

APPLICATION TO ENROL IN SHORT COURSES



WHO SHOULD COMPLETE THIS FORM?

- Domestic applicants who are applying to enrol in a Wintec short course

WHO SHOULD NOT COMPLETE THIS FORM?

- International Applicants
- Current or returning Wintec students or past applicants - please request a Returning Student Form from www.wintec.ac.nz/contact

SECTION ONE - PERSONAL DETAILS

1.1 Title Mr Mrs Ms Miss Other

1.2 Surname or Family Name (as it appears on your passport, birth certificate, marriage or civil union certificate) *Ingoa Whānau*

1.3 First Name(s) *Ingoa tuatahi*

1.4 Preferred First Name

1.5 Date of Birth 1.6 Gender
Male Female
tāne wahine

1.6 You must provide your NSN/NZQA identification number.
If unknown, please leave blank:

SECTION TWO - CONTACT DETAILS

Please ensure this is kept up-to-date at all times and advise us of any changes.

2.1 What is your permanent/home address?
Unit number/street number and name

Suburb

City/Town

Postcode Tick if this is your main postal address

2.2 What is/will be your address while studying if different to above?
Unit number/street number and name

Suburb

City/Town

Postcode Tick if this is your main postal address

2.3 How can we contact you? (please tick preferred option)

Home phone

Mobile

Work

Email

2.4 Who is your emergency contact?

Name

Relationship to you

Telephone

OFFICIAL USE ONLY

I D N U M B E R

BARCODE HERE

SECTION THREE - CITIZENSHIP

We require proof of citizenship and eligibility to study from all new applicants to Wintec.

- 3.1 Please tick one from A, B or C. In the right hand column next to the box you have ticked, please indicate the document relevant to you.

A New Zealand Citizen

New Zealand birth certificate

New Zealand passport

Certificate of NZ citizenship or letter of confirmation

A statement of Whakapapa, stating your full name and date of birth

Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau

B New Zealand Permanent Resident

Passport with New Zealand residence stamp

My country of citizenship is:

C Australian Citizen or Permanent Resident

Australian birth certificate

Australian passport

Passport with Australian resident stamp

Note: Applicants whose name is different from that which is stated on a birth certificate or passport must also provide evidence of the legal name change.

SECTION FOUR - MODULE SELECTION

- 4.1 Please state which short course(s) you are applying for at Wintec in order of preference. Programme codes can be found in Wintec's career and programme guides, flyers or on the website.

PREFERENCE 1

PROGRAMME NAME:	<input type="text"/>		
MODULE CODE:	<input type="text"/>	START DATE:	month /year
MODULE CODE:	<input type="text"/>	START DATE:	month /year
MODULE CODE:	<input type="text"/>	START DATE:	month /year
MODULE CODE:	<input type="text"/>	START DATE:	month /year

MODULE CODE:	<input type="text"/>		
MODULE CODE:	<input type="text"/>		
MODULE CODE:	<input type="text"/>	START DATE:	month /year

SECTION FIVE - PREVIOUS EDUCATION

Please note: It is important for ALL applicants to complete section five as this information is required by the Ministry of Education.

5.1 Please state the secondary schools you have attended while in New Zealand or overseas:

SECONDARY SCHOOL	START YEAR	END YEAR
1		
2		
3		

5.2 What is the highest level of achievement you hold from a secondary school? Please tick one only.

- No formal secondary school qualifications
- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or Sixth Form Certificate
- University Entrance (prior to 1986)
- NCEA Level 3, Higher School Certificate, Bursary or Scholarship
- International Baccalaureate
- Cambridge International Examinations

Please write your CIE candidate code (if known):

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5.3 What is the highest tertiary qualification you hold? (please tick one)

- No tertiary qualification
- Vocational qualification (Trade, NZ Certificate)
- Certificate
- Diploma
- Graduate certificate/diploma
- Bachelors degree
- Postgraduate qualification
- Masters
- Other

