FANTASTIC! YOU’VE CHOSEN WHAT TO STUDY. TAKE THE NEXT STEP NOW TO CREATE YOUR WORLD.

APPLICATION TO ENROL GUIDE

create your world
www.wintec.ac.nz
HOW TO COMPLETE YOUR APPLICATION TO ENROL FORM

Your first step is easy, just fill out this form. We’ve included instructions to help and you can call us on - 0800 2 Wintec.

Complete this form if you are a domestic student.
A domestic student, at any time, means a person who is:
• A New Zealand citizen (including Niuean, Cook Islander, Tokelauan, and students with refugee status in New Zealand); or
• A New Zealand permanent resident; or
• An Australian citizen living in New Zealand; or
• An Australian permanent resident living in New Zealand; or
• A dependent of a diplomat working in New Zealand who is residing in New Zealand; or
• On an exchange scheme approved by the Minister; or
• Defined as a domestic student from time to time by the Ministry of Education. (For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand).

SECTION ONE - PERSONAL DETAILS
The personal details must be filled out by you. In many cases the Ministry of Education requires Wintec to collect this information from you and report it for statistical and other purposes.

1.1 Title: Please choose the title appropriate to you. If “Other” please enter details e.g. Dr., Professor etc.

1.2 Family Name: Print your family name in full. If your family name on the form is different from the name on your supporting documents, then you must provide evidence of your change of name.

1.3 First name(s): Print all of your first names in full.

1.4 Preferred name: Print what you prefer to be called e.g. Theo, Robbie, AJ.

1.5 Date of birth: Please complete day, month and year as on your evidence e.g. passport or birth certificate.

1.6 Male or female: Please tick the appropriate box.

1.7 National Student Number (NSN): This is a National Student Number that is unique to you. This number is a reference to a centralised database that holds basic details such as your name, date of birth and residential status. If you have an NSN, insert your NSN on the Application to Enrol form. You may not need to provide us with verified copies of your birth certificate/passport or residency documentation if your National Student Number record is verified, accurate and complete.

SECTION TWO - CONTACT DETAILS
2.1 Permanent/home address: If you would like your mail sent to a different address from the one you live at, please print the postal address on the form.

2.2 Address while you are studying: Print the address of where you will be living while you are studying at Wintec. If you do not know yet, please let us know as soon as you do.

2.3 Contact details: Please print your mobile number, telephone number, e-mail address.

2.4 Emergency contact person: Please enter the name and telephone number of the best person to contact in the event of an emergency and/or when Wintec is unable to contact you directly.

SECTION THREE - CITIZENSHIP

3.1 Select which best describes your citizenship or status. If you select “Other”, please write the details on the form.

3.2 If you ticked New Zealand Permanent Resident, you will also need to indicate your country of citizenship.

SECTION FOUR - PROGRAMME SELECTION

4.1 Please list the programme(s)/qualification(s) you wish to study at Wintec and enter your intended start date e.g. February 2011.

Pathway: If applicable to the programme, please specify your preferred specialisation/subject.

SECTION FIVE - PREVIOUS EDUCATION

5.1 Secondary school: Please list the secondary school(s) you have attended, and please specify in which country. If you have attended more than one secondary school, list the last two you attended. Please print the year that you last attended each school.

5.5 Highest academic achievement from a secondary school: Your highest achievement may be a “traditional” award such as School Certificate, or a number of credits/NCEA at a certain level on the National Qualifications Framework. Your NZQA Record of Achievement shows how many credits you have. If your answer is “Other”, please identify the qualification on the form.

5.6 Highest academic achievement from a tertiary institution: An institution could include Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wanganui. If you answered “Other”, please enter the details on the form. Do not include enrolments in STAR, community or hobby classes.

5.10 Transfer of credit: This is a process whereby you apply to Wintec to credit your prior learning towards the programme/module(s) you have enrolled in. If you tick “yes”, please go to www.wintec.ac.nz/forms for the Application for Transfer of Credit form. For associated costs please see the Table of Fees at www.wintec.ac.nz.

SECTION SIX - ETHNICITY

6.1 If you select “Other”, please complete relevant details.

6.2 If you are of Māori descent please indicate the iwi you have the strongest affiliation to. You may include up to 3.

6.3 If your first language is neither English nor Māori, please specify if you have ever had your English language ability or proficiency tested. Please attach a certificate (see 6.6 on the Application to Enrol).
Students currently in New Zealand who are applying for mainstream programmes may be eligible to have their English level assessed by Wintec English language assessment. There will be a charge for this service.

SECTION SEVEN - STATISTICAL INFORMATION

7.1 Prior main activity: Select from the list on the form your MAIN activity or occupation as at 1 October prior to the date on which your programme commences.

SECTION EIGHT - WORK AND RELEVANT EXPERIENCE

8.1 If you have lots of work experience but no corresponding qualifications, go to www.elevate.ac.nz. Elevate is our new online tool that helps you gain NZQA recognised qualifications in line with your industry experience.

SECTION NINE - IMPAIRMENT DETAILS

9.1 Impairment: If the effects of illness, injury and/or other impairment impact on or affect your study, please tick “yes” and complete the impairment section on the form.

SECTION TEN - CRIMINAL CONVICTIONS

10.1 Please specify if you have ever been convicted of, or have a pending conviction, for any offence against the law (apart from minor traffic convictions).

10.2 If yes, please complete the consent to disclosure of information which can be found online at www.wintec.ac.nz/forms.

SECTION ELEVEN - FEES

11.1 Debit Credit – Account Name: Wintec
Bank: BNZ
Bank Account Number: 02 0316 0112455 00
Reference: First Name/Last Name/DOB

12.2 Credit Card online payment – log onto Student at Wintec with your log-on and password. Unfortunately we do not accept American Express or Diners Club cards.

12.3 The following information is a summary of the domestic refund policy. For more information on Wintec policies please refer to the website at: www.wintec.ac.nz/studentlife/policies/withdrawals-refunds

- Under all circumstances enrolment changes/withdrawals must be made formally in writing to the Student Enrolment and Information Centre
- If Wintec cancels a course, tuition fees will be refunded in full

Refunds may be given outside of the normal criteria for extraordinary circumstances. This will require the approval of the Head of School or Dean and the Chief Financial Officer. All requests must be made in writing.

SECTION TWELVE - STUDENT DECLARATION

12.1 Privacy: Wintec collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding 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) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). In addition, when required by statute, Wintec releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

WHAT HAPPENS NOW?
We’ll let you know when we receive your application, and contact you if we need further information.

INTERVIEWS AND ADDITIONAL DOCUMENTATION
Depending on the programme you have applied for, you may also need to supply additional information (portfolio, CV) or attend an interview.

CHECKING THE STATUS OF YOUR APPLICATION
If you need to know anything about your enrolment application log on to enrol.wintec.ac.nz.

WHAT CAN DELAY AN APPLICATION
- Incomplete application form received
- The application form is not signed or dated
- Required documentation has not been supplied
- Required documentation has not been verified
- Awaiting academic transcript/results

ENROLMENT OFFER
If your application is successful you will receive an Enrolment Offer. It is important that you respond by the specified date as offers expire and you may lose your place on the programme.

FEES INFORMATION
By signing and returning the Enrolment Offer (post or online) you are formally accepted into a programme of study and therefore liable for the associated fees.