

Registration and Enrolment Form

This form is to be completed only by applicants who are citizens or permanent residents of New Zealand, the Cook Islands, Tokelau, Niue or Australia.

PLEASE NOTE: International enrolments cannot be accepted.

If you are still at school and aged 16 or over, you are required before you enrol, to provide a letter from your secondary school principal confirming that you are capable of undertaking study out of school hours, as well as your secondary school study.

If you are aged under 16 and wish to study full time, you are required to provide a school exemption certificate from the Ministry of Education (MoE). To obtain this exemption, please phone the MoE – 09 632 9515. If you wish to study part time within or out of school hours, you are required to provide a letter from your principal confirming that you are capable of undertaking tertiary study as well as your secondary school study.

All sections of this form must be completed and all the necessary documentation provided to enable your enrolment to be fully processed.

YOU MUST SIGN THE STUDENT DECLARATION NUMBER 13 ON PAGE 5 OF THIS FORM.

Please complete all sections of this form. Please print clearly using **BLOCK LETTERS**. For multi-choice boxes, tick the box that applies.

1. PERSONAL DETAILS

Enter details as shown on your birth certificate or passport. If you do not bring in an original document, you are required to provide verified copies as evidence of your name, date of birth and citizenship status.

AdventureWorks Student ID Number (if known) (8 or 9 numbers)

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If you are new we will create an ID number for you.

NATIONAL STUDENT INDEX NUMBER (NSN) / NZQA NUMBER

If you know your NZQA number, please write it here.

NSN/NZQA Number

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The system, introduced by the Government, allocates every New Zealand tertiary student and NCEA candidate a unique number – NSN. To check information about your NSN, go online at www.minedu.govt.nz/goto/nsi

Please **PRINT** your legal name in full (as on your proof of New Zealand citizenship/residency). This legal name will appear on any award.

Legal family name

Legal first given name

Legal second given name

If you are not commonly called by your legal name(s), what do you prefer to be called?

Preferred names

Preferred family name

<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Mr	Other (please state)	
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<input type="checkbox"/> Female	<input type="checkbox"/> Male
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DATE OF BIRTH

DAY / MONTH / YEAR

If you have changed your name (e.g. by marriage, deed poll) since a previous enrolment at AdventureWorks, please print your previous name(s). Proof of name change must be provided.

Previous name(s)	First	Family
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2. ETHNIC ORIGIN – Tick only ONE box (i.e. the ethnic group you most identify with)

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

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

Optional: If you identify yourself with additional ethnic groups you may enter two other numbers.

1.	2.
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If you have identified yourself as New Zealand Maori, what is the name of your iwi? You can enter up to three iwi or iwi names.

Iwi 1.
2.
3.

3. CONTACT DETAILS

Permanent/home address

Unit/Flat/Apartment number		
Street address – number and name		
Suburb	Town/city	Postcode
Phone ()	Cellphone	
Email address		

Work/business address (if relevant)

Company name		
Postal Address		
Town/city	Postcode	
Phone ()	ext	Cellphone
Email address		

Address while studying (if different from permanent) and current contact numbers

Unit/Flat/Apartment number		
Street address – number and name		
Suburb	Town/city	Postcode
Phone ()	Cellphone	
Email address		

Emergency Contact

Name

Phone Home ()	Cellphone	Work ()
Relationship (e.g. friend, brother, mother)		

4. SECONDARY ACADEMIC DETAILS

What was the name of the last secondary school you attended? If study was overseas, write "overseas".

When was your last year at secondary school?

What is your highest school qualification? Tick ONE box only.

- | | | |
|--------------------------|----|--|
| <input type="checkbox"/> | 00 | No formal secondary qualification |
| <input type="checkbox"/> | 11 | 14 or more credits at any level (your NZQA Record of Learning shows you how many credits you have) |
| <input type="checkbox"/> | 12 | NCEA Level 1 or School Certificate |
| <input type="checkbox"/> | 13 | NCEA Level 2 or 6 th Form Certificate |
| <input type="checkbox"/> | 14 | University Entrance |
| <input type="checkbox"/> | 15 | NCEA Level 3 or Bursary or Scholarship |
| <input type="checkbox"/> | 09 | Overseas qualification (included international Bacalaureate and Cambridge exams) |
| Please specify _____ | | |
| <input type="checkbox"/> | 98 | Other |
| Please specify _____ | | |
| <input type="checkbox"/> | 99 | Not Known |

First year of tertiary education

Please note: If you have attended a tertiary institution since leaving school e.g. Polytechnic, University, College of Education, Wananga or Private Training Establishment either in New Zealand or overseas, (not including STAR, community or hobby classes), please write in the year you first enrolled. If this year is your first year please write 2015.

5. STATISTICAL INFORMATION

What was your activity or occupation as at 1 October 2014? Tick ONE box only.

