

## The Enrolment Process - New Zealand Students (Including Australia, Niue, Tokelau and Cook Islands)

### 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 Section B. He/She can then either send the completed form directly to us or return it to you so that you can forward it with your enrolment.
- Step 4.* If you would like to live on campus, complete the Accommodation Form.

### Sending in your Enrolment:

- Step 1.* When you have completed the Enrolment, Medical and Pastor's Reference forms & Accommodation Form, send them to the college at the address shown below. 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 one passport photo 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 (if you are planning to take a StudyLink loan, the registration fee can be covered under your loan).
- Step 6.* *(Optional)* If you are applying to enter the NZ Diploma in Christian Studies 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.

<p>Send your enrolment to:  <b>The Registrar</b>          Faith Bible College          Private Bag 12006,          Tauranga 3143          New Zealand</p>	<p>Contact Faith Bible College at:          Email: registrar@fbc.ac.nz          Phone: (+64) 7 544 2463          Fax: (+64) 7 544 1923          Website: www.fbc.ac.nz</p>
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### 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 "Study Link" 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.*