

Welcome to Academy New Zealand. Please read the instructions below carefully before you complete this application/enrolment form.

Please post or deliver your completed application/enrolment form to the appropriate Academy New Zealand Campus that you wish to study at.

INSTRUCTIONS

The purpose of this application/enrolment form is to get the information we need to enrol you into a programme at Academy New Zealand (referred to as the Academy). We also need to collect information from you which are required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please ask if you need help with this form.

- Complete all sections of the form.
- Print your answers clearly in pen, or tick the box that applies for multi-choice questions.
- Sign the form.
- Attach to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided.
- Attach any relevant additional information, such as your CV, references, school certificates, exam results, etc, that you feel would enhance and support your application.

APPLICATION SECTION

PROGRAMME DETAILS

1	Programme details:	What is the name and number of the programme you wish to study in 2010? _____ <i>(Programme Name – Full Qualification Name)</i> <i>(Programme Number – PC Code)</i> Which campus will you be studying at? _____ What will be your first day of the programme? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; width: 100%;"> <i>day</i> <i>month</i> <i>year</i> </div>						
2	Academy history:	Have you studied at the Academy before? <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> If yes, what was your ID number? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> If yes, please provide the following details: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Programme Name</th> <th style="width: 30%;">Dates Attended</th> </tr> </thead> <tbody> <tr> <td> </td> <td>From / / To / /</td> </tr> <tr> <td> </td> <td>From / / To / /</td> </tr> </tbody> </table>	Programme Name	Dates Attended		From / / To / /		From / / To / /
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	From / / To / /							
	From / / To / /							

PERSONAL DETAILS

3	Name: <i>(Please print your Full Legal name)</i>	Family Name: _____ Given Name(s): _____ Preferred first name: _____ If you have previously enrolled under another name, what was that name? _____												
4	Preferred title:	<input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Ms</i> <input type="checkbox"/> <i>Other (specify):</i> _____												
5	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; width: 100%;"> <i>day</i> <i>month</i> <i>year</i> </div>												
6	Gender:	<input type="checkbox"/> <i>Male</i> <input type="checkbox"/> <i>Female</i>												
7	Address and contact details:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Home Address:</td> <td style="width: 50%;">Postal Address: <i>(if different from home address)</i></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Home phone:</td> <td>Fax:</td> </tr> <tr> <td>Mobile:</td> <td>Email:</td> </tr> </table>	Home Address:	Postal Address: <i>(if different from home address)</i>							Home phone:	Fax:	Mobile:	Email:
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Home phone:	Fax:													
Mobile:	Email:													

