

QUEENS ACADEMIC GROUP

Enrolment Form 2011 *(Domestic Students)*

Level 5 & 8, 246 Queen Street
Auckland

09 377 8118
09 377 8252
enrol@queens.ac.nz



Welcome to Queens Academic Group (QAG).

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 at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 5 of the form.

A QUALIFICATION ENROLLING INTO			
1	Please write the name of the qualification you wish to enrol in for 2011:		Office Use
	Qualification Start Date:		
	Qualification End Date (if known):		
2	Have you studied at QAG before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your ID number?		
3	Do you intend to study:	Part time <input type="checkbox"/>	Full time <input type="checkbox"/>
4	Please enter the names(s) of the courses you wish to enrol in for 2011:		

B PERSONAL DETAILS		
5	Print your full legal name: <i>Family Name:</i>	
	<i>Given Name(s):</i>	

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 <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
9	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 19 <input type="text"/> <input type="text"/>	10	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		<small>day month year</small>				
11	If you know your NSN (National Student Number), please write it here:		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
12	Citizenship and Residency: <small>You may need to supply evidence of residence or citizenship</small>	Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>Other</i> <input type="checkbox"/>				
		Please specify if "Other": _____				
		<small>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</small>				
		If you ticked "Other", please also specify your fee/assistance status. <i>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate)</i> <input type="checkbox"/> 01 <i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 03 <i>Exchange Scheme approved by Ministry of Education</i> <input type="checkbox"/> 04 <i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 06 <i>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08 <i>On-Shore International PhD student</i> <input type="checkbox"/> 09 <i>International ITO Off-Job Trainee</i> <input type="checkbox"/> 12				
		Tick the box if you have New Zealand Permanent Residency Status: <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP				
		During your time studying in this qualification will you be resident in New Zealand or overseas? <i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/>				

13	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes, which apply to you.</p>	<table border="0"> <tr><td>NZ European/Pakeha</td><td><input type="checkbox"/></td><td>111</td></tr> <tr><td>New Zealand Māori</td><td><input type="checkbox"/></td><td>211</td></tr> <tr><td>Samoan</td><td><input type="checkbox"/></td><td>311</td></tr> <tr><td>Cook Island Māori</td><td><input type="checkbox"/></td><td>321</td></tr> <tr><td>Tongan</td><td><input type="checkbox"/></td><td>331</td></tr> <tr><td>Niue</td><td><input type="checkbox"/></td><td>341</td></tr> <tr><td>Tokelauen</td><td><input type="checkbox"/></td><td>351</td></tr> <tr><td>Fijian</td><td><input type="checkbox"/></td><td>361</td></tr> <tr><td>Other Pacific Peoples</td><td><input type="checkbox"/></td><td>371</td></tr> <tr><td>British/Irish</td><td><input type="checkbox"/></td><td>121</td></tr> <tr><td>Dutch</td><td><input type="checkbox"/></td><td>122</td></tr> <tr><td>Greek</td><td><input type="checkbox"/></td><td>123</td></tr> <tr><td>Polish</td><td><input type="checkbox"/></td><td>124</td></tr> <tr><td>South Slav</td><td><input type="checkbox"/></td><td>125</td></tr> <tr><td>Italian</td><td><input type="checkbox"/></td><td>126</td></tr> <tr><td>German</td><td><input type="checkbox"/></td><td>127</td></tr> <tr><td>Australian</td><td><input type="checkbox"/></td><td>128</td></tr> <tr><td>Other European</td><td><input type="checkbox"/></td><td>129</td></tr> </table>	NZ European/Pakeha	<input type="checkbox"/>	111	New Zealand Māori	<input type="checkbox"/>	211	Samoan	<input type="checkbox"/>	311	Cook Island Māori	<input type="checkbox"/>	321	Tongan	<input type="checkbox"/>	331	Niue	<input type="checkbox"/>	341	Tokelauen	<input type="checkbox"/>	351	Fijian	<input type="checkbox"/>	361	Other Pacific Peoples	<input type="checkbox"/>	371	British/Irish	<input type="checkbox"/>	121	Dutch	<input type="checkbox"/>	122	Greek	<input type="checkbox"/>	123	Polish	<input type="checkbox"/>	124	South Slav	<input type="checkbox"/>	125	Italian	<input type="checkbox"/>	126	German	<input type="checkbox"/>	127	Australian	<input type="checkbox"/>	128	Other European	<input type="checkbox"/>	129	<table border="0"> <tr><td>Filipino</td><td><input type="checkbox"/></td><td>411</td></tr> <tr><td>Cambodian</td><td><input type="checkbox"/></td><td>412</td></tr> <tr><td>Vietnamese</td><td><input type="checkbox"/></td><td>413</td></tr> <tr><td>Other Southeast Asian</td><td><input type="checkbox"/></td><td>414</td></tr> <tr><td>Chinese</td><td><input type="checkbox"/></td><td>421</td></tr> <tr><td>Indian</td><td><input type="checkbox"/></td><td>431</td></tr> <tr><td>Sri Lankan</td><td><input type="checkbox"/></td><td>441</td></tr> <tr><td>Japanese</td><td><input type="checkbox"/></td><td>442</td></tr> <tr><td>Korean</td><td><input type="checkbox"/></td><td>443</td></tr> <tr><td>Other Asian</td><td><input type="checkbox"/></td><td>444</td></tr> <tr><td>Middle Eastern</td><td><input type="checkbox"/></td><td>511</td></tr> <tr><td>Latin American</td><td><input type="checkbox"/></td><td>521</td></tr> <tr><td>African</td><td><input type="checkbox"/></td><td>531</td></tr> <tr><td>Other</td><td><input type="checkbox"/></td><td>611</td></tr> <tr><td>Not Stated</td><td><input type="checkbox"/></td><td>999</td></tr> </table> <p>Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>	Filipino	<input type="checkbox"/>	411	Cambodian	<input type="checkbox"/>	412	Vietnamese	<input type="checkbox"/>	413	Other Southeast Asian	<input type="checkbox"/>	414	Chinese	<input type="checkbox"/>	421	Indian	<input type="checkbox"/>	431	Sri Lankan	<input type="checkbox"/>	441	Japanese	<input type="checkbox"/>	442	Korean	<input type="checkbox"/>	443	Other Asian	<input type="checkbox"/>	444	Middle Eastern	<input type="checkbox"/>	511	Latin American	<input type="checkbox"/>	521	African	<input type="checkbox"/>	531	Other	<input type="checkbox"/>	611	Not Stated	<input type="checkbox"/>	999
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14	<p>Iwi: If you identified as New Zealand Māori in question 12, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p>	<p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p>																																																																																																				
15	<p>Prior activity:</p>	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2010? You may tick only one box.</p> <table border="0"> <tr> <td>Secondary school student</td> <td><input type="checkbox"/></td> <td>01</td> <td>Non-employed or beneficiary (excluding retired)</td> <td><input type="checkbox"/></td> <td>02</td> </tr> <tr> <td>Wage or salary worker</td> <td><input type="checkbox"/></td> <td>03</td> <td>Self-employed</td> <td><input type="checkbox"/></td> <td>04</td> </tr> <tr> <td>University student</td> <td><input type="checkbox"/></td> <td>05</td> <td>Polytechnic student</td> <td><input type="checkbox"/></td> <td>06</td> </tr> <tr> <td>College of Education student</td> <td><input type="checkbox"/></td> <td>07</td> <td>House-person or retired</td> <td><input type="checkbox"/></td> <td>08</td> </tr> <tr> <td>Overseas (irrespective of occupation)</td> <td><input type="checkbox"/></td> <td>09</td> <td>Private Training Establishment student</td> <td><input type="checkbox"/></td> <td>11</td> </tr> <tr> <td>Wānanga student</td> <td><input type="checkbox"/></td> <td>12</td> <td></td> <td></td> <td></td> </tr> </table>		Secondary school student	<input type="checkbox"/>	01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/>	02	Wage or salary worker	<input type="checkbox"/>	03	Self-employed	<input type="checkbox"/>	04	University student	<input type="checkbox"/>	05	Polytechnic student	<input type="checkbox"/>	06	College of Education student	<input type="checkbox"/>	07	House-person or retired	<input type="checkbox"/>	08	Overseas (irrespective of occupation)	<input type="checkbox"/>	09	Private Training Establishment student	<input type="checkbox"/>	11	Wānanga student	<input type="checkbox"/>	12																																																																		
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16	<p>¹Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>If yes, how would you describe your impairment, disability or long term medical condition:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>																																																																																																			