- | | | | | | |
|--------------------------|----|--|--------------------------|----|--|
| <input type="checkbox"/> | 01 | Secondary school student | <input type="checkbox"/> | 06 | Polytechnic student |
| <input type="checkbox"/> | 02 | Unemployed or other beneficiary (excluding retired)
e.g. DPB, sickness, ACC | <input type="checkbox"/> | 08 | Houseperson or retired |
| <input type="checkbox"/> | 03 | Wage/salary worker | <input type="checkbox"/> | 09 | Overseas (irrespective of occupation) |
| <input type="checkbox"/> | 04 | Self-employed | <input type="checkbox"/> | 11 | Private Training Establishment student |
| <input type="checkbox"/> | 05 | University student | <input type="checkbox"/> | 12 | Wananga student |

6. YOUR IRD NUMBER (if applicable)

IRD number :

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Please fill in your IRD number. If you have a student loan or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. For more information on how to become eligible for interest free student loans, visit www.ird.govt.nz/studentloans

7. SUPPORT

Extra support is available for students with disabilities. Support will need to be negotiated with AdventureWorks Student Support. This information that the MoE requires from you will be kept strictly confidential.

STUDENTS WITH DISABILITIES

Do you live with long term illness, disability or injury?

Yes Go to tick boxes below No (Go to number 8)

Please tick one or more boxes below to describe your condition or disability.

<input type="checkbox"/>	02	Hearing	<input type="checkbox"/>	07	Use of Wheelchair or mobility scooter
<input type="checkbox"/>	03	Vision	<input type="checkbox"/>	14	Specific learning disability
<input type="checkbox"/>	04	Mobility	<input type="checkbox"/>	15	Chronic pain
<input type="checkbox"/>	05	Hand function	<input type="checkbox"/>	99	Other (please specify)
<input type="checkbox"/>	06	Intellectual disability			

In the event of an emergency, would you need help to evacuate the building?

Yes No

Do you require:

<input type="checkbox"/>	08	Mobility parking	<input type="checkbox"/>	11	New Zealand sign language interpreter
<input type="checkbox"/>	09	Test/examination assistance	<input type="checkbox"/>	12	Notetaker/reader
<input type="checkbox"/>	10	Large print/Braille			

8. PRIVATE TRAINING ESTABLISHMENT (PTE)

If you have attended a PTE, write the name and the year of the last one you attended.

PTE name	Year
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9. LANGUAGES

What is your first language?

English

Other, Please state your first language

10. NEW ZEALAND CITIZENSHIP/RESIDENCY

To qualify as a domestic student, and be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (this includes 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 by supplying either an original or a certified copy of ONE of the following:

- Birth certificate with place of birth stated as New Zealand, the Cook Islands, Tokelau, Niue or Australia
- Passport of New Zealand, the Cook Islands, Tokelau, Niue or Australia
- Overseas passport with a current resident's permit for New Zealand or Australia, a letter of confirmation from Immigration New Zealand (INZ), or a certificate of identity from INZ if you are a refugee
- A statement of Whakapapa, including date of birth, countersigned by a Kaumatua
- Certificate of citizenship or letter of confirmation from the Department of Internal Affairs

A certified copy is a photocopy of an original document that has been sighted and signed as true and accurate by an authorised person. An authorised person is a person listed in the Oaths and Declarations Act 1957 who is authorised to take declarations. This person could be a Barrister or Solicitor of the High Court, a Justice of the Peace (listed in the yellow pages), a Notary Public, a Court Registrar or Deputy Registrar, a Member of Parliament, or a Land Transport New Zealand, Public Trust, or local authority employee designated for this purpose. When a learner is in a remote community and is unable to access a person listed in the Oaths and Declarations Act 1957, a school principal, minister of religion, a member of the New Zealand Police or general practitioner is acceptable. Alternatively you can bring the original documentation to the Faculty/School where you are enrolling.

PLEASE DO NOT POST ORIGINAL DOCUMENTS

Where a birth certificate or passport has been provided and there has been a change of name since that document was issued, a marriage certificate, deed poll document or statutory declaration document will also be needed to confirm current details.

If you have recently accepted a place on a programme at AdventureWorks and we have already confirmed and recorded your details from original or verified copies of documentation, these may not be required to be produced again unless there has been a change of name from the original documentation provided.

Tick the box which best describes your Citizenship:

<input type="checkbox"/>	NZL	New Zealand Citizen (including the Cook Islands, Tokelau or Niue)
<input type="checkbox"/>	AUS	Australian Citizen
<input type="checkbox"/>	Other	If you have ticked "Other" please specify your original country of citizenship below:
		<i>For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand.</i>

Tick the box if you have New Zealand or Australian Permanent Residency:

<input type="checkbox"/>	NZP	New Zealand Permanent Resident
<input type="checkbox"/>	AUS	Australian Permanent Resident

Please note – DO NOT tick the boxes above if you are a New Zealand citizen or Australian Citizen.
 During your time studying, will you be resident in New Zealand or overseas?

<input type="checkbox"/>	In New Zealand	<input type="checkbox"/>	Overseas
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11. PROGRAMME TO BE STUDIED
What programme are you applying for?

