



NEW ZEALAND COLLEGE OF CHIROPRACTIC

graduating hands, hearts & minds

STUDENT APPLICATION

New Zealand College of Chiropractic
Admissions Officer
PO Box 113-044, Newmarket,
Auckland, New Zealand
Phone: (64 9) 526 6780
Facsimile: (64 9) 526 6788

Please attach **two** passport photos

Please print your name and birthdate on reverse of photograph

Office Use Only:

**This application form should be completed for all New Zealand and Australian applicants.
There are separate forms for International students**

Personal Details

Family Name (Surname)

Given Name(s)

Title
 Mr Ms Miss Mrs Dr
Other _____

Country of Citizenship (if you are a NZ Permanent Resident)
 Gender
 M F

Date of Birth Age

Indicate year of enrolment into NZ College of Chiropractic

Proof of Eligibility to be a student in New Zealand
Please indicate your NZ Residency Status (*tick one box only*)

- New Zealand New Zealand Permanent Resident
 Australian Citizen Refugee

Please prove your NZ Residency Status by attaching one of the following documents

- or Birth certificate with place of birth stated as New Zealand
- or New Zealand Passport
- or A Statement of Whakapapa, countersigned by a Kaumatua
- or Birth certificate with place of birth stated as Cook Island, Niue or Tokelua
- or Passport with a New Zealand permanent residence stamp
- or Australian Passport
- or Australian Birth Certificate
- or A document proving your refugee status

Send in a photocopy certified by a Justice of the Peace or Academic Registrar

Contact Details

Address in New Zealand

Postal Address (if different)

(Please inform the Admissions Officer if you change address)

Telephone: Fax/Mobile:

Telephone: Fax/Mobile:

Email:

Emergency Contact
Name
Country

Telephone
Email

Educational Record

Secondary School/High School/Foundation

Name of School	Country	Year Started	Qualification	Year Completed

Bursary Candidate Code

If you have sat or are sitting bursary (NZUEBS) please enter your bursary code and year

Code Year

Tertiary Study (University, Technical College, Other)

Name of Institution	Country	Year Started	Qualification	Year Completed

Please attach your Academic Transcript

I have completed / am completing my pre-requisite study at _____

Work Experience

Do you have any work experience you believe is relevant to Chiropractic?

Yes No

Employment Period	Name of Employer	Position Held
Please attach relevant employer references or letters of job offer		

Other Professional experience

Other courses, seminars, workshops, etc. relevant to your application

Description	Dates

Students with Disabilities

If you have a disability and need further help at the New Zealand College of Chiropractic, please provide a brief statement outlining your needs. This information will be kept confidential and will not affect admission.

Criminal History

Have you ever been convicted of a criminal offence? Yes No

Do you currently have any court cases or legal proceedings pending against your name? Yes No

If you answered yes to any either of the above questions, you must submit full details with this application.

Essay Requirement

In order for the college to gain a greater insight into your desire to pursue chiropractic studies, we require all applicants to submit a 500 word essay with their application. This essay is a personal insight into firstly, why you wish to study chiropractic, and secondly why you wish to study at the New Zealand College of Chiropractic.

Please include what has inspired you to join the profession including any experience/exposure you may have had with chiropractic.

Please submit your essay in typed, double-spaced format.

Submitting Your Application

Where are you currently located?

New Zealand Home Country Other Country

How did you hear about the New Zealand College of Chiropractic? *(Please tick one)*

Faculty Staff NZ Embassy Chiropractor - Name _____
 Education Fair Advertisement NZCC Graduate
 Internet Family/Friends Other Chiropractor
 NZ Secondary School Chiropractic Student

Student Checklist

Please ensure you have done the following: *(If you do not include all relevant documents it may delay your application processing)*

Completed all sections of the application form Read the attached Information Guide
 Enclosed translated and verified copies of your original documents and academic transcript Signed and Dated this application form
 Enclosed a copy of your current passport/birth certificate Application fee of NZ \$100 enclosed or see below for payment option
 Two passport photos Essay

