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Please complete this form and mail to the above address

## Instructions

The purpose of this enrolment form is to obtain the information we need to enrol you into a qualification programme. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please complete the form in full by:

- Completing all sections of the form.
- Print your answers clearly in **pen**, or tick the box that applies to multi-choice questions.
- Sign the form
- Attach to the form additional documentation that is required for Tertiary Education Commission funding purposes. A description of the required documentation is provided on page 4 of this form.

## Qualification Programme

① Please write the name of the qualification or course you wish to study:

.....

Course Fee (Office Use)

② Please give qualification start and finish dates start date:     /     /     finish date:     /     /

.....

③ If you know your NSI number please write it here:

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## Personal Details

④ Print your full legal name: family name .....

first name(s) .....

preferred first name .....

Student ID (Office Use)

⑤ If you have previously enrolled under another name, what was that name? .....

⑥ Title:     Ms      Miss      Mrs      Mr      Other (specify): .....

⑦ Date of birth:     /     /  
                                 day     month     year

⑧ Gender:     male      female

⑨ Address and contact details:

Home address:

Postal address (if different from home address)

.....  
.....  
.....

.....  
.....  
.....

Phone: (     )     Mobile: (     )     E-mail: .....

## Citizenship and Residency:

### 10 Tick the box which best describes your citizenship or permanent residency status.

New Zealand Citizen  NZL  Australian Citizen AUS

New Zealand Permanent Resident  NZP  Other

Please specify if "Other" .....

(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)

### Please also specify your fee/assistance status

NZ, NZP or AUS. if NZP or AUS. student resident in NZ  00

MFAT Scholar (incl Aotearoa short-term training and post-graduate)  01

Full fee paying foreign student  03

Exchange student approved by Ministry of Education  04

Foreign research based post-graduate  06

Military personnel, diplomatic staff or family, or persons associated with Operation Deep Freeze  08

On-shore International PhD student, or their dependant  09

During your enrolment in this programme where will you be resident? New Zealand  Overseas

## Ethnicity:

### 11 What ethnic group(s) do you belong to? You may tick up to three boxes that apply to you.

New Zealand European/Pakeha  01  36

New Zealand Maori  20  37

Samoan  31  51

Cook Island Maori  32  52

Tongan  33  68

Niuean  34  89

Tokelauen  35  99

Please specify if "Other Pacific Island", "Other Asian" or "Other". .....

### 12 Iwi: If you identified as New Zealand Maori in question 12, with which Iwi do you identify? You may enter more than one Iwi.

13 **Disability:** Do you live with the effects of significant injury, long term illness, or disability?  
The information you supply is confidential. yes  no

### 14 Prior activity: What was your MAIN activity or occupation in New Zealand at 1st October last year? Tick only one box.

Secondary school student  01  08

Unemployed or other beneficiary, e.g. DPB (excluding retired)  02  09

Wage or salary worker  03  10

Self-employed  04  11

University student  05  12

Polytechnic student  06  99

College of Education student  07

Please specify if "other". .....

Database No. (Office Use)

**15 Secondary School:**

What was the name of the last secondary school you attended? State "overseas" if applicable.

What was your last year at secondary school?

What is the highest academic award you hold from a secondary school? Tick only one box.

- |   |                             |  |                             |
|---|-----------------------------|--|-----------------------------|
| No secondary qualification<br>or 0-13 NCEA Level 1 credits                          | <input type="checkbox"/> 00 | A or B Bursary or NCEA Level 3 (i.e. 80 credits) | <input type="checkbox"/> 07 |
| School Cert. (one or more subjects)<br>or 14+ NCEA Level 1 credits, or NCEA Level 1 | <input type="checkbox"/> 01 | Scholarship or NCEA Level 4                      | <input type="checkbox"/> 08 |
| Sixth Form Cert. (one or more subjects)<br>or 30+ NCEA Level 2 credits              | <input type="checkbox"/> 02 | Overseas award                                   | <input type="checkbox"/> 09 |
| University Entrance (prior to 1986)<br>or NCEA Level 2 (i.e. 80+ credits)           | <input type="checkbox"/> 03 | Other  | <input type="checkbox"/> 98 |
| Higher School Certificate<br>or 30+ NCEA Level 3 credits                            | <input type="checkbox"/> 04 | Not known  | <input type="checkbox"/> 99 |
| Entrance Qualification<br>or 42+ NCEA Level 3 credits                               | <input type="checkbox"/> 05 |  |                             |

Please specify if "Overseas award" or "None of the above".

What year did you attain your highest secondary academic award?

**16 Tertiary Study:**

Will this be the first year you have ever enrolled in a 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, community or hobby classes.

No  Yes

If you answered "No", please enter the year of your first enrolment.

Do you expect to graduate from your programme of study this year?

No  Yes

**Declaration of IRD Number for Full Student Loan Interest Write-off:**

**17 IRD Number:** --

Please fill in your IRD number if you have a Student Loan, or anticipate applying for a Student Loan this year, so that Inland Revenue can determine your eligibility for a full Student Loan interest write-off, and can give you that write-off.

**You do not need to provide your IRD number if you do not have a Student Loan, and do not intend applying for one this year.**

This information will be forwarded to the Ministry of Education, who will then provide it, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility, and action your student loan interest rebate write-off.

**Please staple the following documents to the back of this form**

- \* All the documentation required by the Ministry of Education listed under the section entitled 'Documentation' on the last page of this enrolment form.
- \* Your last secondary school report showing marks in the subjects relevant to the qualification you have enrolled for.
- \* Copies of other relevant qualifications or Trade Certificates.
- \* Pre-entry documentation for study in computing qualifications.

**Also make sure that you sign your enrolment form on the following page...**



## Documentation

**To qualify as a domestic student** and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand, or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a Kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with New Zealand residency stamps.

**A certified copy** means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor. You can find a list of Justices of the Peace in the yellow pages of the telephone book. Alternatively you can bring the original documentation into Electec College for photo copying and we will verify that we have sighted the original documentation.

**International** students must bring their passport with them when they enrol. The passport must contain a current New Zealand Student Visa.

## Personal Declaration

**Privacy** - Electec College collects and stores information from this form to comply with the requirements of the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Education and Training Support Agency (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes) and Work & Income New Zealand (confirmation of enrolment and academic outcomes). The information is also used to select students for programmes, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

**In addition**, when required by statute, Electec College releases information to Government agencies such as the New Zealand Police, Department of Justice, Work and Income New Zealand and the Accident Rehabilitation Compensation Corporation (ACC).

**In signing** this enrolment form you authorise such disclosure on the understanding that Electec College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the Electec College Administration Manager.

**Fees** - In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Electec College policy on withdrawal and refund of fees is detailed in the Electec College Student Information Handbook.

**Rules** - In signing this enrolment form you undertake to comply with the published rules and policies of Electec College with regard to attendance, academic progress, standard of dress, health and safety and behaviour.

**Declaration** - I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above and I consent to the disclosure of personal information as described above.

Signature .....

Date        /        /  
.....

## Office Use

Enrolment  
approved

.....  
/        /  
.....

Entered SDR  
database

.....  
/        /  
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