

# INTERNATIONAL STUDENT FULL DEGREE APPLICATION FORM

## HOW TO COMPLETE THE APPLICATION FORM

### HOW TO USE THIS FORM

This application form is to be used by all international students applying to study for a degree programme at Victoria University of Wellington, with the exception of PhD.

There is a separate application process for PhD applicants, managed by the Faculty of Graduate Research—go to [www.wgtn.ac.nz/fgt](http://www.wgtn.ac.nz/fgt)

ALL sections in this form must be completed. Please print clearly in block letters. Enclose one set of supporting documents with this application—all documents must be certified copies. This application will not be processed unless full documentation is attached.

### PLAN YOUR DEGREE AND MAJOR

We encourage students to research the degrees and majors they plan to study at Victoria University of Wellington.

For a full list of degrees and subject areas offered, go to [www.wgtn.ac.nz/international/study](http://www.wgtn.ac.nz/international/study)

PhD applicants: Do NOT use this application form. There is a separate application process for the PhD degree, managed by the Faculty of Graduate Research—go to [www.wgtn.ac.nz/fgt](http://www.wgtn.ac.nz/fgt)

### SUBMIT YOUR APPLICATION

Complete all sections in the Application Form, sign it and courier (preferably using a tracked worldwide courier service) or mail your form and supporting documents to the below address so it arrives by the closing dates listed on the right.

#### PLEASE RETURN THIS FORM AND ALL CERTIFIED/ATTESTED DOCUMENTATION TO:

Wellington University International  
Victoria University of Wellington  
Level 2, Easterfield Building, Kelburn Campus  
PO Box 600  
Wellington, New Zealand

As a minimum, you must include:

- a completed International Student Full Degree Application Form
- official documentation of your academic results
- a certified copy of your passport (personal details page).

Note that some programmes have additional requirements.

**If your first language is not English**, you must also include supporting evidence of your English proficiency—see page 2 of this form for details, or go to [www.wgtn.ac.nz/epp](http://www.wgtn.ac.nz/epp)

**Postgraduate students** must also include the items listed under Academic Requirements for Postgraduate Study and Research on page 2 of this form. For more information, find your chosen programme on our website: [www.wgtn.ac.nz/international/study/postgraduate](http://www.wgtn.ac.nz/international/study/postgraduate)

#### Master's by Research applicants

Master's by Research applicants are advised to contact an academic in the relevant school/department to ensure that the area of proposed research can be supervised at Victoria University of Wellington.

#### APPLICATION CLOSING DATES

For study beginning in:

Trimester 1 (March): **1 December**

Trimester 2 (July): **1 May**

Trimester 3 (November): **1 September**

Some programmes have an earlier application closing date. Applications received after the above dates are considered on a case-by-case basis.

### RECEIVE AN OFFER OF PLACE

When we receive your application, we will acknowledge it with an email. After an assessment is made, successful applicants will receive an Offer of Place and pre-arrival information by email, including your offer status, offered programme and start date.

### VISIT THE INTERNATIONAL WEBSITE

It is important to review the 'Get ready to study' information at [www.wgtn.ac.nz/international/get-ready-to-study](http://www.wgtn.ac.nz/international/get-ready-to-study), which includes important advice on the accommodation application process, your student visa, and medical and travel insurance.

# APPLICATION TO STUDY AS AN INTERNATIONAL STUDENT ENTRY REQUIREMENTS

TO STUDY AT VICTORIA UNIVERSITY OF WELLINGTON AS AN INTERNATIONAL STUDENT, YOU WILL NEED A GOOD COMMAND OF THE ENGLISH LANGUAGE AND A GOOD RECORD OF ACADEMIC ACHIEVEMENT.

