|  |  |
| --- | --- |
| << *TEO Name* >>>**Enrolment Form 2025** | **<< *logo* >>** |
| *<< address 1>>**<< address 2 >>* |  *<< phone >>* *<< fax >>* *<< email >>*  |
|  |
| **Welcome to << *TEO name* >>. Please read the instructions below carefully before you complete this enrolment form.** |
| **INSTRUCTIONS** |
| The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you that is required by government agencies for statistical and compliance reasons. Please fill in the form by:* Completing all sections of the form.
* Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions (amend as necessary for digital enrolment process).
* Signing the form.
* Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 6 of the form.
 |
|  |
| **A QUALIFICATION** |
| **1** | Please write the name of the qualification you wish to enrol in for 2025: |  | *Office Use* |
| Qualification Start Date: |  |
| Qualification End Date (if known): |  |
| **2** | Have you studied at << *TEO name* >> before? | *Yes [ ]  No [ ]*  |
| **3** | Do you intend to study: | *Part time*  *[ ]  Full time [ ]*  |
| **4** | Please enter the names(s) of the courses you wish to enrol in for 2025: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **B PERSONAL DETAILS** |
| **5** | Print your full legal name:*Family Name:*  |  |
| *Given Name(s):* |  |
| **6** | Preferred first name: |  |
| Previous name(s) known by: |  |
| **7** | If you have previously enrolled at this organisation under another name, what was that name? |  |
| **8** | Preferred title: | *Ms* | *[ ]*  | *Miss* | *[ ]*  | *Mrs* | *[ ]*  | *Mr* | *[ ]*  | *Other (Specify):* |  |
| **9** | Date of birth: | *[ ] [ ]  [ ] [ ]  [ ] [ ] [ ] [ ]*  *day month year* | **10** | Gender: | *Male [ ]* *Female [ ]* *Another Gender [ ]*  |
| **11** | If you know your NSN[[1]](#footnote-1) (National Student Number), please write it here.If you answered Yes to question 2, you MUST fill in this section. | *[ ] [ ] [ ] -[ ] [ ] [ ] -[ ] [ ] [ ] [ ]*  |
| **12** | Please write your IRD (Inland Revenue Department) number here *This field is optional and only used for Fees Free. You do not need to provide your IRD number if you have already used your Fees Free entitlement or know you or your qualification are not eligible for Fees Free.* | *[ ] [ ] [ ] -[ ] [ ] [ ] -[ ] [ ] [ ]* Please enter a zero in the first box if your IRD number is only 8 digits. |
| **13** | Citizenship / Residence Status:You may need to supply evidence of residence status or citizenship | Tick the box which best describes your citizenship:*New Zealand Citizen* [ ]  NZL, go to 14a*Australian Citizen* [ ]  AUS, go to 14a*Other* [ ] If “*Other*”, Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):Country of Citizenship: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tick the box if you have a New Zealand residence class visa or Australian Permanent Resident Status[[2]](#footnote-2): New Zealand Resident Visa holder [ ]  Australian Permanent Resident [ ]  |
| **14a** | Country of residence during study | During your time studying in this qualification will you be residing in New Zealand or overseas?*In New Zealand [ ]* *Overseas [ ]*  |
| **14b** |  | Please also specify your fee/assistance status.* *Domestic Student (more information about who is considered a domestic student is in Section D Documentation below)* [ ]  00
* *New Zealand Agency for International Development (NZAID) Student* [ ]  01
* *International Fee-Paying Student*

 *(including work visa holders)* [ ]  03* *Student on an approved exchange programme* [ ]  04
* *Diplomatic staff or family, or persons* [ ]  08

*associated with Antarctic Programme* * *International onshore PhD student* [ ]  09
* *Recognised refugee or protected person under Part 5 of the* [ ]  13

