

INTERNATIONAL STUDENT APPLICATION FORM

This application form is for international students who wish to express an interest in studying at academyEX. This application does not constitute a legally binding agreement and applicants should not assume they will be enrolled by completing this form. More information will be required if and when a study placement is offered.

SECTION ONE: STUDENT (APPLICANT) DETAILS

STUDENT (APPLICANT) PERSONAL INFORMATION

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

Title (Circle the answer)	Mr. / Ms. / Mrs. / Miss / Dr. / Other: _____
Family name (Legal Name)	
First name (Legal Name)	
Date of birth (DD/MM/YY)	
Gender (Circle the answer)	Male / Female / Diverse / Prefer not to say
Citizenship (as shown in passport)	
Ethnicity	
Country of Birth	
Passport Number	
Passport Issue Date	
Passport Expiry date	
Current New Zealand Visa	

*Legal Name: as appears on your passport, birth certificate or marriage certificate or civil union certificate.

STUDENT (APPLICANT) CONTACT DETAILS

Please, no agent details in this section.

Student correspondence address details: (in New Zealand or overseas)	
Student address 12 months ago: (in New Zealand or overseas)	
Telephone Number	
Mobile Number	
Email Address	

EMERGENCY CONTACT DETAILS

Please, no agent details in this section. One emergency contact must be from your home country.

Emergency contact 1	
Name	
Relationship to you	
Telephone Number	
Mobile Number	
Email Address	
Country where they are living	
Emergency contact 2	
Name	
Relationship to you	
Telephone Number	
Mobile Number	
Email Address	
Country where they are living	

SECTION TWO: EDUCATION AGENCY INFORMATION

Please complete this section if applying through an agent. If not, please leave it blank. Please note: If you apply through an agent, all correspondence relating to your application will be forwarded to that agent.

Agency (Company)	
Name of Agent or Advisor	
Contact number	
Email Address	
Postal address	
Country	

SECTION THREE: PREFERRED PROGRAMME OF STUDY

Preference 1	
Programme Title	
Start Date	
Preference 2	
Programme Title	
Start Date	

SECTION FOUR: STUDY HISTORY

OVERSEAS SENIOR HIGH SCHOOL OR NZ SECONDARY SCHOOL:			
Name of School			
Country			
Qualification			
Year Start		Year Finish	
Name of School			
Country			
Qualification			

Year Start		Year Finish	
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FOUNDATION STUDY OR LANGUAGE SCHOOL:			
Name of School			
Country			
Qualification			
Year Start		Year Finish	
Name of School			
Country			
Qualification			
Year Start		Year Finish	

HIGHER EDUCATION (COLLEGE, UNIVERSITY OR OTHER STUDY AFTER LEAVING SCHOOL):			
Name of School			
Country			
Qualification			
Year Start		Year Finish	
Name of School			
Country			
Qualification			
Year Start		Year Finish	

SECTION FIVE: WORK AND RELEVANT EXPERIENCE

Please state any relevant employment experience that may support your application (Note: A CV, work-related references or other evidence of work experience should be submitted with your application).

Name of Employer	Start Date	Finish Date
Position		
Name of Employer	Start Date	Finish Date
Position		
Name of Employer	Start Date	Finish Date
Position		

SECTION SIX: ENGLISH LANGUAGE PROFICIENCY

Please complete this section if English is not your first language. You will need to complete one or more of the following tests within the last two years: IELTS (academic), TOEFL, Pearson Test of English or another academyEX recognised English proficiency test. Please contact us for further information if required.

Is English one of your first languages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have completed an English language test in the past two years and have attached my test results	<input type="checkbox"/> Yes <input type="checkbox"/> No
I will provide my English language test results at a later date	<input type="checkbox"/> Yes <input type="checkbox"/> No
English was the medium of instruction of my previous years of study	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION SEVEN: MARKETING INFORMATION

How did you hear about academyEX? (tick the answers)	<input type="checkbox"/> academyEX's website <input type="checkbox"/> LinkedIn <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Google <input type="checkbox"/> YouTube	<input type="checkbox"/> Baidu <input type="checkbox"/> WeChat <input type="checkbox"/> Little Red Book <input type="checkbox"/> From my agent <input type="checkbox"/> From my family / friend <input type="checkbox"/> Others: _____
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SECTION EIGHT: DISABILITY INFORMATION

Please complete this section if you live with the effects of significant injury, long-term illness or disability. academyEX seeks to provide an equality of opportunity for all students.

