

APPLICATION FOR ENROLMENT

PUKA WHAKAURU

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WHAKAURU



Te Wānanga
o Aotearoa

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 Te Wānanga o Aotearoa (TWOA) and meets the requirements of the Ministry of Education and other government agencies.



For a successful enrolment you need to:

- Complete all sections of the form
- Read the Terms and Conditions of Enrolment
- Attach the required documents
- Complete any additional programme specific requirements (eg police vetting/record of learning)
- Print your answers clearly in pen
- Sign and date the form

Please note:
Completion of previous study may determine your eligibility for entry. You will need to apply to StudyLink for student loans and allowances (if applicable).

**WĀHANGA 1:
PĀRONGO-Ā-TOHU**
(SECTION 1 - PROGRAMME INFORMATION)



What programme do you want to study?

Have you previously enrolled with TWOA or Home Based Learning?

Yes No

Student ID number

National Student Index number (if known)

Do you intend to apply for Recognition of Prior Learning (RPL), Cross-credit (CC) and Credit Transfer (CT)?

Yes No

Where do you intend to study?

Delivery site Home Based Learning

(if delivery site, please name)

**WĀHANGA 2:
PĀRONGO-Ā-TANGATA**
(SECTION 2 - PERSONAL DETAILS)



Title

Mr Mrs Miss Ms

Surname

First name(s)

Previous name known by

Preferred name

Gender

Male Female

Date of birth

Please note:
If you are younger than 18 before the programme start date refer to Terms and Conditions of Enrolment, or call us on 0800 355 553.

Home address

Street address

Suburb

Town/City

Postcode

Contact details

Home phone

Mobile

Email

Postal address (if different from home address)

Street address

Suburb

Town/City

Postcode

Next of kin (emergency contact person)

Name

Address

Phone

Relationship

Citizenship and Residency

Tick one box to indicate your residency status.

- New Zealand citizen
 New Zealand permanent resident
 Australian citizen
 Australian permanent resident

If you are a New Zealand or Australian permanent resident, what is the citizenship on your passport?

Is English your first language?

Yes No

Ethnicity

What ethnic group(s) do you belong to?

(you may choose up to three)

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

Please specify your ethnicity if you ticked 'Other', 'Other Pacific Peoples', 'Other Asian', 'Other Southeast Asian', or 'Other European'.

Iwi

If you identified as New Zealand Māori, what is the name of your iwi?

Iwi/Hapū

Rohe

Iwi/Hapū

Rohe

Prior activity

What was your MAIN activity or occupation in New Zealand before October last year?

Tick only one box

- 01 Secondary school student
 02 Non-employed or beneficiary (excluding retired)
 03 Wage or salary worker
 04 Self employed
 05 University student
 06 Polytechnic student
 08 House person or retired
 09 Overseas (irrespective of occupation)
 11 Private Training Establishment student
 12 Wānanga student

Disability

Do you have a long term injury, illness, or disability which could affect your studies?

Yes No

If yes, does your disability affect you in any of the following ways:

- Hearing
 Physical/mobility
 Visual
 Mental Health
 Head injury / Brain injury
 Temporary medical condition
 Communication (Verbal/Written)
 Learning
 Neurological
 Other (Please describe)

Medical condition

Please add and/or attach any supporting 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 School Certificate, or you may have achieved a number of credits on the National Qualifications Framework. Your NZQA Record of Learning will show your qualification or how many credits you have.

Tick only one box

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

First Tertiary year

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 'No', please enter the name of the organisation you studied at and the year of your first enrolment.

Year:

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

- | | |
|----------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> No qualification | <input type="checkbox"/> Level 5 Diploma |
| <input type="checkbox"/> Level 1 Certificate | <input type="checkbox"/> Level 6 Diploma |
| <input type="checkbox"/> Level 2 Certificate | <input type="checkbox"/> Level 7 Bachelor |
| <input type="checkbox"/> Level 3 Certificate | <input type="checkbox"/> Level 8 Honours/Post Graduate |
| <input type="checkbox"/> Level 4 Certificate | <input type="checkbox"/> Level 9 Masters |
| | <input type="checkbox"/> Level 10 Doctorate |

Where did you complete your highest tertiary qualification?

New Zealand Overseas

In what way did you find out about enrolling at TWoA?

- Marketing event
- Word of mouth/Whānau/Friends
- Word of mouth/Kaiako/Staff member
- Website
- Facebook or other social media
- Advertising – Radio, TV, Newspaper
- Leaflet

What year do you expect to complete the academic requirements of your TWoA programme in order to graduate with your qualification?

Year:

Do you intend to study:

Full-time Part-time

Once you've been accepted, you need to make arrangements to pay your student fees promptly.

Are you currently enrolled in another TWoA programme (including ESOL and Home Based Learning programmes)?

Yes No

If yes, please state the name of the programme:

Are you enrolled or planning to enrol at another tertiary organisation at the same time?

Yes No

Fee payment options (if applicable)

- TIA (Training Incentive Allowance)
- Student loan
- Cash / Cheque / Internet banking
- Credit card
- No fees

Please note:

Please check your eligibility for student loans and allowances with StudyLink.

StudyLink / Work and Income no.

For more details on payment options, go to: www.twoa.ac.nz

REMINDERS



- 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 received and accept the Terms and Conditions of Enrolment and agree to pay all fees (if applicable).

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 Te Wānanga o Aotearoa, 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 Te Wānanga o Aotearoa confirming that I have been accepted.

Signature

Date:



Need help filling out this application?

