



**Faith Bible College**  
Tauranga, New Zealand

# THE ENROLMENT PROCESS

**For New Zealand Students**

Including Australia, Niue, Tokelau and Cook Islands

**2021**

# 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.

**Step 4. *Accommodation Form*** - Fill this form if you would like to live on campus.

## Sending in your Enrolment:

**Step 1.** When you have completed the *Enrolment, Medical and Pastor's Reference Forms, and Accommodation Form*, 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 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 applying for a StudyLink loan, the registration fee can be covered under the loan).

**Step 6.** (Optional) If you are applying to enter the NZ Diploma in Christian Studies programme, 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  
Phone: (+64) 7 544 2463 ext 704  
Website: www.fbc.ac.nz

**Enrolment Processing:**

**Step 1.** After we have received all the documentation outlined above, your application 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/email 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**

**Fees Free:** If this is your first year studying at a tertiary level, you may be eligible for Fees Free, please go to <https://www.feesfree.govt.nz/> for eligibility criteria. Please note that if you are in carryover mode, you will be liable for some of your fees.

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

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**