REGIONAL MEMORANDUM  
No. 014  ,s. 2021

CALL FOR NOMINATIONS FOR SEAMEO RELC SCHOLARSHIP PROGRAMS

To: Schools Division Superintendents

1. The Southeast Asian Ministers of Education Organization Regional Language Centre (SEAMEO RELC) announces its scholarship programs for the Calendar Year 2021.

2. The Schools Division Offices are encouraged to nominate qualified teaching personnel to the following programs:

<table>
<thead>
<tr>
<th>Course Code/Course Title</th>
<th>Course Dates</th>
<th>No. of Nominees per SDO</th>
<th>Deadline of Submission of Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Specialist Certificate in Language Assessment</td>
<td>May 4-21, 2021</td>
<td>2</td>
<td>February 3, 2021</td>
</tr>
<tr>
<td>Blended Postgraduate Diploma in Applied Linguistics</td>
<td>July 6-December 18 2021</td>
<td>2</td>
<td>February 3, 2021</td>
</tr>
<tr>
<td>Certificate in English Language Teaching – Secondary Education</td>
<td>August 2, 2021 - February 28, 2022</td>
<td>2</td>
<td>February 3, 2021</td>
</tr>
<tr>
<td>Specialist Certificate in Professional Development of Teacher Leaders/Supervisors</td>
<td>September 14 - October 1, 2021</td>
<td>2</td>
<td>February 3, 2021</td>
</tr>
</tbody>
</table>

3. The scholarships cover all registration fees, tuition fees, subsistence allowance, airfare, and accommodation for the period of stay at RELC, Singapore.

4. Nominees to all programs must:
   a. hold a minimum IELTS or TOEFL requirements;
   b. have approved bachelor’s degree in Linguistics, English Language, TESOL, or education,

DepEd Region 1: Built on character; empowered by competence.
c. have at least two (2) years of full-time English language teaching experience in English language/curriculum planning and language development programs;

d. meet the minimum language scores set for the specific programs;

e. below 50 years old;

f. be proficient in spoken and written English; and

g. be in good mental and physical.

5. All required documents (see Annex A) must be submitted to hrdd.region1@deped.gov.ph on/before the deadline. Application forms and other forms for admission can be accessed via the link: tiny.cc/RELC2021.

6. For wide dissemination.

TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

Reference: DM-OUIC-2020-411
Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:

SCHOLARSHIP
PROFESSIONAL DEVELOPMENT
TRAINING PROGRAMS
WORKSHOPS

HRDD/JMR_Call for Nominations for SEAMEO RELC Scholarship Programs
January 8, 2021
MEMORANDUM
DM-OUCI-2020-411

TO: Minister of Ministry of Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM: DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT: SEAMEO RELC Scholarship Programmes

DATE: 30 October 2020

The Southeast Asian Ministers of Education Organization Regional Language Centre announces its scholarship programmes for the calendar year 2021

<table>
<thead>
<tr>
<th>Course Code/ Course Title</th>
<th>Course Dates</th>
<th>Objectives of Programme</th>
<th>No. of Scholarships Available</th>
<th>Deadline of Submission of Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>C111: Advanced Specialist Certificate in Teaching, Listening and Speaking</td>
<td>19 Jan 2021 – 5 Feb 2021</td>
<td>For experienced language educators who would like to update their knowledge on theories, principles and practices in the teaching of listening and speaking skills.</td>
<td>One (1) Slot</td>
<td>20 Nov 2020</td>
</tr>
<tr>
<td>C112: Advanced Specialist Certificate in Teaching, Reading and Writing</td>
<td>19 Jan 2021 – 5 Feb 2021</td>
<td>For experienced language educators who would like to update their knowledge on theories, principles and practices in the teaching of reading and writing skills.</td>
<td>One (1) Slot</td>
<td>20 Nov 2020</td>
</tr>
</tbody>
</table>

NEAP/PDD/Lozano
C419 Specialist Certificate in Professional Development of Teacher Leaders/Supervisors 14 Sept 2021 – 1 Oct 2021 This course is meant for teacher leaders and supervisors who are engaged in the planning of language professional development programmes for in-service ELT teachers One (1) Slot 12 Feb 2021

The scholarships cover all registration fees, tuition fees, subsistence allowance, airfare and accommodation for the period of stay at RELC, Singapore.

Nominees to all programmes except MA TESOL that do not hold the minimum IELTS or TOEFL requirement would be required to sit for a Selection Test to assess their language proficiency level. Nominees to the MA TESOL programme on the other hand, are required to meet the IELTS or TOEFL requirement.

To be eligible for the program, interested parties must:
1. Have an approved bachelor’s degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
2. Have at least two (2) years of full-time English language teaching experience in English language / curriculum planning and language development programmes;
3. Meet the minimum language scores set for the specific programmes;
4. Be below fifty (50) years old;
5. Be proficient in spoken and written English; and,
6. Be in good mental and physical.