**IMPORTANT:** *These are the **minimum** English-language and academic requirements for admission to Victoria University of Wellington. Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of the University.*

## UNDERGRADUATE STUDY

### ENGLISH-LANGUAGE REQUIREMENTS

One of:

- IELTS: overall band of 6.0 with no sub-score below 5.5
- TOEFL: a score of 80 on the internet-based test
- Pearson Test of English (PTE): a score of 50 with a 'Communicative' score of not less than 42
- C1 Advanced (formerly known as Cambridge English: Advanced (CAE)): a score of 169 or higher, with each skill score no less than 162
- C2 Proficiency (formerly known as Cambridge English: Proficiency (CPE)): a score of 169 or higher, with each skill score no less than 162
- New Zealand Certificates in English Language (NZCEL): Level 4 (Academic)
- a minimum of three ratings of 4 and one rating of 3 in the Victoria University of Wellington English Proficiency Programme test—go to [www.wgtn.ac.nz/epp](http://www.wgtn.ac.nz/epp)

The following programmes have specific English-language requirements:

- Undergraduate teaching degree programmes may require a minimum IELTS overall band of 7.0 with no sub-score below 7.0.
- The Bachelor of Midwifery requires a minimum IELTS overall score of 7.0 with 6.5 or higher in Reading and Writing, and 7.0 in Listening and Speaking.

### ACADEMIC REQUIREMENTS

See qualifications for entry on page 3 of this form.

If you have studied a university foundation programme outside of New Zealand, it must be recognised by Victoria University of Wellington and you will need to have successfully completed the programme with at least a 75% average or equivalent. Applications are assessed on a case-by-case basis.

### ACADEMIC CREDIT TRANSFER AND EXEMPTIONS

Academic credit transfer recognises previous study at another recognised institution and transfers university points (credit) to a degree at Victoria University of Wellington. Credit transfer can reduce the number of courses required to complete a degree. In some cases, it may be possible to complete a degree in two years, instead of three.

Please note that academic credit transfer is not applicable for postgraduate study.

Any undergraduate applicant who has more than the minimum entrance requirements for an undergraduate degree can apply for credit transfer on their application form. Full official documentation from previous studies must be provided, including an original academic transcript, signed and dated by the issuing institution, or a certified copy of the original. Detailed course descriptions of previous study may also be required.

If you have already completed a course that is equivalent to one required at Victoria University of Wellington for a prerequisite, major, or degree, you may be considered for an exemption so that you do not have to take the course again. An exemption does not necessarily transfer credit or points. You may be considered for an exemption as part of the credit transfer assessment.

The assessment process usually takes up to six weeks, so you are strongly encouraged to apply for this when you first apply to study at Victoria University of Wellington.

## POSTGRADUATE STUDY AND RESEARCH

### ENGLISH-LANGUAGE REQUIREMENTS

One of:

- IELTS: overall band of 6.5 with no sub-score below 6.0
- TOEFL: a score of 90 on the internet-based test, with at least 20 in writing
- Pearson Test of English (PTE): a score of 58 with a 'Communicative' score of not less than 50
- C1 Advanced (formerly known as Cambridge English: Advanced (CAE)): a score of 176 or higher, with each skill score no less than 169
- C2 Proficiency (formerly known as Cambridge English: Proficiency (CPE)): a score of 176 or higher, with each skill score no less than 169
- New Zealand Certificates in English Language (NZCEL): Level 5 (Academic)
- a minimum of two ratings of 5 and two ratings of 4 in the Victoria University of Wellington English Proficiency Programme test—go to [www.wgtn.ac.nz/epp](http://www.wgtn.ac.nz/epp)

The following programmes have specific English-language requirements:

- Postgraduate teaching degree programmes and all School of Nursing, Midwifery, and Health Practice programmes require a minimum IELTS overall band of 7.0 with no sub-score below 7.0.
- Master of Laws and Master of International Trade require a minimum IELTS overall band of 7.0 with a writing score of 7.0 with no sub-score below 6.5; or TOEFL or English Proficiency Programme equivalent.

For more information, go to [www.wgtn.ac.nz/international-entry-requirements](http://www.wgtn.ac.nz/international-entry-requirements)

### ACADEMIC REQUIREMENTS

Academic entry requirements vary for postgraduate programmes at Victoria University of Wellington. You will need to have successfully completed a Bachelor's degree or equivalent with at least a B average from a recognised tertiary institution. A background in a particular subject area may be required and/or extensive relevant work experience. Some postgraduate programmes have different entry requirements.

