



Private Box 6 Balclutha
Telephone: 0800-835-367 (TELFORD) Fax: 03-418-3584
Email enquiry@telford.ac.nz
Internet: http://www.telford.ac.nz

Enrolment Form

Welcome to Telford

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. 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 4 of the form.

FOR OFFICE USE ONLY			
Enrolment Accepted: Date: _____ Course Controller _____	Enrolment Validated: Date: _____ Registrar _____	STUDENT I.D.	EFTS VALUE: _____
BIRTH CERTIFICATE SIGHTED: Yes <input type="checkbox"/> No <input type="checkbox"/>			
A QUALIFICATION			
1	COURSE OF STUDY:	Level <input type="checkbox"/>	
	PLANNED START DATE:		
B PERSONAL DETAILS			
2	Print your full legal name: <i>Family Name</i>		
	<i>Given Name(s)</i>		
3	Preferred first name:		
4	If you have previously enrolled at this institution under another name, what was that name?		
5	Preferred title:	<i>Ms</i> <input type="checkbox"/>	<i>Miss</i> <input type="checkbox"/>
		<i>Mrs</i> <input type="checkbox"/>	<i>Mr</i> <input type="checkbox"/>
		<i>Other (Specify):</i>	

6	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>day month year</i>	7	Male <input type="checkbox"/>	Female <input type="checkbox"/>																																																																																																
8	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"/>																																																																																																		
9	If you are registered with NZQA and have an NZQA Record of Learning Number, please write it here:		<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"/>																																																																																																		
10	Citizenship and Residency:	<p>Tick the box which best describes your citizenship or permanent residency status.</p> <p><i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP Please specify citizenship if "NZ Permanent Resident":</p> <hr/> <p><i>Other</i> <input type="checkbox"/> Please specify if "Other":</p> <hr/> <p>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p> <p>If you ticked "Other", please also specify your fee/assistance status.</p> <p><i>MFAT Scholarship (incl. Aotearoa, short-term training, and post-graduate)</i> <input type="checkbox"/> 01 <i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 03 <i>Exchange Student</i> <input type="checkbox"/> 04 <i>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08</p> <p>During your enrolment in this qualification will you be resident in New Zealand or overseas?</p> <p><i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/></p>																																																																																																			
11	Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes which apply to you.	<table border="0"> <tr><td>NZ European/Pakeha</td><td>111</td><td><input type="checkbox"/></td><td>British/Irish</td><td>121</td><td><input type="checkbox"/></td></tr> <tr><td>Dutch</td><td>122</td><td><input type="checkbox"/></td><td>Greek</td><td>123</td><td><input type="checkbox"/></td></tr> <tr><td>Polish</td><td>124</td><td><input type="checkbox"/></td><td>South Slav</td><td>125</td><td><input type="checkbox"/></td></tr> <tr><td>Italian</td><td>126</td><td><input type="checkbox"/></td><td>German</td><td>127</td><td><input type="checkbox"/></td></tr> <tr><td>Australian</td><td>128</td><td><input type="checkbox"/></td><td>Other European</td><td>129</td><td><input type="checkbox"/></td></tr> <tr><td>New Zealand Maori</td><td>211</td><td><input type="checkbox"/></td><td>Samoan</td><td>311</td><td><input type="checkbox"/></td></tr> <tr><td>Cook Island Maori</td><td>321</td><td><input type="checkbox"/></td><td>Tongan</td><td>331</td><td><input type="checkbox"/></td></tr> <tr><td>Niuean</td><td>341</td><td><input type="checkbox"/></td><td>Tokelauan</td><td>351</td><td><input type="checkbox"/></td></tr> <tr><td>Fijian</td><td>361</td><td><input type="checkbox"/></td><td>Other Pacific Peoples</td><td>371</td><td><input type="checkbox"/></td></tr> <tr><td>Filipino</td><td>411</td><td><input type="checkbox"/></td><td>Cambodian</td><td>412</td><td><input type="checkbox"/></td></tr> <tr><td>Vietnamese</td><td>413</td><td><input type="checkbox"/></td><td>Other Southeast Asian</td><td>414</td><td><input type="checkbox"/></td></tr> <tr><td>Chinese</td><td>421</td><td><input type="checkbox"/></td><td>Indian</td><td>431</td><td><input type="checkbox"/></td></tr> <tr><td>Sri Lankan</td><td>441</td><td><input type="checkbox"/></td><td>Japanese</td><td>442</td><td><input type="checkbox"/></td></tr> <tr><td>Korean</td><td>443</td><td><input type="checkbox"/></td><td>Other Asian</td><td>444</td><td><input type="checkbox"/></td></tr> <tr><td>Middle Eastern</td><td>511</td><td><input type="checkbox"/></td><td>Latin American</td><td>521</td><td><input type="checkbox"/></td></tr> <tr><td>African</td><td>531</td><td><input type="checkbox"/></td><td>OTHER</td><td>611</td><td><input type="checkbox"/></td></tr> </table> <p>Please specify if "Other Pacific Island", "Other Asian" or "Other".</p> <hr/>				NZ European/Pakeha	111	<input type="checkbox"/>	British/Irish	121	<input type="checkbox"/>	Dutch	122	<input type="checkbox"/>	Greek	123	<input type="checkbox"/>	Polish	124	<input type="checkbox"/>	South Slav	125	<input type="checkbox"/>	Italian	126	<input type="checkbox"/>	German	127	<input type="checkbox"/>	Australian	128	<input type="checkbox"/>	Other European	129	<input type="checkbox"/>	New Zealand Maori	211	<input type="checkbox"/>	Samoan	311	<input type="checkbox"/>	Cook Island Maori	321	<input type="checkbox"/>	Tongan	331	<input type="checkbox"/>	Niuean	341	<input type="checkbox"/>	Tokelauan	351	<input type="checkbox"/>	Fijian	361	<input type="checkbox"/>	Other Pacific Peoples	371	<input type="checkbox"/>	Filipino	411	<input type="checkbox"/>	Cambodian	412	<input type="checkbox"/>	Vietnamese	413	<input type="checkbox"/>	Other Southeast Asian	414	<input type="checkbox"/>	Chinese	421	<input type="checkbox"/>	Indian	431	<input type="checkbox"/>	Sri Lankan	441	<input type="checkbox"/>	Japanese	442	<input type="checkbox"/>	Korean	443	<input type="checkbox"/>	Other Asian	444	<input type="checkbox"/>	Middle Eastern	511	<input type="checkbox"/>	Latin American	521	<input type="checkbox"/>	African	531	<input type="checkbox"/>	OTHER	611	<input type="checkbox"/>
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12	Iwi: If you identified as New Zealand Maori in question 11, 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".	Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area):																																																																																																			

13	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box.</p> <p> <input type="checkbox"/> 01 <i>Non-employed or beneficiary (excluding retired)</i> <input type="checkbox"/> 02 <input type="checkbox"/> 03 <i>Self-employed</i> <input type="checkbox"/> 04 <input type="checkbox"/> 05 <i>Polytechnic student</i> <input type="checkbox"/> 06 <input type="checkbox"/> 07 <i>House-person or retired</i> <input type="checkbox"/> 08 <input type="checkbox"/> 09 <i>Private training establishment student</i> <input type="checkbox"/> 11 <input type="checkbox"/> 12 <i>Wananga student</i> </p>	
14	<p>Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>If yes, how would you describe your impairment, disability or long term medical condition.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C ACADEMIC INFORMATION			
15	Secondary School:	<p>What was the name of the last secondary school you attended? State "overseas", if applicable.</p> <p>_____</p> <p>What was your last year at secondary school? <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>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.</p> <p> <i>No formal secondary qualifications</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 6th 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 </p> <p>Please specify if "Overseas qualification" or "Other".</p> <p>_____</p>	<i>Office Use</i>
16	Tertiary Study:	<p>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.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered "No", please enter the year of your first enrolment.</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <hr/> <p>What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>	

D IRD NUMBER COLLECTION FOR 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
- **Yes** – please insert your IRD number (see notes for more information on interest write-off)

□□□-□□□-□□□□

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

F SOURCE OF INFORMATION (please tick all applicable boxes)													
19	Polytechnic Brochure/Prospectus/Video <input type="checkbox"/> Careers Adviser <input type="checkbox"/> School Teacher <input type="checkbox"/> Careers Expo <input type="checkbox"/> Family/Friend <input type="checkbox"/> Employer <input type="checkbox"/> STAR Course <input type="checkbox"/> Open Day <input type="checkbox"/> Magazine Advert <input type="checkbox"/> Newspaper Advert <input type="checkbox"/> Radio Advert <input type="checkbox"/> Visit by Polytechnic Liaison Officer <input type="checkbox"/> Telford Website <input type="checkbox"/> Kiwi Careers <input type="checkbox"/> Previous Student <input type="checkbox"/> Television Cover <input type="checkbox"/>												
G CONTACT DETAILS													
20	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center; vertical-align: top;">Address and contact details:</td> <td style="width: 40%;"><i>Home Address:</i></td> <td style="width: 45%;"><i>Term Address:</i></td> </tr> <tr> <td></td> <td><i>Postcode:</i></td> <td><i>Postcode:</i></td> </tr> <tr> <td></td> <td><i>Phone:</i> ()</td> <td><i>Mobile:</i></td> </tr> <tr> <td></td> <td><i>Fax:</i> ()</td> <td><i>Email:</i></td> </tr> </table>	Address and contact details:	<i>Home Address:</i>	<i>Term Address:</i>		<i>Postcode:</i>	<i>Postcode:</i>		<i>Phone:</i> ()	<i>Mobile:</i>		<i>Fax:</i> ()	<i>Email:</i>
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	<i>Phone:</i> ()	<i>Mobile:</i>											
	<i>Fax:</i> ()	<i>Email:</i>											
STUDENT DECLARATION													
<p>Privacy – Telford 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.</p> <p>In addition, when required by statute, Telford 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).</p> <p>In signing this enrolment form you authorise such disclosure on the understanding that Telford 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 Finance and Administration.</p> <p>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</p> <p>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.</p> <p>Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Telford as set out in the Students' Handbook.</p> <p>Declaration – <i>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.</i></p>													
_____ <i>Signature</i>	_____ / ____ / ____ <i>Date</i>												