

Enrolment Form

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

Form to be returned to BHU Organics Trust, PO Box 69 113, Lincoln 7640.

Instructions

The purpose of this enrolment form is to collect the information needed to support your application to enrol in a qualification at our Telford Campus. We also need to collect information required by the Ministry of Education and other Government agencies for statistical and registration purposes. Please fill in the form by:

- Completing all sections
- Printing your answers clearly in pen, or ticking the box that applies in the multiple-choice questions
- Signing the student declaration
- Attaching any additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided under section D: Documentation.

A: Qualification

1	Course of study:	Level:
	Planned start date:	
	Chosen electives (if applicable):	

B: Personal details

2 Preferred title: Ms Miss Mrs Mr Other (specify):

3 Family name: Given name(s):

4 Preferred first name:

5 If you have previously enrolled at Lincoln University under another name, what was that name?

6 Date of birth:
day / month / year

7 Male Female

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

9 **Citizenship and residency:**
Tick the box that best describes your citizenship or permanent residency status.
New Zealand Citizen Australian Citizen New Zealand Permanent Resident
Please specify citizenship if 'NZ Permanent Resident':
Other Please specify:
(For students with dual citizenship, specify the country of citizenship stated in the passport used to enter New Zealand)
If you ticked 'Other', please also specify your fee/assistance status.
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? New Zealand Overseas

10 Ethnicity:

What ethnic group(s) do you belong to?

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

NZ European/Pakeha	<input type="checkbox"/> 111	Other Pacific Peoples	<input type="checkbox"/> 371	Australian	<input type="checkbox"/> 111	Sri Lankan	<input type="checkbox"/> 441
New Zealand Māori	<input type="checkbox"/> 211	British/Irish	<input type="checkbox"/> 121	Other European	<input type="checkbox"/> 129	Japanese	<input type="checkbox"/> 442
Samoan	<input type="checkbox"/> 311	Dutch	<input type="checkbox"/> 122	Filipino	<input type="checkbox"/> 411	Korean	<input type="checkbox"/> 443
Cook Island Māori	<input type="checkbox"/> 321	Greek	<input type="checkbox"/> 123	Cambodian	<input type="checkbox"/> 412	Other Asian	<input type="checkbox"/> 444
Tongan	<input type="checkbox"/> 331	Polish	<input type="checkbox"/> 124	Vietnamese	<input type="checkbox"/> 413	Middle Eastern	<input type="checkbox"/> 511
Niue	<input type="checkbox"/> 341	South Slav	<input type="checkbox"/> 125	Other Southeast Asian	<input type="checkbox"/> 414	Latin American	<input type="checkbox"/> 521
Tokelauen	<input type="checkbox"/> 351	Italian	<input type="checkbox"/> 126	Chinese	<input type="checkbox"/> 421	African	<input type="checkbox"/> 531
Fijian	<input type="checkbox"/> 361	German	<input type="checkbox"/> 127	Indian	<input type="checkbox"/> 431	Other	<input type="checkbox"/> 611
Not Stated	<input type="checkbox"/> 999						

Please specify if 'Other Pacific Peoples', 'Other Asian' or 'Other':

11 Iwi:

If you identified as New Zealand Māori in question 11, what is the name of your Iwi? You may enter more than one Iwi. If you don't know the name of your Iwi, please enter 'Don't Know'.

Iwi:

Iwi:

Rohe (Iwi home area):

Rohe (Iwi home area):

Iwi:

Iwi:

Rohe (Iwi home area):

Rohe (Iwi home area):

12 Prior activity:

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

- | | | | |
|---------------------------------------|-----------------------------|-----------------------------------------------|-----------------------------|
| Secondary school student | <input type="checkbox"/> 01 | Unemployed or beneficiary (excluding retired) | <input type="checkbox"/> 02 |
| Wage or salary worker | <input type="checkbox"/> 03 | Self-employed | <input type="checkbox"/> 04 |
| University student | <input type="checkbox"/> 05 | Polytechnic student | <input type="checkbox"/> 06 |
| Overseas (irrespective of occupation) | <input type="checkbox"/> 07 | House-person or retired | <input type="checkbox"/> 08 |
| Wananga student | <input type="checkbox"/> 09 | Private training establishment student | <input type="checkbox"/> 10 |

13 Disability:

Do you have a significant injury, long-term medical condition, or disability? The information you supply is confidential.

Yes No

If yes, please describe your injury, long-term medical condition or disability:

C: Academic information

14 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?

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.

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

Please specify if 'Overseas qualification' or 'Other':

15 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.

Yes No

If you answered 'No', please enter the name of the organisation where you studied, and the year of your first enrolment:

Organisation name: Year:

What year do you expect to complete the academic requirements of your course(s) in order to graduate with your qualification?

Year:

D: Documentation

- 16 To qualify as a domestic student, and 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 by providing 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 form 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: www.nsi.education.govt.nz/home.aspx.

PLEASE LIST ALL THE DOCUMENTS THAT YOU HAVE ATTACHED TO THIS ENROLMENT FORM. CERTIFIED DOCUMENTS SHOULD BE SECURELY STAPLED TO THE BACK OF THE FORM.

Original ID sighted by co-ordinator Signature of Co-ordinator:

E: Contact details

17 Address and contact details:

Home address:

 Postcode:

Phone:

Mobile:

Fax:

Email:

F: Student declaration

Privacy

Lincoln University Telford Campus, 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 that 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, Lincoln University Telford Campus, releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that Lincoln University will observe the general conditions governing the release of information, as set out in the Privacy Act 1993*, the Education Act 1999 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, please contact the Enrolments Officer.

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. Lincoln University's policy on withdrawal and refund of fees is set out in the Telford Campus Student 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.

Signature of applicant:

Date:

Parent/Caregiver declaration – For students under the age of 18 years old only.

Parent/Caregiver's name:

Phone:

Mobile:

Home address:

I undertake to guarantee the payment of all fees and any other accounts as soon as they are rendered.

Signature of Parent/Caregiver:

Date:

*The Privacy Act came into force on 1 July 1993, with the stated aim of protecting the privacy of a living natural person. It requires Lincoln University to collect, hold, handle, use and disclose personal information in accordance with the 12 information privacy principles in the Act. www.privacy.org.nz/privacyact.