Each application is assessed individually, and entry into postgraduate programmes is at the discretion of the programme director. Postgraduate applicants may also be required to provide supporting material such as a CV, research proposal, or academic references. For more information, find your chosen programme on our website:

[www.wgtn.ac.nz/international/study/postgraduate](http://www.wgtn.ac.nz/international/study/postgraduate)

### PROOF OF ENGLISH-LANGUAGE PROFICIENCY

When applying for admission, please provide a copy of your latest English-language test score, if available. Please note that test results are only valid for two years.

You may be exempt from the English-language requirements if your previous studies were undertaken in a native English-speaking country or in an English-language curriculum, including at a New Zealand secondary school, for at least one year. This will be assessed by our admissions team when you apply.

# INTERNATIONAL STUDENT FULL DEGREE APPLICATION FORM

## SUBMISSION DETAILS

This application is submitted by:

- Self (direct applicant)  
Representative

EMAIL ADDRESS FOR CORRESPONDENCE (representative or student)

POSTAL ADDRESS FOR CORRESPONDENCE (representative or student)  
*\*Please note that we cannot courier/FedEx to PO Box numbers. If a PO Box number is provided, this may delay postage time.*

Are you studying at an institution which has a special arrangement with Victoria University of Wellington (e.g., Partner University Programmes, Tuition Fees Discount Agreement)? If so, please specify:

## STUDENT PERSONAL DETAILS

FAMILY NAME (as shown on student passport)

GIVEN NAME(S) (as shown on student passport)

FULL NAME (in an order you want your legal name to be shown in official university records)

GENDER Male Female GenderX (Gender diverse)

DATE OF BIRTH

NATIONALITY (as shown on student passport)

Are you also a New Zealand citizen / Permanent Resident?  
Yes No

STUDENT TELEPHONE

STUDENT EMAIL ADDRESS (if not already given above)

## DISABILITY INFORMATION

Do you identify as having a disability, impairment, injury, or mental health medical condition and/or are you deaf?

Yes *Some additional costs may apply, so it is important that you contact us at [international@vuw.ac.nz](mailto:international@vuw.ac.nz) to discuss your needs.*  
No

## FUNDING OF STUDY

How do you intend to pay for your studies?

- Private funds  
Home government scholarship (please specify scholarship type)

NZ ASEAN, Pacific, Development or Commonwealth Scholarship (please specify scholarship type)

Other (please specify)

## PROFICIENCY IN ENGLISH

**To study at Victoria University of Wellington you MUST be proficient in English. For more details, go to [www.wgtn.ac.nz/international](http://www.wgtn.ac.nz/international). Documentary evidence of the following information is required:**

English was the language of instruction in previous studies completed in a native English-speaking country.

I will study / am studying in the Victoria University of Wellington English Proficiency Programme

I will sit / have sat an English proficiency test

Date taken/to be taken

English test name

Results (if known)

## PREFERRED PROGRAMME OF STUDY AT VICTORIA UNIVERSITY OF WELLINGTON (IN ORDER OF PREFERENCE)

**What degree/qualification is this application for?**

Degree/qualification Major(s)

1st choice:

2nd choice:

When do you intend to begin study at Victoria University of Wellington? February July November Year:

What is your intended career?

Do you think your chosen qualification will help you fulfil this career aspiration? Yes No

## QUALIFICATIONS AND ACADEMIC RECORDS

Please provide details and official documentation of your academic results for all university qualifications. Include complete and incomplete qualifications.

