

3) CITIZENSHIP

If you were not born in New Zealand, we will need to see your passport from another country showing a current New Zealand Resident's Visa. If you do not hold a residency visa you will need to contact the International Centre.

- | | |
|--|--|
| <input type="checkbox"/> New Zealand Citizen
(Including Cook Islands, Tokelau, or Niue) | <input type="checkbox"/> New Zealand Permanent Resident
(A Verified Copy of a Passport with NZ Permanent Resident Visa
Must be Attached) |
| <input type="checkbox"/> Australian Citizen or Permanent Resident | <input type="checkbox"/> Other
(DO NOT USE THIS FORM, CONTACT CUSTOMER SERVICES) |

FOR STUDENTS WITH DUAL CITIZENSHIP

Please specify the country of citizenship of the Passport used to enter New Zealand.

Country

EXTRAMURAL STUDENTS ONLY

During your enrolment in this programme will you be resident in New Zealand or overseas?

- New Zealand Overseas

4) ETHNICITY

With which ethnic group(s) do you identify? (You Can Tick Up to 3 Boxes)

- NZ Māori
Please state ALL Iwi to which you affiliate - a full list is available in Terms and Conditions section of this form.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

- | | | |
|---|---|---|
| <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> Indian |
| <input type="checkbox"/> British/Irish | <input type="checkbox"/> Tongan | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Niuean | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Polish | <input type="checkbox"/> Fijian | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> South Slav | <input type="checkbox"/> Other Pacific People's | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Phillipino | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> German | <input type="checkbox"/> Cambodian | <input type="checkbox"/> African |
| <input type="checkbox"/> Australian | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other European | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Not Stated |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Chinese | |

5) CONTACT DETAILS

Home/Permanent Address

Home Address: _____

Town/City: _____ Postcode: _____ Telephone: (0) _____

Cellphone: _____ Fax: (0) _____

Email: _____

Employer name and address (if applicable)

Company Name: _____

Work Address: _____

Town/City: _____ Postcode: _____ Telephone: (0) _____ Fax: (0) _____

Contact address while studying (if different from permanent address)

Address While Studying: _____

Town/City: _____ Postcode: _____ Telephone: (0) _____

Email: _____

EMERGENCY CONTACT

In an emergency, who do you want us to contact?

Name: _____ Relationship: (e.g. Friend, Mother, Whānau Member) _____

Telephone: (0) _____ Cellphone: _____

What address shall we post correspondence to?

- Home/Permanent Address Employer Contact Address While Studying

6) STATISTICAL INFORMATION

This information is required by the Ministry of Education.

Name the last secondary school you attended (state "overseas" if applicable):

When was your last year at secondary school? (e.g. 1980):

What is the highest award you hold from secondary school?

- | | |
|---|---|
| <input type="checkbox"/> No Formal Secondary Qualification | <input type="checkbox"/> NCEA Level 2 or Sixth Form Certificate |
| <input type="checkbox"/> 14 or More Credits at Any Level | <input type="checkbox"/> University Entrance |
| <input type="checkbox"/> NCEA Level 1 or School Certificate | <input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship |
| <input type="checkbox"/> Not Known | |
| <input type="checkbox"/> Overseas Qualification, Includes International Baccalaureate and Cambridge Exams | |

(Please Specify)

Other (Please Specify)

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga in New Zealand or overseas since leaving school?

Do not include hobby, STAR, or LINK courses.

Yes No If "No" what year did you first enrol? (e.g. 1980)

What was your MAIN activity or occupation on 1 October 2008?

- | | |
|---|---|
| <input type="checkbox"/> Secondary School Student | <input type="checkbox"/> Polytechnic Student |
| <input type="checkbox"/> Non-Employed or Beneficiary (Excludes Retired) | <input type="checkbox"/> College of Education Student |
| <input type="checkbox"/> Wage or Salary Worker | <input type="checkbox"/> House Person or Retired |
| <input type="checkbox"/> Self-Employed | <input type="checkbox"/> Overseas (Irrespective of Occupation) |
| <input type="checkbox"/> University Student | <input type="checkbox"/> Private Training Establishment Student |
| | <input type="checkbox"/> Wananga Student |

7) SUPPORT (This information is confidential)

Do you live with the effects of significant injury, long term illness or disability?

Yes No

Extra support is available for students with medical conditions, disabilities and/or learning difficulties.

Please specify the type of injury, illness or disability you have?