All required documents (Annex A) must be submitted via email at scholarships@deped.gov.ph on or before the deadline.

The application form and other details of the program are enclosed in this memorandum.

For further inquiries and clarification, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at scholarships@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.
INTERNATIONAL STUDENT FULL DEGREE APPLICATION FORM

PLAN YOUR DEGREE AND MAJOR

We encourage students to research the Victoria degrees and majors they plan to study at the University. For a full list of degrees and subject areas offered, see www.victoria.ac.nz/international/study

PhD applicants: Do NOT use this application form. There is a separate application process for the PhD degree, managed by the Faculty of Graduate Research – see www.victoria.ac.nz/fgr

SUBMIT YOUR APPLICATION

Complete all sections on the attached Application Form, sign it and courier (preferably using a tracked worldwide courier service) or mail your form and supporting documents to the address on the application form so it arrives by the closing dates listed on the right. As a minimum, you must include:
- A completed International Student Application Form
- Official documentation of your academic results
- A certified copy of your passport personal details page

Note that some Victoria programmes have additional requirements.

If your first language is not English you must also include supporting evidence of your English proficiency – see page 2 of this form for details.

Postgraduate students must also include the items listed in the Entry Requirements for Postgraduate Study and Research on page 2 of this form.

APPLICATION CLOSING DATES

For study beginning in:
- Trimester 1 (March): 1 December
- Trimester 2 (July): 1 May
- Trimester 3 (November): 1 September

Some programmes have an earlier application closing date. Applications received after the above dates are considered on a case-by-case basis.

RECEIVE OFFER OF PLACE

When we receive your application we will acknowledge it with an email. After an assessment is made, successful applicants will receive an offer of place and pre-arrival information by email, including your offer status, offered programme and start date.

VISIT THE PRE-ARRIVAL WEBSITE

It is important to review the pre-arrival information at www.victoria.ac.nz/pre-arrival, which includes important advice on the accommodation application process, your student visa, and medical and travel insurance.
APPLICATION TO STUDY AS AN INTERNATIONAL STUDENT
ENTRY REQUIREMENTS

TO STUDY AT VICTORIA UNIVERSITY OF WELLINGTON AS
AN INTERNATIONAL STUDENT YOU WILL NEED A GOOD
COMMAND OF THE ENGLISH LANGUAGE AND A GOOD
RECORD OF ACADEMIC ACHIEVEMENT.

IMPORTANT: These are the minimum English language and academic
requirements for admission to Victoria. Where places on a degree
programme are limited, higher entry requirements may be applied at
the discretion of the University.

UNDERGRADUATE STUDY

ENGLISH LANGUAGE REQUIREMENTS

- IELTS overall band of 6.0 with no sub-score below 5.5; or
- TOEFL 80 on the internet-based test; or
- A minimum of three ratings of 4 and one rating of 3 in the
Victoria University English Proficiency Programme test – see
Pathways Programmes in the Victoria International Prospectus,
page 30; or
- Pearson Test of English: A score of 58 (with a 'Communicative' score
of not less than 50).

The following programmes have specific English language requirements:

- Undergraduate teaching degree programmes may require a
minimum IELTS overall band of 7.0 with no sub-score below 7.0.

ACADEMIC REQUIREMENTS

See qualifications for entry table overleaf.

If you have studied a university foundation programme outside of New
Zealand, it must be recognised by Victoria and you will need to have
successfully completed the programme with at least a 75% average or
equivalent. Applications are assessed on a case-by-case basis.

ACADEMIC CREDIT TRANSFER AND EXEMPTIONS

Academic credit transfer recognises previous study at another
recognised institution and transfers university points (credit) to a
degree at Victoria University of Wellington. Credit transfer can reduce
the number of courses required to complete a degree. In some cases, it
may be possible to complete a degree in two years, instead of three.
Please note that academic credit transfer is not applicable for
postgraduate study.

Any undergraduate applicant who has more than the minimum
entrance requirements for an undergraduate degree can apply for
credit transfer on their application form. Full official documentation
from previous studies must be provided, including an original academic
transcript, signed and dated by the issuing institution, or a certified
copy of the original. Detailed course descriptions of previous study may
also be required.

If you have already completed a course that is equivalent to one
required at Victoria for a prerequisite, major, or degree, you may be
considered for an exemption so that you do not have to take it again. An
exemption does not necessarily transfer credit or points. You may be
considered for an exemption as part of the credit transfer assessment.
The assessment process usually takes up to six weeks, so you are
strongly encouraged to apply for this with your initial International
Student Application to study at Victoria.

