

International Student Application for Enrolment Form

Who should complete this form?

-International applicants who wish to study at Evolution School

-Permanent residents of Cook Islands, Tokelau or Niue who wish to study at Evolution School

Applicant's Personal Details

You must attach a certified copy of your birth certificate or passport. If you have changed your name, please attach evidence of this (e.g. certified copy of marriage certificate).

Surname or family name:

First name(s):

Date of birth (DD/MM/YYYY):

Gender:

Country of citizenship:

Ethnicity:

Passport number:

Passport expiry date:

Visa type (if you already held):

Visa expiry date:

Applicant's Main Contact Details

This address you enter below will be used for all correspondence unless an Evolution School registered agent has been appointed by you. You may also be contacted by email, telephone or mail. Please advise Evolution School if your main contact address changes.

If you apply through an Evolution School registered agent, all correspondence about your application will be sent to that agent.

What is your main contact address?

Street name and number:

Suburb:

City/Town:

Post code:

Country:

Telephone number (with country code):

Mobile number (with country code):

Email address:

Alternative Contact Details

This will be used if we cannot contact you at your main address.

No agent's details in this section – see Section 4

Street name and number:

Suburb:

City/Town:

Post code:

Country:

Telephone/Mobile number (with country code):

Who is your emergency contact person?

Name:

Telephone/mobile number (with country code):

If applying through an Evolution School registered agent

Please complete this section if applying through an Evolution School registered agent. If not, go to Section 5.

Evolution School has the contact details for all Evolution School registered agents. If you apply through an Evolution School registered agent, all correspondence relating to your application will be sent to that agent.

What is the name of your Evolution School registered agent and code?

Place the Evolution School registered agent stamp here:

Programme Selection

Please state your preferred programme of study in order of preference. If you are unsure of the programme code, leave that space blank. Your programmes will be assessed in the order that you list them here.

Preference 1

Programme Name:

Programme Code:

Start Date: Jan 27th 2026

Finish Date: Dec 15th 2026

Preference 1

Programme Name:

Programme Code:

Start Date: Jan 27th 2026

Finish Date: Dec 15th 2026

Details of Most Recent Education Qualifications

Please list your most recent high school or secondary school qualification (attach copies of transcripts and certificates).

Qualification Name:

Education Institution Name:

Country:

Year Completed:

Please list your most recent tertiary study/higher education qualification (attach copies of transcripts and certificates).

Qualification Name:

Education Institution Name:

Country:

Year Completed:

Are you currently waiting for results?

If you are intending to apply for Recognition of Prior Learning (RPL)/Credit Transfer, please see Page 9 for more information. This application for enrolment is not an application for RPL

Relevant Work or Other Experience

Please state any relevant work or other experience that may support your application.

A CV or evidence of this work or other experience may be required.

Name of employer/associate:

Start date:

End date:

Position/type of work:

Name of employer/associate:

Start date:

End date:

Position/type of experience:

English Language Proficiency

If English is not your first language, you will need to have completed, within the last two years, one or more of the English language proficiency tests listed on NZQA's table for internationally recognised English proficiency outcomes for international students

What is your first language?

If English is not your first language, please tick one of the following that applies to you:

- I have completed and attached my English language test result
- will provide my English language test results at a later date.
- English was the medium of instruction of my previous __ years of study. I have attached documentary evidence.

Disabled and Deaf Students

Do you have an impairment, disability, medical condition or are you deaf?

If not, please go to Section 10.

If yes, please indicate by ticking the appropriate box/es below. The information you supply is confidential:

- Deaf
- Hearing impaired
- Vision blind
- Vision impaired
- Head Injury
- Physical

- Autism Spectrum Disorder
- Learning disorder
- Psychological/psychiatric
- Speech impairment
- Medical (chronic or ongoing)
- Medical (temporary)
- Intellectual
- Allergy/ies
- Other - please specify:

Does your impairment, disability, medical condition, or being deaf affect your ability to study? Yes/No

Statistical Information

i) How did you hear/learn about Evolution School of Beauty & Massage? Please tick one:

- Friends
- Family member
- Advertisement
- Education Fair/Expo
- NZ High School
- Other NZ provider
- Internet
- Agent
- English Language School

ii) What was (or will be) your main activity on 1st October in the year before you start your study at Evolution School?

- Living outside of New Zealand
- Living in New Zealand

If living in New Zealand, please specify what you were or will be:

- o Secondary school student
- o Tertiary education student
- o Wage/salaried earner
- o Non-employed

Funding

Please indicate how you will be paying for your fees:

- o Privately (yourself, family member or other private sponsor)
- o Full scholarship (full tuition and medical insurance scholarship)

Applicant checklist

Please don't send original documents as they will not be returned to you.

