

THE PROFESSIONAL BAR & RESTAURANT SCHOOL

New Zealand's premier hospitality management institute

STUDENT INTERVIEW/ENROLMENT CHECKLIST

1. Terms and Conditions of Enrolment

Initials_____

By completing this student interview / enrolment checklist and the enrolment form I understand this constitutes the act of enrolment and I accept all of the terms and conditions within the enrolment form.

2. Total Fees and Refunds

Initials_____

Course fees: \$6,500 per year; this fee is inclusive of all course materials and workbooks. Please be aware that uniforms are to be purchased by the student and the cost for these is not included in the course fees.

Transfers: A student may transfer course start date upon the receipt of full tuition fees. At which time the following will no longer apply;

Refunds: A refund of course fees will be available with a written withdrawal letter, up to seven days after the first day of course commencement. An administration fee of either 10% of your course fees or \$500, whichever is less, will be charged. After this time has elapsed no refund will be provided.

3. Trust Account details & how it operates – Student Fee Protection

Initials_____

Your fees are held in trust by the Public Trust. For more information please go to www.publictrust.co.nz. We operate a draw down system for payment of your fees. An application form will be completed today.

4. Course Details

Initials_____

Course duration: 40 weeks Qualifications/Course Outcome: National Certificate in Hospitality Level 4 (Operations Supervision), as outlined in promotional material and brochure.

5. Rules and Hours

Initials_____

Course hours and rules and other related disciplinary procedures are detailed within the student handbook. This will be covered with you on your first day of attendance.

6. Attendance

Initials_____

A minimum attendance of 80% is required throughout the course to obtain certification and graduation. Unsatisfactory attendance including regular lateness or non notification of absence will result in withdrawal from the programme.

7. Selection Criteria

Initials_____

Student is over eighteen years of age and has completed the skills capability assessment

8. RPL

Initials_____

Recognition of prior learning policy explained and understood.

9. Studylink – Student Loan & Allowance

Initials_____

I will apply for my student loan application either while at my interview today or alternatively up to and within the next 7 days. If assistance is required I will arrange an appointment with the student services team of The Professional Bar & Restaurant School to assist me with this.

I, hereby agree that all the points listed above have been thoroughly explained to me by the interviewing staff member, and I have read and fully understood them all.

Applicant:

Enrolment Officer:

.....
(Signed)

.....
(Signed)

.....
(Printed Name)

.....
(Printed Name)

Date: __ / __ / __

THE PROFESSIONAL BAR & RESTAURANT SCHOOL

New Zealand's premier hospitality management institute

Physical: Ground Floor, 144 – 148 Hobson Street,, Auckland CBD.

Physical: Level 2, 104 Dixon Street, Te Aro, Wellington.

Postal: PO Box 147 076, Ponsonby, Auckland

Postal: PO Box 27271, Marion Square, Wellington

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Auckland Fax: 09 920 3935

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Welcome to The Professional Bar and Restaurant School. Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 5 of the form.

A QUALIFICATION			
1	Please circle the name of the qualification you wish to enrol on for 2010:	National Certificate in Hospitality Level 4 PBRS Diploma in Hospitality Management Level 5	Office Use
	Qualification Start Date:		
	Qualification End Date:		
2	Have you studied at The Professional Bar & Restaurant School before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your ID number?		
3	Do you intend to study:	Part time <input type="checkbox"/>	Full time <input type="checkbox"/>
4	Please circle how you heard about us:		
	Radio	Friend Student referral (Student Name & ID):	
	Local Paper	New Zealand Herald	
	Expo: Please state which one:	Other	
	WINZ Case Manager Name:	Contact Number:	
	WINZ Branch:	Your Client #:	