Do you have an impairment, disability, or medical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify your type of injury, illness or disability.	
Does your impairment, disability, or medical condition affect your ability to study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What support do you require?	

SECTION NINE: PRIVACY

Information from applicants collected to process student application and enrolment with academyEX may also be disclosed to Government departments as mandated by the Tertiary Education Commission for the purposes of administering NZ's tertiary education system, developing policy advice for Government and for research purposes, official statistics, or as otherwise required by law. Students have the right to access and correct their personal information that has been collected by academyEX in accordance with the [academyEX Privacy Policy](#) and the Privacy Act 2020. The Privacy Policy applies to information collected from all users of academyEX products and services, and covers the collection of personal information, storage, use and disclosure of personal information, cookies and data security, and user access to and correction of personal information.

SECTION TEN: DECLARATION

All applicants are required to read and confirm the following information.

- a. I hereby commit to uphold and adhere to the rules, regulations, and policies established by the academyEX.
- b. I certify the accuracy and completeness of all information provided in this form and any accompanying documents. I take full responsibility for the completion of this form, including the student statement and resume. I affirm that I have not withheld any pertinent information that could impact my enrollment status or its terms. I acknowledge that supplying false information or failing to provide necessary information by the specified deadline may result in the suspension or termination of my enrollment. In such instances, academyEX reserves the right to communicate this matter, including my name and birthdate, to other New Zealand universities, Immigration New Zealand, and law enforcement agencies.

c. I comprehend that all documents submitted with this application will become the property of academyEX and will not be returned to me. I consent to provide additional documentation as requested by academyEX to facilitate my enrollment process.

d. I acknowledge that academyEX will collect, store, utilize, and share personal information about me in accordance with its operational requirements. A unique identifier may be assigned to facilitate this process. I am aware of my right to access and rectify my personal information. I am also aware that withholding information or providing misleading information may result in the termination of my enrollment.

e. I authorize academyEX to disclose relevant information concerning my application to Immigration New Zealand (INZ) and the Ministry of Business, Innovation & Employment, as necessary for my immigration status assessment.

f. I grant permission to any agency holding the source of the information I've provided on this form to release said information to academyEX upon request.

g. I have carefully reviewed and comprehended academyEX's tuition fees and the refund policy for international students available on the official website.

h. I am fully informed about the tuition and living expenses associated with my chosen program and confirm my ability to cover all expenses throughout my study period. I understand that neither academyEX nor the New Zealand Government is obligated to provide financial assistance if I am unable to meet these costs.

i. I acknowledge that academyEX may reach out to me via email, text messages, phone calls, or postal mail for matters related to my enrollment and student services.

j. I acknowledge and agree that the agent specified in this form will serve as the exclusive authorised advisor throughout the entirety of the application process and the subsequent course of study. I understand that any requests for a change of agent must be formally submitted in writing to academyEX.

I hereby declare that the information provided by me on this application form is true and correct. I understand that withholding requested information or furnishing false details could result in the non-processing or cancellation of my application/enrollment.

I authorize Immigration New Zealand (INZ) and the Department of Labour to share my immigration status details, including information submitted for visa or permit applications, with academyEX. I commit to abide by all current and future academyEX statutes, regulations, and policies. I have comprehensively read, understood, and accepted the [Privacy](#), [Terms and Conditions](#) and Refund Policy.

Print name (in English): _____

Applicant signature: _____

Date: _____

CHECKLIST

Please do NOT send any original documents as they will not be returned.