Phone our Call Centre team on 0800 355 553 or refer to information on our website www.twoa.ac.nz

**KAIAKO / KAIMAHI
INTERVIEWER SECTION**
(WHERE APPLICABLE)



**TAKE 2
ENROLMENT SECTION**



Programme name

Preferred class time

Kaiako/Kaimahi name

Signature

Date

Evidence attached (Academic records/Record of learning)

Yes No

Checklist attached where compulsory

MOE code

Internal code

Student Registry Administrator's name

Signature

Start Date

Finish Date

Student ID number

Date

**FOR LEVEL 1 & 2 AND
YOUTH GUARANTEE**



Complete this section **only** for Level 1 & 2 and Youth Guarantee
(excluding ESOL programmes delivered at Dynaspeak and Te Ara
Reo Māori):

- Taura aware of Level 1 & 2 eligibility
- Qualifications on NZQF checked
- Other programme options discussed
- Record of learning
- Other



**STUDENT REGISTRY
TE PUNA MĀTAURANGA USE ONLY:**
Enrolment Verified And Checked In Take2:

Taura Coordinator's signature

Date

TERMS AND CONDITIONS OF ENROLMENT

(All students must receive and agree to the following information)



Proof of Identity

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), or you must prove that you are a permanent resident of New Zealand, or a citizen or permanent resident of Australia residing in New Zealand for the required period.

To enrol as a domestic student you must provide one of these documents as evidence of citizenship or permanent residency.

- › Birth Certificate with place of birth in New Zealand, Cook Islands, Tokelau or Niue
- › New Zealand or Australian passport
- › An active and verified NSI (National Student Index) Number
- › Statement of Whakapapa including date of birth signed by Kaumatua if over 60 years and not registered at birth
- › Certificate of Citizenship
- › Overseas passport with permanent residence visa
- › MOE Exemption for Under 16 years

If you have supplied an active and verified NSI number, you are considered the legitimate owner of the claimed identity.

Your name, date of birth and residency as written on the enrolment form will be included in the National Student Index and used in an authorised information matching programme with NZ Birth Register. For further information visit www.nsi.govt.nz

Certified Copies of Documents

You can bring in original documents to enrol or provide certified copies. A certified copy is a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace, a solicitor, a Court Registrar, or authorised TWoA staff.

Under 18 Years of Age

If you are under 18 years old and enrolling on a fee paying programme, you will need to provide a parental consent form. It is available from Student Registry.

Eligibility for Student Loans & Allowances

You are responsible to check if you are entitled to Loans & Allowances through Studylink before you enrol. Visit www.studylink.govt.nz

Fees

If course fees apply, they are available on the TWoA website or from Student Registry. By signing the enrolment form you agree to pay all fees (if applicable) as they are due and any charges associated with debt recovery. The policy on fees, withdrawals and refunds is available on the TWoA website or from Student Registry.

Academic records and certificates will be issued to you once all fees have been paid in full and/or outstanding books or materials have been returned.

Government Fees Free Eligibility

Taura who meet the criteria of the government's Fees Free initiative will be processed by TWoA accordingly.

To find out if you are eligible for Fees Free, please go to www.feesfree.govt.nz

Refunds

To be eligible for a refund you will need to withdraw before the cut-off date for early withdrawal. You can then receive a refund but will not have academic results entered.

Withdrawals

If you withdraw after the cut-off date you will not receive a refund and are liable for outstanding fees. Your results will be entered on your academic record and NZQA units recorded.

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

Number of Programme weeks	Cut-off date for early withdrawal
36-40 weeks	20 working days after the start date
18-20 weeks (except noho)	10 working days after the start date
18 or 24 weeks noho based	15 working days after the start date
52 weeks Home based Learning programmes	26 working days after the start date
34 weeks Home based Learning programmes	18 working days after the start date

Regulations

You agree to accept and follow the regulations and policies of Te Wānanga o Aotearoa.

Smoke-free Environment

Te Wānanga o Aotearoa is committed to providing a safe and healthy work and learning environment and has a Smoke-free policy. Smoking is not permitted on TWoA premises, unless there is a designated area.

Privacy Information

In agreeing to the terms and conditions on the application and enrolment forms, and enrolling at Te Wānanga o Aotearoa, you authorise the use and release of your personal information as may be required for the purposes set out below. If you do not provide the personal information as and when requested, Te Wānanga o Aotearoa may be unable to enrol you, or deliver certain services to you.

You authorise Te Wānanga o Aotearoa to collect, use, store and disclose your personal information (including to third parties) in accordance with the Privacy Act 1993, the Education Act 1989 and other relevant legislation, and for all the purposes set out below.

This personal information is used to manage the business of Te Wānanga o Aotearoa, comply with legislative requirements for records and public funding, and supplying information to government agencies and organisations, and to assist Te Wānanga o Aotearoa with its own marketing and research activities. You agree that your personal information may be provided to third parties for these purposes and acknowledge that staff and contractors will have access to your personal information for use in these processes.

You may ask to see any information held about you and request correction of any errors in the information. To do so, contact Student Registry.

Personal information contained in the enrolment form will also be released to government organisations. These include Ministry of Education, NZ Qualifications Authority, Tertiary Education Commission, Ministry of Social Development, Inland Revenue, and Immigration New Zealand. Personal information will also be released when this is required by law, including to NZ Police, Ministry of Justice, and ACC.

Te Wānanga o Aotearoa
Te Puna Mātauranga
320 Factory Road,
Te Awamutu 3800

0800 355 553 | twoa.ac.nz

Waiwhaitiri Pūkōwhiri