B PERSONAL DETAILS						
5	Print your full legal name:					
	<i>Family Name:</i>					
<i>Given Name(s):</i>						
6	Preferred first name:					
	Previous name(s) known by:					
7	If you have previously enrolled at this organisation under another name, what was that name?					
8	Preferred title:	<i>Ms</i> <input type="checkbox"/>	<i>Miss</i> <input type="checkbox"/>	<i>Mrs</i> <input type="checkbox"/>	<i>Mr</i> <input type="checkbox"/>	<i>Other</i> (Specify):
9	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 19 <input type="text"/> <input type="text"/>	9	Gender:	<i>Male</i> <input type="checkbox"/>	<i>Female</i> <input type="checkbox"/>
		<small>day month year</small>				
10	If you know your NSN (National Student Number), please write it here:		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
11	Citizenship and Residency: <small>You may need to supply evidence of residence or citizenship</small>	Tick the box which best describes your citizenship or permanent residency status.				
		<i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP <i>Other</i> <input type="checkbox"/> Please specify if "Other":				
		(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)				
		If you ticked "Other", please also specify your fee/assistance status.				
		<i>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate)</i> <input type="checkbox"/> 01 <i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 03 <i>Exchange Scheme approved by Ministry of Education</i> <input type="checkbox"/> 04 <i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 06 <i>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08 <i>On-Shore International PhD student</i> <input type="checkbox"/> 09				
		During your time studying in this qualification will you be resident in New Zealand or overseas? <i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/>				

12	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes, which apply to you.</p>	<p>NZ European/Pakeha <input type="checkbox"/> 111 New Zealand Māori <input type="checkbox"/> 211 Samoan <input type="checkbox"/> 311 Cook Island Māori <input type="checkbox"/> 321 Tongan <input type="checkbox"/> 331 Niue <input type="checkbox"/> 341 Tokelauan <input type="checkbox"/> 351 Fijian <input type="checkbox"/> 361 Other Pacific Peoples <input type="checkbox"/> 371 British/Irish <input type="checkbox"/> 121 Dutch <input type="checkbox"/> 122 Greek <input type="checkbox"/> 123 Polish <input type="checkbox"/> 124 South Slav <input type="checkbox"/> 125 Italian <input type="checkbox"/> 126 German <input type="checkbox"/> 127 Australian <input type="checkbox"/> 128 Other European <input type="checkbox"/> 129</p>	<p>Filipino <input type="checkbox"/> 411 Cambodian <input type="checkbox"/> 412 Vietnamese <input type="checkbox"/> 413 Other Southeast Asian <input type="checkbox"/> 414 Chinese <input type="checkbox"/> 421 Indian <input type="checkbox"/> 431 Sri Lankan <input type="checkbox"/> 441 Japanese <input type="checkbox"/> 442 Korean <input type="checkbox"/> 443 Other Asian <input type="checkbox"/> 444 Middle Eastern <input type="checkbox"/> 511 Latin American <input type="checkbox"/> 521 African <input type="checkbox"/> 531 Other <input type="checkbox"/> 611 Not Stated <input type="checkbox"/> 999</p> <p>Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>	
13	<p>Iwi: If you identified as New Zealand Māori in question 12, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p>	<p>Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area):</p>		
14	<p>Prior activity:</p>	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2009? You may tick only one box.</p> <p>Secondary school student <input type="checkbox"/> 01 Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02 Wage or salary worker <input type="checkbox"/> 03 Self-employed <input type="checkbox"/> 04 University student <input type="checkbox"/> 05 Polytechnic student <input type="checkbox"/> 06 College of Education student <input type="checkbox"/> 07 House-person or retired <input type="checkbox"/> 08 Overseas (irrespective of occupation) <input type="checkbox"/> 09 Private Training Establishment student <input type="checkbox"/> 11 Wānanga student <input type="checkbox"/> 12</p>		
15	<p>Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>If yes, how would you describe your impairment, disability or long term medical condition:</p>		<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