POSTGRADUATE STUDY + RESEARCH

ENGLISH LANGUAGE REQUIREMENTS

- IELTS overall band of 6.5, no sub-score below 6.0; or
- TOEFL 90 on the internet-based test with at least 20 in writing; or
- A minimum of two ratings of 5 and two ratings of 4 in the
Victoria University English Proficiency Programme test – see
Pathways Programmes in the Victoria International Prospectus,
page 30; or
- Pearson Test of English: A score of 65 (with a 'Communicative' score
of not less than 58).

The following programmes have specific English language requirements:

- Postgraduate teaching degree programmes and all Graduate
School of Nursing, Midwifery and Health programmes require a
minimum IELTS overall band of 7.0 with no sub-score below 7.0.
- Master of Laws and Master of International Trade requires a
minimum IELTS overall band of 7.0 with writing score of 6.0 with
no sub-score below 6.5; or TOEFL or Victoria University English
Proficiency Programme equivalent.
- Master of Information Management requires a minimum IELTS
overall band of 6.5, with writing score of 7.0 with no sub-
score below 6.0; or TOEFL or Victoria University English Proficiency
Programme equivalent.
- Master of e-Government requires a minimum IELTS overall band of
6.5 with writing score of 7.0 with no sub-score below 6.0; or TOEFL
or Victoria University English Proficiency Programme equivalent.

ACADEMIC REQUIREMENTS

Academic entry requirements for Victoria's postgraduate programmes
vary. You will need to have successfully completed a New Zealand
Bachelor's degree or its overseas equivalent from a recognised tertiary
institutions; and, for some programmes, evidence of relevant work/research experience may be necessary.

In general, for applicants who have a Bachelor's degree graded in a GPA
system, the GPA should be at least 3.0 out of 4.0. For applicants with
a Bachelor's degree graded in the British system, including India, the
Bachelor's degree must be in the first or upper second class. Please
note some programmes may require a higher entry requirement.

In addition to this application, applicants should include:

- Graduation certificates and full academic transcripts for all
tertiary studies.
- Two Academic References.
- Your Curriculum Vitae.
- Research proposal for thesis programmes.

PROOF OF ENGLISH LANGUAGE PROFICIENCY

When applying for admission, please provide a copy of your
latest test score, if available. Please note that test results are
only valid for two years.

You may be exempt from the English language requirements
if your previous studies were undertaken in a native English
speaking country. However, this still may not guarantee entrance
to the University without an IELTS or TOEFL test score.
NEW ZEALAND
Entry from NCEA:
• Attained NCEA Level 3; and
• Achieved 14 credits at NCEA Level 3 in each of three subjects from the list of approved subjects; and
• Achieved University Entrance Literacy requirements: 10 credits at Level 2 or higher, made up of 5 credits in reading and 5 credits in writing from specific standards; and
• Achieved University Entrance Numeracy requirements: 10 credits at Level 1 or higher from specific achievement standards, or three specific numeracy unit standards.

For more information visit: www.nzqa.govt.nz/qualifications-standards/awards/university-entrance

SUCCESSFUL COMPLETION OF THE NZ DIPLOMA IN BUSINESS; OR SUCCESSFUL COMPLETION OF ONE YEAR OF FULL-TIME STUDY TOWARDS THE NZ DIPLOMA IN BUSINESS WITH A B- AVERAGE;
SUCCESSFUL COMPLETION OF A NEW ZEALAND UNIVERSITY FOUNDATION PROGRAMME – FOR GRADE REQUIREMENTS CONTACT THE ADMISSIONS TEAM;
SUCCESSFUL COMPLETION OF A ONE YEAR QUALIFICATION RATED LEVEL 4 OR HIGHER BY NZQA AND TAUGHT BY A NZ POLYTECHNIC OR UNIVERSITY; OR SUCCESSFUL COMPLETION OF ONE YEAR OF FULL-TIME STUDY TOWARDS SUCH A QUALIFICATION, WITH AT LEAST A B- AVERAGE;

AUSTRALIA
Completion of Year 12 with an ATAR of at least 75

BRAZIL
Successful completion of one year of Bachelor degree level study at a recognised institution

CANADA
High School Diploma with an average of 65% or higher across 5 subjects in Grade 12. Requirements vary from Province to Province. For Province-specific requirements, please contact Victoria International Admissions, email victoria-international@vuw.ac.nz

CHINA PRC
Senior High School Graduation minimum 75% overall, plus one year of Bachelor degree level study at a recognised institution; or Senior High School Graduation minimum 75% overall, plus a completed 2 or 3 year Diploma from a recognised Institution; or Achieved a Tier 1 score in the National University Entrance Examination (Gaokao) at a recognised institution

