for the length of study requested on the enrollment form.\*\*

### Withdrawals and Refund Policy

IGQ Golf College's for International Students is based on a student's "Path of Study". The Path of Study (for International Students) is defined as the total length of the programme a student has decided to study as detailed in their Offer of Place and "Statement of Fees" and accepted by the student's payment and enrollment.

#### The formula for calculating an international student's refund is as follows:

- If an International student withdraws prior to the course start date, a full refund will be issued less a NZ\$500 administration fee. An international student must submit a completed written request to withdraw (via email or letter to [office@igqgolfcollege.com](mailto:office@igqgolfcollege.com)).
- If an international student withdraws by the end of the 10th working day of the student's Path of Study, 80% of the tuition fee paid will be refunded (20% of the tuition fee will be deducted along with a \$500 administration fee).
- If an international student withdraws after 10 working days of the student's path of study, there will be no refund for the tuition fee or the home-stay placement fee.
- If an international student visa is not approved by Immigration New Zealand prior to arrival in New Zealand, a full refund will be issued less a \$500.00 administration fee. There will be no refund for the home-stay placement fee. The student must submit official notification from Immigration NZ indicating that the student visa has been declined.
- If an international student visa renewal is declined by Immigration New Zealand due to poor attendance, unsatisfactory, academic performance, or personal reasons, 50% of the tuition fee paid will be refunded, or the refund will be pro-rated based on the last attendance date. There will be no refund for the home-stay placement fee. The student must submit official notification from Immigration NZ indicating that the student visa application has been declined.
- If IGQ Golf College cancels the enrollment, there will be no refund for the tuition fees or the home-stay placement fee. The student must submit a termination of enrollment letter.
- International students may, in certain circumstances, apply for a compassionate refund. This is considered only when withdrawal circumstances and /or reasons are beyond the student's control. Grounds for consideration of a compassionate refund of fees and charges apply to all IGQ students. If an international student withdraws from a course, IGQ Golf College is obligated to inform New Zealand Immigration Service that the student is on a student visa.

### Student Fee Protection Policy

IGQ Golf College operates a trust account with Public Trust in Lower Hutt that complies with section 236A of the Education Act 1989. This trust account is used to indemnify student fees. If IGQ Golf College ceases to trade or cancels a course, student fees for any uncompleted part of the course are protected by the trust account. This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of its student fee protection policy.

### Accommodation

- All IGQ-organized accommodation is subject to availability.
- All IGQ accommodation is carefully selected and monitored by IGQ staff in accordance with the Code.

- If you would like us to arrange homestay for you, a homestay form will be sent to the email address you provided.

Please complete all sections and send it back to us at [office@igqgolfcollege.com](mailto:office@igqgolfcollege.com), or refer to [\[www.igqgolfcollege.com\]\(http://www.igqgolfcollege.com\)](http://www.igqgolfcollege.com) for more information.

## **Behaviour Policy**

First and foremost, we expect you to have the ability to make your education with us very successful. Competency counts!\*\*

Please bring the same enthusiastic and positive attitude that you had on your first day. You and your classmates cannot work effectively without it.

We regard all our students as competent professionals. We trust that you will behave in a responsible and professional manner. We expect you to:

- Act honestly and with integrity in all your dealings with and within our organization.
- Consistently study and perform in your course to the best of your ability and in a manner consistent with class expectations.
  
- Be an effective and supportive member of your class.
- Participate actively in your course of study.

It is expected that all staff and students treat each other with respect. Verbal or physical abuse, bullying, harassment, or sexual harassment by any staff member or student will not be tolerated.

If a student persistently disrupts classes or is guilty of sexual harassment, physical abuse, or bullying, IGQ Golf College will invoke the termination of enrollment procedures as outlined in the Student Handbook under Termination of Enrollment.

## **Attendance Policy**

Good attendance is crucial for your studies in New Zealand and for passing your exams.

\*It is the policy of IGQ Golf College, in accordance with New Zealand Immigration requirements, that all students maintain an attendance average of 80% or above. Please note: Immigration considers all days you are not at school (including sick days) to be absences, even if you have filled out a student request form.

Warning Process for Absenteeism:

- If a student is often absent without a satisfactory explanation:
  - On the third occasion, the student will receive a warning letter for poor attendance.
- If the student continues to be absent and their average attendance falls below 80%:
  - The student will receive a second warning letter.
- If the student still continues to be absent and their attendance falls below 80%:
  - The student will receive a third and final warning letter and will be expelled from the school.\*\*

On the third warning letter, IGQ Golf College will contact New Zealand Immigration, which may choose to revoke the student's visa.

Please note: If a student's attendance record is below 80%, the student will not receive a certificate upon leaving the school.

## **Grievance Procedure for Students**

It is our policy to enable students to speak about their problems to management, who will give full consideration to your problem or complaint. You will not be discriminated against for presenting a complaint or requesting a discussion about a problem. The purpose of this problem-solving procedure is to seek a solution to any complaint or problem to the satisfaction of both you and IGQ Golf College.

The Procedure:\*\*

1.If you are unhappy with some aspect of your subject, a teacher, or your grades/assessments, the first person to

speak with is the Director of Coaching. Hopefully, the issue will be resolved at this point.

2. If, after talking with the Director of Coaching, you still believe that the issue has not been resolved, make an

appointment with the Dean of Administration and the Principal of Operations.

3. If, after talking with the Dean of Administration and the Principal of Operations, you still believe that the issue has not been resolved, write to the Chairman of the Board.

4. If you still feel that the issue has not been resolved, you may contact the following organizations for dispute resolution depending on the type of complaint:

- For complaints of a financial or contractual nature, contact [iStudent](<http://www.istudent.org.nz/student-complaints>).

- For complaints about courses, teaching, or assessments, contact The Tertiary Education Dispute Resolution Service at [<https://tedr.org.nz>](<https://tedr.org.nz>) or email [contact@tedr.org.nz](mailto:contact@tedr.org.nz). This organization acts for all Private Training Establishments registered with NZQA under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The service is free for students.

## Code of Practice

IGQ has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at [<http://www.minedu.govt.nz>](<http://www.minedu.govt.nz>).

## Declaration

I consent to IGQ collecting, storing, and using my personal information for the purpose of its normal and proper business. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 2020, Education and Training Act 2020, and any other relevant legislation.

I consent to the disclosure of personal information to INZ, agents, pathway partners, accommodation providers, medical or legal professionals, or others to enable IGQ to provide academic, administrative, and welfare support.

I understand that giving false information on the enrollment form or failing to disclose information may result in this enrollment being canceled.

I understand that I may withdraw my consent by writing to IGQ. I understand that IGQ must use and disclose personal information about me if required by NZ law, even if I withdraw consent.

By submitting this application, if I accept a place for this program, I agree to read, understand, and comply with the IGQ Terms and Conditions of Enrollment.

## Student:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Guardian:

Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_