*Immigration Act 2009 (or their partner or parent, or the child or sibling of the refugee or protected person who is a dependent child) who does not yet hold a resident visa; and has made a claim to be recognised as a refugee or a protected person and who holds a valid temporary visa.* ***Note****: \* More information about who is eligible to be a domestic student is available on page 6**If you are a New Zealand Citizen; or are a New Zealand resident visa holder, Australian Citizen or Australian Permanent Resident residing in New Zealand for your study use Domestic Student 00.**If you are a student enrolled in a programme of study that is a PhD (level 10 on the NZQCF); and wholly research (for example, 120-point thesis) use International Fee-Paying Student 03.**If you are an international student enrolled in a programme of study that is a Masters (Level 9 on the NZQCF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQCF) use International Fee-Paying Student 03.* |
| **15** | Ethnicity:What ethnic group(s) do you belong to?You may tick up to six boxes, which apply to you. | *New Zealand European* ***[ ]***  *111 Filipino* ***[ ]*** *411**Māori* ***[ ]*** *211 Cambodian* ***[ ]*** *412**Samoan* ***[ ]***  *311 Vietnamese* ***[ ]***  *413**Cook Islands Maori* ***[ ]***  *321 Other Southeast Asian* ***[ ]***  *414**Tongan* ***[ ]***  *331 Chinese* ***[ ]***  *421**Niuean* ***[ ]***  *341 Indian* ***[ ]***  *431**Tokelauan* ***[ ]***  *351 Sri Lankan* ***[ ]***  *441**Fijian* ***[ ]*** *361 Japanese* ***[ ]*** *442**Other Pacific Peoples* ***[ ]***  *371 Korean* ***[ ]*** *443**British and Irish* ***[ ]***  *121 Other Asian* ***[ ]*** *444**Dutch* ***[ ]*** *122 Middle Eastern* ***[ ]*** *511**Greek* ***[ ]*** *123 Latin American* ***[ ]***  *521**Polish* ***[ ]***  *124 African* ***[ ]***  *531**South Slav* ***[ ]***  *125 Other Ethnicity* ***[ ]***  *611**Italian* ***[ ]***  *126 Not Stated* ***[ ]***  *999**German* ***[ ]***  *127**Australian**[ ]  128**Other European* ***[ ]***  *129*If *“Other Pacific Peoples”, “Other European”, “Other Southeast Asian”, "Other Asian"* or *"Other” please specify what specific ethnicity below.* |
| **16** | Iwi:If you identified as Māori in question 15, what is the name of your Iwi? You may enter up to six Iwi. If you do not know your Iwi, please enter 'Don't Know'. Note for TEOs: please use the iwi codes published in DXP Data Classifications Appendices. | *Iwi:**Iwi:* *Iwi:*  | *Iwi:* *Iwi:* *Iwi:*  |
| **17** | Prior activity: | What was your MAIN activity or occupation in New Zealand at 1 October 2024 – that is before you began your study. You may tick only one box.*Secondary school student* ***[ ]*** 01 *Non-employed or beneficiary (excluding retired)* ***[ ]*** 02*Wage or salary worker* ***[ ]*** 03 *Self-employed* ***[ ]*** 04*University student* ***[ ]*** 05 *Te Pūkenga student* ***[ ]*** 06*House-person or retired* ***[ ]*** 08 *Overseas (irrespective of occupation)* ***[ ]*** 09*Private Training Establishment student* ***[ ]*** 11  *Wānanga student* ***[ ]*** 12 |
| **18a** | **Disability status** | Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition? The information you provide is collected for statistical purposes and to help us understand our learners. | *(Select one option only)*Yes [ ]  No [ ] Prefer not to disclose [ ]  |
| **18b** | **Disability support needs**Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners. Please select all of the supports you might need. | *(Checklist response – multi-select**If “No” then other response categories must be blank)* |
| Access to assistive technology (eg, for reading, writing, communication) | [ ]  |
| Accessible format resources for course content | [ ]  |
| Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan) | [ ]  |
| New Zealand Sign Language Interpreter | [ ]  |
| Support with reading, writing, and communicating in learning sessions, exams, and assessments | [ ]  |
| Other learning or disability support | [ ]  |
| No – I do not need support at this time | [ ]  |