Have you:

- o Completed all sections in this form
- o Enclosed/attached a copy of your official academic transcript(s) including graduating certificate and explanation of the grading system(s). If in a language other than English, you must provide a copy of the document(s) in the original language(s) and a copy of the official English translation(s).
- o Enclosed/attached a copy of your current passport with current relevant visa
- o Enclosed/attached a copy of your official English language proficiency results
- o Enclosed/attached other supporting documentation related to your application
- o Read the Student Declaration and signed and dated this application form.

Arranged valid and appropriate insurance - This includes: (a) the international tertiary learner's travel – (i) to and from New Zealand; and (ii) within New Zealand; and (iii) if the travel is part of the educational instruction, outside New Zealand; and (b) medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and (c) repatriation or expatriation of the international tertiary learner as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and (d) death of the international tertiary learner, including cover of – (i) travel costs of family members to and from New Zealand; and (ii) costs of repatriation or expatriation of the body; and (iii) funeral expenses.

Arranged an appropriate visa to entitle you to study in New Zealand

13. Student Declaration –read and sign

a. I agree to abide by the regulations and policies of the Evolution School

b. I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that Evolution School may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. Evolution School reserves the right to inform all other tertiary education providers, Immigration New Zealand, and the Police, of such cases, including the student's name and date of birth.

c. I understand that all documents submitted with this application become the property of Evolution School and will not be returned to applicants. I agree to supply further documentation requested by Evolution School for the purpose of my enrolment.

d. I understand that Evolution School will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and on Page 8 & 9 below. I acknowledge that I have the right to access and seek correction of personal information about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

e. I authorise Evolution School to release information regarding my application to Immigration New Zealand (INZ) and the Ministry of Business, Innovation & Employment where. Evolution School considers the information relevant to my immigration status.

f. I authorise any agency holding the source of any information I have provided on this form to release that information to Evolution School upon request.

g. I have read and understood the information related to Evolution School's tuition fees, and the refund policy for international students, available on Evolution School's website.

h. I am aware of the tuition costs associated to the programme and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet the

costs, Evolution School and the New Zealand Government will not be expected to help me.

i. I understand that Evolution School may contact me via email, text messages, phone or by post for communications regarding my enrolment.

j. I understand Evolution Schools policy on termination of contract of study as per the International student handbook and as on the webpage

SIGN BELOW

To be signed by the applicant if 18 years of age or older:

Your signature (applicant to sign):_____

Date:_____

If the applicant is not able to sign above, an authorised person or an Evolution School registered agent may sign on the applicant's behalf

Name of person:_____

Signature:_____

Date:_____

Your relationship to the applicant:_____

WHERE TO SEND THIS FORM

Postal address:

Evolution School

Email address:

info@evolutionschoolwhg.co.nz

115 Cameron Street

Whangarei 0110

Northland

New Zealand

FOR MORE INFORMATION

Phone: +64 9 4386583

Web: www.evolutionschool.co.nz/international

Application and Enrolment Process

Step One

Before you begin, make sure that you plan ahead and give yourself a realistic amount of time to prepare for your intended start date. It is a good idea to research the programmes of study you are interested in, what they involve, and what will be expected of you throughout your studies. Check the application guidelines at www.evolutionschool.co.nz/international

Step Two

To study at Evolution School you will need to apply on an Evolution School Application for Enrolment form either directly to Evolution School or through an Evolution School registered agent. Evolution School registered agents can apply for you online. Applicants can apply online or complete this International Student Application form, ensuring all sections are completed in full, and that the programme of choice is clearly indicated. You will need to supply the required documentation otherwise this will delay your application.

Step Three

When Evolution School receives your application you will receive an acknowledgement email. Complete applications may take up to one week to assess. You will then be contacted to organise a suitable time for a programme briefing where we will explain the programme to you in detail and you will be able to ask any questions you may have.

Step Four

Successful applicants will receive a Letter of Offer letter form, which will give advice on fees, insurance (health and travel), and date of payment. There will also be a Confirmation of Acceptance document and a Fee Protect Student Acknowledgement Form

Step Five

The applicant can accept the Confirmation of Acceptance form by signing then emailing it back to Evolution School evolutionschoolwhg@gmail.com

Step Six

Pay the programme fee as specified in the Letter of Offer - use the information in the Fee Protect Student Acknowledgement Form to guide you on paying the fee.