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Blind | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Physical/Mobility |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Vision | <input type="checkbox"/> Speech | |
| <input type="checkbox"/> Temporary Impairment | <input type="checkbox"/> Medical (Please Specify) <input type="text"/> | | |
| <input type="checkbox"/> Specific Learning | <input type="checkbox"/> Other (Please Specify) <input type="text"/> | | |

In an Emergency, would you require help to leave the building?

Yes No

Is English your First Language?

Yes No If "No" Please Specify What Language:

8) ENROLMENT INFORMATION

How did you find out about this programme? Please tick one box only:

- | | | |
|--|---|--|
| <input type="checkbox"/> Polytechnic Prospectus/Brochure | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Recruitment Agent |
| <input type="checkbox"/> Polytechnic Liaison Person | <input type="checkbox"/> Polytechnic Open Day | <input type="checkbox"/> Radio |
| <input type="checkbox"/> School Careers Adviser | <input type="checkbox"/> Expo | <input type="checkbox"/> Careers Service |
| <input type="checkbox"/> School Subject/Transition Teacher | <input type="checkbox"/> Internet/www | <input type="checkbox"/> Direct Mail |
| <input type="checkbox"/> Friend or Family Member | <input type="checkbox"/> Magazine | <input type="checkbox"/> Next Subject/Programme in your Course |
| <input type="checkbox"/> Work or Business Colleague | <input type="checkbox"/> Television | |

In which provincial region (e.g. Otago) were you living when you decided to apply for this programme?

9) IRD Number

If you have a Student loan, or anticipate applying for a student loan this year, please fill in your Inland Revenue Department Number:

IRD Number

This information will be forwarded to the Ministry of Education, who will provide it, along with your full-name onto Inland Revenue. Inland Revenue will use this information to assess your eligibility, and action your student loan write-off.

10) APPLICATION INFORMATION

Copies of your results or NZQA record of learning must be attached to this form.

If you already hold a degree and/or a professional qualification, please go directly to section 13.

If you have no formal qualifications, please tick here and proceed to section 14.

Yes

No Formal Qualifications

11) SECONDARY SCHOOL/NCEA ACHIEVEMENT

Please tick the qualification you have achieved.

School Certificate

University Entrance

Bursary

NCEA Level 1

Number of credits achieved at this level: _____

NCEA Level 2

Number of credits achieved at this level: _____

NCEA Level 3

Number of credits achieved at this level: _____

Other (please specify)

12) CURRENT STUDY

Please list the secondary school or other training provider where you are currently studying:

What qualifications are you working towards now:

NCEA Level 1

NCEA Level 2

NCEA Level 3

Polytechnic

University

Other (Please Specify)

Please list the subjects you are studying:

13) TERTIARY STUDY AND/OR PROFESSIONAL QUALIFICATION

Verified copies of your academic transcript must be attached to this form.

Subjects Studied	Institution	Qualification	Grade/Mark	Year

14) PAYMENT

I will pay my fees by:

Cash/Eftpos

Cheque

Credit Card

Student Loan

TIA

Internet Banking

Employer/Other Party

If you are not personally paying your fees give name and address of person/organisation/employer who is.

WRITTEN CONFIRMATION THAT FEES WILL BE PAID ON YOUR BEHALF MUST BE SUPPLIED (EXCLUDING STUDYLINK)

Name:

Street/Suburb:

Town/City:

Postcode:

Telephone: (0)

MY CREDIT CARD DETAILS ARE:

Visa

MasterCard

Card Number:

Expiry Date:

Please Print Name of Cardholder:

Signature of Cardholder:

The amount debited to your Credit Card will be confirmed by the issue of an Invoice and Receipt.

Payment will be debited one week prior to the start date of programme/course.

Before you send your application please check:

Have you filled out all sections of this form?

Have you attached verified proof of identity?

Have you removed the Terms and Conditions and Iwi Details page?

Have you attached copies of your exam results?

Have you signed the signature section/s? (We cannot accept this application/enrolment form if it is not signed)

When your application/enrolment form has been received a letter of acknowledgement will be sent to you.

I agree to the terms and conditions as stated on this Application/Enrolment Form.

15) STUDENT SIGNATURE

DATE

/

/

FEES

Confirmation of enrolment will be provided in the form of an invoice.

Fee payment is due within 14 days of the date of the invoice and NO LATER than the programme start date.