C ACADEMIC INFORMATION																		
16	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. <hr/>																
		<div style="text-align: right;">Office Use</div> What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box. <table style="width: 100%; border: none;"> <tr> <td><i>No formal secondary qualifications</i></td> <td style="text-align: right;"><input type="checkbox"/> 00</td> </tr> <tr> <td><i>14 or more credits at any level</i></td> <td style="text-align: right;"><input type="checkbox"/> 11</td> </tr> <tr> <td><i>NCEA Level 1 or School Certificate</i></td> <td style="text-align: right;"><input type="checkbox"/> 12</td> </tr> <tr> <td><i>NCEA Level 2 or 6th Form Certificate</i></td> <td style="text-align: right;"><input type="checkbox"/> 13</td> </tr> <tr> <td><i>University Entrance</i></td> <td style="text-align: right;"><input type="checkbox"/> 14</td> </tr> <tr> <td><i>NCEA Level 3 or Bursary or Scholarship</i></td> <td style="text-align: right;"><input type="checkbox"/> 15</td> </tr> <tr> <td><i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i></td> <td style="text-align: right;"><input type="checkbox"/> 09</td> </tr> <tr> <td><i>Other</i></td> <td style="text-align: right;"><input type="checkbox"/> 98</td> </tr> <tr> <td><i>Not Known</i></td> <td style="text-align: right;"><input type="checkbox"/> 99</td> </tr> </table> Please specify if "Overseas qualification" or "Other". <hr/>	<i>No formal secondary qualifications</i>	<input type="checkbox"/> 00	<i>14 or more credits at any level</i>	<input type="checkbox"/> 11	<i>NCEA Level 1 or School Certificate</i>	<input type="checkbox"/> 12	<i>NCEA Level 2 or 6th Form Certificate</i>	<input type="checkbox"/> 13	<i>University Entrance</i>	<input type="checkbox"/> 14	<i>NCEA Level 3 or Bursary or Scholarship</i>	<input type="checkbox"/> 15	<i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i>	<input type="checkbox"/> 09	<i>Other</i>	<input type="checkbox"/> 98
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<i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i>	<input type="checkbox"/> 09																	
<i>Other</i>	<input type="checkbox"/> 98																	
<i>Not Known</i>	<input type="checkbox"/> 99																	
17	Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No <input type="checkbox"/> Yes <input type="checkbox"/> If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment: Name: Qualification Completed: <hr/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																
		What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification? Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																

D IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF	
18	<p>Do you currently have or will you have a Student Loan this year?</p> <p><input type="checkbox"/> - No – please go to the next section</p> <p><input type="checkbox"/> - Yes – please insert your IRD number (see notes for more information on interest write-off)</p> <p>□□□-□□□-□□□</p> <p>Interest Free Student Loans and other Interest Write-offs</p> <p>If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.</p> <p>On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free student loans, visit www.ird.govt.nz/studentloans.</p> <p>If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.</p> <p>Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.</p> <p>Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can't be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.</p>
E DOCUMENTATION	
	<p>To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:</p> <ul style="list-style-type: none"> ▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue. ▪ New Zealand passport. ▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua. ▪ Certificate of citizenship or letter of confirmation. ▪ Overseas passport with residency stamp. <p>You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Minister of the Church, General Practitioner or School Principal for example.</p> <p>International students must bring their passport with them when they enrol.</p> <p>Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: http://www.nsi.govt.nz/ima.</p>
F BANK ACCOUNT	
20	<p>Please provide details of your bank account for the deposit of items such as Travel Allowances.</p> <p>□□ □□□□ □□□□□□□□-□□□□</p> <p><i>Bank Branch Account Number Suffix</i></p> <p>Name of Bank:</p> <p>Name of Branch: Town/City:</p>

G CONTACT DETAILS			
21	Next of Kin: Emergency contact	<i>Name:</i>	<i>Phone:</i>
	Relationship to you:		
	Your Home Address and contact details:	<i>Home Address:</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>	<i>Postal Address: (if different from home address)</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>
		<i>Phone:</i>	<i>Mobile:</i>
		<i>Fax:</i>	<i>Email:</i>
21	Address While Studying:	<i>Address while Studying (if different from home address):</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>	

DECLARATION

Privacy – The Organisation collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Organisation will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.
<http://www.privacy.org.nz/privacy-act>

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. If you withdraw from this course before commencement or up to seven days after the course has commenced a full refund of course fees less an administration fee of \$500.00 will be payable. If no fees have been paid, the administration fee of \$500.00, will still apply. After the seven day period has elapsed, no refund will be provided and all course fees must still be paid. Any outstanding debts or monies due, will be lodged with Veda Advantage (formally know as Baycorp Advantage) as a Payment Default, until the debt has been repaid. At the time that the debt has been repaid the status of the debt will be changed to read 'Settled', on your credit report.

In the event that a student wishes to re-enrol or transfer from a previous intake, the seven day liability period for full course fees is withdrawn and no refund of course fees will be available.

Any student rejoining a Professional Bar School programme with fees outstanding will only be admitted on full payment of outstanding fees. In this instance the seven day liability period for full course fees is withdrawn and no refund of course fees will be available.

I _____ understand that if I default in my payment obligations to The Professional Bar School, information about that default may be given to Baycorp Advantage / Veda Advantage and Baycorp Advantage / Veda Advantage may give information about my default to other Baycorp Advantage / Veda Advantage customers.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Organisation with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature

_____/_____/_____

Date

➤ ***Please make sure that you sign your enrolment form above*** ◀