



# Christ's University in Pacific

Maseia Plaza, Nuku'alofa, Kingdom of Tonga

## Application for Admission

(Please print legibly with a blue or black pen).

### WHO SHOULD COMPLETE THIS FORM?

- Domestic applicants
- Tongan nationals
- International applicants

### SECTION ONE: APPLICANT'S PERSONAL DETAILS

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).

1.a Title  Mr  Miss  Ms  Mrs  
 Other Please specify: \_\_\_\_\_

1.b Surname or family name (as it appears on your passport, birth certificate or marriage certificate)

1.c First name

1.d Middle name

1.e Preferred first name/nickname

1.f Date of birth

Day Month Year

1.g Gender  Male  Female

1.h Country of Citizenship

1.i If non-Tongan, state Visa status and number:

1.j Marital status (Check one that best applies to you)

Single  Married  Separated

Divorced  Widow

1.k Spouse's full name

### SECTION TWO: APPLICANT'S CONTACT DETAILS

This address will be used for all correspondence from the University.

You may also be contacted via text, e-mail, telephone or post mail.

Please make sure this contact information is up-to-date at all times, and inform us if it changes.

2.a Street name or P.O. Box

2.b Village

2.c City

2.d Country

2.e Post code

2.f Telephone

2.g Mobile

2.h Email

### Emergency contact

2.i Name

2.j Address

2.k Telephone

2.l Relationship to you?

### SECTION THREE: PROGRAMME OF STUDY

3.a Select your preferred programme of study. Circle ONE

For example: Theology,

(1) Theology (6) Accounting

(2) Business Administration

(3) Education (tick ONE box to indicate level)

ECE  Primary

Secondary

Administration

(4) Computer Science

(7) Other (Specify)

(5) Mathematical Sciences

3.b State your second preferred field of study, if any.

3.c Will you engage in a dual major or minor combination?

1<sup>st</sup> Major 2<sup>nd</sup> Major OR

Major

Minor

3.d Entry Level (Tick ONE)

Foundation  Level 5 (Year 1)

Level 6 (Yr2)  Level 7 (Year 3)

Level 8 (Master)  Level 9 (MPhil)

Level 10(PhD)

(Level 9-10 requires a Research Proposal application)

**SECTION FOUR: PRIOR EDUCATION**

List all secondary and tertiary institutes you have attended. Be sure to include your transcripts from each institution.

4.a High School (Secondary education):

4.b Address:

Address 2:

4.c From

To:

4.d Did you graduate? Yes  No

4.e Diploma or degree attained:

Higher Education Institution:

Address:



From

To:

Did you graduate? Yes  No

Diploma or qualification attained:

High School/Name of tertiary institution (3):

Address:



From

To:

Did you graduate? Yes  No

Diploma or qualification attained:

4.f Are you currently waiting for results?

Yes  No

4.g Do you intend to apply for RPL/Credit Transfer?

Yes  No

(Correctly certified documentation of academic results for all qualifications must be provided. If you are applying for recognition of prior learning (RPL) or credit transfer, please fill in the appropriate section at the end of this application.)

**SECTION FIVE: WORK AND RELEVANT EXPERIENCE**

5.a Please state any relevant employment experience that may support your application. (A CV or evidence of work experience may be required. Use an additional sheet of paper if necessary.)

<u>NAME OF EMPLOYER</u>	<u>POSITION/TYPE OF WORK:</u>
<u>START DATE:</u>	<u>FINISH DATE:</u>
<u>RELEVANT SKILLS:</u>	

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<u>START DATE:</u>	<u>FINISH DATE:</u>
<u>RELEVANT SKILLS:</u>	

**SECTION SIX: ENGLISH PROFICIENCY**

6.a What is your first language?

6.b If English is not our first language, please tick ONE of the following boxes that best applies to you:

- I have completed an English language test (attached)
- I will provide my English language test results at a later date
- English was the medium of instruction of my previous \_\_\_\_\_ years of study. I have attached documentary evidence.
- I am completing study in a CUP approved Foundation programme.

**SECTION SEVEN: DISABLED AND/OR DEAF STUDENTS**

7.a Do you have an impairment, disability, medical condition, or are you deaf?

Yes  No  (No – please go to section eight)

7.b If yes, please indicate by ticking the appropriate below:

- Deaf
- Hearing impairment
- Blind
- Vision impairment
- Specific learning disability
- Medical
- Head injury
- Mental health

Mobility/physical       Speech impairment  
 Temporary impairment  
Other – please state:

### SECTION EIGHT: FUNDING OF STUDIES

8.a Please indicate how you expect your tuition fees to be paid

Privately (yourself, family or other private sponsor)  
 Full scholarship (tuition)

8.b If by scholarship, please provide details of scholarship:  
Government:  
  
Other:

8.c Are you applying to pay your tuition by increments?  
 Yes       No

If Yes, select an increment plan that best suits you:

**Plan 1:** Increment 1 - 25% total tuition due at start of Semester  
Increment 2 – Balance due before March 30<sup>th</sup>

**Plan 2:** Increment 1 – 50% total tuition due at start of Semester  
Increment 2 – Balance due before March 30<sup>th</sup>

**Plan 3:** Specify a payment proposal that will be appropriate for you and your family.

(Your payment plan request will be reviewed by the Office of the Bursar, and you will be notified in your Offer Letter.)