SECTION SIX - ETHNICITY AND LANGUAGE

6.1 Please indicate which ethnic group(s) you belong to. You may tick up to three options:

- | | | |
|----------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> NZ European | <input type="checkbox"/> New Zealand Māori | <input type="checkbox"/> Cook Island Māori |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Tongan | <input type="checkbox"/> Niuean |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Fijian | <input type="checkbox"/> African |
| <input type="checkbox"/> British/Irish | <input type="checkbox"/> Dutch | <input type="checkbox"/> Greek |
| <input type="checkbox"/> Polish | <input type="checkbox"/> South African | <input type="checkbox"/> Italian |
| <input type="checkbox"/> German | <input type="checkbox"/> Australian | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Latin American |

Other

6.2 If you are of Māori descent, please state the iwi you have the strongest affiliation to.

6.3 Is English, Māori or New Zealand Sign Language your first language?

- Yes - go to section 7 No

6.4 If you answered **no** above, what is your first language?

SECTION SEVEN - FEES

If Wintec confirms your enrolment you must pay ALL fees (tuition fees as set by Wintec and course costs) in full prior to the start date of your programme of study.

Even if you do not participate in the courses you are still liable to pay all fees to Wintec, unless Wintec receives a completed and signed Change to Enrolment or Withdrawal Form within the relevant refund period.

7.1 How do you intend to pay your fees? (please tick one)

Cheque/EFTPOS/Cash

Direct Credit

Student Loan

Apply directly to StudyLink on 0800 88 99 00 or at www.studylink.govt.nz. If your application is not approved by StudyLink you are still liable for all fees invoiced to you.

Training Incentive Allowance

Contact your local Work and Income office. You must complete the enrolment first and submit your Wintec invoice to Work and Income for payment. If your TIA application is not approved by WINZ, you are still liable for all fees.

Credit Card or Credit Card online

For online payments log onto Student at Wintec then using your log-on and password, go to online finance/online payment. (Unfortunately we do not accept American Express or Diners Club cards).

Visa

Mastercard

Card Number

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Card Holder's Name

Card Holder's Signature

Expiry date

Amount \$

Organisation/Company paying

If for any reason the organisation/company does not pay your fees, then you are still liable and must pay the fees yourself.

Organisation/Company Name

Authorised Contact Person

Postal Address

Telephone Number

Purchase Order Number

Signature

SECTION EIGHT - STATISTICAL INFORMATION

8.1 Which activity best describes your activity as at 1 October prior to the year you commence study? (please tick one)

- | | |
|--------------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Wage/salaried worker |
| <input type="checkbox"/> College of Education student | <input type="checkbox"/> University student |
| <input type="checkbox"/> Non-employed/beneficiary (<i>not retired</i>) | <input type="checkbox"/> Houseperson/retired |
| <input type="checkbox"/> Wānanga student | <input type="checkbox"/> Self employed |
| <input type="checkbox"/> Polytechnic student | <input type="checkbox"/> Overseas |
| <input type="checkbox"/> Private Training Establishment student | |

8.2 Why did you decide to study at Wintec? (please tick one)

- Visit to school by Wintec Student Recruitment Representative
- Wintec website
- Information from a secondary school
- Information from a family member or friend
- Wintec Huge Day Out (Open Day)
- Advertising (e.g Billboard, newspaper, radio etc)
- Expo
- Career and programme guide(s)

SECTION NINE - STUDENT DECLARATION

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- 9.1 I will make myself familiar and comply with provisions of Wintec's Policies and Regulations obtainable from the Library, Faculty/Schools or the Wintec website, www.wintec.ac.nz, including Academic Regulations, Occupational Health & Safety, Regalia (Graduation), Smokefree, Student Complaints, Student Computer Use and Programme Regulations.
- 9.2 I authorise disclosure on the understanding that Wintec will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 (refer to 12.1 in the Application to Enrol Guides.) You may see any information held about you and amend any errors in that information, to do so contact the Student Enrolment and Information Centre.
- 9.3 I authorise any agency holding the source of any information I have provided on this form to release that information to Wintec upon request.
- 9.4 I declare that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that Wintec may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.
- 9.5 I understand that Wintec may contact me via telephone, post, email and/or text message regarding my enrolment or Wintec's services, news or events.
- 9.6 Please note that my 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>.

Note: Wintec does not accept photocopied, scanned or faxed signatures

Your signature:

Date:

