

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.

Please fill the form in 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

Ensure you have included the following for your enrolment to be processed quickly:

- Your proof of identification (a description of the required documentation is

provided on page 39 (section E18) of the form.

- Your course fee payment

Course fee payment options:

- Credit card
- Cheque
- Payment plan (please contact Telford Administration)
- Student loans (a limited number of courses have student loans available)

Contact Address:

Telford Rural Polytechnic

Owaka Highway, Private Box 6
BALCLUTHA

Phone: (03) 419 0300

Fax: (03) 418 3584

Email: distance@telford.ac.nz

Website: www.telford.ac.nz



STUDENT ENROLMENT FORM



Telford
Rural Polytechnic
Te Whare Wanaka O Puerua

TELFORD CORRESPONDENCE
ENROLMENT

For Office Use Only

Enrolment Accepted

Date

Course Controller

Student I.D.

Birth Certificate Sighted. Yes No

Enrolment Validated

Date

Course Registrar

EFTS Value

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 Miss Mrs Mr Other

6. Date of birth

7. Gender

Female Male

8. IRD number

IRD No --

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)

Australian Citizen (AUS)

New Zealand Permanent Resident (NZP)

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)

Full Fee Paying Foreign Student

(03)

Exchange Student

(04)

Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze

(08)

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

In New Zealand

Overseas

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