|  |
| --- |
| **C ACADEMIC INFORMATION** |
| **19** | Secondary School: | What was the name of the last secondary school you attended? State “overseas”, if applicable. | *Office Use* |
|  |  | 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 “traditional” award such as School Certificate, or you may have achieved a number of credits or a New Zealand Certificate at a certain level on the National Qualifications and Credentials Framework. Your New Zealand Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box. |
|  |  | *No formal secondary qualifications*  | *[ ]  00* |
|  |  | *14 or more credits at any level* | *[ ]  11* |
|  |  | *NCEA Level 1* ***or*** *School Certificate* | ***[ ]***  *12* |
|  |  | *NCEA Level 2* ***or*** *6th Form Certificate* | ***[ ]***  *13* |
|  |  | *University Entrance* | ***[ ]***  *14* |
|  |  | *NCEA Level 3* ***or*** *Bursary* ***or*** *Scholarship* | *[ ]  15* |
|  |  | *Overseas qualification (includes International Baccalaureate & Cambridge Exams)* | *[ ]  09* |
|  |  | *Other* | *[ ]  98* |
|  |  | *Not Known* | *[ ]  99* |
|  |  |  |
|  |  | Please specify if “*Overseas qualification*” or “*Other*”. |
| **20** | Tertiary Study: | Will this be the first time you have ever enrolled in a University, business division of Te Pūkenga (previously *Institutes of Technology,* *Polytechnic or Industry Training Organisation*), College of Education, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school? Do not include enrolments in community or hobby classes.*Yes* ***[ ]***  *No* ***[ ]*** If you answered “*No*”, please enter the name of the organisation you studied at and the year of your first enrolment:Name of organisation:Year: *[ ] [ ] [ ] [ ]*  |
|  |  | What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?Year: *[ ] [ ] [ ] [ ]*  |
| **21** | Prior Achievement: | Please list all of the tertiary qualifications, micro-credentials and any certificates of proficiency you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your New Zealand record of achievement.

|  |  |  |
| --- | --- | --- |
| Tertiary education organisation | Qualification | Month and year of completion |
|  |  |  |
|  |  |  |
|  |  |  |

 |
|  |  |  |
| **D DOCUMENTATION** |
| **22** | **Eligibility to enrol as a domestic student**Section 10 of the Education and Training Act 2020 sets out who is eligible to enrol as a **domestic student** and likely entitled to pay domestic fees. This means an individual who is: * a New Zealand citizen, or
* the holder of a residence class visa granted under the Immigration Act 2009, or
* to be treated as if they are not an international student under the Tertiary Education (Domestic Students) Notice 2024, or any other corresponding notice published in the Gazette and applying for 2025.

There are scenarios under which you may be eligible to be treated as a domestic student. The responsibility for ensuring a student is eligible to access tuition subsidy funding and study support rests with the TEO, who can provide you with more guidance. For TEO: more information on other valid domestic enrolments visit: [Other valid domestic enrolments](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/other-valid-domestic-enrolments)  |
| **23** | **Evidence to enrol** Domestic students must provide evidence of identity and eligibility to study by providing one of the following:* National Student Number (NSN).
* New Zealand birth certificate[[3]](#footnote-3).
* New Zealand or Australian passport.
* A certificate of identity from Immigration New Zealand[[4]](#footnote-4).
* A New Zealand certificate of citizenship.
* Overseas passport with visa approval notification.
* An assertion from the Department of Internal Affairs’ RealMe® online identity verification service.