DENMARK
Successful completion of Højere Handelsseksemesters; or Successful completion of højere Forberedelsesseksamens. A grade of 7 or higher in English fulfils the English language requirement

FIJI
See South Pacific Nations

FINLAND
Successful completion of Yliopillastutustinto / Studentexamen. A grade of 8 or higher in English fulfils the English language requirement

FRANCE
Successful completion of Diplôme du Baccalauréat

GERMANY
Successful completion of Zeugnis der Allgemeinen Hochschulreife (Abitur). A grade of 13 or higher in English fulfils the English language requirement

HONG KONG
Successful completion of the Hong Kong Diploma of Secondary Education (HKDSE) with at least 3 subjects achieved at Level 4 or higher, including English and 2 elective subjects; or Three Advanced Level passes at C grade or higher

INDIA
All-India Senior School Certificate (AISSC) minimum 75% overall; or India School Certificate (ISC) minimum 75% overall. A grade of 65% or higher in English fulfils the English language requirement

INDONESIA
SMA 3 with a GPA of 3.0, plus one year of study at a recognised institution; or SMA 3 with a GPA of 8.0 or higher at a recognised institution

INTERNATIONAL BACCALAUREATE
Achievement of the Diploma

IRAN
High School Diploma in Grade 15 or higher, plus one year of Bachelor degree level study at a recognised institution

JAPAN
High School Diploma with an average of 3.5 or higher

KOREA
Korean University Entrance Examination minimum mark of 80%, or score of 550; or High School Diploma, plus one year of Bachelor degree level study at a recognised institution

MALAYSIA
STPM with 3 passes at C grade or higher; or Maximum score of 18 points over 6 academic subjects in the UEC; or Three Advanced Level passes at C grade or higher; or Successful completion of an Australian Matriculation programme with aATAR of at least 75; or Successful completion of the Ontario Secondary School Diploma (Canadian Pre-U) with an average of at least 65% across six subjects in Grade 12. A grade of A, A+, A in SPM English; or B4 or higher in GCE O-level English (T10); or B or higher in STPM English; or B4 or higher in UEC English fulfils the English language requirement

NETHERLANDS
WWO Gymnasium A or B

NORWAY
Vitnærmål for Videregående. A grade of 4/VG or higher in English fulfils the English language requirement

PHILIPPINES
Successful completion of one year of Bachelor degree level study at a recognised institution

SAUDI ARABIA
One year of Bachelor degree level study at a recognised institution; or Successful completion of a 2 or 3 year Diploma from a recognised institution

SINGAPORE
Three H2 Level passes at grade C or higher; or 18 points where A=10, B=8, C=6 etc

SOUTH AFRICA
Senior Matriculation Certificate (National Senior Certificate) with an aggregate score of C or 3. A grade of D or 4 or higher in English fulfils the English language requirement

SOUTH PACIFIC NATIONS
South Pacific Senior Secondary Certificate with 3 B/ Merit grades plus a minimum grade of 5 in PSSC English 6 in PSSC Maths; or University of the South Pacific Foundation year with a minimum of C in Communication; or National University of Samoa Foundation Certificate with an average grade B3; or A score of 150 or higher in the Fiji 7th Form Certificate with passes in 4 subjects; or Tonga National Form 7 Certificate with 3 B grades plus a minimum grade of 5 in PSSC English and 6 in PSSC Maths

SRI LANKA
Three Advanced Level passes at grade C or better

SWEDEN
Avgångsbetyg or Suttbetyg. A grade of 4/VG or higher in English fulfils the English language requirement

TAIWAN
Senior High School Diploma with an average grade of 'B+' or better, plus one year of Bachelor degree level study at a recognised institution

THAILAND
Matayom 6 with a GPA of 3.2 or higher; or Successful completion of one year of Bachelor degree level study at a recognised institution with a GPA of 2.5 or higher

TONGA
See South Pacific Nations

UNITED KINGDOM
Three Advanced Level passes at grade C or higher

USA
High School Diploma, plus SAT score higher than 1650 with at least 500 in each of Critical Reading, Math, and Writing; or High School Diploma, plus ACT score of 34 or higher. Applicable only to SAT scores issued before March 2016. For scores issued after March 2016, please contact Victoria International Admissions, email victoria-international@vuw.ac.nz

VIETNAM
Grade 12 with a GPA of 8.0 or higher (when 'High School Graduation Certificate' attained in 2016 and onwards); or 'High School Graduation Examination' with a GPA of 7.0 or higher, plus one year of Bachelor degree level study at a recognised institution (when 'High School Graduation Certificate' awarded up to and including 2015); or 'High School Graduation Examination' with a GPA of 8.0 or higher (when 'High School Graduation Certificate' awarded up to and including 2015) at a recognised institution

*To find out if yours is a recognised institution, please contact Victoria International Admissions, email victoria-international@vuw.ac.nz
QUALIFICATIONS AND ACADEMIC RECORDS

Please provide details and official documentation of your academic results for all university qualifications. Include complete and incomplete qualifications.