Completed all sections in this form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified copy of your passport ID page or birth certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified copy of your official English Language test results	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notarised copy of your official academic transcripts including graduating certificates and explanation of the grading system (in English and original language)	<input type="checkbox"/> Yes <input type="checkbox"/> No
CV, statement of purpose, work-related references	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other supporting documentation related to your application	<input type="checkbox"/> Yes <input type="checkbox"/> No
Read the declaration and signed and dated this application form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Current New Zealand Visa	<input type="checkbox"/> Yes <input type="checkbox"/> No

FOR MORE INFORMATION

academyEX International Team

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Email: hello@academyex.com

Web: <https://academyex.com/>

Terms & Conditions

AcademyEX Education Limited Partnership also trades as The Mind Lab, Tech Futures Lab and Earth Futures Lab faculties. All Terms and Conditions, policies and declarations of academyEX also apply to The Mind Lab, Tech Futures Lab and Earth Futures Lab unless expressly stated otherwise.

AcademyEX is an NZQA-registered Tertiary Education Organisation under the provisions of the Education and Training Act 2020 and its subsequent amendments and [approved to award a range of programmes](#) and [micro-credentials](#). Postgraduate students of The Mind Lab, Tech Futures Lab and Earth Futures Lab as faculties of academyEX are enrolled with academyEX.

Student Terms and Conditions 2023/2024 (with effect from September 2023)
(last updated September 2023)

Fees

1. Depending on the programme or course, fees charged may be one or several of (but not limited to) the following: tuition fees, registration fee, administration fee, etc. Confirmation of enrolment and fees will be provided in the form of an invoice.
2. For "[Fees Free](#)" eligible students: An estimate of any balance payable by the student will be provided at the time of enrolment, and updated once the fees free eligibility / payment is approved. Students eligible for "[Fees Free](#)" study who have already paid fees will be refunded as applicable.
3. For students not eligible for Fees Free: Payment is due 7 days prior to the Programme start date. Alternatively students must provide academyEX with evidence that a confirmed Studylink student loan application is in progress, or a relevant scholarship has been approved. In Exceptional Circumstances (as defined in the academyEX Academic Management Policy), payment must be made NO LATER than within 7 days after programme start.
4. Enrolment requirements for a course or programme intake will not be deemed complete unless payment of all required fees has been made and receipted. Failure to pay any invoice(s) by the due date may result in access to relevant platforms being disabled. Further failure means that academyEX may start formal recovery action to recover unpaid fees. The student will then be liable for costs and expenses (including legal costs, debt collection agent fees, etc.) which may be incurred in the recovery or attempted recovery of the overdue amount. Academic results for the student will be withheld for any course or programme where fees or any other debt remains unpaid. The student will be

prevented from graduating until their debt has been paid in full. The student will also be prevented from re-enrolling in further programmes or courses of study.

5. Any student who wishes to dispute the fees due must do so within one month of receiving the invoice or statement. A request to review the fees or account balance must be made within this month, in writing to the General Manager. At the discretion of academyEX, and with just cause, this period may be extended. Once the request is received, the review will be completed within seven (7) working days. Once the review is completed, any outstanding balance is due immediately.
6. Promo codes (otherwise known as discount codes) should only be used if the user has been authorised to do so. If a promo code has been applied incorrectly or in an unauthorised manner the user will be required to pay back the discount to academyEX. When a promo code discount is validated, no other discounts may be applied. Promo codes may be unique to a single user or limited by the number of unique uses. Promo codes must not be shared or distributed beyond those authorised to receive them. Should you share the promo code it may impact on your ability (or the ability of others) to use that code. If we discover use of a promo code in a manner that is inconsistent with these Terms, we reserve the right to cancel the discount, suspend or block your Account until the applicable price has been paid, or cancel your Account completely.

Cancellation of programme or course offering

Enrolment in a programme or course intake is conditional upon and subject to sufficient numbers of students enrolling in a particular intake. Students will normally be offered an opportunity to enrol in an alternative intake, or receive a full refund if academyEX cancels a scheduled course or programme intake.

Student fee protection

AcademyEX complies with NZQA Student Fee Protection Rules which protect the interests of domestic and international students. academyEX has a [Static Trust Account](#) with the NZQA-approved fee protection supplier, Public Trust, that ensures the safe protection of student fees over the value of \$500.