You may be required or permitted to provide additional or other evidence to your TEO depending on the visa type granting you domestic student status and the fund your TEO is accessing. For more information on these requirements visit: [Other valid domestic enrolments](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/other-valid-domestic-enrolments) Note for TEOs: please tailor the evidence to enrol section to be reflective of the evidence required for your Funds as per the Funding Conditions CatalogueYou can bring the original documentation to the enrolment desk or provide a certified copy. A certified copy means a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original document. To be certified the document must be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957, such as a Justice of the Peace (JP), Court Register or Deputy Registrar.**International** students must provide an original or certified copy of their passport and visa. **Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in Authorised Information Matching programmes with official governement information such as the New Zealand Birth Register, to verify the information provided.** **On occasion, more than one National Student Number is created for an individual. The Ministry of Education regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered,  it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.****For further information please see:** [About National Student Numbers](https://www.education.govt.nz/our-work/about-us/education-new-zealand/about-national-student-numbers)  |
| **24** | Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form. |  |

|  |
| --- |
| **E BANK ACCOUNT** |
| **25** | *As required by TEO* |  |
| **F CONTACT DETAILS** |
| **26** | Home Address and contact details: | *Home Address:**Street Address:**Suburb:**Town/City:**Post Code:* | *Postal Address: (if different from home address)* *Street Address:**Suburb:**Town/City:**Post Code:* |
| *Phone:* ( ) | *Mobile:* |
|  |
| *Email:* |
| **27** | Address While Studying: | *Address while Studying (if different from home address):**Street Address:**Suburb:**Town/City:**Post Code:* |
|  | *Phone: ( )* | *Mobile:* |
|  | *Email:* |
| Next of Kin: | *Name:* | *Phone: ( )* |

|  |
| --- |
| **DECLARATION** |
| **Privacy statement**The [Privacy Act 2020](https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html) has the stated aim of protecting and promoting the privacy of individuals.  It governs the collection, use, storage and disclosure of personal information. [name of TEO] handles personal information in accordance with the 13 information privacy principles in the Act. [Name of TEO] collects and stores personal information from this form to: * comply with the requirements of the [Education and Training Act 2020](http://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html?search=qs_act%40bill%40regulation%40deemedreg_Education+and+Training+Act+2020_resel_25_h&p=1&sr=1) and other legislationrelating to maintenance of records
* manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
* supply information to government agencies and other organisations, as set out below.

[Name of TEO] will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020.  You are entitled to see any information that [name of TEO] holds about you and request that any errors in the information be corrected. To do so, contact the Enrolments Officer. **Disclosure of personal information to government agencies**[Name of TEO] may supply personal information collected on this form to the following government agencies: * Tertiary Education Commission
* Ministry of Education
* New Zealand Qualifications Authority
* Ministry of Social Development
* Inland Revenue
* Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
* when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

**The government agencies listed above may use the personal information supplied to them to:*** administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
* develop policy advice for government
* conduct statistical analysis and research
* update the New Zealand Record of Achievement
* include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
* fulfil their statutory responsibilities
* supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](https://www.stats.govt.nz/integrated-data/integrated-data-infrastructure/).

**Disclosure of personal information to other agencies and organisations**[Name of TEO] may also supply personal information as applicable to: * other educational organisations for the purpose of verifying academic records
* Education New Zealand for the purposes of supporting international students
* scholarship providers for the purposes of administering scholarships
* debt collection agencies for the purposes of recovering unpaid fees
* [name of agency/organisation] for [purpose].

**Storage of personal information**Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fees** – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. <Name of TEO>’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.<PTEs include information about your Student Fee Protection arrangements>**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of <TEO name> regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems.*<This section should be customised by the TEO to be applicable to its rules and policies. In addition to the above, for international learners, Clause 42 of the Tertiary and International Pastoral Care Code applies.>*  |
| **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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_*Signature Date* |
| **⮚ *Please make sure that you sign your enrolment form above* ⮘** |
| ***Office Use Only*** |
| ***Documentation****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_* | ***Approved****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_* | ***Entered****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_* |

1. For information on NSNs please visit [About National Student Numbers](https://www.education.govt.nz/our-work/about-us/education-new-zealand/about-national-student-numbers#what-an-nsn-is-1) [↑](#footnote-ref-1)
2. Excludes Australian citizens [↑](#footnote-ref-2)
3. New Zealand citizens only [↑](#footnote-ref-3)
4. Refugees only. [↑](#footnote-ref-4)