



Please read the instructions below carefully before you complete this enrolment form. This application for enrolment collects essential information for you to enrol in a qualification at Kiwa and meets the requirements of the Ministry of Education and other government agencies.

Instructions:

- Complete all sections of the form
- Read the Terms and Conditions of Enrolment
- Attach required documents
- Print your answers clearly in pen or by ticking the box that applies.
- Sign and date from.

- Complete any additional programme specific requirements (e.g. police vetting)
- Completion of previous study may determine your eligibility for entry.
- Attach any additional documents that are required.
- Apply to Studylink for student loans and allowances (if applicable).

SECTION 1 – QUALIFICATION INFORMATION

1. What programme do you want to study?

Delivery Site

Have you previously enrolled at Aronui?

Yes No

National Index Number

I intend to apply for Credit Transfer or Recognition of Prior Learning

Yes No

SECTION 2 – PERSONAL DETAILS

1. Title

Mr Miss Mrs Ms

Other (please specify)

2. Gender

Male Female

3. Surname

4. First name (s)

Previous name known by

Date of Birth

Day Month Year

Note: If you are younger than 18 before the course start date refer to Terms and Conditions.

6.Home Address

House number and street name

Suburb

Town/City

Postcode

Postal Address (if different from home address)

House number and street name

Suburb

Town/City

Postcode

7.Home Phone

Mobile

Email

8.Next of Kin (emergency contact person)

Name

Address

Relationship to you

Phone

9.Residency Status

Tick one box which best describes your residency status.

- New Zealand Citizen (NZL)
- New Zealand Permanent Resident (ZP)
- Australian Citizen (AUS)
- Australian Permanent Resident (AUSP)

10. Is your first language English?

Yes No

11. Ethnicity:

What ethnic group(s) do you belong to? (you may choose up to 3)

- | | | | |
|-------------------------|------------------------------|-------------------------|------------------------------|
| NZ European/Pakeha | <input type="checkbox"/> 111 | Filipino | <input type="checkbox"/> 411 |
| New Zealand Māori | <input type="checkbox"/> 211 | Cambodian | <input type="checkbox"/> 412 |
| Samoa | <input type="checkbox"/> 311 | Vietnamese | <input type="checkbox"/> 413 |
| Cook Island Māori | <input type="checkbox"/> 321 | Other Southeast Asian * | <input type="checkbox"/> 414 |
| Tongan | <input type="checkbox"/> 331 | Chinese | <input type="checkbox"/> 421 |
| Niue | <input type="checkbox"/> 341 | Indian | <input type="checkbox"/> 431 |
| Tokelauan | <input type="checkbox"/> 351 | Sri Lankan | <input type="checkbox"/> 441 |
| Fijian | <input type="checkbox"/> 361 | Japanese | <input type="checkbox"/> 442 |
| Other Pacific Peoples * | <input type="checkbox"/> 371 | Korean | <input type="checkbox"/> 443 |
| British/Irish | <input type="checkbox"/> 121 | Other Asian * | <input type="checkbox"/> 444 |
| Dutch | <input type="checkbox"/> 122 | Middle Eastern | <input type="checkbox"/> 511 |
| Greek | <input type="checkbox"/> 123 | Latin American | <input type="checkbox"/> 521 |
| Polish | <input type="checkbox"/> 124 | African | <input type="checkbox"/> 531 |
| South Slav | <input type="checkbox"/> 125 | Other * | <input type="checkbox"/> 611 |
| Italian | <input type="checkbox"/> 126 | | |
| German | <input type="checkbox"/> 127 | | |
| Australian | <input type="checkbox"/> 128 | | |
| Other European * | <input type="checkbox"/> 129 | | |

* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

12. Iwi:

If you identified as New Zealand Māori in question 11, what is the name of your iwi (tribe or tribes) and rohe?

Iwi:	<input type="text"/>
Rohe:	<input type="text"/>
Iwi:	<input type="text"/>
Rohe:	<input type="text"/>
Iwi:	<input type="text"/>
Rohe:	<input type="text"/>

13. Prior activity:

What was your MAIN activity or occupation in New Zealand at 1 October 2014?

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 or Institute of Tech. student | <input type="checkbox"/> 06 |
| House-person or retired | <input type="checkbox"/> 08 |
| Overseas (irrespective of occupation) | <input type="checkbox"/> 09 |
| Private training establishment student | <input type="checkbox"/> 10 |
| Wānanga student | <input type="checkbox"/> 11 |

6. Disability:

Do you live with the effects of significant injury, long term illness, or disability which may affect your studies?