Transfers

1. Transfers to other intakes and / or programmes are negotiated with the relevant Programme Lead, and approved by the General Manager, Academic Director and/or Academic Registrar.
2. There may be additional fees required or a refund may be due where a transfer is made. Where a student loan has been used to pay fees, the refund will need to be returned to StudyLink and a new loan drawdown for the new programme.

When a scholarship has been used to pay the fees, adjustments will be made in accordance with the terms of the scholarship.

Withdrawals and/or refunds

1. The key provisions and terms for withdrawals and refunds from the following individual academyEX programmes are summarised in the [withdrawal scenarios presented in this document](#):
 - Withdrawal Scenarios – PG Cert in Digital and Collaborative Learning
 - Withdrawal Scenarios – Master of Contemporary Education
 - Withdrawal Scenarios – Master of Technological Futures
 - Withdrawal Scenarios – PG Cert in Human Potential for the Digital Economy
 - Withdrawal Scenarios – Digital Skills for the Workplace (Micro-credential)
 - Withdrawal Scenarios – Postgraduate Certificate in Leading Change for Good
 - Withdrawal Scenarios – Postgraduate Certificate in Connected Environments
 - Withdrawal Scenarios – Master of Change and Organisational Resilience
 - Withdrawal Scenarios – Digital & Collaborative Teaching and Learning (Micro-credential)
 - Withdrawal Scenarios – Leading Beyond Sustainability (Micro-credential)
 - Withdrawal Scenarios – Internet of Things for Sustainability (Micro-Credential)
 - Withdrawal Scenarios – Disruptive Technologies (Micro-Credential)
2. Students must contact the academyEX Enrolments Team for any questions. Students who wish to apply for withdrawal must make an application in writing. Verbal notice of withdrawal will not normally be accepted as a student's intention to withdraw.
3. Withdrawal is confirmed from the date the written notification is received by academyEX; the refund/fees outcomes of the withdrawal will be determined by the date the withdrawal is confirmed.
4. The key dates that relate to withdrawing from courses (Start Date, 10% Date, 75% Date, and End Date) in a programme are identified alongside the withdrawal scenarios below.
5. Any applicable Administration/Registration fee is normally included in the Tuition fee invoiced at the start of the enrolment, but is separated from the fees refund if a student withdraws before the last date for withdrawal with a refund. If a student withdraws before the last date for withdrawal for a refund, they will be liable for any applicable Administration / Registration fee. If a student has already paid fees, this Administration / Registration fee will be deducted from any refund owed to the student.

6. In case of more than four consecutive weeks of non-attendance in classes, or non-participation in required online activities associated with a programme or course, and no contact with academyEX, the student may be withdrawn on grounds of abandonment.

Refund Policy

1. Any tuition fee refunds are payable only in accordance with the refund policy set out in the Enrolment Contract.
 - a. International applicants who have paid fees but are not granted a visa by Immigration New Zealand will receive a full refund of fees, less a \$500 application fee.
 - b. Clause 1.a. is applicable when a student withdraws because they have not been able to obtain a study visa; or voluntary withdrawal by a student.
 - c. International students who withdraw their application or enrolment before the start date of the programme will receive a refund of tuition fees paid, less an application fee of \$500.
 - d. International students who withdraw their application between the start dates of their programme up until the end of the 10th working day, will receive a refund of paid tuition fees less an administration fee of 20% of fees paid.
 - e. Clause 1.c. is applicable when a student voluntarily withdraws, or academyEX has to initiate a withdrawal, or the [academyEX Admission, Enrolment, Withdrawal and Exclusion Policy and Procedures](#).
 - f. International students who withdraw their application from the 11th working day of their programme will not receive a refund of any courses that they have started.
 - g. Clause 1.d. is applicable when a student voluntarily withdraws or academyEX has to initiate a withdrawal as per Section 3 of this policy, or the [academyEX Admission, Enrolment, Withdrawal and Exclusion Policy and Procedures](#).
2. Fee reimbursements in the following situations will comply with the NZQA Student Fee Protection Rules 2021 as indicated in the [academyEX Student Fee Protection Policy](#).
 - a. AcademyEX as a signatory ceases to provide a programme of study as contracted with a student
 - b. AcademyEX ceases to be a signatory to the Code
 - c. AcademyEX ceases to be a tertiary education provider.
 - d. Approved refunds will only be made to the country or account the funds were received from.