¹ The completion of this section is not compulsory

C ACADEMIC INFORMATION			
17	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. <hr/>	<i>Office Use</i>
		What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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 National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box. <i>No formal secondary qualifications</i> <input type="checkbox"/> 00 <i>14 or more credits at any level</i> <input type="checkbox"/> 11 <i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12 <i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13 <i>University Entrance</i> <input type="checkbox"/> 14 <i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15 <i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i> <input type="checkbox"/> 09 <i>Other</i> <input type="checkbox"/> 98 <i>Not Known</i> <input type="checkbox"/> 99 Please specify if "Overseas qualification" or "Other". <hr/>	
18	Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No <input type="checkbox"/> Yes <input type="checkbox"/> If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment: Name: <hr/>	
		Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification? Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

D CONTACT DETAILS			
20	Home Address and contact details:	<i>Home Address:</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>	<i>Postal Address: (if different from home address)</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>
		<i>Phone: ()</i>	<i>Mobile:</i>
		<i>Fax: ()</i>	
		<i>Email:</i>	
21	Address While Studying:	<i>Address while Studying (if different from home address):</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>	
		<i>Phone: ()</i>	<i>Mobile:</i>
		<i>Fax: ()</i>	<i>Email:</i>
		Next of Kin:	<i>Name:</i>

E IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF	
22	<p>Do you currently have or will you have a Student Loan this year?</p> <p><input type="checkbox"/> - No – please go to the next section</p> <p><input type="checkbox"/> - Yes – please insert your IRD number (see notes for more information on interest write-off)</p> <p>□□□-□□□-□□□</p> <p>Interest Free Student Loans and other Interest Write-offs</p> <p>On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand.</p> <p>Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding Student enrolments. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education.</p> <p>For more information on interest free student loans, visit www.ird.govt.nz/studentloans.</p>

F DOCUMENTATION	
	<p>To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including 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 and to do so you must produce one of the following:</p> <ul style="list-style-type: none"> ▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue. ▪ New Zealand passport. ▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua. ▪ Certificate of citizenship or letter of confirmation. ▪ Overseas passport with residency stamp. <p>You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Minister of the Church, General Practitioner or School Principal for example.</p> <p>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://nsi.education.govt.nz/home.aspx</p>
23	<p>The following documents are attached to this form (please tick):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy (or certified copy) of birth certificate or passport (original to be sighted if not certified) <input type="checkbox"/> IRD number (evidence generated by IRD) <input type="checkbox"/> Evidence of meeting Entry Criteria of the programme

DECLARATION

Privacy – The Organisation 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). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Organisation will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/privacy-act>

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. The Organisation's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Organisation with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

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** ◀

<i>Office Use Only</i>		
<i>Documentation</i>	<i>Approved</i>	<i>Entered</i>
_____ _____/_____/_____	_____ _____/_____/_____	_____ _____/_____/_____