



Whitireia  
NEW ZEALAND

# Application to Enrol

New students: Please complete ALL sections of this form  
Returning students: Please complete sections 1 - 5 and 11 - 16

Year



--	--	--	--

## 1. Personal details

Title  Mr  Mrs  Ms  Miss  Other

If other, please specify

Legal surname

Legal first name/s

Preferred name (if different)

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Gender

Male  Female  
 Diverse

## 2. Contact details

Postal address

Suburb

<input type="text"/>	<input type="text"/>
Town/City	Postcode

Postal address while studying (if different)

Suburb

<input type="text"/>	<input type="text"/>
Town/City	Postcode

Telephone

Mobile

Email address

How would you prefer to receive correspondence from us?

Email  Post

Have you enrolled at Whitireia before?  Yes  No

If you were previously enrolled at Whitireia under a different name, what was that name?

Student ID (if known)

National Student Number/NSN (if known)

## 3. Study choice

Programme name

Start date

Level

Programme code

Courses (if applicable)

Trimester

Courses (if applicable)	Trimester
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Do you intend to study full-time or part-time?

Full-time  Part-time

Where do you intend to study?

Porirua  Wellington  Petone  
 Te Auaha  Auckland  Distance  
 Online

**Please check our website or contact us to ensure the programme you wish to study is offered at your preferred campus and has part-time options available (if applicable)**

Do you expect to complete your qualification this year?

Yes  No

### OFFICE USE ONLY

EOSI		Date	Initial
Received from applicant			
AP <input type="checkbox"/>	AA <input type="checkbox"/>	Letter <input type="checkbox"/>	Inv <input type="checkbox"/>
AR <input type="checkbox"/>	AD <input type="checkbox"/>	AW <input type="checkbox"/>	EA <input type="checkbox"/>

SCHOOL		Date	Initial
Accept	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments			

## 4. Entry requirements

Entry requirements differ for each programme. To assist us in processing your application, please include all required documentation, e.g. your CV or academic transcript. Certain programmes require an additional information form to be completed. Please check our website or contact us for details.

**Please select one of the following and state how you meet the entry criteria below**

- I have met the entry criteria
- I need to discuss my entry into the programme (please specify below)
- I am still studying to meet the entry criteria
- Special entry (please specify below)

  
  

## 5. Fees

**How do you intend to pay for your study?**

Whitireia does not accept cash payments.

- Student loan



### StudyLink

Start your application as soon as possible to avoid delays. Use the StudyLink website to ensure you are eligible for a student loan and/or allowance. If your loan application is not approved, you will still be liable for any fees due.



### Short Courses

Some short courses and night classes are not eligible for loans. Check with us if you are unsure.



### International Students

To access Studylink, you need to have been in New Zealand for three years with a residence-class visa.

- Invoice company or employer

Company Name

- Other Please Specify



### Fees Free

If you are starting tertiary study for the first time or have completed less than a year of tertiary study, you may be eligible for fees free. You can check your fees free eligibility at: [feesfree.govt.nz](http://feesfree.govt.nz)

## 6. Citizenship details

Please indicate your citizenship or permanent resident status.

**Tick only one box**

- New Zealand citizen
- Australian citizen
- Other, please specify
- NZ permanent resident or refugee; state when residency was granted  
Month   Year



**You must produce your New Zealand or Australian Birth Certificate or Passport, or International Passport with Permanent Residence Visa to verify your residency status. Verified copies of original documents are acceptable.**

## 7. Ethnicity

Which ethnic group/s do you belong to? **Tick up to three boxes**

- 111 NZ European/Pākehā
- 341 Niue
- 211 NZ Māori
- 351 Tokelauan
- If you identify as NZ Māori, please indicate your Iwi. List up to three**
- 361 Fijian
- 371 Other Pacific Peoples
- 411 Filipino
- 412 Cambodian
- 121 British/Irish
- 413 Vietnamese
- 122 Dutch
- 414 Other Southeast Asian
- 123 Greek
- 421 Chinese
- 124 Polish
- 431 Indian
- 125 South Slav
- 441 Sri Lankan
- 126 Italian
- 442 Japanese
- 127 German
- 443 Korean
- 128 Australian
- 444 Other Asian
- 129 Other European
- 511 Middle Eastern
- 311 Samoan
- 521 Latin American
- 321 Cook Islands Māori
- 531 African
- 331 Tongan
- 611 Other

If you selected Other European, Other Pacific Peoples, Other Southeast Asian, Other Asian or Other, please specify

## 8. Secondary education

What was the name of the last secondary school you attended? State **Overseas** if applicable

What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? **Tick only one box**

- <sup>00</sup> No formal secondary qualification
- <sup>11</sup> 14 or more credits at any level
- <sup>12</sup> NCEA Level 1 or School Certificate
- <sup>13</sup> NCEA Level 2 or 6th Form Certificate
- <sup>14</sup> University Entrance
- <sup>15</sup> NCEA Level 3, Bursary or Scholarship
- <sup>09</sup> Overseas qualification (includes International Baccalaureate and Cambridge Exams)
- <sup>98</sup> Other



Your highest level of achievement may be an 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 how many credits you have.

## 9. Tertiary education

Have you enrolled in a tertiary institution since leaving secondary school?

- Yes  No

If yes, what was the year of your first enrolment?

   

What was the name of the tertiary institution at which you studied?

What is the highest academic qualification you hold from a tertiary institution, e.g. certificate, diploma, degree?



Tertiary institutions include University, Polytechnic, colleges of education, private training establishments, or wānanga, either in New Zealand or overseas. Do not include enrolments in STAR, community or hobby classes.

