

# Application for Enrolment

## Personal Details

Title	<input type="text" value="Mr, Mrs, Miss, Ms, Other"/>	Student ID Number (if known) <input type="text"/>
Surname	<input type="text"/>	
Legal First Names	<input type="text"/>	
Preferred First Names	<input type="text"/>	
Previous Name (if different)	<input type="text"/>	
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Please attach two passport size photos here
	day month year	
IRD Number (refer Page 4)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Programme Name	<input type="text" value="First Choice"/> <input type="text" value="Location"/>	
National Student Index (NSN) No. (If known)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	What year is this application for? <input type="text"/>

## Address Details

Permanent Postal Address	Term Postal Address (if different from permanent address)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="Postcode:"/>	<input type="text" value="Postcode:"/>
Telephone Number <input type="text" value="[ ]"/>	Telephone No. <input type="text" value="[ ]"/>
Fax Number <input type="text" value="[ ]"/>	Email Address <input type="text"/>
Mobile Phone Number <input type="text"/>	
Employer Address	Employer Telephone No. <input type="text" value="[ ]"/>
<input type="text"/>	
<input type="text"/>	
<input type="text" value="Postcode:"/>	

## Study Contract Details

How do you intend to pay for your study?	Will you study full-time or part time?
<input type="checkbox"/> Student Loan	Full <input type="checkbox"/> Part <input type="checkbox"/>
<input type="checkbox"/> Cash	Do you expect to finish your study this year?
<input type="checkbox"/> Cheque	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> WINZ Training Incentive Allowance	Have you enrolled at Tai Poutini Polytechnic previously? (including community education, STAR, TOPS, short courses)
<input type="checkbox"/> Other - please specify:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>	

## Citizenship Details

Tick the box that describes your citizenship or permanent residence status.

You are required to produce your Birth Certificate or other evidence of permanent residence to verify your status as a domestic student.

Government policy requires that we identify domestic or international students.

<input type="checkbox"/> NZ Citizen (NZL)	<input type="checkbox"/> Australian Citizen (AUS)	
<input type="checkbox"/> NZ Permanent Resident (NZP)	<input type="checkbox"/> Other - please specify your country of citizenship	<input type="text"/>

## Ethnicity: What ethnic group (s) do you belong to?

You may tick up to three boxes, which apply to you.

<input type="checkbox"/> NZ European/Pakeha	111	<input type="checkbox"/> Greek	123	<input type="checkbox"/> Chinese	421
<input type="checkbox"/> NZ Maori	211	<input type="checkbox"/> Polish	124	<input type="checkbox"/> Indian	431
<input type="checkbox"/> Samoan	311	<input type="checkbox"/> South Slav	125	<input type="checkbox"/> Sri Lankan	441
<input type="checkbox"/> Cook Island Maori	321	<input type="checkbox"/> Italian	126	<input type="checkbox"/> Japanese	442
<input type="checkbox"/> Tongan	331	<input type="checkbox"/> German	127	<input type="checkbox"/> Korean	443
<input type="checkbox"/> Niue	341	<input type="checkbox"/> Australian	128	<input type="checkbox"/> Other Asian	444
<input type="checkbox"/> Tokelauan	351	<input type="checkbox"/> Other European	129	<input type="checkbox"/> Middle Eastern	511
<input type="checkbox"/> Fijian	361	<input type="checkbox"/> Filipino	411	<input type="checkbox"/> Latin American	521
<input type="checkbox"/> Other Pacific Peoples	371	<input type="checkbox"/> Cambodian	412	<input type="checkbox"/> African	531
<input type="checkbox"/> British/Irish	121	<input type="checkbox"/> Vietnamese	413	<input type="checkbox"/> Other	611
<input type="checkbox"/> Dutch	122	<input type="checkbox"/> Other Southeast Asian	414	<input type="checkbox"/> Not Stated	999

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

## Iwi

\*If you identified as New Zealand Maori (20) in the Ethnic Origin section, with which Iwi do you identify? You may enter more than one Iwi. If you do not know the name of your Iwi, please enter "Don't Know"

Iwi
Rohe (Iwi home area)

## Secondary Education

What was the name of the last or present secondary school you attended? State "Overseas" if applicable

When was your last year of secondary school?