<table>
<thead>
<tr>
<th>Pre-university study</th>
<th>Date commenced</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of qualification</td>
<td>Institution and country</td>
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</table>

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<thead>
<tr>
<th>Undergraduate</th>
<th>Date commenced</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of qualification</td>
<td>Institution and country</td>
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<tr>
<th>Postgraduate</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Name of qualification</td>
<td>Institution and country</td>
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</tr>
</tbody>
</table>

Are you CURRENTLY awaiting results of any studies undertaken this year?

☐ NO  ☐ YES – Please indicate below when these results will be available

<table>
<thead>
<tr>
<th>Degree/Qualification</th>
<th>Institution and country</th>
<th>Date results available</th>
</tr>
</thead>
</table>

Are you seeking a credit transfer (undergraduate applicants only)?

☐ NO  ☐ YES – Please provide official academic transcripts and course descriptions for all tertiary study. If you are awaiting results, please provide these documents as soon as possible. Credit transfer guidelines are found at www.victoria.ac.nz/international

Relevant work history/experience

If you have work experience relevant to this application, please supply a copy of your CV. (Work experience is not taken into account for admission to undergraduate programmes).

I HAVE INCLUDED:

☐ Certified copy of my passport personal details page
☐ Evidence of my English proficiency (where required)
☐ Official documentation of my academic results. Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

IMPORTANT NOTES:

Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be certified by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington reserves the right to inform all other New Zealand Universities of such cases, including the student’s name and date of birth.

Immigration New Zealand and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.

Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of Victoria University of Wellington.

PLEASE RETURN THIS FORM AND ALL CERTIFIED/ATTENDED DOCUMENTATION TO:

Victoria International
Victoria University of Wellington
Level 9, Easterfield Building, Kelburn Campus
PO Box 600
Wellington, NEW ZEALAND

DECLARATION AND SIGNATURE

1. The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information my enrolment may be declined or terminated.

2. I understand that I will not be admitted into the course or programme for which I have applied:
   - unless my application complies with the Admission and Enrolment Statute (www.victoria.ac.nz/admission-enrolment-statute) and relevant Qualification and Degree Statutes; and
   - until any conditions advised by the University have been satisfied.

3. I understand that the University may amend course and programme offerings, fees, levies, statutes, policies and procedures without notice.

4. I understand that the University will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website www.victoria.ac.nz/privacy. I acknowledge that I have the right to access and seek correction of personal information about me.

5. I have read and understand the refund policy which is included in the Victoria University of Wellington Fees Statute (www.victoria.ac.nz/documents/policy/finance/fees-statute-2017).

6. I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.

7. I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

8. I further agree that the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.

9. I understand that I must notify the University of any change in my contact details, accommodation type, residential address or immigration status.

10. I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical expenses) for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.
POLICIES TO PROTECT YOU

CODE OF PRACTICE

The Education (Pastoral Care of International Students) Code of Practice published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student.

Victoria University of Wellington has agreed to observe and be bound by The Code. Copies of The Code are available from Victoria International or from the NZQA website at www.nzqa.govt.nz/the-code Students or parents of students who feel an area of The Code has been breached should document the breach in writing to the Assistant Vice-Chancellor (International), who will take all steps to ensure that the grievance is settled. If a favorable result is not reached, the case will be referred to the Code Administrator. The University agrees to be bound by the Code procedures and will offer any information and cooperate with NZQA while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

FEES, LEVIES AND CHARGES

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, student services levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges see the Victoria University Fees Statute (the "Fees Statute"). Please refer to the most recent Fees Statute at www.victoria.ac.nz/fees

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees will be refunded to the students affected. In this case the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

Refund statement

1. REFUNDS

Refunds of Fees to Students are made in accordance with the current Fees Statute www.victoria.ac.nz/fees. Refunds for International Students are only processed once the Student has applied to the Student Fee Advisor in writing.

1.1 A Student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies up to a value of $15,000 per academic year will be paid directly to the student. Any monies to be refunded over and above this amount will be refunded to the originating bank account and an administration fee will be applicable.

1.2 An International Student who withdraws from the University and transfers to another institution must inform Victoria International and their Student Fee Advisor in writing and provide copies of their new Offer documents. Any refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.

1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.

1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.

1.5 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning the programme shall receive a full refund of fees less the admission fee if applicable.

1.6 A student enrolled in a PhD or Masters by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.

1.7 A student who gives written notice of withdrawal from a supervised individual research paper/project, practice, dissertation or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.

