

ENROLMENT FORM

PLEASE COMPLETE ALL SECTIONS IN PEN



1. PROGRAMME/S APPLIED FOR (You may apply for more than one programme)

1

2

Intended Year of Study

2. STUDENT I.D. (Please complete if you can)

EIT Student I.D.

National Student I.D.

3. VENUE

☒ EIT Hawke's Bay (Taradale) Campus
(includes distance or online study)

☒ EIT Tairāwhiti Campus

☒ EIT Auckland Campus

☒ CHB (Waipukurau)
Learning Centre

☒ Hastings
Learning Centre

☒ Ruatoria
Learning Centre

☒ Tokomaru Bay
Learning Centre

☒ Wairoa
Learning Centre

☒ Maraenui
Learning Centre

☐ Other (please specify) **Torere Macadamias**

4. PERSONAL DETAILS

☐ Mr

☐ Mrs

☐ Miss

☐ Ms

Legal Surname

Legal First Names

Preferred First Name

Previous or Maiden Name

Date of Birth

Gender ☐ Male

☐ Female

M.O.E Notification: 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://www.nsi.govt.nz/ima>.

5. ADDRESS DETAILS (You must tell us if any of your contact details change during the year)

Home Postal Address

Postcode

Home Phone No ()

Cellphone No

Email

Study Postal Address
(if different)

Postcode

Term Phone No ()

6. DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF

If you have a Student Loan, or anticipate applying for a Student Loan, please provide in your Inland Revenue number.

IRD number

This information will be forwarded to the Ministry of Education, who will provide it, along with your full-time or part-time status to Inland Revenue. Inland Revenue will use this information to assess your eligibility, and action your Student Loan interest rebate write-off.

7. FEE PAYMENT

Fees must be paid in full or arrangements made through the Student Loan Scheme, prior to the start of the programme or course. If fees are not paid in full by the due date, EIT may:

- ▶ Remove access to EIT services such as the Library and IT Services
- ▶ Remove the student from the programme or course

- ▶ Withhold academic results and eligibility to graduate
- ▶ Refer any outstanding fees to our debt collection agency to manage

How do you intend to pay?

☐ Student Loan

☐ Internet Banking

☐ Eftpos

☐ Cash

☐ Youth Guarantee

☐ Cheque

☐ Fee Free Programme

☐ Scholarship

☐ Training Incentive
Allowance

☐ Employer to pay (please
provide employer
details on next page)

Employer Details - if your employer is paying your fees, please complete.

Company Name

Contact Person

Company Address

Postcode

Contact Phone No ()

Contact Cellphone No

Contact Email

8. CITIZENSHIP DETAILS

Tick the box that best describes your citizenship or permanent residence status. You are required to produce your Birth Certificate or other evidence of permanent residence to verify your status as a domestic student.

- ☐ NZL (New Zealand Citizen) ☐ NZP (New Zealand Permanent Resident) ☐ AUS (Australian Citizen) ☐ AUS (Australian Permanent Resident)
- ☐ Other (specify your country of Citizenship)

During your time studying in this qualification, will you be resident in New Zealand or overseas?

- ☐ In New Zealand ☐ Overseas

9. ENGLISH LANGUAGE (Please complete if English is your second language)

Students are required to have attained an approved level of English language proficiency. If relevant, do you meet the English language entry requirements (as per programme requirements)? Note: You must supply evidence of meeting English language entry requirements.

- ☐ Yes ☐ No ☐ I don't know

10. ETHNICITY WHICH ETHNIC GROUP(S) DO YOU BELONG TO? You may tick up to three boxes.

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

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

11. IWI

If you identify as a New Zealand Māori, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please tick 'Don't Know'.

Te Tairāwhiti (East Coast) Region

- ☐ Te Tairāwhiti (East Coast) Region not further defined ☐ Ngāti Porou ☐ Te Aitanga-A-Māhaki ☐ Rongowhakaata ☐ Ngai Tāmanuhiri

Te Matau a Māui/Wairarapa (Hawke's Bay/Wairarapa) Region

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Te Matau a Māui/Wairarapa | <input type="checkbox"/> Ngāti Kahungunu ki Te Wairoa | <input type="checkbox"/> Ngāti Kahungunu ki Wairarapa | <input type="checkbox"/> Rangitane (Te Matau a Maui/Hawke's Bay/Wairarapa) | <input type="checkbox"/> Ngāti Kahungunu ki Tamatea |
| <input type="checkbox"/> Rongomaiwahine (Te Māhia) | <input type="checkbox"/> Ngāti Kahungunu ki Heretaunga | <input type="checkbox"/> Ngāti Kahungunu, region unspecified | <input type="checkbox"/> Ngāti Kahungunu ki Whanganui a Orotu | <input type="checkbox"/> Ngāti Kahungunu ki Tamakinui a Rua |
| <input type="checkbox"/> Don't Know | <input type="checkbox"/> Other | | | |

12. ACADEMIC/GENERAL RECORDS

a) What was the name of the last secondary school you attended? State "Overseas" if applicable.

b) What was your last year you attended secondary school? ie. 2013

c) 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 (please tick).

- ☐ 00 No formal secondary qualifications / 0-13 NCEA Level 1 credits
- ☐ 11 14 or more credits at any level
- ☐ 13 NCEA Level 2 or 6th Form Certificate
- ☐ 15 NCEA Level 3 or Bursary or Scholarship
- ☐ 09 Overseas qualification (includes International Baccalaureate & Cambridge Exams)
- ☐ 12 NCEA Level 1 or School Certificate
- ☐ 14 University Entrance
- ☐ 98 None of the above

d) What is the year of your highest level of achievement you hold from a secondary school?