### SECTION NINE: PERSONAL STATEMENT

*In the space provided, briefly describe your relationship with the Lord; and why you chose CUP University for your tertiary education. Use an additional sheet of paper, if required.*

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**Denomination: (Circle ONE)**

FWC	COT	FCOT	LDS	RC	AOG	SDA
Tokaiuolo		Anglican		Other: _____		

### SECTION TEN: STUDENT CHECKLIST

**Please submit certified copies only. DO NOT send original documents, as they will not be returned.**

Have you:

- Completed all sections on form
- Enclosed certified copies of your official academic transcripts including graduating certificates and explanation of the grading system
- Attached a passport sized photograph for your ID card
- Enclosed a certified copy of your current passport or national ID or driver’s license, together with your birth certificate
- Certified copy of your English Language test results
- Enclosed other supporting documentation related to your application.
- Read, signed and dated the application form

### SECTION ELEVEN: STUDENT DECLARATION

**ALL STUDENTS MUST READ THE FOLLOWING AND SIGN**

- a. I agree to abide by the statutes, regulations and policies of Christ’s University in Pacific (CUP or “the University”)
- b. I certify that the information given on this application and any attached documentation is complete and accurate. And I am the sole author of the student statement and resume (if applicable). I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that the University may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. I also understand that I am financially responsible for the payment of this application and other fees.
- c. I understand that all the documents submitted with this application become the property of the University and will not be returned to applicants. I agree to supply further documentation requested by the University for the purpose of my enrolment.
- d. I have read and understood the University refund policy.
- e. I am aware of the tuition and other costs associated with studying in the programme, and I am able to meet all expenses for the duration of my study.
- f. I understand that the University may contact me via email, text messages, phone or by post for communication regarding my enrolment, or student services at the University.
- g. The University may suspend or terminate your enrolment if any falsified documents are discovered during the application or enrolment process, or during your study.

**Signature of applicant (if 18 years and older):**

Date:

### RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT FOR PRIOR LEARNING

If you believe you are entitled to credit for your previous studies please complete the Recognition of Prior Learning (RPL) form available at the University.

Credit is not awarded automatically. You must apply if you think you are eligible. The deadline dates for submission of credit applications are:

- 28 February - For assessment prior to start of Sem 1
- 26 July – For assessment prior to start of Sem 2

Tertiary study locally and/or an overseas qualification must be assessed as equivalent in content and standard to papers taught at CUP.

An application for credit must include an official outline of the qualification studied as well as specific descriptions of programme content and individual papers studied as published by the institution (course syllabus). The application must be supported by certified copies of original documents. Please note: there may be a charge for assessment of RPL.

### FEES SCHEDULE

- Tuition fees are set annually by the University Council and are for the calendar period of January to December.
- The tuition fees for one year of full time study will be advised in the Offer of Place, divided into two semesters. The fees stated will be applicable only to the calendar year (January – December) in which the programme is offered. If the programme extends for one or more semesters in a subsequent calendar year(s) the student will be required to pay all fees applicable for that calendar year (s).
- All students are required to pay a non-refundable TOP\$100.00 application fee for their first year of study only. Post-graduate students pay \$200.00.

### REFUND POLICY SUMMARY

<u>Date of Refund Request</u>	<u>Effect</u>	<u>Refund Due</u>	<u>Admin Fee</u>	<u>Academic Result</u>
1 week after programme starts	Cancellation	100% (less admin fee)	T \$100.00	No result recorded
2 weeks after prog starts	Cancellation	70%	T \$100.00	No result recorded
3 weeks after prog starts	Withdrawal	50%	-	Withdrawn result recorded
4 weeks after prog starts	Incomplete	NIL	NIL	Incomplete result recorded

### APPLICATION AND ENROLMENT PROCESS

#### Step 1

Complete the application and submit it to:  
Christ's University in Pacific  
Maseia Plaza  
Taufa'ahau Road,

Nuku'alofa  
Kingdom of Tonga

Or mail it to:

Admissions Office  
Christ's University in Pacific  
P.O. Box 367  
Nuku'alofa,  
Kingdom of Tonga

#### Step 2

You will be notified via telephone or e-mail of the outcome of your admissions application. Complete applications for Undergraduate programmes may take up to one week to assess. Complete applications for postgraduate programmes may take up to six weeks to assess. Applications requiring credit transfer or RPL require academic approval and will take longer to assess.

#### Step 3

Successful applicants will receive a Place Offer Letter, which will advise them on tuition fees, student services, and date of payment.

#### Step 4

The applicant can accept the offer by signing the Acceptance of Offer form and returning a copy by mail or e-mail to the University Admissions Office.

#### Step 5

Your full tuition and Registration fees should be paid before the Semester begins, if you did not select an alternative payment plan.

### For CUP Office Use Only:

<b>Date of application:</b>		<b>Level of entry:</b>	
<b>School enrolled:</b>		<b>Major/Minor:</b>	
<b>All documents enclosed:</b>		<b>Registration Form complete?</b>	
<b>Application accepted/denied</b>		<b>Notification delivery mode:</b>	
<b>Notification date:</b>		<b>Date received Acceptance of Offer form:</b>	