Program code	Program name	Select (tick which programme you are applying for)
AOL3	Certificate in Asst Outdoor Leadership. Level 3, 40 credits	
AOE4	Certificate in outdoor and adventure education. Level IV, 120 credits	

PRIVACY
PERSONAL INFORMATION PRIVACY ACT 1993

AdventureWorks observes the principles governing the release of personal information as set out in the Privacy Act 1993 ("the Act"). Personal information is defined in the Act as "information about an identifiable individual"; it may include, but is not limited to, information such as your name, age, postal and email address, telephone numbers, IRD, course of study, bank account and credit card details.

AdventureWorks's primary purpose in the collection and storage of your personal information as a student is to provide you with the course of study for which you are enrolled, and to comply with various legislative reporting requirements. AdventureWorks may also collect and use your personal information for other purposes related to your course of study including corresponding with you for academic and administrative matters, publishing any award/s conferred on you by AdventureWorks during graduation, and sending you information about AdventureWorks courses and programmes that may be of interest to you. AdventureWorks may also seek personal information from other educational institutions and/or government agencies or other authorities for the purpose of verifying and maintaining information relating to your academic records.

Personal information collected on this form and at other times during and relating to your enrolment at AdventureWorks may be disclosed to AdventureWorks academic and administrative staff where relevant to their duties, to other educational institutions for the purpose of verifying and maintaining academic records, and to Government agencies or other authorities as permitted or required by law. If you are a recent school/Private Training Establishment (PTE) leaver, AdventureWorks may also advise your school/PTE when you first enrol (including details of what programme you have enrolled in) and when you complete an AdventureWorks qualification.

Please note that your name, date of birth and residency status 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 go online at www.minedu.govt.nz/goto/nsi.

You have the right to access and have corrected, personal information about you which has been collected by us.

Applicant signature

DECLARATION

- I declare that the information provided by me on this form is true and correct.
- I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- I agree to abide by all AdventureWorks statutes, regulations and policies as may be amended from time to time. Copies are available at AdventureWorks's library and on the AdventureWorks website []. In particular, you should note the AdventureWorks Student Regulations, Computer User Regulations (IT Policy 1) and the regulations applying to your programme of study.
- I have read and accept the Private and Policy statements printed on this form.
- I am a citizen/permanent resident of New Zealand or Australia or the Cook Islands or Niue, or Tokelau.
- I acknowledge that all AdventureWorks courses and programmes will proceed subject to enrolment numbers and AdventureWorks has the right to cancel an offering of a course or programme prior to its commencement if there are insufficient enrolments.
- I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. AdventureWorks may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the AdventureWorks Student Regulations.
- I acknowledge that AdventureWorks reserves the right to cancel my enrolment (as set out in the AdventureWorks Student Regulations) where I have made insufficient progress on the course. I further acknowledge that non-attendance may constitute insufficient progress.
- I understand that AdventureWorks may need to validate the information provided on this form and attachments.
- I authorise to AdventureWorks to collect information for this purpose from any agency holding the source of this information.

DAY / MONTH / YEAR

If you are signing on behalf of the student you must have the necessary authorisation through legal guardianship or power of attorney.

Please do not fax this form. Faxed copies will not be accepted.

12. FEES FREE ELIGIBILITY

If you're planning to start tertiary study or training for the first time you may be eligible for fees-free.

If you're a New Zealander or are ordinarily resident in New Zealand and were at school in 2017, 2018 or 2019 (other than as an adult student), you may qualify for the equivalent of one years' fees-free provider-based

If you're not a recent school leaver, and you've done less than half a year of tertiary study or training (whether in New Zealand or in any other country), you may also qualify.

To check your eligibility

1. go to <https://www.feesfree.govt.nz/>
2. enter your national student number, if you don't have this contact NZQA
3. you'll get a result that says either yes, no or maybe. If you get maybe scroll to the bottom and go through the process of submitting a statutory declaration

Fees free eligibility result. Check the appropriate box

YES	
NO	
MAYBE	

Please return this form to
 education@adventureworks.co.nz

ADVENTUREWORKS.
 PO BOX 44278
 PT CHEVALIER, AUCKLAND 1246

Please ensure you have completed the following, otherwise this enrolment cannot be processed.

CHECKLIST

<input type="checkbox"/>	Completed all relevant sections on this form?
<input type="checkbox"/>	Supplied a certified copy of at least one of the following?
<input type="checkbox"/>	New Zealand Birth Certificate (include marriage certificate if applicable)
<input type="checkbox"/>	Certificate of New Zealand Citizenship
<input type="checkbox"/>	New Zealand Passport
<input type="checkbox"/>	Overseas passport with current visa showing residency status
<input type="checkbox"/>	Checked fees free eligibility

APPLYING TO WITHDRAW FROM, TRANSFER OR CANCEL YOUR ENROLMENT

When you have submitted your enrolment form, you are considered enrolled as a student. You must complete a Withdrawal or Transfer Application (Withdrawal/Transfer) form to officially withdraw or transfer or vary your enrolment in any way. The date of withdrawal will be taken from the date the completed Withdrawal or Transfer Application form is received by AdventureWorks.