

# Application to Enrol/Re-enrol



Whitireia and WelTec

**New students:** complete ALL sections of this form. **Returning students:** complete sections 1–5, 10 and 11.  
To avoid delays in processing your application, attach all necessary documents.

Email your completed form to:

✉ enrolments@wandw.ac.nz

Get in touch:

☎ 0800 STUDY WW (788 399)  
🌐 whitireiaweltec.ac.nz

## 1 PERSONAL INFORMATION

Legal family name(s)

Preferred name

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Gender

☐ Male ☐ Female ☐ Diverse

Legal first or given name(s)

Previous name

If other, please specify

Date of birth (dd/mm/yyyy)

Student ID (if known)

National Student Number (NSN)

## 2 CONTACT DETAILS

Home address

Town/City Postcode

Postal address (if different)

Town/City Postcode

Study address (if different)

Town/City Postcode

Mobile/phone number

Email

## 3 STUDY CHOICE

Do you intend to study

☐ Full-time ☐ Part-time

Programme name(s) (and code if known)

|  |            |
|--|------------|
|  | Start Date |
|  | Start Date |

Some programmes require you to select the courses you wish to study. Make your course selection below (if known)

| Code | Course(s) | Start Date |
|------|-----------|------------|
|      |           |            |
|      |           |            |

At which campus is your programme offered?

☐ Porirua ☐ Petone ☐ Toi Whakaari ☐ Other:



## 4 FEES

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

(Whitireia and WelTec do not accept cash payments)

☐ Student Loan

☐ Invoice Employer. Company name:

☐ Other:



- 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; you need to have been in New Zealand for three years with a residence-class visa. If your loan application is not approved, you will still be liable for any fees due.
- Some short courses and night classes are not eligible for loans. Check with us if you are unsure.

## 5 CITIZENSHIP AND RESIDENCY DETAILS

### Please tick the box which best describes your citizenship or permanent residency status

☐ New Zealand Citizen

☐ NZ Permanent Resident

☐ Australian Citizen

☐ Australian Permanent Resident

☐ Other:

### Date of Residency (dd/mm/yyyy)

### During your time studying this programme, where will you live?

☐ New Zealand

☐ Overseas



We will try to verify your identity with the Ministry of Education. If we are not able to do this, you will need to provide evidence of New Zealand citizenship or residency. You can do this by bringing your passport or birth certificate (must be original) to any Whitireia/WelTec campus for a staff member to verify your ID. If you can't come to a campus, you will need to provide a copy verified by a Justice of the Peace. **Do not send original documents by post.** (We will not be responsible if they get lost or damaged)

## 6 ETHNICITY

### Which ethnic group(s) do you identify with? (You may tick up to six boxes which apply to you)

☐ **111** New Zealand European/Pākehā

☐ **211** New Zealand Māori (please specify iwi/hapū, maximum of six)

☐ **311** Samoan

☐ **321** Cook Islands Māori

☐ **331** Tongan

☐ **341** Niuean

☐ **351** Tokelauan

☐ **361** Fijian

☐ **371** Other Pacific People

☐ **121** British and Irish

☐ **122** Dutch

☐ **123** Greek

☐ **124** Polish

☐ **125** South Slav

☐ **126** Italian

☐ **127** German

☐ **128** Australian

☐ **129** Other European

☐ **411** Filipino

☐ **412** Cambodian

☐ **413** Vietnamese

☐ **414** Other Southeast Asian

☐ **421** Chinese

☐ **431** Indian

☐ **441** Sri Lankan

☐ **442** Japanese

☐ **443** Korean

☐ **444** Other Asian

☐ **511** Middle Eastern

☐ **521** Latin American

☐ **531** African

☐ **611** Other Ethnicity

☐ **999** Not Stated

If 'Other Pacific Peoples', 'Other European', 'Other Southeast Asian', 'Other Asian' or 'Other Ethnicity', please state specific ethnicity

## 7 SECONDARY EDUCATION

### What was the last secondary school you attended?

Final year:

