

TELFORD APPLICATION FOR ENROLMENT



Telford
Te Whare Whānaka o Puerua

INSTRUCTIONS: Please **print clearly** using pen

(1) THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE ACCEPTANCE OF YOUR ENROLMENT

PRINT YOUR FULL LEGAL NAME (As per your birth certificate or passport)

Title Mr Mrs Miss Ms Other _____

First Names Surname

Previous or Other Name (e.g Maiden Name) Preferred Name

Email Preferred method of contact

Date of Birth / / Gender (Please tick) Female Male NSI number if known

(2) PROGRAMME YOU WISH TO STUDY

For a full list of available programmes, please refer to our website www.telford.ac.nz

Tick		Programme	Level	Duration
	TF0751	Telford Certificate in Agriculture	3	43 weeks
	TF0753	Telford Certificate in Apiculture	3	43 weeks
	TF0961	Telford Certificate in Equine	3	19 weeks
	TF0956	Telford Certificate in Equine	4	19 weeks
	PC3000	Massey University Diploma in Agriculture	5	32 weeks
	TF0965	Diploma for Rural Veterinary Technicians	5	43 weeks

Please tick the programme you wish to enrol in.

PLANNED START DATE: / /

Telford Programme Accommodation (please circle): On Campus / Off Campus

Please complete separate Halls of Residence application form and return to us.

(3) ETHNICITY:
WHICH ETHNIC GROUP(S) DO YOU BELONG TO? YOU MAY TICK UP TO THREE BOXES THAT APPLY TO YOU.

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

Iwi:
 If you identified as New Zealand Māori, with which Iwi do you identify?
 You may enter more than one Iwi.

Iwi: _____ Rohe (iwi home area): _____
 Iwi: _____ Rohe (iwi home area): _____
 Iwi: _____ Rohe (iwi home area): _____

Have you studied at Telford before?

Yes
 No (if no, how did you hear about Telford?)

Teacher/School Family/Friend Internet search Newspaper
 PITA STAR Radio Fieldays
 Picked up a Flyer Career Expo Social Media

Have you completed a Telford Taster Course before?

No Yes (if yes, please put date of Taster) / /

(4) DOCUMENTATION, USE OF INFORMATION AND PRIVACY STATEMENT

To qualify as a domestic student, and to be entitled to the Government tuition subsidy, you must be:

- A New Zealand citizen, which includes citizens of the Cook Islands, Niue and Tokelau
- A New Zealand permanent resident currently living in New Zealand
- An Australian citizen currently living in New Zealand
- An Australian permanent resident who has a returning resident’s visa and is currently living 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 at www.justiceofthepeace.org.nz. Alternatively, you can bring the original documentation to the enrolment desk for your interview and Telford will make a copy. International students must bring their passport with them when they enrol.

Student Fee Protection: Telford has an agreement with Public Trust to protect students’ fees by holding students’ fees in a trust account and pro-rata, monthly, in arrears transferring the fees over to Telford. This protects all students’ fees against the unlikely closure of Telford. Along with your Acceptance Letter you will receive a Fee Protect Student Acknowledgment Form to complete and return to us.

Telford collects and stores information from this form to:

- manage the business of Telford (including reporting and administrative processes)
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding
- supply information to government agencies and other organisations noted below.

Telford may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

Supply of information to government agencies and other organisations

Telford supplies data collected on your enrolment to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development: in relation to student loans and allowances
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, Telford releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that Telford will observe the conditions concerning the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

I consent to my photograph being used for marketing purposes and note that I have the right to revoke my permission.

I consent to my email address being used to send me academic material and information associated with my programme.

You may request to see any information held about you and request that any errors in that information be amended or noted.

To do so, contact the Regional manager.

(5) CITIZENSHIP DETAILS

Tick the box to indicate your Citizenship or Permanent Residence status. You are required to produce your Birth Certificate or other evidence of Permanent Residence to verify your status as a domestic student, this can include a NZ Passport, Certificate of Citizenship, or overseas Passport with Resident's Visa.