Step Seven

When your fees have been paid, Evolution School will send you a receipt. This receipt must be presented to the nearest Immigration New Zealand office with a copy of your Letter of Offer in order to obtain a student permit/visa. Your student permit/visa must then be presented to Evolution School to help complete enrolment prior to the start of your programme.

To guarantee your place in the programme, acceptance must be received with full payment of fees by the due date. In the case that all places in the programme are taken at the time you decide to pay the fees and accept the Confirmation of Offer, Evolution School will offer you a place in the programme in the next available intake.

Step Eight

Congratulations. It is now time to purchase your travel and health insurance, prepare for your travel, and get ready for life as an Evolution School student in Whangarei, New Zealand.

HOW TO CERTIFY YOUR DOCUMENTS

Evolution school requires proof of identity and eligibility to study from all new applicants to Evolution School.

If you have already studied in New Zealand, we will use the National Student Index (NSI) database and match your details to an active National Student Number (NSN). If a match can't be found then you will be notified and asked to provide certified documentation as proof of identity and eligibility to study at Evolution School (for example a passport or birth certificate).

Legal certification (proof that a photocopy is a true copy of the original document) is very important and can be done in several ways:

If you are overseas:

Take the original document(s) and a photocopy of each to your country's equivalent of one of the following: Justice of the Peace or Notary Public or Member of Parliament or Judge or any person authorised by the law of your country to administer an oath.

If you are in New Zealand:

EITHER bring the original document(s) and a photocopy of each original and show it to the Evolution School's office. The copy will be signed by the staff member as being a true and accurate copy

OR take the original document and a photocopy of it to a Justice of the Peace or a Notary Public or a Member of Parliament or a Barrister/Solicitor or a Registrar/Deputy Registrar of the Courts.

A document must be legible and have "certified true copy of the original" stated on the document, the full name, signature and title/position of the person certifying the document, and an official stamp.

Please don't send original documents as they will not be returned.

Evolution School may suspend or terminate your enrolment if any falsified documents are discovered during the application or enrolment process, or during your study.

PRIVACY

The personal information collected at the time of your enrolment will be held on the student administration database and will be made available only to authorised staff of Evolution School. Some personal information (typically your name, current address, date of birth and academic details) from this database may be made available to external organisations. Evolution School undertakes to collect and maintain student personal information in a manner consistent with the principles outlined in the Privacy Act 1993.

USES OF INFORMATION COLLECTED

Personal information collected will be available to those members of Evolution School staff

responsible for:

- Your enrolment
- Providing student services
- Establishing and maintaining your records
- Maintaining order and discipline
- Providing tuition, appropriate academic advice and support
- Providing Evolution School activities and events

ORGANISATIONS WHICH MAY USE THE INFORMATION*

- Ministry of Education
- Immigration New Zealand (INZ)
- Tertiary Education Commission (TEC)
- Education Training and Support Agency
- New Zealand Qualifications Authority (NZQA)
- Industry training organisations
- Contributing secondary schools and other tertiary education institutions.

*The information collected will not be released to all of these potential users, but may be released on request.

Note: Your name, date of birth and residency as entered on this application for enrolment form will be included in New Zealand's National Student Index (NSI), and will be used in an authorised information matching programme with the New Zealand birth register. For further information please see: <https://nsi.education.govt.nz>

RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT FOR PRIOR LEARNING

If you believe you are entitled to credit for your previous studies or work experience, please complete the Recognition of Prior Learning (RPL) form available from: www.evolutionschoolwhg.co.nz

Credit is not awarded automatically. You must apply if you think you are eligible.

Previous studies or work experience must be assessed as being equivalent in content and standard to individual courses in programmes taught at Evolution School. An application for credit must include an official outline of the qualification already studied as well as specific descriptions of programme content and individual courses studied as published in the course syllabus by that institution.

CODE OF PRACTICE

Evolution school is bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 published by the New Zealand Qualifications Authority <https://www2.nzqa.govt.nz/tertiary/the-code/>

FEES INFORMATION

-The fees for programmes of study offered to international students are generally set in the second quarter of the preceding academic year.

-Tuition fees are set annually and are for the calendar period of January to December.

-The international fee for one year of full-time study will be advised in the Confirmation of Offer. The fees stated will be applicable only to the calendar year (January-December) in which the programme is commenced. If the programme extends for one or more semesters in a subsequent calendar year(s) the student will be required to pay all fees applicable for that subsequent calendar year(s).

-Please note that the Confirmation of Offer is valid for the entire period of study in a programme provided that the student has a current permit/visa. You must keep a copy of the Confirmation of Offer for your records.

