

# APPLY TO ENROL FORM

Instructions: This form is used to process your application and enrol you into a qualification at Te Whare Wānanga o Awanuiārangi and to provide statistical and registration information to the Ministry of Education.

Please complete all the fields, sign the form and attach any additional documentation that has been requested.

## SECTION A - QUALIFICATION

Name of Programme: \_\_\_\_\_

Programme Start Date --

Te Whare Wānanga o Awanuiārangi Student ID No (if you have studied with us before)

National Student Number (NSN)

Do you intend to study:  Part time  Full time

## SECTION B - PERSONAL DETAILS

Preferred Title  Ms  Miss  Mrs  Mr

Other (Please specify) \_\_\_\_\_

Legal Surname (Family Name) \_\_\_\_\_

Legal First Name(s) \_\_\_\_\_

Preferred Name \_\_\_\_\_

Previous family or first names (if you have been known by another name)? \_\_\_\_\_

Date of Birth -- Gender  Male  Female

### Contact details

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_

Town/City \_\_\_\_\_ PostCode \_\_\_\_\_ Mobile \_\_\_\_\_

Telephone (h) \_\_\_\_\_ Telephone (w) \_\_\_\_\_ Email \_\_\_\_\_

Postal Address (if different from above) \_\_\_\_\_

Suburb \_\_\_\_\_ Town/City \_\_\_\_\_ Post Code \_\_\_\_\_

### Emergency Contact (Please enter your details of your next of kin, close friend, who we can contact in case of emergency)

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_

Town/City \_\_\_\_\_ Post Code \_\_\_\_\_ Mobile \_\_\_\_\_

Telephone (h) \_\_\_\_\_ Telephone (w) \_\_\_\_\_ Email \_\_\_\_\_

### Previous Occupation

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Secondary school student               | <input type="checkbox"/> Non-employed or beneficiary | <input type="checkbox"/> Wage or salary worker                 |
| <input type="checkbox"/> Self-employed                          | <input type="checkbox"/> University student          | <input type="checkbox"/> Polytechnic student                   |
| <input type="checkbox"/> College of Education student           | <input type="checkbox"/> House person or retired     | <input type="checkbox"/> Overseas (irrespective of occupation) |
| <input type="checkbox"/> Private Training Establishment student |  | <input type="checkbox"/> Wānanga                               |

### Support Services and Disabilities (it is not compulsory to provide this information)

The following information is confidential. It will help us to improve our services so we can provide assistance if required.

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

If you ticked 'Yes' please indicate which of the following is affected:

- |                                   |  |   |   |
|-----------------------------------|--|---|---|
| <input type="checkbox"/> Blind    | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Temporary Impairment | <input type="checkbox"/> Hearing Impaired |
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Vision        | <input type="checkbox"/> Speech               | <input type="checkbox"/> Medical          |

Other (Please specify) \_\_\_\_\_

## Citizenship

Place of Birth: \_\_\_\_\_

Where will you be resident while studying in this programme?  New Zealand  Overseas

Complete the sections below to best describe your New Zealand citizenship/residency or international status

New Zealand Citizen  New Zealand Permanent Resident

When were you granted residency? -- What is your country of citizenship? \_\_\_\_\_

Australian Citizen  Australian Permanent Resident

How long have you lived in New Zealand? \_\_\_\_\_ What date did you arrive? --

What is your country of citizenship (for Australian Permanent Residents)? \_\_\_\_\_

Not a New Zealand or Australian citizen/resident What is your country of citizenship? \_\_\_\_\_

## Ethnicity

Please tick (*maximum of three*) the ethnic group(s) you identify with:

New Zealand Māori (*Please state iwi below*)

Iwi \_\_\_\_\_ Iwi \_\_\_\_\_ Iwi \_\_\_\_\_

NZ European/ Pākehā  Cook Island Māori  Other (*Please specify*) \_\_\_\_\_

## Language

English  Māori  Other (*Please specify*) \_\_\_\_\_

Please circle your level of competence where appropriate (*1= fluent speaker, 2= intermediate speaker, 3= beginner*)

Māori 1 2 3 English 1 2 3 Other (*Please specify*) \_\_\_\_\_

## SECTION C – ACADEMIC INFORMATION

### 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  14 or more credits at any level  NCEA Level 1 or School Certificate  
 NCEA Level 2 or 6th Form Certificate  University Entrance  NCEA Level 3 or Bursary or Scholarship  
 Not Known  Overseas qualification  Other

Please specify if "Overseas qualification" or "Other" \_\_\_\_\_

### Tertiary Study

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

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.

