

THE REGISTRAR  
FAITH BIBLE COLLEGE  
PRIVATE BAG 12006  
TAURANGA, 3143  
NEW ZEALAND

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PHONE: +64 7 544 2463  
EX: 704  
FAX: +64 7 544 1923

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[registrar@fbc.ac.nz](mailto:registrar@fbc.ac.nz)  
[www.fbc.ac.nz](http://www.fbc.ac.nz)

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749 WELCOME BAY ROAD  
WELCOME BAY, 3175  
TAURANGA, NEW ZEALAND

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REGISTERED AS A PRIVATE TRAINING ESTABLISHMENT BY THE NEW ZEALAND  
QUALIFICATIONS AUTHORITY PURSUANT TO THE 1990 EDUCATION AMENDMENT ACT

## THE ENROLMENT PROCESS

### For New Zealand Students

Including Australia, Niue, Tokelau and Cook Islands

# 2017

# The Enrolment Process

## Filling out the forms:

**Step 1.** Complete all questions on the **Enrolment Form** and don't forget to sign the last page.

**Step 2. Medical Requirement Form** – Have your medical practitioner fill this in and then send it to us with your enrolment.

**Step 3. Pastor's Reference Form** – Answer the questions in Section A. Then ask your pastor to complete

She/he can then either send the completed form directly to us or return it to you so that you can forward it with your enrolment.

## Sending in your Enrolment:

**Step 1.** When you have completed the **Enrolment, Medical and Pastor's Reference Forms**, send them to the College at the address shown across the page. Do not send the forms separately as we cannot process your enrolment until we have all the relevant documentation. Include with your enrolment the additional items in *Steps 2-6* below.

**Step 2.** Obtain a recent reference from someone who is not a family member and has known you for more than one year.

**Step 3.** Enclose two passport photos of yourself.

**Step 4.** Enclose a certified copy of either your NZ Birth Certificate or passport. If originals are sent these will be returned once your application has been processed. If you are an Australian, Cook Island, Niue, or Tokelau citizen, or permanent resident of these countries, then send the equivalent documentation from your country. If you are a Permanent Resident you must show proof of your residency status as well. All documents need to be certified.

**Step 5.** Enclose your Registration Fee of NZ\$100.00.

**Step 6.** (Optional) If you are applying to enter the Diploma in Christian Ministry it is to your advantage that you provide additional documentation supporting your enrolment, such as transcripts from other Bible colleges, university transcripts, a letter from your pastor or Christian organisation that outlines previous and/or current Christian ministry and church involvement.

## Send your enrolment to:

The Registrar  
Faith Bible College  
Private Bag 12006,  
Tauranga 3143  
New Zealand

## Contact Faith Bible College at:

Email: [registrar@fbc.ac.nz](mailto:registrar@fbc.ac.nz)  
Phone: (+64) 7 544 2463  
Fax: (+64) 7 544 1923  
Website: [www.fbc.ac.nz](http://www.fbc.ac.nz)

## Enrolment Processing:

**Step 1.** After we have received all the documentation outlined above your enrolment will then be reviewed by the college faculty. This usually takes a minimum of 1 week from the date we receive your application. Once a decision has been made the Registrar will contact you by mail with the results.

**Step 2.** While you are waiting for your reply it would be a good time to contact 'StudyLink' if you intend taking advantage of either student loans or allowances. Phone them on **0800 88 99 00** or visit their website **[www.studylink.govt.nz](http://www.studylink.govt.nz)**

*If you are unsure of how to complete the enrolment forms, or you have any questions about your enrolment, please contact the college Registrar.*