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows how many credits you have. Tick only one box.

<input type="checkbox"/> No formal secondary qualifications	00	<input type="checkbox"/> University Entrance	14
<input type="checkbox"/> 14 or more credits at any level	11	<input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship	15
<input type="checkbox"/> NCEA Level 1 or School Certificate	12	<input type="checkbox"/> Overseas qualification	09
<input type="checkbox"/> NCEA Level 2 or 6th Form Certificate	13	<input type="checkbox"/> Other	98
		<input type="checkbox"/> Not Known	99

## First Year of Tertiary Study

Will this be the first year you have ever enrolled in an Institute of Technology, University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? **Do not include enrolments in STAR, TOPS, community hobby classes.**

Yes  No

If you answer 'No', please enter the year of your first enrolment

## Previous Tertiary Education

Year	Institute	Title	Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Highest Tertiary Qualification

<input type="checkbox"/>	No Tertiary Education	01	<input type="checkbox"/>	National Diploma/NZ Diploma	06	<input type="checkbox"/>	Bachelors Degree	11
<input type="checkbox"/>	Trade Certificate	02	<input type="checkbox"/>	Nat. Cert./Diploma	07	<input type="checkbox"/>	Bachelors Honours Degree	12
<input type="checkbox"/>	Advanced Trade Certificate	03	<input type="checkbox"/>	Local Poly Certificate/Diploma	08	<input type="checkbox"/>	Uni.Post Grad. Diploma/Degree	13
<input type="checkbox"/>	New Zealand Certificate	04	<input type="checkbox"/>	Teachers Certificate/Diploma	09	<input type="checkbox"/>	Masters Degree	14
<input type="checkbox"/>	Technicians Certificate	05	<input type="checkbox"/>	Uni.Under Grad. Diploma/Certificate	10	<input type="checkbox"/>	Other	15

## Other Qualifications

Year	Awarded By	Title	Completed
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

## Prior Activity

What will be/was your MAIN activity or occupation in New Zealand at 1 October in the year before commencing study at Tai Poutini Polytechnic? Tick only one box.

<input type="checkbox"/>	Secondary School Student	01	<input type="checkbox"/>	College of Education Student	07
<input type="checkbox"/>	Non-employed or Beneficiary	02	<input type="checkbox"/>	House Person or Retired	08
<input type="checkbox"/>	Wage or Salary Worker	03	<input type="checkbox"/>	Overseas (Irrespective of Occupation)	09
<input type="checkbox"/>	Self Employed	04	<input type="checkbox"/>	Private Training Establishment Student	10
<input type="checkbox"/>	University Student	05	<input type="checkbox"/>	Wananga Student	12
<input type="checkbox"/>	Polytechnic/Institute of Technology Student	06			

## Disability/ Support Details

This information is used to enable us to provide support and for statistical purposes. The information you supply is confidential.

Do you live with the effects of injury, long term illness or disability?

Yes  No

If 'yes', please describe your injury, long term illness or disability in general terms

Is there any special support you would need to study or complete this programme?

Yes  No

If 'yes', please specify (eg, literacy, numeracy, hearing, visual)

## Emergency Contact Details

Contact person in case of emergency

Name

Address

Home Telephone Number

Work Telephone Number

Relationship to this person

NB: A POST BOX IS UNACCEPTABLE

## Marketing Information

Please indicate how you obtained information about this programme. Please tick any number of boxes.