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

Please enter the details of all previous tertiary study below and attach a certified copy of your academic record to your enrolment form. Include qualification name, name of tertiary institution, year(s) studied and year qualification completed.

Institution \_\_\_\_\_ Start (year)  Finish (year)   
Qualification attempted \_\_\_\_\_ Did you complete the qualification?  Yes  No  
Institution \_\_\_\_\_ Start (year)  Finish (year)   
Qualification attempted \_\_\_\_\_ Did you complete the qualification?  Yes  No

## SECTION D – PAYMENT OF FEES, WITHDRAWAL, REFUND AND CANCELLATION POLICY

### Payment of fees

In signing this Apply to Enrol Form you undertake to pay all fees as and when they become due, and to meet any late fees and collection charges associated with debt recovery. All fees and charges must be paid prior to the commencement of the programme.

### Payment Details

A fees invoice (if applicable) will be sent to you once your application has been accepted. Please tick your intended payment method

Cash  Student Loan  TIA (WINZ)  Marae  
 Cheque  Organisation (please name) \_\_\_\_\_

## Withdrawals and Refunds

1. A full refund of fees paid shall be given if Te Whare Wānanga o Awanuiārangi cancels a course
2. If you withdraw (i.e. stop attending class) from any Te Whare Wānanga o Awanuiārangi programme or course, you need to notify us in writing.
3. A full refund of tuition fees will only apply if the withdrawal date is before one month after the course commences or the date at which 10% of the course has been provided, whichever is the earlier.
4. The date of withdrawal is the date that Te Whare Wānanga o Awanuiārangi receives written notification of the withdrawal. Subject to clause 7 below, you will not be entitled to a refund after the 10% point
5. In order to action a refund, students must complete and sign a withdrawal form and return it to Te Whare Wānanga o Awanuiārangi.
6. All refunds must be applied for within three months of the last recorded day of attendance of the course, or, where no attendance, within three months from the start of the first day of the programme/ course. Refunds outside this period will not be considered
7. If a student's fee has been paid by a recognised third party (including student loan), any refund will be paid back to the third party unless the student produces written authority from the third party authorising the payment direct.
8. The regulations on refunds may only be varied in exceptional circumstances that are beyond the control of the student (such as medical or compassionate circumstances). Only the Approval Committee has authority to vary criteria in special cases but variations will only be considered on written recommendation of the Head of School.
9. Students receiving a student loan or allowance and withdrawing from courses must contact StudyLink (0800 88 99 00) or email: StudyLink@msd.govt.nz – immediately

DATE OF NOTICE OF WITHDRAWAL	REFUND DUE
Prior to qualification commencement	100%
On or before the 10% or one month after the course starts (the date that is the earlier)	100%
After the 10% or one month after the course starts (the date that is the earlier)	Nil refund, student liable for unpaid fees
No written withdrawal completed	Nil refund, student liable for unpaid fees

## The Student Contract

Te Whare Wānanga o Awanuiārangi and the Student form a contractual relationship when Te Whare Wānanga o Awanuiārangi enrolls the Student into a programme of study. What follows are the terms of that Contract Te Whare Wānanga o Awanuiārangi and the Student accept are to govern their relationship, along with statute, and with the regulations and rules of Te Whare Wānanga o Awanuiārangi .

Te Whare Wānanga o Awanuiārangi will:

1. Use best endeavours to provide the Student with tuition and supervision of a professional standard in the course(s) in which the Student is enrolled.
2. Act reasonably and fairly in exercising its powers under the regulatory framework and this Contract.
3. Give reasonable notice of any changes in the course(s) required because of changes in funding, staffing or other reasonable cause.

The Student will:

4. Use best endeavours to fulfil the requirements prescribed by Te Whare Wānanga o Awanuiārangi for the course(s).
5. Observe the regulations and rules of the Wānanga and accept the jurisdiction of Te Whare Wānanga o Awanuiārangi in all matters connected with academic progress and with discipline.
6. Pay the fees prescribed by Te Whare Wānanga o Awanuiārangi for the course(s).