### Pre-university study

Name of qualification

Institution and country

Date commenced Date completed

## QUALIFICATIONS AND ACADEMIC RECORDS CONTINUED

### Undergraduate

Name of qualification

Institution and country

Date

Date

commenced completed

### Postgraduate

Name of qualification

Institution and country

Date

Date

commenced completed

### Are you CURRENTLY awaiting results of any studies undertaken this year?

No Yes—Please indicate below when these results will be available  
Degree/qualification Institution and country

Date results available

### Are you seeking a credit transfer? (undergraduate applicants only)

No Yes—Please provide official academic transcripts and course descriptions for all tertiary study. If you are awaiting results, please provide these documents as soon as possible. For credit transfer guidelines, go to [www.wgtn.ac.nz/international/plying/credit-transfer-exemptions](http://www.wgtn.ac.nz/international/plying/credit-transfer-exemptions)

### I HAVE INCLUDED:

Certified copy of my passport (personal details page)

Evidence of my English proficiency (where required)

Official documentation of my academic results

### IMPORTANT NOTES

Documents submitted with this application must be certified true copies of the originals, translated into English if necessary, and certified by a person authorised to certify documents (see [www.wgtn.ac.nz/international-documents](http://www.wgtn.ac.nz/international-documents) for more information).

Documents must be clear and legible and may be provided electronically (in high-quality PDF format) or in hard copy.

The University may request further information or documentation at any time including original copies of any submitted documents. You must provide this information or documentation if requested.

The submission of false, fraudulent, or forged documentation in support of this application may result in the University refusing or cancelling your admission or enrolment. Where the University takes this step, the University will notify Immigration New Zealand and the New Zealand Police and may also notify other New Zealand universities and tertiary education institutions.

### DECLARATION

- The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information, my enrolment may be declined or terminated.
- I understand that I will not be admitted into the course or programme for which I have applied:
  - unless my application complies with the University's admission and enrolment requirements, and relevant qualification regulations; and
  - until any conditions advised by the University have been satisfied.
- I agree that upon acceptance of an offer of study or an offer of place or signing of the International Enrolment Application Form in any course or programme:
  - I will become bound by and will comply with all University statutes, policies, regulations, and procedures. I specifically acknowledge my obligations under the Student Conduct Statute and the Acceptable Use of Information Systems Statute; and
  - Unless my eligibility for Fees-Free has been confirmed by the Tertiary Education Commission, I will become liable for fees and levies as advised by the University. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. Information on withdrawals and refunds is available on the University website.
- I understand and accept that, once my University email address is active, it will become the University's primary means of communicating with me and that email communication to that address will amount to written notice to me. I undertake to check my University email address on a regular basis.
- I understand that the University may amend course and programme offerings, fees, levies, statutes, policies, regulations, and procedures without notice.
- I understand that the University will not be liable to me for any loss, damage, or cost of any kind that I may suffer or incur as a result of my enrolment, study, or activities at Victoria University of Wellington.
- I understand that the information I provide is being collected for the purposes described in, and will be used in accordance with, the University's Privacy Notice (available at [www.wgtn.ac.nz/site-info/privacy](http://www.wgtn.ac.nz/site-info/privacy)).
- I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.
- I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.
- I further agree that the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.
- I understand that I must notify the University of any change in my contact details, accommodation type, residential address, or immigration status.
- I authorise the University to forward to their preferred insurance provider, and their insurance broker, personal details that are relevant to my insurance cover, including my name, date of birth, gender, student ID number, enrolment status and type, date of cover, and amount paid. Further information about the preferred University travel and health insurance option for international students, the cover and rates, can be found on the Wellington University International website (at [www.wgtn.ac.nz/international](http://www.wgtn.ac.nz/international)). I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical expenses) for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.
- I understand that the University has the right to terminate my enrolment in accordance with the Cancellation or Refusal of Enrolment Procedure ([www.wgtn.ac.nz/documents/policy/academic/cancellation-or-refusal-of-enrolment-procedure.pdf](http://www.wgtn.ac.nz/documents/policy/academic/cancellation-or-refusal-of-enrolment-procedure.pdf)) and Admissions and Enrolment Statute ([www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-statute.pdf](http://www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-statute.pdf)).
- I understand the consequences and types of disciplinary action that the University may take if I do not comply with the Student Conduct Statute ([www.wgtn.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf](http://www.wgtn.ac.nz/documents/policy/student-policy/student-conduct-statute.pdf)).
- I understand that if I travel to New Zealand, do not complete my enrolment and request a refund of my pre-paid tuition fees, I will be charged an administration fee of NZ\$1,000. I also understand that the monies will be refunded to the originating bank account.

