

# SCHOOL OF BUSINESS ENROLMENT FORM 2016



Welcome to the School of Business. Please read the instructions below carefully before you complete this enrolment form.

## INSTRUCTIONS

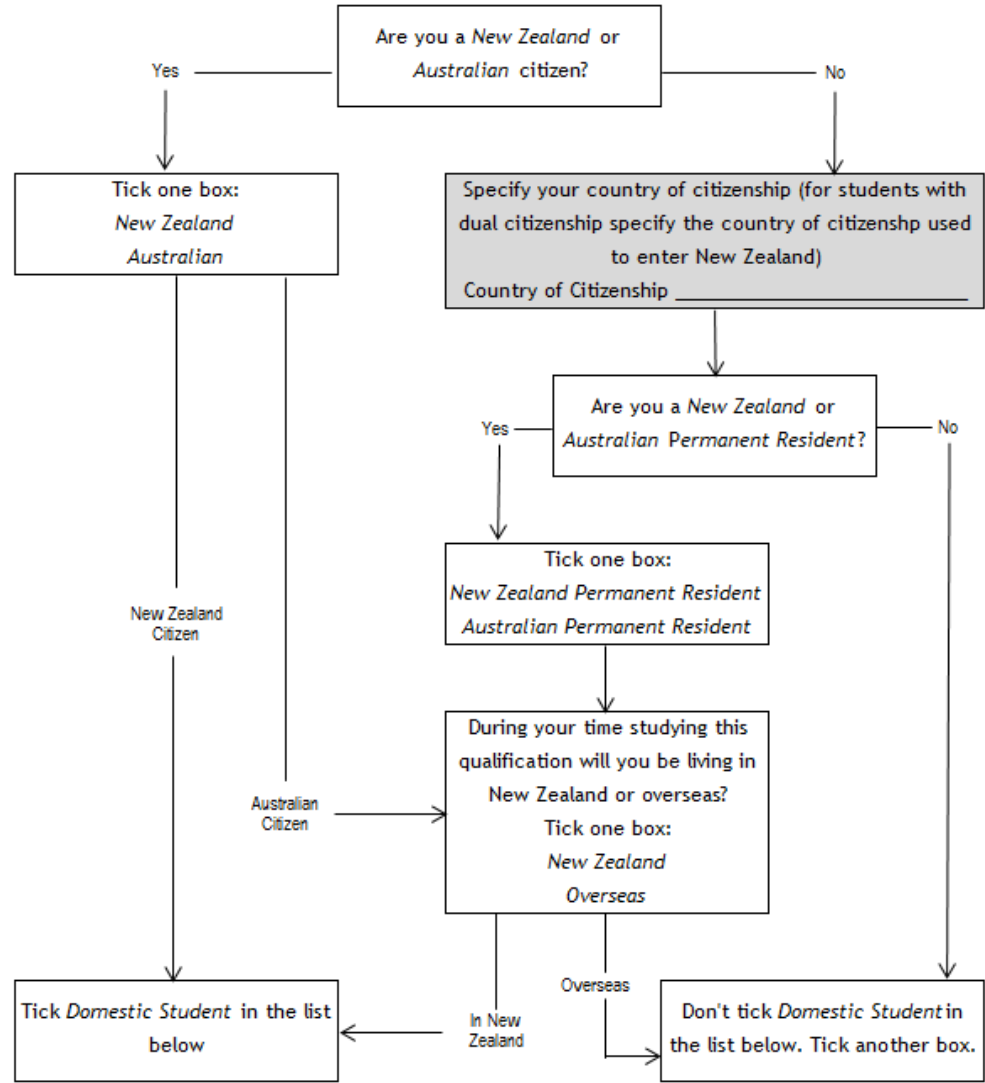
The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at the School of Business Ltd. We also need to collect information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical and administrative reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or 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 6 of the form.

A		QUALIFICATION	
1	Please write the name of the qualification you wish to enrol in for 2016:		<i>Office Use</i>
	Start Date for this period of enrolment:		
	Planned Finish Date for this period of enrolment:		
	Do you intend to study:	<i>Part Time</i> <input type="checkbox"/> <i>Full Time</i> <input type="checkbox"/>	
2	Have you studied at the School of Business before?	<i>Yes</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/>	
	If you answered "yes", what was your Student ID number?		
3	Please enter the name(s) of the courses you wish to enrol in 2016:		
B		PERSONAL DETAILS	
4	Print your full legal name:	<i>Family Name:</i>	
		<i>Given Name(s):</i>	
5	Preferred first name:		
6	If you have previously studied under another name at our organisation or elsewhere (including school), what was that name?		
7	Preferred title:	<i>Ms</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Other (Specify):</i>	
8	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	9    Gender: <i>Male</i> <input type="checkbox"/> <i>Female</i> <input type="checkbox"/>
		<small>day                  month                  year</small>	
10	If you have a National Student Number (also known as the "NSN"):	<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"/>	

11 Citizenship and Residency:

Please follow the flow chart below and tick the appropriate box(es). If you are not a New Zealand or Australian citizen you will have to specify your citizenship in the shaded box.



