

FOR OFFICE USE ONLY
Student ID number

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Funding

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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 below.

Domestic Student Application Form 2016

Welcome to Future Skills. If you have any questions about your application please contact us on 0800 888 001 or email info@futureskills.co.nz

1. PROGRAMME OF STUDY AT FUTURE SKILLS

If you are unsure about the programme you wish to enrol for, please leave this blank and our Student Services team will be happy to assist you with making the right choice.

Programme name: _____

Start date: _____

I wish to study: Full-time Part-time*

DOCUMENTATION

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:

- Birth Certification 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.

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.

Please note that your name, date of birth and residency as entered on this application 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 <https://nsi.education.govt.nz>

2. YOUR NAME AND DETAILS

Please print your legal name in full – see the opposite section for your documentation requirements.

Family name: _____

Given name(s): _____

If you are not commonly called by your legal given name what do you prefer to be called?

Preferred given name: _____

What is your title? Miss Mrs. Ms. Mr. Dr.
 Other _____

What is your gender? Female Male

What is your date of birth? _____ / _____ / _____
Day Month Year

Have you been enrolled previously at Future Skills? Yes No

Previous family name(s): _____

Previous given name(s): _____

NZ Qualifications Authority (NZQA) or National Student Index (NSI) Registration Number:

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*not available for all programmes. Please speak to our enrolment team for details.

3. YOUR CONTACT DETAILS

Home/permanent address:

Town/City

Postcode:

Telephone:

Mobile:

Email:

Employer name and address (if applicable)

Company name:

Work address:

Town/City

Postcode:

Telephone:

Contact address while studying (if different from permanent address)

Address:

Town/City

Postcode:

Telephone:

Email:

4. NEXT OF KIN

First contact

Name:

Address:

Mobile:

Telephone:

Second contact

Name:

Address:

Mobile:

Telephone:

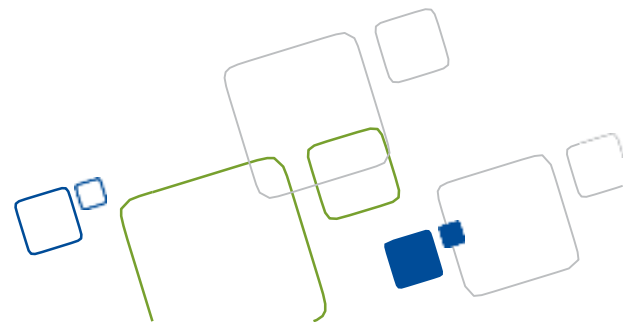
5. CITIZENSHIP AND RESIDENCY

Which best describes your status as a domestic student. You need to attach evidence of citizenship/residency.
Please Refer to the Documentation box on page 1.

- New Zealand Citizen (including Cook Islands, Tokelau or Niue)
 New Zealand Permanent Resident
 Australian Citizen or Permanent Resident
 Other (DO NOT USE THIS FORM, CONTACT STUDENT SERVICES)

Is English your first language?

- Yes No



6. ETHNICITY

With which ethnic group(s) do you identify? (You can tick up to three boxes)

NZ Māori

If you identified as New Zealand Maori, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter "Don't Know"

Iwi: _____ Rohe (Iwi home area): _____

Iwi: _____ Rohe (Iwi home area): _____

Iwi: _____ Rohe (Iwi home area): _____

New Zealand European/Pakeha

British/Irish

Dutch

Greek

Polish

South Slav

Italian

German

Australian

Other European

Samoan

Cook Island Māori

Tongan

Niuean

Tokelauan

Fijian

Other Pacific Peoples

Phillipino

Cambodian

Vietnamese

Other Southeast Asian

Chinese

Indian

Sri Lankan

Japanese

Korean

Other Asian

Middle Eastern

Latin American

African

Other (please specify)

Not Stated

7. PRIOR ACTIVITY

What was your main activity or occupation on 1 October in the year prior to your planned study?