8	Next of kin:	Name:	Relationship to you:																												
		Address:																													
		Email:																													
		Phone:	Mobile:																												
9	NZQA history:	<p>If you are registered with NZQA and have an NZQA Record of Learning number or National Student Number (NSN), please write it here:</p> <p><input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><i>Please supply a copy of your Record of Learning with this application form.</i></p>																													
10	Citizenship and residency:	<p>Tick the box which best describes your citizenship or permanent residency status. (If you are uncertain of your residency status, please refer to box 19 for further information)</p> <p><i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>Other</i> <input type="checkbox"/></p> <p>If 'other', please specify: _____</p> <p>If 'other', are you a Full Fee Paying Foreign Student? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p>																													
11	Ethnicity:	<p>What ethnic group(s) do you belong to? You may tick up to three boxes which apply to you.</p> <table border="0"> <tr> <td><i>European/Pakeha or NZ European</i></td> <td><input type="checkbox"/> 111</td> <td><i>Fijian</i></td> <td><input type="checkbox"/> 361</td> </tr> <tr> <td><i>New Zealand Maori</i></td> <td><input type="checkbox"/> 211</td> <td><i>Other Pacific Peoples</i></td> <td><input type="checkbox"/> 371</td> </tr> <tr> <td><i>Samoan</i></td> <td><input type="checkbox"/> 311</td> <td><i>Chinese</i></td> <td><input type="checkbox"/> 421</td> </tr> <tr> <td><i>Cook Island Maori</i></td> <td><input type="checkbox"/> 321</td> <td><i>Indian</i></td> <td><input type="checkbox"/> 431</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/> 331</td> <td><i>Other Asian</i></td> <td><input type="checkbox"/> 444</td> </tr> <tr> <td><i>Niuean</i></td> <td><input type="checkbox"/> 341</td> <td><i>Other</i></td> <td><input type="checkbox"/> 611</td> </tr> <tr> <td><i>Tokelauan</i></td> <td><input type="checkbox"/> 351</td> <td></td> <td></td> </tr> </table> <p>Please specify if "Other Pacific Peoples", "Other Asian" or "Other": _____</p>		<i>European/Pakeha or NZ European</i>	<input type="checkbox"/> 111	<i>Fijian</i>	<input type="checkbox"/> 361	<i>New Zealand Maori</i>	<input type="checkbox"/> 211	<i>Other Pacific Peoples</i>	<input type="checkbox"/> 371	<i>Samoan</i>	<input type="checkbox"/> 311	<i>Chinese</i>	<input type="checkbox"/> 421	<i>Cook Island Maori</i>	<input type="checkbox"/> 321	<i>Indian</i>	<input type="checkbox"/> 431	<i>Tongan</i>	<input type="checkbox"/> 331	<i>Other Asian</i>	<input type="checkbox"/> 444	<i>Niuean</i>	<input type="checkbox"/> 341	<i>Other</i>	<input type="checkbox"/> 611	<i>Tokelauan</i>	<input type="checkbox"/> 351		
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12	Iwi:	<p>If you identified as New Zealand Maori, in question 10 what is the name of your Iwi? You may enter more than one Iwi: If you don't know your Iwi, please enter 'Don't Know'</p>																													
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13	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2008? You may tick only one box.</p> <table border="0"> <tr> <td><i>Secondary school student</i></td> <td><input type="checkbox"/> 01</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> <td><input type="checkbox"/> 02</td> </tr> <tr> <td><i>Wage or salary worker</i></td> <td><input type="checkbox"/> 03</td> <td><i>Self-employed</i></td> <td><input type="checkbox"/> 04</td> </tr> <tr> <td><i>University student</i></td> <td><input type="checkbox"/> 05</td> <td><i>Polytechnic student</i></td> <td><input type="checkbox"/> 06</td> </tr> <tr> <td><i>College of Education student</i></td> <td><input type="checkbox"/> 07</td> <td><i>House-person or retired</i></td> <td><input type="checkbox"/> 08</td> </tr> <tr> <td><i>Overseas (irrespective of occupation)</i></td> <td><input type="checkbox"/> 09</td> <td><i>Private training establishment student</i></td> <td><input type="checkbox"/> 11</td> </tr> <tr> <td><i>Wananga student</i></td> <td><input type="checkbox"/> 12</td> <td><i>Other</i></td> <td><input type="checkbox"/> 99</td> </tr> </table> <p>Please specify if 'Other' _____</p>		<i>Secondary school student</i>	<input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 02	<i>Wage or salary worker</i>	<input type="checkbox"/> 03	<i>Self-employed</i>	<input type="checkbox"/> 04	<i>University student</i>	<input type="checkbox"/> 05	<i>Polytechnic student</i>	<input type="checkbox"/> 06	<i>College of Education student</i>	<input type="checkbox"/> 07	<i>House-person or retired</i>	<input type="checkbox"/> 08	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 09	<i>Private training establishment student</i>	<input type="checkbox"/> 11	<i>Wananga student</i>	<input type="checkbox"/> 12	<i>Other</i>	<input type="checkbox"/> 99				
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14	Health:	<p>Do you have any medical conditions we should be aware of? (eg. asthma, allergies, epilepsy etc.)</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes if yes, please specify _____</p> <p>Do you live with the effects of significant injury, long-term illness, or disability? (eg. hearing/sight impairment, mobility etc.)</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes if yes, please specify _____</p>																													
	<i>(The information you supply is confidential and will help us to supply services to students with disabilities.)</i>																														

15	Previous employment:	Have you been in previous employment? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>if yes, please provide the following details:</i>			
		Employer	Position	From / /	To / /

16	Legal:	Have you have any criminal convictions or pending court cases? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>if yes, please provide the details:</i>
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ACADEMIC INFORMATION