Te Whare Wānanga o Awanuiārangi and the Student also agree:

7. The contract is formed when a Confirmation of Enrolment is issued for the programme(s).
8. The Contract will continue for the period for which the Student is enrolled by Te Whare Wānanga o Awanuiārangi and will then end. However, clause 12 will continue to apply after the Contract ends.
9. Te Whare Wānanga o Awanuiārangi and the Student may enter into further contracts, in subsequent periods, by repeating the process in clause 7.
10. The relevant Apply to Enrol Form, Offer of Place and Course Selection, Confirmation of Enrolment and material published in the Prospectus also form part of this Contract, but nothing else shall be incorporated into the contractual relationship between the Student and Te Whare Wānanga o Awanuiārangi.
11. Liability for failure to perform this Contract is excluded where that failure has been caused by circumstances beyond the control of Te Whare Wānanga o Awanuiārangi or the Student.
12. Any dispute arising out of or in connection with this Contract, or otherwise relating to the performance by Te Whare Wānanga o Awanuiārangi or its staff of their responsibilities to the Student, shall be resolved through the Grievance Procedures prescribed by Te Whare Wānanga o Awanuiārangi which shall be the exclusive procedures for resolution of such a dispute.

## DECLARATION

**Privacy** – Te Whare Wānanga o Awanuiārangi collects and stores information from this form to:

- manage the business of Te Whare Wānanga o Awanuiārangi (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records, including legislation governing the maintenance of official records and for accountability for public funding.
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that Te Whare Wānanga o Awanuiārangi will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Te Whare Wānanga o Awanuiārangi 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>

### Supply of information to government agencies and other organisations

Te Whare Wānanga o Awanuiārangi supplies data collected on this form 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) and Inland Revenue (student loans), Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents) and agencies that support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards). Those agencies use the data collected from tertiary education organisations to administer the tertiary education system, including allocating funding, to develop policy advice for government and to conduct statistical analysis and research. Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register, and ID-card provisioning agencies. The government agencies above 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. In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993. When required by law, Te Whare Wānanga o Awanuiārangi 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. You authorise Te Whare Wānanga o Awanuiārangi to take such steps as are reasonably necessary to verify your identity for the purpose of enrolment including seeking information from other Government agencies.

**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. Te Whare Wānanga o Awanuiārangi policy on withdrawal and refund of fees may be obtained from the Enrolment Liaison Officer.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Te Whare Wānanga o Awanuiārangi with regard to attendance, academic integrity and progress, conduct and use of information systems.

Promotional Consent – From time to time Te Whare Wānanga o Awanuiārangi may request your permission to use images and/or information for the purpose of promoting events, future programmes or advertising. If you do not consent please tick  Do not consent

**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 collection, use and disclosure of personal information as described above.**

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
DATE

WHAKATĀNE  
13 Domain Road, Private Bag 1006  
Whakatāne 3158  
Telephone: 07 307 1467, Freephone: 0508 92 62 64  
Facsimile: 07 307 1475

Email: [studentservices@wananga.ac.nz](mailto:studentservices@wananga.ac.nz) | [www.wananga.ac.nz](http://www.wananga.ac.nz)

TĀMAKI MAKĀURAU (Auckland)  
Building 1, 19 Lambie Drive, Papatoetoe  
Auckland 2104, P.O. Box 76035  
Manukau City, Auckland 2241  
Telephone: 09 846 7808, Facsimile: 09 846 7809

TE TAITOKERAU (Whangarei)  
Raumanga Campus  
12A Murdoch Crescent, Private Bag 9019  
Whangarei Mail Centre, Whangarei 0148  
Telephone: 09 430 4901

### OFFICE USE ONLY

Cohort/Region \_\_\_\_\_

Enrolment Received \_\_\_\_\_ Date / /

Enter to EP Status \_\_\_\_\_ Date / /

Acceptance issued \_\_\_\_\_ Date / /

Invoice issued \_\_\_\_\_ Date / /

Enter to EA status \_\_\_\_\_ Date / /

Enrolment Approval

Debtors details checked

Transcript checked

\_\_\_\_\_  
Signature of Te Whare Wānanga o Awanuiārangi staff member

\_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### CHECKLIST Have you:

- Answered all questions?
- Attached a verified copy of your birth certificate or the inside front cover of your valid passport or provide active NSN number
- Attached a verified copy of proof of permanent residence? (Only required if born overseas)
- Attached a verified copy of proof of name change (if applicable)
- Attached a verified copy of all school and tertiary qualifications (polytechnic, wānanga, university) Please ensure that the transcripts show subjects and grades and also attach certificates showing the qualifications you have gained.
- Signed and dated the "Declaration". (This is very important as your enrolment cannot proceed without this signature)