Yes No

- | |
|--|
| <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Communication |
| <input type="checkbox"/> Physical/ Mobility |
| <input type="checkbox"/> Visual |
| <input type="checkbox"/> Learning |
| <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Head Injury |
| <input type="checkbox"/> Medical |
| <input type="checkbox"/> Temporary Medical Condition |

Section 3 - Academic information

7. 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?

Your highest achievement may be a School Certificate, or you may have achieved a number of credits on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have.

Tick only one box only

What is the highest level of achievement you hold from a secondary school?

- | | |
|---|-----------------------------|
| No formal secondary qualifications | <input type="checkbox"/> 09 |
| Overseas qualification (includes International Baccalaureate & Cambridge Exams) * | <input type="checkbox"/> 10 |
| 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 6th 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 |

Please specify if "Overseas qualification" or "Other".

8. Tertiary Study:

Will this be the first year you have ever enrolled in a Wānanga, Polytechnic, Private Training Establishment, or University 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 institution you studied at and year of your first enrolment.

Name

Year

What is the level of your highest successfully completed tertiary qualification?

- No Qualification
- Level 1 Certificate
- Level 2 Certificate
- Level 3 Certificate
- Level 4 Certificate
- Level 5 Diploma
- Level 6 Diploma
- Level 7 Bachelor
- Level 8 Honors/ Postgraduate
- Level 9 Masters
- Level 10 Doctorate

Where did you complete your highest tertiary qualification?
New Zealand Overseas

What year do you expect to complete the academic requirements necessary to graduate from your qualification?

Year

17. Fee Payment Options:

- Not applicable
- TIA
- Student Loan
- Cash/ Cheque
- Credit Card

Note: Please check your eligibility for student loans and allowances with Studylink.

Client No. (Studylink/ Winz No.)

SECTION 4 - MARKETING

Tick one box only

Why did you choose to study at Kiwa?

- It is a Maori organisation
- The learning environment is culturally and whanau orientated
- The timing of classes suits me
- The location suits me
- The programme is free

What is your goal in enrolling on the programme?

- To gain general knowledge
- To learn more about Maori language and culture
- To prepare myself for higher level study in the future
- To learn how to set up a business
- To gain employment after completion

In what way/s did you find out about enrolling at Kiwa?

- Recommended by a whanau (family) member
- Event that Kiwa was involved in
- Information from Kiwa staff/ student/ friend/ school
- Kiwa website
- Advertising - Brochure
- High School presentation
- Careers Advisor
- Other

Other (please specify)

REMINDERS

Have you:

- Answered all questions?**
- Attached your verified copies of identification documentation (verified passport/ birth Certificate)?**
- Received and read the Terms and Conditions of Enrolment?**
- Signed and dated the enrolment form?**
- Applied for your student loans and allowances (if applicable) with studylink?**

DECLARATION

Read the Terms and Conditions of Enrolment carefully before signing this declaration.

I have read and accept the Terms and Conditions of Enrolment.

I understand that if material information is withheld or information provided by me is subsequently found to be false or inaccurate, my enrolment may be cancelled.

I agree to receive electronic messages from Aronui, including marketing and relevant third party goods and/or services.

I understand that completing this enrolment form does not guarantee a place on the programme until I receive an acceptance letter from Aronui confirming that I have been accepted.

Signature: _____

Date: _____

Day Month Year

2015 TERMS AND CONDITIONS OF ENROLMENT

(All students must receive the following information)

Documentation

To qualify as a domestic student, and to 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:

- a birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- a New Zealand or Australian passport
- a statement of Whakapapa, including date of birth, counter
- signed by a kaumatua for NZ Māori (if not registered at birth or over 60 years of age)
- a certificate of citizenship or letter of confirmation
- an overseas passport with permanent residence visa
- an active NSI
- an assertion through DIA identify verification (RealMe®).

If you have supplied a National Student Index number on this enrolment form, and your NSI status is Active, it is considered that you are the legitimate owner of the claimed identity.

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), Barrister or Solicitor, Notary Public, Court Registrar or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public Trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

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://nsi.education.govt.nz/home.aspx>

Under 18 years of age

If you are under 18 years old and enrolling on a fee paying programme, please complete a parental consent form. It is available from the Office.

Eligibility for student loans and allowances

It is your responsibility to check if you will be entitled to loans and allowances through StudyLink.

