

# ENROLMENT

**Please read the instructions below carefully before you complete this application form.**

## Instructions

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at Telford Rural Polytechnic. 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 fill in the form properly by:**

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- Signing the form.

→ Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 25, (section E18) of the form.

### **Contact Address:**

#### **Telford Rural Polytechnic**

Owaka Highway  
Private Box 6  
BALCLUTHA

**Phone:** (03) 419 0300

**Fax:** (03) 418 3584

**Email:** [telford.polytech@telford.ac.nz](mailto:telford.polytech@telford.ac.nz)

**Website:** [www.telford.ac.nz](http://www.telford.ac.nz)



# STUDENT ENROLMENT FORM



# Telford

Rural Polytechnic  
*Te Whare Wanaka O Puerua*

## For Office Use Only

Enrolment Accepted
Date
Course Controller
Student I.D.

Enrolment Validated
Date
Course Registrar
EFTS Value

Birth Certificate Sighted. Yes  No

## A. Qualification

1. Course Of Study	Level
Planned Start Date	

## B. Personal Details

2. Print your full legal name: Family Name	Given Name(s)
3. Preferred first name	4. If you have previously enrolled at this institution under another name, what was that name?
5. Preferred title Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other <input type="checkbox"/>	6. Date of birth
7. Gender Female <input type="checkbox"/> Male <input type="checkbox"/>	8. IRD number IRD No <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"/> <input type="text"/> <input type="text"/>

9. If you are registered with NZQA and have an NZQA Record of Learning Number, please write it here:

NZQA No  -  -

10. Citizenship and Residency (Tick the box which best describes your citizenship or permanent residency)

New Zealand Citizen (NZL)	<input type="checkbox"/>	Australian Citizen (AUS)	<input type="checkbox"/>
New Zealand Permanent Resident (NZP)	<input type="checkbox"/>	Other	

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

If you ticked "Other", please also specify your fee/assistance status.

MFAT Scholarship (incl. Aotearoa, short-term training, and post-graduate)	(01)	<input type="checkbox"/>
Full Fee Paying Foreign Student	(03)	<input type="checkbox"/>
Exchange Student	(04)	<input type="checkbox"/>
Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze	(08)	<input type="checkbox"/>

During your enrolment in this qualification will you be resident in New Zealand or overseas?

In New Zealand	<input type="checkbox"/>	Overseas	<input type="checkbox"/>
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**11. Ethnicity: What ethnic group(s) do you belong to?**

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

- |   |  |
|---|--|
| <input type="checkbox"/> 111 NZ European/Pakeha | <input type="checkbox"/> 121 British/Irish         |
| <input type="checkbox"/> 122 Dutch              | <input type="checkbox"/> 123 Greek                 |
| <input type="checkbox"/> 124 Polish             | <input type="checkbox"/> 125 Slav                  |
| <input type="checkbox"/> 126 Italian            | <input type="checkbox"/> 127 German                |
| <input type="checkbox"/> 128 Australian         | <input type="checkbox"/> 129 Other European        |
| <input type="checkbox"/> 211 New Zealand Maori  | <input type="checkbox"/> 311 Samoan                |
| <input type="checkbox"/> 321 Cook Island Maori  | <input type="checkbox"/> 331 Tongan                |
| <input type="checkbox"/> 341 Niuean             | <input type="checkbox"/> 351 Tokelauan             |
| <input type="checkbox"/> 361 Fijian             | <input type="checkbox"/> 371 Other Pacific Peoples |
| <input type="checkbox"/> 411 Filipino           | <input type="checkbox"/> 412 Cambodian             |
| <input type="checkbox"/> 413 Vietnamese         | <input type="checkbox"/> 414 Other Southeast Asian |
| <input type="checkbox"/> 421 Chinese            | <input type="checkbox"/> 431 Indian                |
| <input type="checkbox"/> 441 Sri Lankan         | <input type="checkbox"/> 442 Japanese              |
| <input type="checkbox"/> 443 Korean             | <input type="checkbox"/> 444 Other Asian           |
| <input type="checkbox"/> 511 Middle Eastern     | <input type="checkbox"/> 521 Latin American        |
| <input type="checkbox"/> 531 African            | <input type="checkbox"/> 611 OTHER                 |

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

If you identified as New Zealand Maori, with which Iwi do you identify? You may enter more than one Iwi. If you don't know the name of your Iwi, please enter "Don't Know".