17	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? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
		What is the highest qualification you achieved at 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 you how many credits you have. Tick only one box.			
		<i>No formal secondary qualification</i>	<input type="checkbox"/>	00	
		<i>14 or more credits at any level</i>	<input type="checkbox"/>	11	
		<i>NCEA Level 1 or School Certificate</i>	<input type="checkbox"/>	12	
		<i>NCEA Level 2 or Sixth Form Certificate</i>	<input type="checkbox"/>	13	
		<i>University Entrance</i>	<input type="checkbox"/>	14	
		<i>NCEA Level 3 or Bursary or Scholarship</i>	<input type="checkbox"/>	15	
		<i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i>	<input type="checkbox"/>	09	
		<i>Other</i>	<input type="checkbox"/>	98	
		<i>Not known</i>	<input type="checkbox"/>	99	
		<i>Please specify if "Overseas qualification" or "Other": _____</i>			

18	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. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, what was the year of your first enrolment:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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GENERAL INFORMATION

19	<i>How did you first hear about this programme of study?</i>	<input type="checkbox"/> Family Member/Friend	<input type="checkbox"/> Newspaper Advertising
		<input type="checkbox"/> School Careers Advisor	<input type="checkbox"/> Other - please specify _____

DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF

20	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.		
	IRD number:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"><input type="text"/></input>	

DOCUMENTATION

21	<p>To qualify as a domestic student, and be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (which includes students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or be 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 by providing one of the following:</p> <ul style="list-style-type: none"> ▪ 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 ▪ Marriage Certificate if your above proof of identity is in your maiden name ▪ Certificate of citizenship or letter of confirmation ▪ Overseas passport with residency stamp <p>A photocopy of your original document will be taken and held with your application/enrolment form. Alternatively you can bring a certified copy to the enrolment desk. International students must bring their passport with them when they enrol. Please list all documents that you have attached to this application/enrolment form. Documents should be securely stapled to this form.</p>		
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DECLARATION

Privacy – The Academy 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), Ministry of Social Development (confirmation of enrolment and academic outcomes) Industry Training Organisations (funding and academic outcomes), and Inland Revenue Department (student loan interest rebate). 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 institutions for the purpose of verifying academic records.

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

In signing this application/enrolment form you authorise such disclosure on the understanding that the Academy 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 Student Liaison Officer.

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>

IRD Number – Where you have supplied your IRD number for the purposes of a student loan interest write-off, that information is being collected to provide to 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 to a student loan interest write-off. That information will be used solely for this purpose.

Fees – In signing this application/enrolment form you acknowledge that you have read the Academy's policy on withdrawal and refund of fees and undertake to pay all tuition fees and course related costs as they become due, as set out in the relevant Proforma invoice, and to meet any late fees and collection charges associated with debt recovery. The Academy's policy on withdrawal and refund of fees is detailed in our Essential Information for Students brochure.

Rules – In signing this application/enrolment form you undertake to comply with the published rules and policies of the Academy 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 application/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.

Applicant's Signature

_____/_____/_____
Date

ENROLMENT SECTION

ENROLMENT CONSIDERATION/OFFER (Academy NZ Branch Use Only)

- 22
- 1) This application is completed correctly and all relevant documentation attached. Birth Certificate and/or Passport has been taken, retained on file and person's identity verified by _____
 - 2) The Academy is able (ie learner is eligible, learner has meet academic admission criteria, all required documentation received and position on course is available) and willing to make an enrolment offer:
 Yes No – if no provide reason _____
 - 3) If Yes, an offer of enrolment on ____/____/____ (Academy Slash Number) by way of relevant Offer Letter and Proforma Invoice were issued to the Applicant on (date): ____/____/____
(Please note: a copy of Offer Letter and Proforma Invoice must be retained)

Signed by Academy NZ (Training Advisor or Registrar Preferred)

_____/_____/_____
Date

ENROLMENT ACCEPTANCE CONFIRMATION

- 23
- 1) I (the applicant) confirm my acceptance of the offer of enrolment as detailed in my Offer Letter and Proforma Invoice and advise that I intend to pay my fees by:
 Full Payment by Cash/Cheque Full Payment by Credit Card (Visa & Mastercard)
 Full Payment from Student Loan Part Payment and balance from Student Loan
 Training Incentive Allowance (applies to Students who are on domestic purposes, widow's or invalids benefits)

Signed by Applicant

_____/_____/_____
Date

- 2) Academy NZ confirms the applicant's enrolment.

Signed by Academy NZ (Training Advisor or Registrar Only)

_____/_____/_____
Date