<input type="checkbox"/> NZ Citizen	<input type="checkbox"/> NZ Permanent Resident (For which country are you a citizen?) _____
<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Australian Permanent Resident (For which country are you a citizen?) _____
<input type="checkbox"/> Other - please specify _____	<input type="checkbox"/> Tick all that apply

(6) STUDENTS WITH DUAL CITIZENSHIP TO COMPLETE THIS SECTION

SPECIFY THE COUNTRY OF CITIZENSHIP OF THE PASSPORT USED TO ENTER NEW ZEALAND AND YOU WILL NEED TO SUPPLY EVIDENCE OF RESIDENCY STATUS OR CITIZENSHIP. Please tick one of the boxes below:

<input type="checkbox"/> Domestic Student (subsidised)	<input type="checkbox"/> Refugee or protected person whose application for residence is being processed or a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa.	<input type="checkbox"/> If you are a New Zealand or Australian permanent resident, or an Australian Citizen, please specify in years and months how long you have resided in New Zealand with a residence class visa, or with Australian citizenship: Years: _____ Months: _____
<input type="checkbox"/> Domestic Full Fee-Paying Student		
<input type="checkbox"/> International Fee-Paying Student (including people on current work visa)		
<input type="checkbox"/> International student who is an ITO off-job trainee		

IF YOU ARE AN INTERNATIONAL STUDENT, PLEASE GIVE THE FOLLOWING INFORMATION:

Passport Number: _____ Passport Expiry Date: _____

Information provided in this document is available to Telford management. Where appropriate, information that may relate to your safety and well being while off site or on field trips will be disclosed to staff/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 programme in which you wish to enrol.

Do you live with the effects of an injury, long-term illness or impairment? Have you ever suffered from any of the following ailments?

Yes No

If yes, please indicate your condition/disability by ticking the boxes that apply to you.

- Arthritis
- Diabetes
- Deafness
- Hearing impairment
- Eczema
- Hypothermia
- Headaches/migraines
- High blood pressure
- Hyperventilation
- Pneumonia
- Psychological/psychiatric disability
- Spinal/neck/back injuries
- Mental health issues
- Other (please specify below)
- Specific learning disability (e.g. Dyslexia, ADHD, Irlen Syndrome, Asperger Syndrome-- outline below)
- Asthma
- Epilepsy
- Blindness
- Low blood pressure
- Hay Fever
- Hyperthermia
- Heart problems
- Phobias
- Head injuries/concussion
- Acute abdominal problems
- Travel Sickness
- Bleeding disorders
- Ear problems
- Vision impairment

Specify any information concerning the conditions above:

Please list any allergies:

Are you currently on any medication?

Yes No (if you have ticked yes, please provide details)

Is your tetanus vaccination current?

Yes No

Medicine	Dosage/Frequency	Reason

Who is your Family Doctor?

Name:

Address:

Phone: ()

Risks

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 organisation and the student.

(8) ACTIVITY OR OCCUPATION IN NEW ZEALAND AT 1st OCTOBER LAST YEAR

<input type="checkbox"/> Secondary school student (01)	<input type="checkbox"/> Non-employed or beneficiary (excluding retired) (02)
<input type="checkbox"/> Wage or salary worker (03)	<input type="checkbox"/> Self employed (04) <input type="checkbox"/> University student (05)
<input type="checkbox"/> Polytechnic student (06)	<input type="checkbox"/> House person or retired (08) <input type="checkbox"/> Overseas (irrespective of occupation) (09)
<input type="checkbox"/> Private Training Establishment student (11)	<input type="checkbox"/> Wānanga student (12)

(9) ACADEMIC INFORMATION

COLLEGE OR HIGH SCHOOL ATTENDED

LAST YEAR AT COLLEGE OR HIGH SCHOOL

WHAT IS YOUR HIGHEST COLLEGE OR HIGH SCHOOL QUALIFICATION (TICK APPROPRIATE BOX)

<input type="checkbox"/> No formal secondary school qualification	<input type="checkbox"/> NCEA Level 1	<input type="checkbox"/> School Certificate	<input type="checkbox"/> Overseas qualification (includes International Baccalaureate & Cambridge exams)
<input type="checkbox"/> 14 or more credits at any Level	<input type="checkbox"/> NCEA Level 2	<input type="checkbox"/> Sixth Form Certificate	
	<input type="checkbox"/> NCEA Level 3	<input type="checkbox"/> University Entrance	
		<input type="checkbox"/> Bursary scholarship	<input type="checkbox"/> Not known

<p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If you answered 'No', enter the name of the institution you studied at and year of your first enrolment. Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p> <p>Name: _____</p>
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If you have completed one or more tertiary qualifications enter the name of the highest level qualification.