Please check your eligibility with StudyLink before completing the enrolment form. You can visit their website at: <http://www.studylink.govt.nz/> for more information.

Fees

The course fee list is available from the office and you will need to read these to establish if fees apply to the course you intend to enrol in. By signing this enrolment form you agree to pay all fees (if applicable) as they are due, and to meet late fees and collection charges associated with debt recovery. The policy on fees, withdrawals and refunds is also available from the office.

Academic records and certificates will be issued to you once all fees have been paid in full or any outstanding manuals or resources owned by Aronui have been returned.

Refunds

To be eligible for a refund you will need to meet the following criteria:

15 working days after the start date	15 working days after the start date	15 working days after the start date
Before the cut-off date	100%	No results entered on academic record
After the cut-off date	No refund and liable for outstanding fees	Results will be entered on academic record and NZQA units recorded

Withdrawals

The following are the cut-off dates and deadlines for the processing of early withdrawals:

Number of programme weeks (regardless of the mode of delivery)	Cut-off dates for Early Withdrawals
For 36-40 week programmes (regardless of mode of delivery)	20 working days after the start date
For 18-20 week programmes (except noho)	10 working days after the start date
For noho based 18 week or 24 week programmes	15 working days after the start date

Regulations

You agree to abide by the regulations and policies of Aronui.

Research/Surveys

In signing this enrolment form, you understand that you may be approached in the future to participate in relevant ATTC-related research and have the right to refuse to participate if approached.

Privacy

Privacy – ATTC collects and stores information from this form to:

- Manage the business of ATTC.
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and 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 ATTC 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 a Student Support Manager.

Supply of Information to government and other organisations

ATTC 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).
- Agencies that support particular students through scholarships, payments of fees or other awards (if you are a recipient of one of these awards).

Your personal details (name, date of birth, and residency) as entered on this form will be included in the National Student Index, if not already registered, and may be used in an authorised information matching programme with the New Zealand Birth Register.

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, ATTC 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 education organisations for the purpose of verifying academic records.

OFFICE USE ONLY | APPLICATION ACCEPTANCE SECTION

Programme Name:

Tutor Name:

Signature:

Date:
Day Month Year

Evidence attached (Academic Records/ Record of Learning)

Yes No

Checklist attached where compulsory

TAKE 2 ENROLMENT SECTION

MOE CODE:

Administrator Name:

Signature:

Start Date:

End Date:

Student ID Number:

Date:

DELIVERY SITE ADMINISTRATION SECTION

Internal programme code:

Site Administrator's Name:

Signature:

Date:
Day Month Year

STUDENT ENROLMENT VERIFIED AND CHECKED IN TAKE2:

Administrator Name:

Signature:

Date:
Day Month Year

COMPULSORY INTERVIEW CHECKLIST
(TO BE COMPLETED WITH TUTOR AND KEPT IN STUDENT FILE)

Student Name:

Student ID No:

Programme:

THE TUTOR WILL ENSURE THAT THE APPLICANT IS FULLY INFORMED OF THE FOLLOWING:

- Te Kaupapa o Kiwa** **Enrolment Terms and Conditions**

PROGRAMME INFORMATION

- Programme Overview, content and resources
- NZQA Units
- Refer to programme specific entry requirements
- Pathways into other study/ employment
- Programme Start and End Dates
- Hours of learning per week (Self-directed and Directed learning hours)
- Noho marae/ off-site activities
- Expectations and attendance requirements
- Fees payment (if applicable)
- Recognition of Prior Learning (RPL), Cross Credit (CC) and Credit Transfer (CT) (Fees apply)
- Use of Literacy and Numeracy Assessment Tool
- Advise applicant of when confirmation of enrolment will occur

ELIGIBILITY

- Evidence of identity including legal name, D.O.B, citizenship/ residency
- Applicant to check eligibility with Studylink
- Applicant to advise Work and Income of study (benefits may be affected)

WHY DO YOU WANT TO DO THIS PROGRAMME?

WHAT ARE YOUR FUTURE GOALS (EMPLOYMENT, COMMUNITY CONTRIBUTION, WHANAU)?

PLEASE WRITE WHAT PROGRAMME PATHWAYS WERE DISCUSSED

APPLICANT TO COMPLETE

I understand that all programmes are subject to confirmation of availability.

I understand the information presented to me.

I have received the Terms & Conditions of Enrolment.

Applicant's Signature:

Date:
Day Month Year