1.8 Victoria University may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances. If a full fee reconsideration is approved, the University will reverse the full tuition and non-tuition fees liable to the student, less $100.

1.9 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.

1.10 Subject to clauses 1.2 to 1.8, all refunds will be paid by bank transfer (on production of appropriate photo ID).

2. FULL REFUNDS

2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:

a) The Student is unable to take up the offer of admission;

b) Immigration New Zealand has refused a Student a visa for study in New Zealand;

c) A Student's application for a visa extension is refused by the Immigration New Zealand; or

d) Victoria University is unable to proceed with the course(s) offered.

2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University student visa before their refund will be actioned.

Subject to subsections 1.2 and 2.1, international students that have prepaid tuition fees who travel to New Zealand and do not complete their enrolment or who have given notice of withdrawal from all of their courses on or before the dates outlined in www.victoria.ac.nz/students/study/course-additions-withdrawals will receive a 100% refund of pre-paid tuition fees less an administration fee. The monies will be refunded to the originating bank account.

Withdrawal from courses

A student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at www.victoria.ac.nz/fees

GRIEVANCE PROCEDURES

Victoria University seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair.

Students, who feel that they have not been treated fairly at the University, should take note of the Statute on Academic Grievances – see www.victoria.ac.nz/academic-grievance-policy

Any international student who has a grievance against the University in any capacity should contact a Victoria International staff member. If the grievance cannot be solved, Victoria International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a student can contact NZQA, www.victoria.ac.nz/students/support/international/code-of-practice

Note that all policies are subject to change, so please refer to www.victoria.ac.nz/international/current-students/policies.aspx
ANNEX A
LIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Documentary Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Filipino citizen</td>
<td>1. Updated Personal Data Sheet</td>
</tr>
<tr>
<td>b. Must be 50 years old below</td>
<td>2. Endorsements from the head of office</td>
</tr>
<tr>
<td>c. Must have rendered at least five (5) years of service in the government</td>
<td>a. endorsement from school principal/division chief</td>
</tr>
<tr>
<td>(DepEd) at the time of nomination</td>
<td>b. endorsement from the Schools Division Office through the Office of the SDS</td>
</tr>
<tr>
<td>d. Must hold a permanent appointment at the organization nominating him/her</td>
<td>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized</td>
</tr>
<tr>
<td></td>
<td>representative (thru the Regional HRDD Chiefs)</td>
</tr>
<tr>
<td>e. Must have no pending administrative and/or criminal case</td>
<td></td>
</tr>
<tr>
<td>f. Must have a college degree and/or sufficient demonstrated ability and</td>
<td></td>
</tr>
<tr>
<td>experience related/relevant to the course he/she is applying for</td>
<td></td>
</tr>
<tr>
<td>g. Must have a good command of the English language (spoken and written)</td>
<td></td>
</tr>
<tr>
<td>h. Must have professional development needs aligned with the KRAs of the</td>
<td></td>
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<tr>
<td>organization</td>
<td></td>
</tr>
<tr>
<td>i. Must have outstanding accomplishments related/leading to the program</td>
<td></td>
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<tr>
<td>applying for</td>
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<tr>
<td>j. Must have no pending nomination for scholarship in another program/course</td>
<td></td>
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<tr>
<td>or have already rendered the required service obligation for a scholarship</td>
<td></td>
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<tr>
<td>previously enjoyed</td>
<td></td>
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<tr>
<td>k. Physically and mentally fit</td>
<td></td>
</tr>
<tr>
<td>l. Not an expectant mother</td>
<td></td>
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</tbody>
</table>
APPLICATION FOR ADMISSION AS A CANDIDATE TO THE MA/DIPLOMA/CERTIFICATE COURSES

IMPORTANT
a) All entries must be completed. Please enter 'N.A.' if an entry is not applicable.

- Please indicate course code, title and dates below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

- Please indicate the status of the applicant by putting a tick (✓) in the appropriate box.

  □ Nominated by SEAMEO Ministry of Education, ____________________________
  for SEAMEO RELC Scholarship
  (Country)

  □ Applying as a private fee-paying applicant

  □ Applying as a non-SEAMEO RELC Scholarship/Bursary applicant
  If admitted, the Scholarship/Bursary will be awarded to me by

  (Name of Sponsor/Agency)
  (Address of Sponsor/Agency)

PART A: PERSONAL PARTICULARS

- Full name (as in passport): (*Dr/Mr/Mrs/Ms/Miss)
  __________________________________________________________
  (Please PRINT and underline surname)

- Gender*: □ Male    □ Female

- Home address: ____________________________________________
  Tel no: ____________________ Email: ______________________

- Office address: ____________________________
  Fax no: ____________________ Tel no: ____________________
  Email: _____________________