## 10. Prior activity

What was your main activity or occupation in New Zealand as at 1 October last year? **Tick only one box**

- <sup>01</sup> Secondary school student
- <sup>02</sup> Non-employed or beneficiary
- <sup>03</sup> Wage or salary worker
- <sup>04</sup> Self-employed
- <sup>05</sup> University student
- <sup>06</sup> Polytechnic/Institute of Technology student
- <sup>07</sup> College of Education student
- <sup>08</sup> House person or retired
- <sup>09</sup> Overseas (irrespective of occupation)
- <sup>11</sup> Private Training Establishment student
- <sup>12</sup> Wānanga student

## 11. Learning and disability support

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

- Yes  No

Please select all that apply

- Autism  Blind  Hearing impairment
- Deaf  Mental Health  Vision Impairment
- Physical  Intellectual  Specific learning disability
- Other  Medical (temporary)  Medical (chronic or on-going)

Is there anything else that could impact on your learning that we could help you with e.g. anxiety, depression, medication?

  
  

Would you like to discuss any of the above?

- Yes  No

## 12. Emergency contact details

Who should we contact in case of emergency?

Name

Telephone

Mobile

Relationship

## 13. Marketing information

How did you find out about us?

- <sup>01</sup> Newspaper  <sup>05</sup> School
- <sup>02</sup> Television  <sup>06</sup> Word of mouth
- <sup>03</sup> Event / Expo  <sup>07</sup> Other
- <sup>04</sup> Website / online
- Please state

## 14. Enrolment information

### Disclaimer

Acceptance of your application to enrol at Whitireia Community Polytechnic ('Whitireia') or the Wellington Institute of Technology ('WelTec') is subject to you meeting the admission and programme requirements (if any) and the availability of places on your selected course(s).

Whitireia and WelTec reserve the right to cancel, postpone or change the location of courses and/or programmes and shall not be liable for any claim other than the portion of the fees relating to the cancelled course or programme.

### Privacy Information

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification and to collect information required by the Ministry of Education and other Government agencies for statistical and administrative reasons.

Whitireia and WelTec collaborate to offer students more study options and more places to study. To do this, Whitireia and WelTec share student information to plan delivery and provide student services at all campuses, including for enrolment administration, Library and Information Services, Learning Support, Disability Support, Careers Advice, scholarships, graduation and academic records, and student conduct and complaints.

Whitireia and WelTec collect and store information from this form to:

- manage the business of Whitireia and WelTec
- communicate promotional information relevant to Whitireia and WelTec
- share with the Wellington Regional Council and Auckland Council and their agencies to confirm eligibility for transport discounts
- stay in contact with alumni
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding
- supply information to the following government agencies:
  - Audit New Zealand
  - Ministry of Education
  - New Zealand Qualifications Authority
  - Tertiary Education Commission
  - Ministry of Social Development
  - Immigration New Zealand

Those agencies use the data supplied to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975.

When required by law, Whitireia and WelTec release information to government agencies such as the New Zealand Police, Department of Justice and Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records and to funding organisations that have a right to enrolment information (e.g. Industry Training Organisations).

By submitting this enrolment form you authorise such disclosure on the understanding that Whitireia and WelTec will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

Whitireia or WelTec may contact you via telephone, post, email and/or text message regarding your enrolment.

You may see information Whitireia and WelTec have collected about you and you have the right to amend any errors.

## 15. Checklist

To ensure we are able to process your application, have you:

- completed **all** required sections of this form?
- attached **all** necessary documentation to confirm your citizenship and identity?
- signed the declaration (Section 16)?
- attached any required entry documentation, e.g. CV or academic transcript?

**Verified copies of original documents are acceptable. A verified copy is a photocopy of the original document, which has been signed by a solicitor, Justice of the Peace (JP) or kaumātua as being a true copy of the original. If you are applying to enrol in person, original documents will be photocopied and returned to you.**

## 16. Declaration

- I hereby apply for enrolment as a student at Whitireia Community Polytechnic ('Whitireia') and, if accepted, I agree to comply with the Academic Statute, Student Code of Conduct, and related policies on the Whitireia website [www.whitireia.ac.nz](http://www.whitireia.ac.nz)
- I acknowledge my responsibility to be aware of the Programme Regulations and examination entry dates, including any external examinations related to my study.
- I declare that all information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that Whitireia may cancel my enrolment if false information has been supplied, or required information is not supplied by the due start date of the programme.
- I have read and understood the provisions of the Privacy Act, as outlined in this Enrolment Form and I authorise the institute to collect, use and disclose the information in this form to StudyLink.
- I acknowledge that if I opt into SMART, my personal information will be held by my local library and by other libraries in the Wellington region.
- I understand that Whitireia and WelTec capture photographs and videos of events, activities and classroom situations where I may be present and I agree that my image can be used for Whitireia and WelTec marketing where the image is of a group setting. I understand I have the right to refuse permission if the image focuses on me as an individual and I undertake to advise the photographer, videographer or staff member if I do not want my likeness to be captured or used.
- If accepted, I undertake to pay all fees and any course related costs as they become due and to meet any late fees and collections charges associated with debt recovery.

### Signature of Applicant

I declare that I am the applicant named on this form.

#### Signature

#### Name of Applicant

#### Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year			

### Signature of Parent/Guardian

(if applicant is less than 18 years old)

I declare that I am the Parent/Guardian of the applicant named on this form who is under the age of 18 years. I approve this application and undertake to pay the fees and any course related costs (including all unreturned library items), as they become due.

#### Signature of Parent/Guardian

#### Name of Parent/Guardian

#### Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year			

### Please return your completed form to:

Whitireia New Zealand  
Enrolment Operations & Student Information  
DX Mail SX33459,  
3 Wi Neera Drive, Porirua City 5022