**12. Iwi**

Rohe (Iwi home area)

Iwi:

Rohe (Iwi home area)

**13. Prior activity**

What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Secondary school student              | <input type="checkbox"/> 02 Non-employed or beneficiary (excluding retired) |
| <input type="checkbox"/> 03 Wage or salary worker                 | <input type="checkbox"/> 04 Self-employed                                   |
| <input type="checkbox"/> 05 University student                    | <input type="checkbox"/> 06 Polytechnic student                             |
| <input type="checkbox"/> 07 College of Education Student          | <input type="checkbox"/> 08 House-person or retired                         |
| <input type="checkbox"/> 09 Overseas (irrespective of occupation) | <input type="checkbox"/> 11 Private training establishment                  |
| <input type="checkbox"/> 12 Wananga student                       |   |

**14. Disability. (The information you supply is confidential)**

Do you live with the effects of significant injury, long term illness, or disability? Yes  No

If yes, how would you describe your impairment, disability or long term medical condition.

**C. Academic Information**

**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?

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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 you how many credits you have. Tick only one box.

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

**16.** 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.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	What year do you expect to complete the academic requirements of your course/s in order to graduate?
If no, please enter the year of your first enrolment.		
<input type="text"/>		

### D. Student Loan Interest Write-Off

**17.** Do you currently have or will you have a Student Loan this year?

No – please go to the next section	<input type="checkbox"/>	Yes – please insert your IRD number	<input type="checkbox"/>
See below for more information		IRD No <input type="text"/>	<input type="text"/>

#### INTEREST WRITE-OFFS

If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.

Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off. Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can't be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

### E. Documentation

**18. 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 residency stamp.**

Please provide a certified copy. This 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.

**International students** must bring their passport with them when they enrol.

**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>

Please list here all the documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form

<input type="text"/>
<input type="text"/>

## F. Source Of Information

19. please tick all applicable boxes

<input type="checkbox"/> Polytechnic Brochure/Prospectus/Video	<input type="checkbox"/> Television Cover
<input type="checkbox"/> Careers Expo/Field day	<input type="checkbox"/> Employer
<input type="checkbox"/> Open day/Taster Week	<input type="checkbox"/> Newspaper Advert
<input type="checkbox"/> Visit by Polytechnic Liaison Officer	<input type="checkbox"/> Telford Website
<input type="checkbox"/> Previous Student	<input type="checkbox"/> School Teacher
<input type="checkbox"/> Careers Adviser	<input type="checkbox"/> STAR Course
<input type="checkbox"/> Family/Friend	<input type="checkbox"/> Radio Advert
<input type="checkbox"/> Magazine Advert	<input type="checkbox"/> Career Services/Kiwi Careers

## G. Contact Details

20. Home Address

Post code

Term Address

Post code

Telephone

Mobile (optional)

Fax

Email

## Student Declaration

**Privacy** – Telford Rural 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 institutions for the purpose of verifying academic records.

In addition, when required by statute, Telford Rural Polytechnic 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 enrolment form you authorise such disclosure on the understanding that Telford Rural 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 any information held about you and amend any errors in that information. To do so, contact the Director of Finance and Administration.

**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 privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

**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 Polytechnic's policy on withdrawal and refund of fees is set out in the Students' Handbook.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Telford Rural Polytechnic as set out in the Students' Handbook.

**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.

Date

Signature

## ADDITIONAL INFORMATION



**Telford**  
Rural Polytechnic  
*Te Whare Wanaka O Puerua*

### Work Experience


### Sports/Interests


### Special Interests


### Reasons for studying at Telford


To complete your enrolment, please check you have included the following

- |   |   |
|---|---|
| <input type="checkbox"/> Non-refundable Enrolment Fee of \$50.00                                      | <input type="checkbox"/> Medical Statement                  |
| <input type="checkbox"/> Your last School Report  | <input type="checkbox"/> Character reference                |
| <input type="checkbox"/> Copy of one of the documents as set out in section E18 of the enrolment form | <input type="checkbox"/> Equine students – riding reference |

Please arrange with your Principal/Headmistress/Headmaster/Rector to have the 'Principal's Report' completed and returned to Telford Rural Polytechnic.