- Address for correspondence*: □ Home address    □ Office address

- Date of birth: ____________ Age: _______ Place of birth: ____________
  (DD/MM/YY)                (Country & Province)

- Nationality/Citizenship: ____________________________
  Religion: ____________________________ Marital status: ____________

- Race*: □ Chinese    □ Indian    □ Malay    □ Others

* Please delete whichever is not applicable.
^ Please tick (✓) accordingly.
PART B: PROFESSIONAL QUALIFICATIONS

(1) ACADEMIC QUALIFICATIONS

List colleges/universities and/or other tertiary institutions attended, including courses at SEAMEO Regional Language Centre (in chronological order):

<table>
<thead>
<tr>
<th>Period attended</th>
<th>Name of institution and country</th>
<th>Major subject(s)/field(s) of study</th>
<th>Qualifications obtained/pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DD/MM/YY</td>
<td>DD/MM/YY</td>
<td>XYZ University, ABC country</td>
<td>Bachelor's Degree in Applied Linguistics</td>
</tr>
</tbody>
</table>

If applicable, please indicate your GCE 'A' Level General Paper / 'O' Level English Language results below:

- 'A' Level: ________
- 'O' Level: ________

If English was not the language of instruction in your previous institution, please indicate your results of one of the below tests:

- IELTS: ________
- TOEFL: ________ paper/computer/internet based
- SPM/STPM/MUET*: ________
- CU TEP: ________
- APTIS: ________

* Please delete whichever is not applicable.
*Please tick (✓) accordingly.
* Please indicate N.A. if it is not applicable.
(2) EMPLOYMENT HISTORY

Present Occupation
Position: 
Name of institution/employer: 
Date of joining: 
Give a brief description of the applicant's present job (including duties and responsibilities).


Previous occupation(s)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of institution/employer</th>
<th>Year</th>
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<tbody>
<tr>
<td></td>
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<td>From</td>
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</table>

(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED

<table>
<thead>
<tr>
<th>Period attended</th>
<th>Name of conference/seminar</th>
<th>Venue</th>
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<tbody>
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(4) RESEARCH EXPERIENCE

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<thead>
<tr>
<th>Title of research</th>
<th>Duration</th>
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<td>From</td>
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<tr>
<td>(5) PUBLICATIONS</td>
<td></td>
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<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Title of publication/Name of journal</td>
<td>Year published</td>
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<thead>
<tr>
<th>(6) LANGUAGES SPOKEN AND/OR WRITTEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate 'Excellent', 'Good' or 'Fair'.</td>
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<tr>
<td>Language</td>
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</table>

6 of 6
Please ensure that you answer the following questions to the best of your ability:

I. Describe the training that you have had on the teaching of English. Give details of courses that you have attended and how the training has helped you in your teaching.

II. Describe the challenges you face teaching a particular subject other than the English Language (e.g. Mathematics, Science or any other subject) using the English Language.

III. How would this course contribute to your professional development?

IV. Describe how knowledge and expertise you hope to gain from this course would be used in your institution/country.

*Please indicate N.A. if this question is not applicable.
STATEMENT BY APPLICANT

I certify that the information I have provided is true, complete and accurate, and I understand that my candidature will be subject to the rules and regulations of RELC.

________________________  ______________________
Signature                              Date

Endorsement of Application by:

________________________  ______________________
Name of Principal/Sponsor/Agency       Signature and Official Stamp

________________________  ______________________
Address of School/Sponsor/Agency       Date

Please tick (√) if you consent to the following:

☐ I agree that RELC will use my personal data for course registration and/or for statistical research and studies only. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent for the use of my personal data at any time through sce_pdp@relc.org.sg.

Completing your application

Interested applicants must submit the following documents:

☐ Application Form A238 (completed and endorsed) and the Victoria University of Wellington Application to Study (for MA TESOL applicants only)
☐ Medical Examination Form A228
☐ Copies of your certificates of degrees/diplomas, certified by your institution
☐ Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
☐ Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
☐ Copies of current/valid IELTS, TOEFL or other valid test results certified by your institution (for applicants from non-English medium education systems)

The above documents should be submitted to RELC via email at scl@relc.org.sg.
MEDICAL EXAMINATION FORM
*APPLICATION FOR MA/DIPLOMA/CERTIFICATE COURSE

PART A: PERSONAL PARTICULARS (to be completed by Applicant)

1. Name:* (Mr/Mrs/Ms/Mdm) ____________________________________________________________
   (Please underline surname)

2. Course Code, Course Title and Course Dates: __________________________________________

3. Home Address: ___________________________________________________________________
   ______________________________________________________________________________
   Country: __________________ Postal code: __________________

4. Gender: *Male/Female

5. Date Of Birth: ____________ (DD/MM/YYYY)

6. *Passport Number/NRIC No: ______________________________________________________

7. Nationality: ___________________________________________________________________

*Please delete whichever is not applicable

PART B: MEDICAL HISTORY (to be declared and completed by Applicant)

(Failure to disclose medical history in full may lead to the rejection or cancellation of the application/award).