STUDENT SIGNATURE

# APPLICATION TO STUDY AS AN INTERNATIONAL STUDENT

## MINIMUM ACADEMIC REQUIREMENTS FOR UNDERGRADUATE ADMISSION



**A LEVELS (UK)** Three GCE Advanced Level passes at grade C or higher; (outside UK) three GCE Advanced Level passes, one subject must be at grade C or higher

**INTERNATIONAL BACCALAUREATE** Achievement of the Diploma. A grade of 3 or higher in Higher Level English A or B; or a grade of 5 or higher in Standard Level English A fulfils the English-language requirement

### NEW ZEALAND

Entry from NCEA:

- attained NCEA Level 3; and
- achieved 14 credits at NCEA Level 3 in each of three subjects from the list of approved subjects; and
- achieved University Entrance Literacy requirements: 10 credits at Level 2 or higher, made up of 5 credits in reading and 5 credits in writing from specific standards; and
- achieved University Entrance Numeracy requirements: 10 credits at Level 1 or higher from specific achievement standards, or three specific numeracy unit standards.

For more information, go to [www.nzqa.govt.nz/qualifications-standards/awards/university-entrance](http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance)

Successful completion of a New Zealand university foundation programme—for grade requirements, contact the International Admissions team at [international@vuw.ac.nz](mailto:international@vuw.ac.nz)

Successful completion of a one-year qualification rated Level 4 or higher by NZQA and taught by a New Zealand polytechnic or university; or successful completion of one year of full-time study towards such a qualification, with at least a B- average

**CIE (Cambridge International Exams, NZ)** Gain a minimum of 120 points on the New Zealand Tariff Score table, and a minimum grade of D in each of at least three subjects equivalent to those in the approved subjects list for NCEA at AS or A level. Gain a minimum D pass in IGCSE Mathematics and a minimum E pass in AS English Language or AS English Literature.

**AUSTRALIA** Completion of Year 12 with an ATAR of at least 75

**BRAZIL** Successful completion of one year of Bachelor's degree-level study at a recognised institution\*

**CANADA** High School Diploma with an average of 65% or higher across five subjects in Grade 12. Requirements vary from province to province. For province-specific requirements, contact the International Admissions team at [international@vuw.ac.nz](mailto:international@vuw.ac.nz)

**CHINA PRC** Successful completion of Senior High School Graduation with an average of 75% or higher overall, plus one year of Bachelor degree-level study at a recognised institution; or successful completion of Senior High School Graduation with an average of 75% or higher overall, plus a successful completion of a three-year Diploma from a recognised institution; or achieved a Tier 1 score in the National University Entrance Examination (Gaokao) at a recognised institution

**DENMARK** Successful completion of Højere Handelseksamen; or successful completion of Højere Forberedelseksamen. A grade of 7 or higher in English fulfils the English-language requirement

**FIJI** See *South Pacific Nations*

**FINLAND** Successful completion of Ylioppilastutkinto / Studentexamen. A grade of 8 or higher in English fulfils the English-language requirement

**FRANCE** Successful completion of Diplôme du Baccalauréat

**GERMANY** Successful completion of Zeugnis der Allgemeinen Hochschulreife (Abitur). A grade of 13 or higher in English fulfils the English-language requirement

**HONG KONG** Successful completion of the Hong Kong Diploma of Secondary Education (HKDSE) with at least three subjects achieved at Level 4 or higher, including English and two elective subjects

**INDIA** All-India Senior School Certificate (AISSC) minimum 75% overall; or India School Certificate (ISC) minimum 75% overall. A grade of 65% or higher in English fulfils the English-language requirement

