



- International students please contact administration for the International Student Application form.
- Please send all application forms to Administration, New Zealand Career College, PO Box 76 181, Manukau City, Auckland, New Zealand.
- We require ALL information and documentation as advised for ALL students. Please answer every question under each heading.

OFFICE USE ONLY

NZCC number

NSI number if known

IRD number

for Student Loan Interest Write Off

PC code

A. PERSONAL DETAILS

Title : Mr Mrs Miss Ms **Other (Specify):** _____

Given Name(s): _____

Family Name: _____

Preferred Name: _____

If you have previously enrolled at this organisation under another name,
what was that name? _____

Date of birth: 19 **Gender:** Male Female

If you know your NSN (National Student Number), please write it here

Citizenship and Residency: Tick the box which best describes your citizenship:

New Zealand Citizen NZL Australian Citizen AUS Other

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

Please specify if "Other": _____

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

You may need to supply evidence of residence or citizenship

- NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate) 01
- Full Fee Paying Foreign Student 03
- Exchange Scheme approved by Ministry of Education 04
- Foreign Research Based Post-Graduate 06
- Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze 08
- On-Shore International PhD student 09
- International ITO Off-Job Trainee 12

Tick the box if you have New Zealand Permanent Residency Status: New Zealand Permanent Resident NZP

Health: The information you supply is confidential

Have you lived with the effects of significant injury, long-term illness, or disability in the last 5 years? **Yes** **No**

If yes, please specify: _____

B. CONTACT DETAILS

Home Address:

Street Address: _____

Suburb: _____

Town/City: _____

Post Code: _____

Phone:() _____

Mobile: _____

Email: _____

Postal Address:

(if different from home address)

Street Address: _____

Suburb: _____

Town/City: _____

Post Code: _____

Phone:() _____

Mobile: _____

Email: _____

Emergency Contacts: Name: _____ Phone: () _____

Name: _____ Phone: () _____



C. QUALIFICATION

Qualification you wish to enrol for: _____

Qualification Start Date: _____ Qualification End Date (if known): _____

Preferred Campus: _____

Preferred Study Time: Full-time (day) Part-time (day) Holidays Weekends Evening Other: _____

Have you studied at New Zealand Career College before? Yes No

If you answered "yes", what was your ID number? _____

D. 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"/> 128 | Sri Lankan <input type="checkbox"/> 441 |
| NZ Maori <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 Maori <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 |
| Nuie <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 European", "Other Southeast Asian", "Other Asian" or "Other". _____

Iwi: If you identified as New Zealand Maori in question 12, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'

Iwi: _____ Iwi: _____

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

E. PRIOR ACTIVITY

What was your MAIN activity or occupation in New Zealand at 1 October 2009? You may tick only one box.

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

F. ACADEMIC INFORMATION

Secondary School: What was the name of the last secondary school you attended? _____

What was your last year at secondary school? e.g. 1988 _____

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 | NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15 |
| 14 or more credits at any level <input type="checkbox"/> 11 | Overseas qualification (includes International <input type="checkbox"/> 09 |
| NCEA Level 1 or School Certificate <input type="checkbox"/> 12 | Baccalaureate & Cambridge Exams <input type="checkbox"/> 98 |
| NCEA Level 2 or 6th Form Certificate <input type="checkbox"/> 13 | Other <input type="checkbox"/> 99 |
| University Entrance <input type="checkbox"/> 14 | Not Known |

F. ACADEMIC INFORMATION CONTINUED

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 you studied at and the year of your first enrolment:
Name: _____ Year:

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

G. IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

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 Free Student Loans and other Interest Write-offs

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand.

Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding Student enrolments. 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.

For more information on interest free student loans, visit www.ird.govt.nz/studentloans

H. DOCUMENTATION

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.

You can bring the original documentation to the enrolment desk, alternatively 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), Solicitor, Minister of the Church, General Practitioner or School Principal for example.

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>

I. BANK ACCOUNT

Please provide details of your bank account for the deposit of items such as Travel Allowances.

Bank Branch Account Number Suffix

Name of Bank: _____

Name of Branch: _____ **Town/City:** _____



Declaration

Privacy

New Zealand Career College 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 organisations for the purpose of verifying academic records.

In addition, when required by statute, the Institute 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 the College 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 Administrator.

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 College to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

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. You also agree to abide by the College's policy on withdrawals and refunds.

Refer to NZCC's Prospectus 2010 for full policies on Withdrawal/Refund and Student Fee Protection (Public Trust). If you withdraw from your course on or before the eighth day from the commencement date of the course, you are entitled to a refund of the course fees paid, less an administration charge of 10% of the payment to a maximum of \$500. If you withdraw or otherwise leave your course any time after the eighth day from the commencement date of the course, you may be entitled to a partial refund of your course fees. The amount refunded will be calculated on the proportion of the course yet to be completed, less 10% of the overall payment to a maximum of \$500. Any refund paid under these circumstances is at the discretion of the Principal.

Rules

In signing this enrolment form you undertake to comply with the published rules and policies of the College with regard to attendance, academic progress, standard of dress, health and safety, and behaviour. Please refer to the Student Handbook for more details.

Academic Requirements

- Demonstrate competency in all assessment tasks.
- Minimum attendance for all in-class hours. Exceptional circumstances may be negotiated. Please refer to Academic Calendar for details.
- Completion of all assignments for classes by due date.
- Payment of all tuition and non-tuition fees.

Criminal Check

In signing this enrolment form, I am consenting to have a criminal records check conducted and should any convictions be found, I may not be eligible to enrol, making this enrolment null and void.

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 as described above and I consent to the disclosure of personal information as described above. I will make myself familiar with the requirements in regard to student behaviour at NZCC. I will obey the Student Code of Conduct and acknowledge that if I breach this Code I will be subject to penalties imposed according to College Disciplinary Procedures.

Signed: _____ Date: _____

Please note: Administration Services do not accept photocopies/faxed signatures.

STUDENT CHECK LIST

Have you:

- 1 Completed all appropriate sections in this form?
- 2 Attached your certified photocopies of documents proving student eligibility? (Do not send originals, only certified copies.)
- 3 Attached academic results/NZQA personal information panel? (Do not send originals, only certified copies.)
- 4 Signed and dated this form?

OFFICE USE ONLY

Documentation	Approved	Entered
_____	_____	_____
____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

If you require assistance in completing this form, please call 0800 88 69 22 or email us at enrol@nzcc.ac.nz

Copies of the Student Handbook are available at each Campus and supplied on successful enrolment.

Please return to: Administration, New Zealand Career College, PO Box 76 181, Manukau City, Auckland, New Zealand.

Manukau Campus
Phone +64 9 250 4652
Fax +64 9 279 3465
PO Box 276 165, Manukau

North Shore Campus
Phone +64 9 486 1052
Fax +64 9 486 3016
PO Box 33 1155, Takapuna

Waitakere Campus
Phone +64 9 826 4296
Fax +64 9 826 4298
PO Box 15 1247, New Lynn

Christchurch Campus
Phone +64 3 366 0700
Fax +64 3 379 5364
PO Box 22 271, Christchurch