<input type="checkbox"/>	Work and Income	<input type="checkbox"/>	Polytechnic Open Day	<input type="checkbox"/>	Past Polytechnic Student
<input type="checkbox"/>	Another Tertiary Institution	<input type="checkbox"/>	STAR Course	<input type="checkbox"/>	Newspaper Advertisement
<input type="checkbox"/>	ACC	<input type="checkbox"/>	Polytechnic Website	<input type="checkbox"/>	Radio Advertisement
<input type="checkbox"/>	Industry Training Organisation	<input type="checkbox"/>	Polytechnic Staff Member	<input type="checkbox"/>	Television Advertisement
<input type="checkbox"/>	NZ Careers Service	<input type="checkbox"/>	School Careers Advisor	<input type="checkbox"/>	Polytechnic Publication
<input type="checkbox"/>	School/ Camp Visit to Polytechnic	<input type="checkbox"/>	Family member or Friend	<input type="checkbox"/>	Magazine Advertisement
<input type="checkbox"/>	Career Expo	<input type="checkbox"/>	Polytechnic Office		Which Magazine? - Please specify below
<input type="checkbox"/>	Polytechnic/ Staff Visit to School	<input type="checkbox"/>	Own Enquiry		<input type="text"/>

## General Information

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**PRIVACY-** Tai Poutini Polytechnic collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that Tai Poutini Polytechnic will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information principles in the Act. <http://www.privacy.org.nz/privacy-act>

**NATIONAL STUDENT INDEX-** Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>

**STUDENT ALLOWANCES AND LOANS-** StudyLink can be contacted on 0800 88 99 00 regarding student allowances and loans.

**IRD NUMBER-** Where you have supplied your IRD number for the purpose of a student loan write-off, that information is being collected for the Ministry of Education who will forward that information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility for a student loan write-off. That information will be used solely for this purpose.

**PROGRAMME SPECIFIC INFORMATION-** To apply for certain programmes it will be necessary to complete a Programme Specific Information Record. This questionnaire will be provided to you, if applicable, as soon as you have identified the programme in which you wish to enrol. If the programme has already been identified, the questionnaire is included in your enrolment pack.

**ENROLMENT FEE-** If you are accepted onto a programme you must pay a non-refundable Enrolment Fee to secure your place. If you fail to pay this fee your place may be given to another applicant. The Enrolment Fee will be credited to your Programme Fee once your enrolment has been finalised. The invoice for your Programme Fee will be issued after the enrolment process has been completed.

**STUDENT HANDBOOK-** On enrolment, each student will receive a Student Handbook. The Student handbook provides information on formal procedures and policies of Tai Poutini Polytechnic as they apply to students. These include the General Academic Regulations.

**PERMANENT POSTAL ADDRESS-** This address will be used to forward correspondence to you before your programme commences and after your programme has finished. It should therefore be a family/home address or similar.

## Checklist

## IMPORTANT PLEASE READ CAREFULLY

**WE WANT TO ENSURE YOUR ENROLMENT IS PROCESSED QUICKLY. FAILURE TO ANSWER "YES" TO ALL OF THESE QUESTIONS WILL RESULT IN YOUR ENROLMENT BEING DELAYED**

- Yes  No  Have you completed all questions and provided all necessary documentation to establish citizenship (if not already supplied)?
- Yes  No  Have you attached all copies of any qualifications?
- Yes  No  Have you completed your emergency contact details?
- Yes  No  Have you enclosed your certified birth certificate or passport? Photocopies must be certified by a Justice of the Peace or equivalent or designated Tai Poutini Polytechnic staff member ( if not already supplied).
- Yes  No  **Have you signed the declaration?**

## Student Declaration

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I hereby declare the information given to be true. I authorise any information given to be used in compliance with the Privacy Act. I acknowledge that I am bound by the statutes, regulations and policies of Tai Poutini Polytechnic. I also understand that if I have supplied false information, my enrolment may be cancelled by the Chief Executive.

### DISCLAIMER

Tai Poutini Polytechnic reserves the right to cancel programmes/courses where enrolment numbers are insufficient to make delivery financially viable. In that event, the Polytechnic accepts no liability for personal expenses incurred by potential students. Any fees paid in this situation will be refunded in full.

Signature

Date

day month year