

Domestic Student Enrolment Form

Instructions-Please read before completing enrolment form

The purpose of this enrolment form is to obtain from you the information that we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration purposes. Please fill in the form properly by:

- Completing all sections of the form
- Printing all answers clearly in pen, or by ticking the box that applies for multi-choice questions Signing the form
- Attaching to the form any additional documentation that is required for Ministry of Education funding purposes A description of the required documentation is provided on Page 4.

Section 1 - Personal Details

Are you a current or previous student of Alpha Training & Development Centre? Yes No

Surname: _____ First Name: _____

Name you wish to be known by: _____ Male Female

NZQA/NSI Number -- D.O.B --

Please note: 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.

Section 2 - Student Contact Details

Postal Address:	Telephone:
	Mobile:
City: _____ Post Code: _____	Email: _____

Section 3 - Emergency Contact Details

Please tick one: Parent Grandparent Sibling Spouse Friend Other:

Name: _____

Telephone: Home _____ Work _____ Mobile _____

Section 4 - Qualification enrolling in

(PC9282) Certificate in Welding L4

Start Date: _____ End Date: _____

Section 5 - Marketing

How did you find out about this programme/qualification (Please tick one)

- | | | |
|--|---|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> ATDC Brochure/Flyer | <input type="checkbox"/> WINZ Case Manager |
| <input type="checkbox"/> School Careers Advisor | <input type="checkbox"/> Previous Student of ATDC | <input type="checkbox"/> Current Student of ATDC |
| <input type="checkbox"/> Youth Transition Services | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Internet/Website |
| <input type="checkbox"/> Other _____ | | |

Section 6- Disability

Do you live with the effects of a significant injury, long term illness or disability? **Yes** **No**

If yes, please describe how your injury, illness or disability may impact on you participating in, or completing this qualification in any way, as this will help us identify any situations that may affect you.

Section 7- Academic Information- Secondary

Secondary School:

What year was your last year at secondary school?

What was the name of the last secondary school you attended? State "overseas", if applicable.

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 qualification | <input type="checkbox"/> | 00 |
| Overseas Qualification (includes International Baccalaureate & Cambridge Exams) | <input type="checkbox"/> | 09 |
| 14 or more credits at any level | <input type="checkbox"/> | 11 |
| NCEA level 1 or School Certificate | <input type="checkbox"/> | 12 |
| NCEA level 2 or 6 th Form Certificate | <input type="checkbox"/> | 13 |
| University Entrance | <input type="checkbox"/> | 14 |
| NCEA Level 3 or Bursary or Scholarship | <input type="checkbox"/> | 15 |
| Other | <input type="checkbox"/> | 98 |
| Not known | <input type="checkbox"/> | 99 |

Section 8 – Academic Information- Tertiary Study

Tertiary Study:

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.

No Yes

If you answered "**No**", please enter the name of the institution you previously studied at and the year of your enrolment there:

Name: _____ Year:

Section 9- Prior Activity

What was your MAIN activity or occupation in New Zealand in the 6 months prior to enrolling on this programme? 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 | <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 |
| Wānanga student | <input type="checkbox"/> | 12 | | |

Section 10- Citizenship and Ethnicity

Citizenship and Residency:

Tick the box which best describes your citizenship or permanent residency status.

- | | |
|---|---|
| <input type="checkbox"/> New Zealand Citizen | <input type="checkbox"/> Australian Citizen |
| <input type="checkbox"/> New Zealand Permanent Resident | <input type="checkbox"/> Other |

Please specify if "Other":

*You need to supply evidence of residence or citizenship

Ethnicity:

What ethnic group do you belong to? You may tick up to three boxes that apply to you.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> *Other Pacific People | <input type="checkbox"/> Australian | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> New Zealand Maori | <input type="checkbox"/> British/Irish | <input type="checkbox"/> Other European | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Dutch | <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Cook Island Maori | <input type="checkbox"/> Greek | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> *Other Asian |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Polish | <input type="checkbox"/> *other southeast Asian | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Niue | <input type="checkbox"/> South Slav | <input type="checkbox"/> Chinese | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Italian | <input type="checkbox"/> Indian | <input type="checkbox"/> African |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> German | | <input type="checkbox"/> *Other |

Please specify if "Other Pacific People", "Other Europeans", "Other Southeast Asian", "Other Asian" or "Other".

Iwi:

If you identified as New Zealand Maori in the previous question, what is the name of your iwi?

Iwi: Rohe (Iwi home area) _____ Iwi:

Rohe (Iwi home area) _____

Section 11 – IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

Do you currently have or will you have a Student Loan this year? (see notes for more information on interest write-off)

- No** – please go to the next section **Yes** – please complete your IRD number

IRD Number: -- Verification of number required

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 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.

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.

Documentation

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 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 from immigration department
- Overseas passport with residency stamp.

You can bring the original documentation to your interview or 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.

Please tick here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

CERTIFIED COPIES OF:

- New Zealand Passport**
- Overseas Passport with Residency stamp & Or Work Visa**
- Birth Certificate with place of birth Stated**
- Certificate or Letter from Immigration confirming Citizenship**
- NSI – National Student Index Number**
- Verification of IRD number – *Only required if applying for a student loan**

DECLARATION

Privacy – The Institute 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, prizes, payment of fees or other award. 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, 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 Institute 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 Enrolments Office in Student Management.

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 Institution 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 Institute's policy on withdrawal and refund of fees is outlined below.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, standard of dress, health and safety, and behaviour as set out in the student and code of conduct handbooks.

ATDC Withdrawal and Refund Policy

If, after enrolling at **Alpha Training & Development Centre**, a student wishes to cancel enrolment, change or withdraw from a programme, or delay the start date of study, they **are advised to notify ATDC in writing**, at least 7 days before any programme starts. Withdrawal from all or part of a programme of study will only be accepted once a withdrawal form has been completed by the student, signed and received by ATDC. Any fees paid in advance for courses longer than 3 months will be paid directly to a Public Trust account as required by NZQA. Fees for those courses to which the funds relate will be claimed in arrears and drawn down once every calendar month. Should a student withdraw anytime up to seven days after the first day students are required to commence their course, they are entitled to a refund of tuition course fees paid, less 10% or \$500, whichever is the lesser, in accordance with s236A of the Education Act 1989.

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.

Student Signature

____/____/20____
Date

➤ Please make sure that you sign and date your enrolment form above ◀

Alpha Training and Development Centre is an NZQA Category One Training Provider who are Highly Confident in the educational performance and Highly Confident in self-assessment.

Office Use Only

Person Enrolling Student

Person Entering into SM

Name _____

Name _____

____/____/____

____/____/____

Date

Date