

Application for Re-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"/>	National Student Index (NSN) Number (if known)	<input type="text"/>
Date of Birth	<input type="text" value=""/> day <input type="text" value=""/> month <input type="text" value=""/> year Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		
IRD Number	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		
Programme Name	<input type="text" value="First Choice"/> <input type="text" value="Location"/>	What year is this application for?	<input type="text"/>

Address Details

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

Study Contract Details

How do you intend to pay for your study?

<input type="checkbox"/> Student Loan		Will you study full-time or part time?	Full	<input type="checkbox"/>	Part	<input type="checkbox"/>
<input type="checkbox"/> Cash		Do you expect to finish your study this year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/> Cheque						
<input type="checkbox"/> WINZ Training Incentive Allowance						
<input type="checkbox"/> Other - please specify:		<input type="text"/>				

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.

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

Home Telephone Number

Address

Work Telephone Number

NB: A POST BOX IS UNACCEPTABLE

Relationship to this person

General Information

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 Practise. 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.

Student Declaration

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.

Signature

Date

day

month

year