Any student who wishes to dispute the fees owing must do so within one month of receiving the notification (invoice or statement) showing the outstanding amount. A request to review the outstanding amount must be made in writing to the Customer Services Manager, Otago Polytechnic, within the specified time period. There is discretion to accept reviews lodged outside the normal one-month time limit if Otago Polytechnic considers that there was a good reason for the delay. The review should be completed within seven days of the date of receipt of the application for review. Any outstanding monies owing at the outcome of the review are to be paid to Otago Polytechnic immediately. Depending on the programme/course taken, fees charged will be one or several of: Student fee • Students' Association fee • Internet fee • ID Card/Library Card fee • Examination fee(s) • Student Health levy • NZQA Unit Standards fees • Clinical Access fee • Application Processing fee.

CANCELLATION

I am aware of the Cancellation of Programmes, Courses and Course Occurrences Policy that allows Otago Polytechnic to elect not to run a particular programme, course or course occurrence. Enrolment in this programme/course/course occurrence is conditional upon and subject to sufficient numbers of students enrolling in this programme/course/course occurrence.

WITHDRAWALS/REFUNDS

The key points of Otago Polytechnic's refund policy are summarised below. If you have any questions, contact your Department/School or Customer Services. Make sure you understand the refund policy before enrolling.

If you want to leave your programme or course, you must formally withdraw by filling out a withdrawal form and handing it in to Otago Polytechnic. The date of withdrawal is the date this form is received by Otago Polytechnic. This date will be used in the processing of your withdrawal in the Student Management System (SMS). Verbal notice of withdrawal will not be accepted as a student's intention to withdraw.

DATE OF ADVICE OF WITHDRAWAL	CLASSIFICATION	REFUND DUE (OF FEES PAID)	LESS ADMINISTRATION CHARGE PER WITHDRAWAL FORM	ACADEMIC RESULT
Before the Course/Programme start date.	Not Started	100%	No fee (if ALL courses have not started)	No Result Recorded
After the Course/Programme start date but before the last withdrawal date as shown on the invoice.	Standard Withdrawal	90%	\$50.00	Withdrawn
After the last Course/Programme withdrawal date but before 80% of the course duration is completed.	Standard Withdrawal	Nil	Nil	Withdrawn
After 80% of the Course/Programme duration completed.	Any Withdrawal From a Course/Programme Will Not Be Processed	Nil	Nil	Did Not Complete (DNC) or Grade Obtained
After the date Course/Programme finishes.	Any Withdrawal From a Course/Programme Will Not Be Processed	Nil	Nil	Did Not Complete (DNC) or Grade Obtained

- Failure to withdraw may result in academic penalties on your academic record.
- Compassionate Consideration: If you withdraw after 10% of your course/programme has passed you will receive no refund unless you qualify for compassionate consideration. Compassionate consideration, which provides for a refund of up to 50% of that course/programme, can be considered for the following reasons:
 - Medical, supported in writing by a health professional.
 - Work related, supported by a letter from an employer and supported by the Head of Department/School.
 - As a result of a decision made jointly and confirmed in writing by the Head of Department/School and the student, that to continue the course/programme would be inappropriate.

PRIVACY (PERSONAL INFORMATION)

Otago Polytechnic collects and stores information about students to comply with various statutes or regulations. We also collect and store information to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements.

Where it is relevant, personal information may be disclosed to other agencies such as, but not limited to: the Ministry of Education, Audit New Zealand, the New Zealand Qualifications Authority, Skill New Zealand, Industry Training Organisation, Industry Licensing and Registration Bodies, other tertiary institutions and providers of work experience for students in courses/programmes with a practical component.

In addition, when required by law, we will release information as directed. An information matching agreement exists between the Ministry of Social Development and this institution in order to allow the payment of loans and allowances. We will also provide information to the Otago Polytechnic Students' Association for its membership records. You have the right to see and correct information which has been collected by us.

Please contact the Chief Operating Officer if you wish to enquire about personal information held by Otago Polytechnic.

STUDENT DECLARATION

I declare that the information provided by me on this form is complete and correct; no information which could have a material bearing on any enrolment has been withheld. The Otago Polytechnic Council has the power to make statutes and policies under the Education Act 1989. I agree to comply with and be bound by those policies and statutes and The Bill Robertson Library regulations. These are described in the Student Rights and Responsibilities Handbook, on our website at www.otagopolytechnic.ac.nz, or are available from any Otago Polytechnic staff member. I have read and accept the Fees, Cancellation, Withdrawals/Refunds and Privacy statements printed on the back page of this form. I undertake to make prompt payment of fees as notified on the invoice for enrolment fees. I understand that payment must be received within the due time; failing this, recovery action may be started and recovery costs will be added to the amount claimed.