### What is the highest academic qualification you hold from secondary school?

☐ **00** No formal secondary qualification

☐ **11** 14 or more credits at any level

☐ **12** NCEA Level 1 or School Certificate

☐ **13** NCEA Level 2 or 6th Form Certificate

☐ **14** University Entrance

☐ **15** NCEA Level 3, Bursary or Scholarship

☐ **09** Overseas qualification (inc. International Baccalaureate & Cambridge Exams)

☐ **98** Other:

## 8 TERTIARY EDUCATION

Have you ever enrolled in a University, subsidiary of Te Pūkenga (New Zealand Institute of Skills and Technology), polytechnic, college of education, industry training organisation, government training establishment, private training establishment or wānanga, either in New Zealand or overseas **since** leaving school? *Do not include enrolments in community classes.*

☐ Yes (*continue below*)

☐ No (*proceed to section 9*)

Please specify the institution(s) you studied at, and your first year of enrolment

First year:

First year:

First year:

## 9 PRIOR ACTIVITY

If you were in New Zealand, what was your main activity as at 1 October last year?

☐ 01 Secondary School Student

☐ 02 Not employed or beneficiary

☐ 03 Wage or salary earner

☐ 04 Self-employed

☐ 05 University student

☐ 06 Polytechnic student

☐ 08 House-person or retired

☐ 99 Other, please specify:

☐ 09 Overseas (irrespective of occupation)

☐ 11 Private Training Establishment (PTE)

☐ 12 Wānanga

## 10 LEARNING AND DISABILITY SUPPORT

Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, having a specific learning difficulty, 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.*

☐ Yes (*continue below*)

☐ No (*proceed to section 11*)

☐ Prefer not to disclose (*proceed to section 11*)

Is there support that would help your learning journey? The information you provide is collected for statistical purposes and helps make education more accessible to all learners. If you agree to our team contacting you, your response allows us to let you know what assistance is available.

Please select all of the supports you might need:

☐ Access to assistive technology  
(e.g. for reading, writing, communication)

☐ Mobility and transport  
(e.g. navigator support to help movement around campus,  
mobility carparks, personal emergency evacuation plan)

☐ Support with reading, writing, and communicating  
in learning sessions, exams and assessments

☐ Accessible format resources for course content

☐ New Zealand Sign Language Interpreter

☐ Other, please specify:

☐ No, I do not need support at this time

Would you be happy for our support team to contact you about accessing support during your studies?

☐ Yes

☐ No

## 11 EMERGENCY DETAILS

Who should we contact in an Emergency?

### Emergency contact

Full name

Relationship

Mobile/phone number

# Please read carefully

## DISCLAIMER

Whitireia and WelTec is a business division of New Zealand Institute of Skills and Technology (NZIST).

Acceptance of your application to enrol at Whitireia and 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.

Applicants who meet entry requirements are selected on a first come first served basis. If applications to any of these courses/programmes exceed places available, applicants will be notified about the next available course/programme.

## USE OF INFORMATION AND PRIVACY STATEMENT

Refer to 'Privacy of Information (related to Application at New Zealand Institute of Skills and Technology (NZIST) trading as Whitireia and WelTec)' on our website:

 [whitireiaweltec.ac.nz/terms-and-conditions](https://whitireiaweltec.ac.nz/terms-and-conditions)



## DECLARATION

I hereby apply for enrolment as a student at Whitireia and WelTec and, if accepted, I agree to comply with the Academic Statute, Student Code of Conduct, and related policies on the website:

 [whitireiaweltec.ac.nz](https://whitireiaweltec.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 in the application form and any attached documentation to be true and complete and I acknowledge that my enrolment could be cancelled if false information has been supplied, or if required information is not supplied by the start date of the programme.

I have read and understood the provisions of the Privacy Act 2020, 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 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 person named on this form.

Name of applicant

Signature

Date

## SIGNATURE OF PARENT/GUARDIAN

**If the applicant is under the age of 18 years, a parent/guardian must complete this section.**

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.

Name of parent/guardian

Signature

Date

Address (if different from applicant)