

ACADEMIC HISTORY AND LANGUAGE ABILITY

You **MUST** provide evidence of English Language competence. The International English Language Testing System (IELTS) is the preferred test, although scores from the Test of English as Foreign Language (TOEFL) will be considered.

Name of test Score Month/Year taken

What is your first language?

What other languages do you speak?

Have your previous studies been completed in English?

Yes No

If you answered "Yes" to the above question, how many years of study did you complete?

When was your last year at secondary/high school?

What is the highest level of education you have completed, and at which institution?

Please include a certified copy of your academic transcript in **English**.

DISABILITY/SUPPORT DETAILS

This information is used to enable us to provide support and for statistical purposes. The information you supply is confidential.

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

Yes No

Please describe your injury, long term illness or disability in general terms.

Is there any special support you would need to study or complete this programme?

Yes No

If yes, please specify (eg, literacy, numeracy, hearing, visual)

EMERGENCY CONTACT DETAILS

Contact person in case of emergency:

Name:
Relationship:
Home telephone: ()
Work telephone: ()

Address: _____ _____ _____
Country: _____
[N.B. This must be a physical address]

MARKETING INFORMATION

Please indicate how you obtained information about this programme. Please tick any number of boxes.

- | | |
|--|--|
| <input type="checkbox"/> Tai Poutini Polytechnic brochure | <input type="checkbox"/> Tai Poutini Polytechnic Staff |
| <input type="checkbox"/> Current or past Tai Poutini Polytechnic student | <input type="checkbox"/> Friends/family member |
| <input type="checkbox"/> Another Tertiary Institution | <input type="checkbox"/> Newspaper advertisement |
| <input type="checkbox"/> Radio advertisement | <input type="checkbox"/> Education Fair |
| <input type="checkbox"/> Tai Poutini Polytechnic Web Site | <input type="checkbox"/> Own enquiry |

ACCOMMODATION

- | | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you require assistance with accommodation? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | |
| If yes, do you want (choose one) | Students' Hostel? <i>Greymouth only</i> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| | Homestay? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you prefer a family with children? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | |
| Do you smoke? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | |
| Is there any food you cannot eat? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | |
| If yes, please provide details: | _____ | | | | |
| Is distance from the Polytechnic a factor in your accommodation requirements? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | |

GENERAL INFORMATION

Privacy Act 1993

(a) Purpose and Collection

Tai Poutini Polytechnic collects personal information about you so that you can be provided with information about programmes, registered, enrolled, entered for any examinations, have your attendance and progress recorded, or be contacted by the Polytechnic.

This information is also used by the Polytechnic to meet its statutory obligations to provide the Secretary of Education with information under Sections 225 and 226 of the Education Amendment Act 1990.

Supply of the information is mandatory for identifying an individual student to collate their academic record and pass the results to the relevant authority.

Failure to provide this information will delay your enrolment.

Every student has the right of access to, and correction of, their own personal information.

(b) Disclosure

Personal information may be disclosed to other education agencies such as the Ministry of Education, the NZ Qualifications Authority, Skill New Zealand, Industry Training Organisations and other tertiary education institutions, and to Government agencies such as the NZ Police, Department of Justice, Work and Income NZ and the Accident Compensation Corporation if they demonstrate a statutory right to obtain it. Student names and addresses may also be disclosed to the Tai Poutini Polytechnic Students' Association to assist in compiling its membership register.

Programme Specific Information

To apply for certain programmes it will be necessary to complete a Programme Specific Information Record. This questionnaire will be provided to you, if applicable, as soon as you have identified the programme in which you wish to enrol. If the programme has already been identified, the questionnaire is included in your enrolment pack.

Enrolment Fee

Once you have signed the enrolment form, you are liable for the payment of all fees in order to qualify for completion of enrolment and to meet immigration requirements. You are expected to complete all enrolment requirements, including payment of all fees, before your enrolment request will be processed.

PLEASE NOTE: It is important to notify the Polytechnic if for some reason you withdraw before the start date of the programme, so that your invoice can be cancelled. Failure to notify us will result in you remaining a debtor of the Polytechnic.

National Student Index

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>.

Student Handbook

On enrolment, each student will receive a Student Handbook. The Student Handbook provides information on formal procedures and policies of Tai Poutini Polytechnic as they apply to students. These include the General Academic Regulations.

Withdrawal and Refund of Fees

If a programme/course is cancelled by the Polytechnic, all fees already paid by the student will be refunded in full. When a programme/course is offered, however, the Polytechnic expects that students enrolling in it will complete the full programme/course. In establishing its Fees Refund Policy, the Polytechnic takes into account the fact that total costs are not reduced by the withdrawal of a student. Therefore, once 10% of the programme has been completed, no credit transfer or refund is available to students, other than for exceptional cases.

If a student withdraws prior to the expiry of 10% of their programme, their fees will be refunded less an administration charge. Students who are withdrawn from study by the Polytechnic as a result of academic or disciplinary procedures are not eligible for a refund of fees. A full copy of the Fees Refund Policy is available on request.

Permanent Postal Address

This address will be used to forward correspondence to you before your programme commences and after your programme has finished. It should therefore be a family/home address or similar.

CHECKLIST: IMPORTANT PLEASE READ CAREFULLY

Please attach two passport size photos here

NB

WE WANT TO ENSURE YOUR ENROLMENT IS PROCESSED QUICKLY. FAILURE TO ANSWER "YES" TO ALL OF THESE QUESTIONS WILL RESULT IN YOUR ENROLMENT BEING DELAYED.

- | | | | | |
|-----|--------------------------|----|--------------------------|--|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you completed all questions and provided all necessary documentation to establish a current student permit? |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you enclosed your Certified copy of Passport details? |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you attached two passport size photographs to this page? |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you attached one (1) certified copy of your academic records (in English)? |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you attached documentary evidence of your English language ability? |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you signed and dated this application form? |

STUDENT DECLARATION

I hereby declare the information given to be true and I agree to abide by the rules of Tai Poutini Polytechnic (available at reception or the library). I authorise any information given to be used in compliance with the Privacy Act. I have read Tai Poutini Polytechnic's Refund Policy and agree to abide by the conditions therein. I also understand that if I have supplied false information, my enrolment may be cancelled by the Chief Executive Officer.

Signature

Date

OFFICE USE ONLY

Checked by: _____ Date: _____

Loaded into Artna: _____ Date: _____

Disclaimer: Tai Poutini Polytechnic reserves the right to cancel programmes/courses where enrolment numbers are insufficient to make delivery financially viable. In that event the Polytechnic accepts no liability for personal expenses incurred by potential students. Any fees paid in this situation will be refunded in full.