I authorise the Institute to seek personal information relevant to Student Loans and Student Allowances from other agencies and to disclose such information to other agencies. I consent to Otago Polytechnic and the Otago Polytechnic Students' Association utilising the information supplied herein, including my Student Identification Card photograph for official purposes only and to the storage of this information on their data systems.

I understand that the making of a false declaration is an offence under the Crimes Act 1961.

Campus Contact Details - Please send your application to the appropriate campus.

Otago Polytechnic Customer Services
Freepost
Otago Polytechnic
Private Bag 1910
Dunedin 9054

Phone: 03 477 3014, Fax: 03 471 6870
Freephone: 0800 762 786 Email: info@tekotago.ac.nz
Website: www.otagopolytechnic.ac.nz

Otago Polytechnic, Central Otago Campus
PO Box 16
Cromwell 9342

Freephone: 0800 765 9276
Phone: 03 445 9900
Fax: 03 445 9909
Email: centralotago@tekotago.ac.nz

IWI DETAILS

Northland / Auckland : Te Tai Tokerau / T-amaki Makau Rau Region

0101	Te Aup-ouri
0102	Ng-ati Kahu
0103	Ng-ati Kuri
0104	Ng-apuhi
0105	Ng-apuhi ki Wh-aingaroa-Ng-ati Kahu ki Wh-aingaroa
0106	Te Rarawa
0107	Ng-ai Takoto
0108	Ng-ati Wai
0109	Ng-ati Wh-atua
0110	Te Kawerau
0111	Te Uri-o Hau
0112	Te Roroa
0100	Te Tai Tokerau / T-amaki Makau Rau (Northland / Auckland) Region, not further defined

Coromandel : Hauraki Region

0201	Ng-ati Hako
0202	Ng-ati Hei
0203	Ng-ati Maru (Marutuahu)
0204	Ng-ati Paoa
0205	Patukirikiri
0206	Ng-ati Porou ki Harataunga ki Mataora
0207	Ng-ati P-ukenga ki Waiau
0208	Ng-ati R-ahiri Tumutumu
0209	Ng-ati Tai
0210	Ng-ati Tamater-a
0211	Ng-ati Tara Tokanui
0212	Ng-ati Whanaunga
0200	Hauraki (Coromandel) Region, not further defined

Waikato / King Country : Waikato / Te Rohe P-otae Region

0301	Ng-ati Haua (Waikato)
0302	Ng-ati Maniapoto
0303	Ng-ati Raukawa (Waikato)
0304	Waikato
0300	Waikato / Te Rohe P-otae (Waikato / King Country) Region, not further defined

Rotorua / Taup-o : Te Arawa / Taup-o Region

0401	Ng-ati Pikiako (Te Arawa)
0402	Ng-ati Rangitearere (Te Arawa)
0403	Ng-ati Rangitahi (Te Arawa)
0404	Ng-ati Rangiwewehi (Te Arawa)
0405	Tapuika (Te Arawa)
0406	Tar-awhai (Te Arawa)
0407	T-uhourangi (Te Arawa)
0408	Uenuku-K-opako (Te Arawa)
0409	Waitaha (Te Arawa)
0410	Ng-ati Whakae (Te Arawa)
0411	Ng-ati Tūwharetoa
0412	Ng-ati Tahu (Te Arawa)
0400	Te Arawa / Taup-o (Rotorua / Taup-o) Region, not further defined

Bay of Plenty : Tauranga Moana / M-ataatua Region

0501	Ng-ati P-ukenga
0502	Ngaiterangi
0503	Ng-ati Ranginui
0504	Ng-ati Awa
0505	Ng-ati Manawa
0506	Ng-ai Tai
0507	T-uhoe
0508	Whakat-oea
0509	Wh-anau-A-Apanui
0510	Ng-ati Whare
0500	Tauranga Moana / M-ataatua (Bay of Plenty) Region, not further defined

East Coast : Te Tair-awhiti Region

0601	Ng-ati Porou
0602	Te Aitanga-A-M-ahaki
0603	Rongowhakaata
0604	Ng-ai Tāmanuhiri
0600	Te Tair-awhiti (East Coast) Region, not further defined