Name: _____ Level (if known) _____

Is your programme completion date in this calendar year? No Yes

<p>Have you studied on any other agricultural programmes?</p>	<p>Name of Programmes: _____</p>
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<p>Literacy/Numeracy: This will not affect your enrolment but will ensure you receive appropriate support.</p>	<p>I have had a Reader/Writer previously at school <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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(10) STUDENT CONTACT DETAILS

RESIDENTIAL ADDRESS:	
Post Code:	
POSTAL ADDRESS (if different from above):	
Post Code:	
MOBILE NO:	
HOME TELEPHONE NO:	
Drivers Licence Status	<input type="radio"/> Full <input type="radio"/> Restricted <input type="radio"/> Learners <input type="radio"/> None

(11) EMERGENCY CONTACT DETAILS

NAME:	
ADDRESS:	
Post Code:	
PHONE: Home:	Work:
Mobile:	
EMAIL:	
Relationship to student	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Other (if other state who) <input type="radio"/> N/A Additional addresses:

(12)

PAYMENT DETAILS

How do you intend to pay your fees? (please tick)

- Cheque
 EFTPOS
 Cash
 Direct Credit
 Student Loan
 N/A

Apply directly to Studylink on 0800 88 99 00 or www.studylink.govt.nz as soon as possible.

Do not wait until you start your course.

Student IRD number:

Student Bank Account details:

Bank *Branch* *Account Number* *Suffix*

Bank: _____

Branch: _____

Town/City: _____

(13)

DECLARATION AND SIGNATURE OF APPLICANT

Fees

All programme fees, accommodation, student recreation fee and other fees are payable as they become due. An invoice will be received at the same time as your Acceptance Letter. This invoice will detail the account that payments are to be made if you are not using Studylink.

All payments must be clearly referenced with the student name and student number (e.g. Smith123456).

Evidence of payment/electronic transfer of funds must be forwarded to Telford. In signing this application for enrolment form I personally guarantee to pay all fees as they become due and to meet any late fees and recoverable collection charges, and legal fees associated with debt recovery. Telford's policy on withdrawal and refund of fees may be obtained from the enrolment administrators.

Rules

In signing this application for enrolment for I undertake to comply with the published rules and policies of Telford which may be obtained from the enrolments administrator.

DECLARATION

I declare that to the best of my knowledge all the information supplied on and with, this application for enrolment form is true and correct.

I agree to abide by the conditions described above and consent to the disclosure of personal information or images as described above including credit checks.

I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my identity, and paid all relevant fees and charges in accordance with the Telford terms and conditions of enrolment.

Signature of Applicant

I declare I am the applicant named on this form.

Signed by student

Name

Date

/ /

Witness

Signature of Witness

Occupation

Present Address

Executed as a Deed

this day of 20

Signature of parent/guardian (If under 18 years old)

I declare that I am the parent/guardian of the applicant named on this form who is under the age of 18.

I approve this application and personally guarantee to pay the fees and any programme related costs as they become due as listed above in the fees section.

Signed by parent/guardian

Full Name

Drivers Licence # Version #

Present Address

Date / /

Witness

Signature of Witness

Occupation

Present Address

Executed as a Deed

this day of 20

CHECKLIST

Unless all documentation is attached Telford will be unable to process your application form.

Have you?

- Read and understood the information contained in this Application Form
- Completed all required sections of this Application Form
- Read, signed and dated the Declaration
- Attached a copy of your birth certificate and/or passport with resident visa (if not a New Zealand passport)

FOR MORE INFORMATION
Phone: 0800 TELFORD (835 367)
Visit: www.telford.ac.nz

Disclaimer: This document is intended as a general guide. Information contained in this document was up-to-date and accurate at the time of publication.

In 2017 Telford became a part of Taratahi Agricultural Training Centre.

Students enrolling into Telford programmes will be enrolled with Taratahi. Printed January 2018.

OFFICE USE ONLY

Student ID

NZQA ID

Assessment method of student interview

OFFER

YES

NO