Have you suffered from or undergone any of the following? Please circle either “Yes” or “No”

<table>
<thead>
<tr>
<th>No.</th>
<th>Condition</th>
<th>Yes / No</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuberculosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pneumonia</td>
<td></td>
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<tr>
<td>3</td>
<td>Pleurisy</td>
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<td></td>
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<tr>
<td>4</td>
<td>Asthma</td>
<td></td>
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<tr>
<td>5</td>
<td>Allergic disorders</td>
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<td>6</td>
<td>Rheumatic fever</td>
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<td>7</td>
<td>Heart disease</td>
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<tr>
<td>8</td>
<td>Gastric duodenal disorders</td>
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<td>9</td>
<td>Recurrent indigestion</td>
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<tr>
<td>10</td>
<td>Jaundice</td>
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<td>11</td>
<td>Dysentery</td>
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<td>12</td>
<td>Varicose veins</td>
<td></td>
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<td>13</td>
<td>Kidney or urinary diseases</td>
<td></td>
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<td>14</td>
<td>Rupture</td>
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<tr>
<td>15</td>
<td>Diabetes</td>
<td></td>
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<tr>
<td>16</td>
<td>Epilepsy</td>
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<td>17</td>
<td>Poliomyelitis or other neurological disorders</td>
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<td>18</td>
<td>Nervous breakdown</td>
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<td>19</td>
<td>Psychiatric disorders</td>
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<td>20</td>
<td>Eye disorders</td>
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<td>21</td>
<td>Ear, nose or throat disorders</td>
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<td></td>
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<tr>
<td>22</td>
<td>Skin diseases</td>
<td></td>
<td></td>
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<tr>
<td>23</td>
<td>Anaemia</td>
<td></td>
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<tr>
<td>24</td>
<td>Gynaecological disorders</td>
<td></td>
<td></td>
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<tr>
<td>25</td>
<td>Malaria or other tropical diseases</td>
<td></td>
<td></td>
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<tr>
<td>26</td>
<td>Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Serious accidents</td>
<td></td>
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<tr>
<td>28</td>
<td>Any other serious disorders</td>
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</tr>
</tbody>
</table>

If Yes, please specify:

________________________________________________________________________________

________________________________________________________________________________

Signature of Applicant ___________________________ Date ____________
PART C: CERTIFICATION BY EXAMINING PHYSICIAN (to be completed by physician)

Please tick (✓) accordingly.

1. Do you consider the candidate medically fit to undertake a (3 to 6 weeks/more than 6 months)*course of study abroad? (*Please delete whichever is not applicable)
   
   Yes (  )       No (  )

   If No, please specify reason: ____________________________________________

2. Additional comments by Examing Physician (if any):

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

   Signature of Examing Physician: ____________________________

   Name of Examing Physician: ____________________________

   Name of Medical Institution: ____________________________

   Address of Medical Institution: ____________________________

   ____________________________________________

   Official Stamp: ____________________________

   Date: ____________________________
COURSE TITLE

Application of (NAME of NOMINEE)
Region: ______________________
Submitted on (DATE and TIME)

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Email Addresses:</td>
</tr>
<tr>
<td>2.</td>
<td>Training Course:</td>
</tr>
<tr>
<td>3.</td>
<td>Contact Numbers:</td>
</tr>
<tr>
<td>4.</td>
<td>Designation/Position:</td>
</tr>
<tr>
<td>5.</td>
<td>Work Station (School/Office Unit):</td>
</tr>
<tr>
<td>6.</td>
<td>School Division Office:</td>
</tr>
<tr>
<td>7.</td>
<td>Religion:</td>
</tr>
<tr>
<td>8.</td>
<td>Age:</td>
</tr>
<tr>
<td>9.</td>
<td>Number of Years in DepEd</td>
</tr>
<tr>
<td>10.</td>
<td>Work Experience/s Related to Teaching (Indicate the highlights and duration.)</td>
</tr>
<tr>
<td>11.</td>
<td>Outstanding Accomplishments (Max of 5)</td>
</tr>
<tr>
<td>12.</td>
<td>Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)</td>
</tr>
<tr>
<td>13.</td>
<td>What challenges had you experienced as a teacher? What did you learn from them?</td>
</tr>
<tr>
<td>14.</td>
<td>What initiatives do you plan to implement so your school/office will benefit from this program?</td>
</tr>
<tr>
<td>15.</td>
<td>How did you hear about this scholarship opportunity?</td>
</tr>
</tbody>
</table>