Payment Options

Visa Mastercard Cheque (made payable to New Zealand College of Chiropractic)

Card Number _ _ _ _ _ / _ _ _ _ _ / _ _ _ _ _ / _ _ _ _ _

Expiry Date _ _ / _ _

Name on Card _____

Student Declaration and Signature (ALL STUDENTS MUST SIGN)

- I have read and understand the Refund of Fees Policy for New Zealand and Australian Students (page attached at back)
- I agree to abide by the laws and regulations of the New Zealand College of Chiropractic
- I acknowledge that if I am accepted for the course of study I am liable for the fee (including any late fee or debt collection fee) payable for my course of study until such times as I have paid
- I also acknowledge that attendance of any class without full tuition fee having been paid in breach of College policy, and the College may take such steps to recover the outstanding fees as may be necessary
- I have read and understand the outline of how the Privacy Act will be applied in the College, set out in the Information Guide, and I authorise the College to collect, use and disclose personal information about me in accordance with that outline in the Privacy Act 1993
- I agree that before I use the Internet at New Zealand College of Chiropractic, I will read the Policy regarding Internet Usage and will abide by them. I accept that failure on my part to abide by this policy may lead to termination of my access via New Zealand College of Chiropractic to use the Internet and that I may be required to pay for any internet related costs incurred by my actions which do not accord with the policy or guidelines (as well as reasonable costs for recovering these costs)
- If the enrolment carries over two academic years I will be bound by the same terms and conditions as agreed herein.
- I have truthfully completed the 'Criminal History' Section of this application.
- I declare that the information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that the New Zealand College of Chiropractic may suspend my enrolment if false information has been supplied or required information is not supplied by the due date
- I promise that I will make myself familiar with the requirements in regard to student behaviour as set out in the Student Handbook (Handed out on first day and available on the College Intranet). I will obey the statute, rules and regulations of the College. I acknowledge that if I breach the Statutes, Rules and Regulations of the College I will be subjected to the Discipline Procedure and penalties imposed under the New Zealand College of Chiropractic Policies and Procedures and General Academic Statute

Signature

_____|_____|_____|

Day Month Year

Application Procedure

1. Complete and sign the New Zealand College of Chiropractic Student Application Form
2. Attached **certified** translated copies of these documents: (*Photocopies or facsimiles of documents are not acceptable*)
 - Academic records and any official examination certifications
 - Two passport sized photographs
 - Certified copy of passport or birth certificate
3. Send the signed application form and certified documentation detailed above to the Admissions Officer. An application takes approximately four weeks to process. If entry requirements are met you will be invited to participate in a selection interview.
4. Soon after selection interviews have taken place, you will be notified of your status, along with an offer of place.
5. NZ \$100 application fee applies

Refund of Fees Policy for New Zealand and Australian Students

If the New Zealand College of Chiropractic withdraws an Offer of Place, or is unable to provide the course offered, all tuition fees are fully refundable.

1. Withdrawal from the Programme

DATE OF WITHDRAWAL NOTIFICATION	REFUND DUE	CANCELLATION FEE
Within 10 days of course start date	100% minus cancellation fee	\$500 Administration fee
After 10 days of the course start date	At the discretion of the President	

2. Refunds—New Zealand and Australian Students

If a student decides to withdraw after the academic year has begun they must complete a Withdrawal Form and provide any supporting documentation to the Registrar. A full refund of fees minus an administration fee is given to students who withdraw within 10 working days from the start of a semester.

Discretion in granting a refund rests with the President for students who withdraw from a course after more than 10 working days from the start of the semester. If serious illness or accident prevents any student from completing a course in any period of study, the student may formally apply to the President to have the percentage of non-consumed fees to be held in credit until the commencement of the next period of study for which they would be available. Suitable documentary evidence must accompany the application.