**INDONESIA** Sekolah Menengah Atas / Madrasah Aliyah (SMA/MA) with a final grade of 86 or higher; or successful completion of one year of Bachelor's degree-level study at a recognised institution\*

**JAPAN** High School Diploma with an average of 3.5 or higher

**KOREA** Korean University Entrance Examination minimum grade of 80%, or score of 250; or High School Diploma, plus one year of Bachelor's degree-level study at a recognised institution\*

**MALAYSIA** STPM with 3 passes at C grade or higher; or maximum score of 20 points over the best 5 academic subjects in the UEC; or successful completion of the Ontario Secondary School Diploma (Canadian Pre-U) with an average of at least 65% across 6 subjects in Grade 12. A grade of A- or higher in SPM English; or B4 or higher in GCE O-level English 1119; or B or higher in STPM English or B4 or higher in UEC English fulfils the English-language requirement

**NETHERLANDS** VWO Gymnasium A or B

**NORWAY** Vitnemål for Videregående. A grade of 4/VG or higher in English fulfils the English-language requirement

**OMAN** One year of Bachelor's degree-level study at a recognised institution\*; or successful completion of a two- or three-year Diploma from a recognised institution

**PHILIPPINES** Successful completion of one year of Bachelor's degree-level study at a recognised institution\*

**RUSSIA** Certificate of Secondary (Complete) General Education and successful completion of one year of Bachelor's degree-level study at a recognised institution\*

**SAMOA** See *South Pacific Nations*

**SAUDI ARABIA** One year of Bachelor's degree-level study at a recognised institution\*; or successful completion of a two- or three-year Diploma from a recognised institution

**SINGAPORE** Three H2 Level passes at grade C or higher; or 18 points where A=10, B=8, C=6, etc

**SOUTH AFRICA** Senior Matriculation Certificate (National Senior Certificate) with an aggregate score of C or 3. A grade of D or 4 or higher in English fulfils the English-language requirement

**SOUTH PACIFIC NATIONS** South Pacific Senior Secondary Certificate with three B/Merit grades plus a minimum grade of 5 in PSSC English and 6 in PSSC Maths; or University of the South Pacific Foundation year with a minimum of C in Communication; or National University of Samoa Foundation Certificate with an average grade B3; or a score of 250 or higher in the Fiji 7th Form Certificate with passes in 4 subjects; or Tonga National Form 7 Certificate with three B grades plus a minimum grade of 5 in PSSC English and 6 in PSSC Maths

**SRI LANKA** Three GCE Advanced Level passes, one subject must be at grade C or higher

**SWEDEN** Avgångsbetyg, Slutbetyg från Gymnasieskola or Högskoleförberedande examen. A grade of 4/VG or 15/C in English (A or B) in the Avgångsbetyg/Slutbetyg; or a grade of C or higher in English (5 or 6) in the Högskoleförberedande examen fulfils the English-language requirement

**TAIWAN** Senior High School Diploma with an average grade of B+, plus one year of Bachelor's degree-level study at a recognised institution\*

**THAILAND** Matayom 6 with a GPA of 3.2 or higher; or successful completion of one year of Bachelor's degree-level study at a recognised institution\* with a GPA of 2.5 or higher

**TONGA** See *South Pacific Nations*

**UNITED KINGDOM** Three GCE Advanced Level passes at grade C or higher. See *A Levels for requirements for outside UK*

**UAE** One year of Bachelor's degree-level study at a recognised institution\*; or successful completion of a two- or three-year Diploma from a recognised institution

**USA** High School Diploma or GED, and a SAT score of 1200 or higher overall; or High School Diploma or GED, and an ACT composite score of 24 or higher; or successful completion of an Associate Degree (AA or AS) from a recognised institution

**VIETNAM** Grade 12 with a GPA of 8.0 or higher (when High School Graduation Certificate attained in 2016 and onwards)

\*To find out if yours is a recognised institution, contact the International Admissions team at [international@vuw.ac.nz](mailto:international@vuw.ac.nz)



## CODE OF PRACTICE

The Education (Pastoral Care of International Students) Code of Practice 2016 (The Code) published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student.