If available, please attach a copy of your relevant qualifications to show that you meet programme entry requirements.

13. MAIN ACTIVITY

What was your main activity or occupation in New Zealand at 1 October last year? Tick only one box.

- ☐ 01 Secondary School Student
- ☐ 04 Self Employed
- ☐ 06 Polytechnic or Institute of Technology Student
- ☐ 08 House Person or Retired
- ☐ 11 Private Training Establishment Student
- ☐ 02 Unemployed or other Beneficiary
- ☐ 05 University Student
- ☐ 07 College of Education Student
- ☐ 09 Overseas (Irrespective of Occupation)
- ☐ 12 Wananga Student
- ☐ 03 Wage or Salary Worker

14. FIRST YEAR OF TERTIARY STUDY

Will this be the first year you have ever enrolled in an Institute of Technology, University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in community or hobby classes, Trades Academy or STAR enrolments.

- ☐ Yes
- ☐ No. Please enter the first year of your first enrolment

15. DISABILITY

EIT requires you to provide the following health information. This information is confidential to EIT. It will enable EIT to provide you with appropriate support and to determine whether your health may impact on your ability to participate in your studies. The information will also be used to help us meet our health and safety obligations and may be used for statistical purposes.

- a) Do you live with the effects of significant injury, long term illness, or disability? ☐ Yes ☐ No
- b) Do you have a temporary or short-term injury, illness, or disability? ☐ Yes ☐ No
- c) If you have answered YES above, would you like a member of the Disability Services team to contact you to discuss your learning requirements? ☐ Yes ☐ No

Please note that EIT staff may approach you directly if a concern arises about your health or safety that may be impacting on your studies.

d) Please identify your impairment, disability or medical condition:

- ☐ 01 Deaf
- ☐ 04 Low Vision
- ☐ 06 Medical
- ☐ 08 Mobility
- ☐ 10 Other (please specify)
- ☐ 02 Hearing Loss
- ☐ 05 Specific Learning
- ☐ 07 Mental Health
- ☐ 09 Brain Injury
- ☐ 03 Blind

16. EMERGENCY CONTACT DETAILS

Contact person in case of emergency (Please note: PO Box number is unacceptable).

Name

Relationship to you

Home Postal Address

Postcode

Home Phone No ()

Cellphone No

Work Phone No ()

17. CHECK LIST - IMPORTANT PLEASE READ CAREFULLY

NB: Answering all questions will help to ensure your enrolment is complete and can be processed quickly.

- ☐ Have you completed all questions?
- ☐ Have you supplied evidence of English Entry Requirement if English is your second language?
- ☐ Have you enclosed your witnessed birth certificate, or passport (if not already supplied)? Photocopies must be witnessed by Justice of the Peace or equivalent or designated EIT registry staff member.
- ☐ Have you completed any additional forms required for your programme?
- ☐ If your name is different than that on your Birth Certificate, have you enclosed your Marriage or Deed Poll Certificate?
- ☐ Have you signed the declaration on the back of this form?

PLEASE NOTE:

Drivers Licence is not an acceptable form of primary ID for your enrolment.

18. DECLARATION AND COMPLIANCE WITH THE PRIVACY ACT

Please read carefully.

I consent to my personal information being held by the Eastern Institute of Technology (EIT), including by its staff, and being used for purposes related to the matters with which I am involved in my capacity as a student and as required by protocols between external agencies and EIT as listed below. I understand without this consent my enrolment cannot proceed. I understand that I have the right to see and correct if necessary, my personal information held by EIT.

Compliance with the Privacy Act: I understand that EIT must collect, store, use and disclose my personal information only in accordance with the Privacy Act 1993. Specifically, I consent to EIT collecting, using, storing and disclosing my personal information for statistical and reporting purposes (anonymously), to help EIT meet its health and safety obligations, to provide me with appropriate support, and to determine whether my health may impact on my ability to fully participate in my studies, and, if so, how EIT manages that impact. EIT can also collect and store my information from this form to comply with the requirements of the Ministry of Education (statistical returns), New Zealand Qualifications Authority (Record of Learning registration and academic outcomes), Tertiary Education Commission (funding and statistical 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) previous Secondary School (graduation statistics) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of these awards).

This information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting and statistical purposes, for health and safety purposes, for providing me with appropriate support, and for determining and managing my ability to fully participate in my studies.

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. I understand that if I have supplied false information or do not comply with the rules and regulations of EIT, my enrolment may be cancelled by the Chief Executive.

I acknowledge that if I withdraw from my programme after two weeks of commencement, I will be liable for all fees and will undertake to pay these.

Signature

Date

Parents signature (if under 18 years)

I/We am/are the parent(s)/guardian(s) of the student (Student) who has filled out this enrolment form. I/We hereby jointly and severally indemnify EIT against all loss that it suffers as a result of the Student not paying any amount that he or she agrees to pay by signing this enrolment form. Such loss includes any amount which is not or may not be recoverable or recovered from the Student for any reason (whether or not within the EIT's knowledge) including the Student's obligations being or becoming unenforceable.

Date

OFFICE USE ONLY

Secretary

Registry

Date

Date

Disclaimer: The Eastern Institute of Technology (EIT) reserves the right to cancel or postpone any course for any reason and shall not be liable for any claim other than that proportion of the course fee which the cancelled or postponed portion bears. Programmes are dependent upon Ministry of Education funding allocation.

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Hawke's Bay Mail Centre, Napier 4142

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Gisborne 4040