### Parent/Caregiver Declaration

Parent/ Caregiver's Name	Home Address
Phone	Mobile

*I undertake to guarantee the payment of all fees and any other accounts as soon as they are rendered, and agree that the applicant will be subject to, and abide by the Policies, Procedures and Regulations of Telford Rural Polytechnic.*

Signature Parent/ Caregiver	Date

## HALLS OF RESIDENCE APPLICATION



Telford

Rural Polytechnic

Te Whare Wanaka O Puerua

## Office use only

Application received

Room allocated

Acceptance sent

Acceptance Nos

## Instructions

## Send completed Form to:

FREEPOST 73901, Telford Rural Polytechnic, Private Box 6, Balclutha

## Available Accommodation

7 day student 5 day student 

OPTION 1- Single Room With Ensuite  
 OPTION 2- Single Room Utilising Communal Shower & Toilet  
 OPTION 3- Double Room Utilising Communal Shower & Toilet

Please Indicate Your Selection

1st Choice

2nd Choice

## THE PRIVACY ACT 1993

Applicants are advised that the Halls of Residence Office will use the information provided on this application form in accordance with the Privacy Act 1993, as detailed in the Telford Rural Polytechnic Handbook.

## Section A

Surname

First Name(s)

Home Address for reply

Postal code

Telephone

Mobile (optional)

Date of Birth

Gender

Female  Male 

Emergency Contact (Name and Phone)

Course Of Study Applied For

## Section B

Do you have a disability/medical condition/or take regular medication? Yes  No Do you have a special dietary requirement ? Yes  No 

Tick the box of the ethnic group which you identify

Maori Pacific Islander Pakeha/European Other Asian 

If you have a special religious affiliation, please state which (this question is optional)

### Section C

Do you intend to seek authority to bring a motor vehicle to Telford? Yes  No

Do you intend to seek authority to bring a firearm to Telford? Yes  No

If you answered yes to either of these questions, you must complete the relevant authority form or permission will be denied. (Contact Telford Administration for forms)

List any school/community activities you have been involved in


List your personal interests/cultural activity


List your sporting activities you are involved/interested in


List any Halls of Residence/Hostels you have previously lived in (Name and Date)


### Applicant Declaration

For the purposes of the Privacy Act 1993 the Applicant consents to Telford Rural Polytechnic Halls of Residence obtaining information from the Applicant. This consent extends to Telford Rural Polytechnic Halls of Residence using any information about the Applicant it holds for the purposes of establishing and maintaining the relationship between the Applicant and Telford Rural Polytechnic Halls of Residence. The Applicant also agrees that Telford Rural Polytechnic Halls of Residence may disclose any information it holds about the Applicant without limitation, to any person or agency, that such disclosure of information shall be confined to that information reasonably required by any such person or agency. The Applicant also agrees to abide by the Rules and Regulations of the Hall of Residence. I hereby give my consent and agreement, and also declare that the information supplied by myself to be true and correct.

Date	Applicants Signature

# MEDICAL STATEMENT

Information provided in this document is only available to Telford Management. Where appropriate and with your consent, information that may relate to your safety and well-being while on field trips will be disclosed to fellow tutors. All information contained in this document will be used in accordance with the Privacy Act 1993. The information contained in this form is not used for eligibility purposes for the course in which you wish to enroll.

## Student Details

Surname

Next of Kin

First Name(s)

Emergency Contact Number

## Medical Details

Have you ever suffered from any of the following complaints?

- |                                    |   |  |  |
|------------------------------------|---|--|--|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Hay fever                | <input type="checkbox"/> Pneumonia                 | <input type="checkbox"/> Ear problems        |
| <input type="checkbox"/> Asthma    | <input type="checkbox"/> Hypothermia              | <input type="checkbox"/> Acute abdominal problems  | <input type="checkbox"/> Headaches/migraines |
| <input type="checkbox"/> Diabetes  | <input type="checkbox"/> Hyperthermia             | <input type="checkbox"/> Back/neck/spinal injuries | <input type="checkbox"/> Heart problems      |
| <input type="checkbox"/> Epilepsy  | <input type="checkbox"/> Hyperventilation         | <input type="checkbox"/> Bleeding disorders        | <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> Eczema    | <input type="checkbox"/> Head Injuries/concussion | <input type="checkbox"/> Mental disability         | <input type="checkbox"/> Low blood pressure  |
| <input type="checkbox"/> Other     |   |  |  |

## Infections

Have you ever been infected with any of the following?