You will need to supply evidence of residence status or citizenship

Now using the flow chart tick one of the boxes below:

- Domestic Student*  00
- NZAID Scholarship*  01
- International Fee-Paying Student (including people on current work visa)*  03
- Student on a recognised exchange scheme*  04
- Foreign Research Based Post-Graduate*  06
- Visiting military personnel, diplomatic staff or family, persons associated with Antarctic Programme*  08
- International On-Shore PhD student*  09
- International student who is ITO off-job trainee*  12
- Refugee or protected person whose application for residence is being processed or a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa*  13

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

C ACADEMIC INFORMATION			
16	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. .....	<i>Office Use</i>
		What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		<p>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 Achievement shows you how many credits you have. Tick only one box.</p> <p><i>No formal secondary qualifications</i> <input type="checkbox"/> 00</p> <p><i>14 or more credits at any level</i> <input type="checkbox"/> 11</p> <p><i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12</p> <p><i>NCEA Level 2 or 6<sup>th</sup> Form Certificate</i> <input type="checkbox"/> 13</p> <p><i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15</p> <p><i>University Entrance#</i> <input type="checkbox"/> 14</p> <p><i>Overseas qualification (includes International Baccalaureate &amp; Cambridge Exams)*</i> <input type="checkbox"/> 09</p> <p><i>Other*</i> <input type="checkbox"/> 98</p> <p><i>Not Known</i> <input type="checkbox"/> 99</p> <p># From 2014 University Entrance includes NZEA level 3 <b>and</b> a number of other requirements. See the <a href="#">NZQA website</a> for more details.</p> <p>*Please specify if "Overseas qualification" or "Other": .....</p>	
17	Tertiary Study:	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, Institute of Technology, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.</p> <p>No <input type="checkbox"/>                      Yes <input type="checkbox"/></p> <p>If you answered "No", please enter the name of the organisation you studied at and year of your first enrolment.</p> <p>Name: ..... Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	
		<p>If you have completed one or more tertiary qualifications enter the name of the highest level qualification.</p> <p>Name: ..... Level (if known): .....</p> <p>What year do you expect to complete the academic requirements necessary to graduate with your qualification?</p> <p>Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	
18	English Language	Is English your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Literacy & Numeracy for Adults	Have you used the Literacy & Numeracy for Adults assessment tool?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		What type of assessment(s) did you do?	<p><i>Reading</i></p> <p><i>Writing</i></p> <p><i>Vocabulary</i></p> <p><i>Numeracy</i></p>

**D DOCUMENTATION**

**20** You must provide evidence of citizenship or permanent residency to qualify as a **domestic student**, and so be entitled to the Government tuition subsidy. This means you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- Australian passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Proof of New Zealand or Australian Permanent Residency.

**International students** must bring their passport with them when they enrol.

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), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public Trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

**21** Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

**E BANK ACCOUNT**

**22** Please provide details of your bank account for the deposit of items such as Travel Allowances.

-     -        -

*Bank                      Branch                      Account Number                      Suffix*

Name of Bank: \_\_\_\_\_ Name on Account: \_\_\_\_\_

Name of Branch: \_\_\_\_\_ Town/City: \_\_\_\_\_

**F CONTACT DETAILS**

<b>23</b> Address and contact details:	<b>Permanent Address</b>	<b>Term Time Address</b> <i>(if different from permanent address)</i>
	Post Code: _____	Post Code: _____
	Phone: ( ) _____	Alternative Phone: _____
	Mobile: ( ) _____	Email: _____
	Fax: ( ) _____	
What is your postal address? Permanent Address <input type="checkbox"/> Term Time Address <input type="checkbox"/> Other <input type="checkbox"/> If you ticked "Other" please write your postal address below.  Post Code: _____		
Next of Kin:	Name and Address: _____	Phone: _____
	Relationship to you: _____	Email: _____

## USE OF INFORMATION AND PRIVACY STATEMENT

The School of Business Limited collects and stores information from this form to :

- Manage the business of School of Business Limited (including internal reporting, administrative processes and selection of scholarship and prize winners)
- 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 government agencies and other organisations as set out below.

School of Business Limited may add your personal details (name, date of birth, gender and residency) to the National Student Index, which is managed by the Ministry of Education.

### Supply of information to government agencies and other organisations

The School of Business Limited supplies data collected on your enrolment to government agencies, including:

- The Ministry of Education
- The New Zealand Qualifications Authority
- The Tertiary Education Commission
- The Ministry of Social Development (StudyLink): in relation to student loans and allowances)
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations 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. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, School of Business Limited releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that School of Business Limited 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. You may see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

## DECLARATION

**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. School of Business Limited'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 School of Business Limited with regard to attendance, academic integrity and progress, conduct and use of information systems.

**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 have signed the enrolment form above** ◀

**Disclaimer:** The School of Business Ltd reserves the right to cancel programmes / courses where enrolment numbers are insufficient to make delivery financially viable. In that event, the School of Business accepts no liability for personal expenses incurred by potential students. Any fees paid in this situation will be refunded in full.