Hawkes Bay / Wairarapa : Te Matau a M-ai / Wairarapa Region

0701	Rongomaiwahine (Te M-ahia)
0702	Ng-ati Kahungunu ki Te Wairoa
0703	Ng-ati Kahungunu ki Heretaunga
0704	Ng-ati Kahungunu ki Wairarapa
0705	Ng-ati Kahungunu, region unspecified
0706	Rangit-ane (Te Matau a Maui/Hawkes Bay/Wairarapa)
0707	Ng-ati Kahungunu ki Whanganui a Orotu
0708	Ng-ati Kahungunu ki Tamatea
0709	Ng-ati Kahungunu ki Tamakinui a Rua
0700	Te Matau a Maui / Wairarapa (Hawkes Bay / Wairarapa) Region, not further defined

Taranaki Region

0801	Te Atiawa (Taranaki)
0802	Ng-ati Maru (Taranaki)
0803	Ng-ati Mutunga (Taranaki)
0804	Ng-a Rauru
0805	Ng-a Ruahine
0806	Ng-ati Ruanui
0807	Ng-ati Tama (Taranaki)
0808	Taranaki
0809	Tang-ahoe
0810	Pakakohi
0800	Taranaki (Taranaki) Region, not further defined

Whanganui / Rangit-ikei Region

0901	Ng-ati Apa (Rangit-ikei)
0902	Te Ati Hau Nui-A-P-ap-arangi
0903	Ng-ati Haua (Taumarunui)
0904	Ng-ati Hauti
0900	Whanganui / Rangit-ikei (Wanganui / Rangit-ikei) Region, not further defined

Manawatū / Horowhenua / Wellington : Manawat-u / Horowhenua / Te Whanganui a Tara Region

1001	Te Atiawa (Te Whanganui a Tara / Wellington)
1002	Mua-upoko
1003	Rangit-ane (Manawat-u)
1004	Ng-ati Raukawa (Horowhenua/Manawat-u)
1005	Ng-ati Toarangatira (Te Whanganui a Tara/Wellington)
1006	Te Atiawa ki Whakarongotai
1000	Manawat-u / Horowhenua / Te Whanganui a Tara (Manawat-u / Horowhenua / Wellington) Region not further defined

South Island / Chatham Islands : Te Waipounamu / Wharekauri Region

1101	Te Atiawa (Te Waipounamu / South Island)
1102	Ng-ati Koata
1103	Ng-ati Kuia
1104	K-ati Mamoe
1105	Mori
1106	Ng-ati Mutunga (Wharekauri / Chatham Islands)
1107	Rangit-ane (Te Waipounamu / South Island)
1108	Ng-ati R-arua
1109	Ng-ai Tahu / K-ai Tahu
1110	Ng-ati Tama (Te Waipounamu / South Island)
1111	Ng-ati Toarangatira (Te Waipounamu / South Island)
1112	Waitaha (Te Waipounamu / South Island)
1113	Ng-ati Apa ki te Waipounamu
1100	Te Waipounamu / Wharekauri (South Island / Chatham Islands) Region, not further defined

Iwi known, But Region Unspecified

2101	Te Atiawa, region unspecified
2102	Ng-ati Haua, region unspecified
2103	Ng-ati Maru, region unspecified
2104	Ng-ati Mutunga, region unspecified
2105	Rangit-ane, region unspecified
2106	Ng-ati Raukawa, region unspecified
2107	Ng-ati Tama, region unspecified
2108	Ng-ati Toa, region unspecified
2109	Waitaha, region unspecified
2110	Ng-ati Apa, area unspecified
2200	Hap-u affiliated to more than one iwi

Iwi unknown, but waka or iwi confederation known

2001	Tainui
2002	Te Arawa
2003	Takitimu
2004	Aotea
2005	M-ataatua
2006	Mahuru
2007	M-amari
2008	Ng-atokimatawhaorua
2009	Nukutere
2010	Tokomaru
2011	Kurahaupo
2012	Muriwhenua
2013	Hauraki / Pare Hauraki
2014	Turanganui a Kiwa
2015	Te Taihū o Te Waka a Maui
2016	Tauranga Moana
2017	Horouta

Iwi Information Not Provided

4444	Don't know
5555	Refused to answer
7777	Response unidentifiable
8888	Response outside scope
9999	Not stated