



NEW ZEALAND MOUNTAIN GUIDES ASSOCIATION (Inc)

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PO Box 10, Aoraki Mount Cook 7946, New Zealand

NZMGA APPLICATION PROCEDURE

BEFORE YOU COMPLETE YOUR APPLICATION, PLEASE MAKE SURE YOU HAVE READ AND UNDERSTOOD THE FOLLOWING

There are five guiding Pathways that you can apply for with the New Zealand Mountain Guides Association. On submitting your Application to the NZMGA you are applying for a specific Pathway.

- IFMGA
- Ski
- Climb
- Alpine Trekking Guide (ATG)
- Hard Ice Guide (HIG)

1. Send your Application in for the chosen Pathway

- i. **At the time of Application**, you must provide proof of all required pre-requisites for the Pathway. Please ensure all documentation is sent in at the time of application to avoid any processing delays.
- ii. Send your application with all supporting documentation to info@nzmga.org.nz; your application will be processed on a first-in-first-served basis.

2. Your Log will be checked and ratified by our Training Officer.

3. On approval from the Training Officer a confirmation email will be sent to you along with an invoice for the \$500 deposit for the Pathway.

- i. Please note, this deposit is credited towards your first assessment course and is non-refundable. If, for some reason, you are unable to participate in the next course, your deposit can be transferred to the next available course.

4. On receipt of your deposit and, providing we have received all your pre-requisite information, you become a candidate for the next available course. Please see notes below with regards to course numbers.

5. Once the course has reached the required number of candidates, a confirmation email will be sent to you along with an invoice for your first course fee. The due date for this invoice is 8 weeks prior to the course commencing.

- i. If full payment is not received 8 weeks prior to the commencement date of the course, your place on the course is unsecured and may be offered to another prospective candidate.
- ii. Late applications (within 8 weeks of a course starting) may be accepted, space permitting, and will be considered on a case-by-case basis and your place considered secure on receipt of full payment of course fee.

6. On full payment of the course fee you are considered as a participant on the first training/assessment course of the Pathway.

NZMGA COURSE AND FEES

All NZMGA Courses have minimum and maximum numbers of candidates.

- i. Minimum numbers are required to meet budgets
- ii. Maximum numbers are set as we have trainer/assessor to candidate ratios that we must adhere to
 - If we receive more than the maximum allowed for a course, names will be wait-listed in the order that we receive applications in. If we are unable to accommodate someone on a course due to maximum numbers, this person will be first on the list for the next course.
- iii. Applications are processed on a first-come-first served basis so we encourage you to send your application in promptly.
- iv. Your name is entered on the course in the order that we receive *completed* applications.
- v. Course fees are set to ensure a course can run to budget as we are not for profit organisation.
- vi. For any potential new NZMGA members, your assessment course fee will be invoiced at the standard course fee + \$100
 - This \$100 surcharge is to cover your annual subs until the end of the current financial year – 31st March.
 - For the following financial year, from 1st April, you will be invoiced at the rate for the guide status that you achieve on your assessment course.
 - If a participant fails an assessment course, this \$100 surcharge will be refunded to the participant on ratification of results by the Technical Sub-Committee (TSC).