Victoria University of Wellington has agreed to observe and be bound by The Code. Copies of The Code are available from Wellington University International or from the New Zealand Qualifications Authority website at [www.nzqa.govt.nz/the-code](http://www.nzqa.govt.nz/the-code). Students or guardian/parents of students who feel an area of The Code has been breached should document the breach in writing to the Assistant Vice-Chancellor (International), who will take all steps to ensure that the grievance is settled. If a favourable outcome is not reached, the case will be referred to the NZQA. The University agrees to be bound by The Code procedures and will offer any information and cooperate with NZQA while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services, if necessary, to ensure adequate comprehension.

## FEES, LEVIES, AND CHARGES

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, student services levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges, see the Fees Statute. Please refer to the most recent Fees Statute at [www.wgtn.ac.nz/fees](http://www.wgtn.ac.nz/fees)

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University of Wellington has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant, equipment, and other tangible assets, fees will be refunded to the students affected. In this case, the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

## Refund statement

### 1. REFUNDS

Refunds of Fees to Students are made in accordance with the current Fees Statute ([www.wgtn.ac.nz/fees](http://www.wgtn.ac.nz/fees)). Refunds for International Students are only processed once the Student has applied to the Student Fee Advisor in writing.

- 1.1 A Student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies up to a value of NZ\$15,000 per academic year will be paid directly to the student. Any monies to be refunded over and above this amount will be refunded to the originating bank account and an administration fee will be applicable.
- 1.2 A Student who withdraws from the University and transfers to another institution must inform Wellington University International and their Student Fee Advisor in writing and provide copies of their new Offer documents. Any refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.
- 1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.
- 1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro-rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.
- 1.5 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning the programme shall receive a full refund of fees less the admission fee if applicable.

- 1.6 A Student enrolled in a PhD or Master's by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
- 1.7 A Student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation, or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.
- 1.8 Victoria University of Wellington may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances. If a full fee reconsideration is approved, the University will reverse the full tuition and non-tuition fees liable to the student, less NZ\$100.
- 1.9 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.
- 1.10 Subject to clauses 1.2 to 1.9, all refunds will be paid by bank transfer (on production of appropriate photo ID).

## 2. FULL REFUNDS

- 2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:
  - a) The Student is unable to take up the offer of admission;
  - b) Immigration New Zealand has refused a Student a visa for study in New Zealand;
  - c) A Student's application for a visa extension is refused by Immigration New Zealand; or
  - d) Victoria University of Wellington is unable to proceed with the course(s) offered.
- 2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University of Wellington and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University of Wellington student visa before their refund will be actioned. Subject to subsections 1.2 and 2.1, international students that have prepaid tuition fees who travel to New Zealand and do not complete their enrolment or who have given notice of withdrawal from all of their courses on or before the dates outlined in [www.wgtn.ac.nz/students/study/course-additions-withdrawals](http://www.wgtn.ac.nz/students/study/course-additions-withdrawals) will receive a 100% refund of pre-paid tuition fees less an administration fee. The monies will be refunded to the originating bank account.

## Withdrawal from courses

A Student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at [www.wgtn.ac.nz/fees](http://www.wgtn.ac.nz/fees)

## GRIEVANCE PROCEDURES

Victoria University of Wellington seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair.

Students who feel that they have not been treated fairly at the University should take note of the Statute on Academic Grievances—go to [www.wgtn.ac.nz/academic-grievance-policy](http://www.wgtn.ac.nz/academic-grievance-policy)

Any Student who has a grievance against the University in any capacity should contact a Wellington University International staff member. If the grievance cannot be solved, Wellington University International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a Student can contact NZQA: [www.wgtn.ac.nz/students/support/international/code-of-practice](http://www.wgtn.ac.nz/students/support/international/code-of-practice)

Note that all policies are subject to change, so please refer to [www.wgtn.ac.nz/international/current-students/policies](http://www.wgtn.ac.nz/international/current-students/policies)