-Immigration New Zealand (INZ) requires that international students undertake full-time study to comply with the conditions of their student visa/permit. Full-time study at Evolution School is deemed to be 120 credits per year, or 60 credits per semester.

-All international students are required to pay a non-refundable NZ\$150 enrolment fee for their first year of study only.

-All international students must pay all fees as detailed in the Confirmation of Offer by the stated due date.

-An international student will not be enrolled at Evolution School until all fees are paid in full. If the tuition fees are not paid in full by the required date then the student will be withdrawn from the programme and Immigration New Zealand (INZ) will be advised that the student is no longer studying at Evolution School.

-If you are making a payment via a scholarship or financial guarantee, evidence of fees to be paid must be provided for the full programme of study one month prior to the start of the semester.

-If an international student is studying more than 120 points per year or 60 points per semester, additional tuition fees will be payable based on the number of additional credit points studied.

-If the fee calculated at the time of enrolment into courses is less than that detailed in the Confirmation of Offer, any credit balance on the international student's account will be held by Evolution School and applied to a subsequent enrolment. The amount of the credit balance is not available as a refund and any credit balance that remains outstanding for a period of two years or more will be forfeited.

NOTE ABOUT RETURNING INTERNATIONAL STUDENTS:

-All returning international students are required to pay the fee calculated on their invoice which is based upon the enrolment into courses in their chosen programme of study.

-For international students other than in their first year of study, fees must be paid two weeks prior to the start of the semester.

-A copy of the Protocol for Payment and Refund of Fees can be found at:

<https://www.evolutionschool.co.nz/policies.html>

Please note: The date the International Student Refund Application is received by Evolution School will be the date used to calculate a refund (not the last day of attendance at class). A refund will take a minimum of three weeks to process. Evolution School reserves the right to request additional supporting information before any refund request is considered. The \$150 enrolment fee is non-refundable in all circumstances.

Policy on Termination of Contract of Study

1. Purpose

This policy outlines the circumstances under which a student's contract of study with Evolution School may be terminated. It ensures fair, transparent, and consistent procedures in accordance with NZQA rules and the Code of Practice for the Pastoral Care of Learners.

2. Scope

This policy applies to all domestic and international students enrolled in any programme at Evolution School.

3. Reasons for Termination

A student's contract of study may be terminated for one or more of the following reasons:

a. Breach of Visa Conditions (for international students)

i) Failure to hold a valid visa

ii) Breach of work or study conditions on the visa

b. Non-Attendance or Lack of Participation

i) Frequent unexplained absences

i) Consistent failure to attend classes, complete assessments, or engage in learning activities

c. Academic Misconduct

i) Plagiarism, cheating, or dishonesty in assessments

i) Repeated failure to meet academic progress requirements despite support

d. Misconduct or Serious Behavioural Issues

i) Aggressive, threatening, or abusive behaviour toward staff, students, or others

i) Repeated breaches of the school's Code of Conduct or behavioural expectations

e. Financial Non-Compliance

i) Failure to pay tuition fees or other required charges, after fair warning and payment support options have been offered

f. Failure to Comply with School Policies

i) Repeated disregard for rules related to health and safety, technology use, drug and alcohol policy, or other major breaches

g. Welfare or Safety Concerns

i) If a student's behaviour presents a serious risk to themselves or others and the school has exhausted all appropriate support options

4. Procedure for Termination

Step 1: Investigation and Support

The school will first investigate the issue and offer appropriate support, including meetings with the learner, pastoral care, and intervention where needed.

Step 2: Formal Warning

A written warning will be issued if the issue is not resolved. This outlines the concern, expected changes, and timeframe for improvement.

Step 3: Final Meeting

A final meeting will be held with the learner (and a support person if requested) before any decision is made to terminate study.

Step 4: Termination Notice

If the issue continues, a formal Termination of Contract of Study Letter will be issued. This will include the reasons for termination, the effective date, and any appeal options.

5. Appeals Process

Students have the right to appeal any decision to terminate their study.

Appeals must be made in writing within 5 working days of the date of the termination letter.

Appeals will be reviewed by a panel not involved in the original decision.

Students can also seek advice from NZQA or a relevant disputes resolution body.

6. International Students

In addition to the above:

Immigration New Zealand will be notified if an international student's enrolment is terminated.

An international student may need to leave New Zealand if they are no longer meeting visa requirements.

7. Refunds

Any refunds will be calculated according to the Evolution School's Withdrawal and Refund Policy and in line with NZQA rules.

8. Records and Privacy

All documentation related to termination will be kept securely and handled according to the Privacy Act 2020.

9. Review

This policy will be reviewed annually or as required by changes in NZQA or immigration regulations.