Exceptional circumstances

If Exceptional Circumstances apply, a student who withdraws after the last dates for refund eligibility have passed, may be eligible for compassionate consideration. The student (or an authorised person acting on behalf of the student) must contact the Enrolments team with details for consideration. In such cases, all decisions of the General Manager are final and cannot be appealed.

Privacy policy

Information from applicants collected to process student enrolment with academyEX may also be disclosed to Government departments as mandated by the Tertiary Education Commission for the purposes of administering NZ's tertiary education system, developing policy advice for Government and for research purposes, official statistics, or as otherwise required by law. Students have the right to access and correct their personal information that has been [collected by academyEX in accordance with the academyEX Privacy Policy](#) and the Privacy Act 2020. The Privacy Policy applies to information collected from all users of academyEX products and services, and covers the collection of personal information, storage, use and disclosure of personal information, cookies and data security, and user access to and correction of personal information.

Code of conduct

The [academyEX Code of Conduct](#) applies to all students, staff members, and contractors of academyEX. The Code outlines expectations for academic and personal conduct; the consequences of misconduct; and processes for complaints and appeals.

AcademyEX International Students Scholarship Terms and Conditions

Scholarship funds advertised as available are shared across all postgraduate programmes delivered by The Mind Lab, Tech Futures Lab and Earth Futures Lab as faculties of academyEX.

1. The Scholarship will be known as the academyEX International Student Excellence Scholarship.
2. Up to 16 Scholarships will be awarded and will comprise a contribution towards compulsory tuition fees of up to NZ\$11,000 each for 2024 intakes.
3. To be eligible for Scholarship consideration, an applicant must be an international student who are neither citizens, permanent residents nor resident visa holders of New Zealand or Australia.
4. Students must be enrolled as onshore registrations. Students enrolling as distance education students will not be eligible to apply.
5. The early-bird offer may not be used in conjunction with academyEX Scholarships.

6. The basis of selection will be academic merit, the quality of the letter of application and endorsement by the applicant's referee.
7. For the purpose of this Scholarship, academic merit is assessed as an Admissions Grade Point Average (GPA) or Grade Point Equivalent (GPE), and an IELTS result or equivalent.
8. The Selection Committee may also consider the applicant's country of origin, and how the intended programme of study aligns with academyEX's strategic aims.
9. academyEX may request additional supporting documentation when assessing the outcome of a scholarship application.
10. To be paid the Scholarship, awardees must be enrolled full-time in a Master's degree.
11. Scholarships will be granted for the full duration of the programme. If the programme spans across 2024 and 2025, a scholarship will be granted for the full programme. The recipient will only need to apply once to get a scholarship for the full programme.
12. Transfer of scholarship funding to another intake may be approved through a written request to the Enrolment Team (enrol@academyex.com). All requests are considered only before the intake starts.
13. Scholarship applications must be submitted when applying for a programme for the first time only. Students already enrolled in a programme of study cannot apply for this scholarship when transitioning to different parts of a programme.
14. Students who enrol in a programme and who are awarded a scholarship must complete their programme of study. Students who do not complete their studies who have received a scholarship will be ineligible to apply or receive another scholarship for a minimum of three years.
15. Awardees who take up this Scholarship but who do not complete at least 6 months of study will normally be required to pay back the full sum of monies received.
16. It is the responsibility of the awardee to declare to academyEX all other scholarships, awards or grant funding whilst in receipt of this Scholarship.
17. academyEX is not obliged to make an award if it is determined there is no candidate that meets the criteria and/or no candidate of sufficient merit.
18. academyEX can amend or vary these regulations, provided that there is no departure from the main purpose of the Scholarship.
19. Awardees will be required to comply with the regulations for the Scholarship and must notify the Academic Registrar of any change in their enrolment or funding status.
20. In the event that it can be established that an awardee is not complying with these regulations, academyEX reserves the right to terminate the Scholarship and require repayment of the funds received from the date of the breach.