- |                                     |                                 |                              |                                    |
|-------------------------------------|---------------------------------|------------------------------|------------------------------------|
| <input type="checkbox"/> Tinea      | <input type="checkbox"/> Herpes | <input type="checkbox"/> HIV | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Meningitis | <input type="checkbox"/> Other  |                              |                                    |

## Allergic Reaction/s

Do you have Allergic Reaction/s to any of the following

- |                                       |                                       |                                     |                                     |
|---------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Antibiotics  | <input type="checkbox"/> Elastoplasts | <input type="checkbox"/> Foods      | <input type="checkbox"/> Penicillin |
| <input type="checkbox"/> Insect bites | <input type="checkbox"/> Medication   | <input type="checkbox"/> Injections | <input type="checkbox"/> Other      |

If you have ticked any of the above please give details (Symptoms, action required)

## Medication

Are you currently on medication? Yes  No

Medicine

Dosage/Frequency

Reason

## Prevention

Is your tetanus vaccination current? Yes  No

Do you suffer from any phobias? Yes  No

If yes, please give details below

## Risk Disclosure

There will always be risks and hazards associated with any activity, especially in an outdoor environment. It is important to understand that safety is a shared responsibility of the organization and the participants in the programme.

Date

Student Signature

Parent/Caregiver Signature

# PRINCIPAL'S REPORT

Telford would be grateful if you could complete this report, which will be treated in strictest confidence. Please return this form to us before 30th November. Telford appreciates your co-operation. Thank you



**Telford**  
Rural Polytechnic  
*Te Whare Wanaka O Puerua*

## Student Details

Confidential Report On

A Student At

Years At Your College/School

Level/Form This Year

\*Year 11 Subject Achievements

\*Year 12 Subject Achievements

\*Year 13 Subject Achievements

(\*For achievement please enter marks/grades/results from most recent national or school assessment)

## Extra Curricular Activities

Positions of Responsibility

Sporting

Social and Cultural

Other



## Frequently Asked Questions

### CAN I BRING MY OWN CAR TO TELFORD?

Yes, provided you have a valid driver's licence, current registration and warrant of fitness, plus up-to-date insurance. Please indicate your intention in the Halls of Residence Application Form.

### I ENJOY HUNTING. CAN I BRING MY FIREARMS WITH ME TO TELFORD?

Yes, but you will need a current firearms licence. Firearms will be securely stored and issued for student use. Please indicate your intention in the Halls of Residence Application Form.

### CAN I BRING A DOG TO TRAIN DURING THE YEAR?

Yes, but you should not bring a dog at the start of the course. You should make enquiries to the Farm Director shortly after your course begins. Due to the limited spaces available, places are allocated on the basis of commitment to study and preferred strand (i.e sheep). When training begins in term 2 it is recommended pups are between 3 – 12 months old.

### I AM ENROLLING IN THE CERTIFICATES IN EQUINE PROGRAMME. CAN I BRING MY OWN HORSE?

Yes, you can either bring your own horse or lease one during the year. Please contact the Equine Tutor to determine the suitability of your horse. Travel costs incurred with bringing a horse to Telford are your responsibility.

### WHERE WILL I LIVE?

Telford has an on-campus Halls of Residence with 3 different room options- single, twin share or room with an ensuite. All rooms and living areas are cleaned by cleaners and meals are prepared, cooked and supplied by our on-campus caterers. A Halls of Residence application is included in this booklet. It is recommended that you apply early to ensure a place.

### ARE THERE RECREATION AREAS?

Telford offers a full-sized gymnasium (with marked courts, pool table and weight training room), sports field and tennis court. Telford is ideally situated close to rivers and coastline for fishing, mountains and bush land for hunting, tramping and skiing. South Otago also offers excellent opportunities to join local sports teams.

### CAN SOMEONE PICK ME UP AT THE AIRPORT?

Yes, Telford offers a free pick-up service to and from Dunedin Airport, and Balclutha bus terminals at the beginning and end of each term.

### IS IT POSSIBLE TO VISIT TELFORD?

Yes, please contact us directly to arrange a suitable date and time. (0800) 835 367

#### Disclaimer

The information contained in this booklet is accurate at time of printing. It is intended for guidance purposes only, and does not confer a contractual obligation on the Council, Management or any Department of Telford Rural Polytechnic.

The Polytechnic reserves the right to offer, withdraw or substitute any course or part of a course; make alterations to the structure, content, assessment or moderation processes; and implement any other such changes to a course or element of a course as it may be desirable or necessary, without prior notice. An application to study at Telford Rural Polytechnic does not automatically constitute entry into any given course.