01, Secondary School Student

02, Non-employed or Beneficiary (exc. Retired)

03, Wage or Salary Worker

04, Self-employed

Other (Please specify)

05, University Student

06, Polytechnic Student

07, College of Education Student

08, House Person or Retired

09, Overseas (Irrespective of Occupation)

11, Private Training Establishment Student

12, Wananga Student

Name the last secondary school you attended (state overseas if applicable): _____

When was your last year at secondary school? (e.g. 1980): _____

Highest Academic Award 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 Sixth Form Certificate

14, University Entrance

15, NCEA Level 3 or Bursary or Scholarship

09, Overseas Qualification, incl. Int. Baccalaureate and Cambridge Exams

98, Other

99, Not known

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga in New Zealand or overseas since leaving school? Do not include hobby, STAR or LINK courses.

Yes No If "No" what year did you first enrol? (e.g. 1980) _____

Have you attended any of these types of training programmes elsewhere?

Youth Guarantee (YG)

Intensive Literacy and Numeracy (ILN)

8. SUPPORT

Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.

Yes No If yes, how would you describe your impairment, disability or long term medical condition?

Are there any difficulties that may affect your studies or attendance and that you may need help with?

Learning difficulties

Child minding

Family Problems

Transport

Outstanding Court Case

Other (please specify): _____

9. MARKETING INFORMATION

How did you hear about this programme? Tick as many as apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Future Skills Prospectus/Brochure | <input type="checkbox"/> Recruitment Agent | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Future Skills Liaison Person | <input type="checkbox"/> Careers Service | <input type="checkbox"/> Magazine |
| <input type="checkbox"/> Schools Careers Advisor | <input type="checkbox"/> Future Skills Open Day | <input type="checkbox"/> Television |
| <input type="checkbox"/> School Subject/Transition Teacher | <input type="checkbox"/> Expo | <input type="checkbox"/> News story in the media |
| <input type="checkbox"/> Friend or Family Member | <input type="checkbox"/> Internet/www | <input type="checkbox"/> Work or Business Colleague |
| <input type="checkbox"/> Newspaper | | |

10. IRD NUMBER COLLECTION

Do you currently have or will you have a Student Loan this year?

- No – Please go to the next section
- Yes – Please insert your IRD number (see notes for more information on the interest write-off)

IRD Number

Interest Free Student Loans and other Interest Write-offs

Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with MSD (Study Link) 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.

11. CURRENT STUDY (IF APPLICABLE)

Please list the secondary school or other training provider where you are currently studying:

What qualifications are you working towards now:

- NCEA Level 1 NCEA Level 2 NCEA Level 3 Polytechnic University
- Other (please specify)

Please list the subjects you are studying

12. QUALIFICATIONS AND ACADEMIC RECORDS

Verified copies of your academic transcript must be attached to this form.

Institution	Qualification & Level	Year

13. PURPOSE OF STUDY

Why do you want to do this programme?

What do you want to do when you have finished the programme?

14. STUDENT SIGNATURE AND DECLARATION

Privacy – Future Skills collects and stores information from this form to:

- manage the business of Future Skills (including internal reporting, administrative processes and selection of scholarship and prize winners).
- comply with the requirements of the Education Act 1989 and other legislation² relating to maintenance of records.
- supply information to government agencies and other organisations as set out below.

In signing the enrolment form you authorise such disclosure on the understanding that Future Skills 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 amend any error in the information. To do so, contact student services.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Future Skills to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principals in the Act.

<http://www.privacy.org.nz/privacy-act>.

Supply of information to government agencies and other organisations.

Future Skills supplies data collected on this form to government agencies, including:

- the Ministry of Education.
- the New Zealand Qualifications Authority.
- the Tertiary Education Commission.
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans).
- agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

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

Your personal details (name, date of birth and residency) as entered on the form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on the 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.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, Future Skills 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 the form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any lawful fees and collection charges associated with debt recovery. Future Skills' policy on withdrawal and refund of fees may be obtained from the student services.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Future Skills with regard to attendance, academic integrity and progress, conduct and use of information systems.

2. This includes legislation governing the maintenance of official records and for accountability for public funding

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: _____ / _____ / 20_____

BEFORE YOU SEND YOUR APPLICATION PLEASE CHECK:

- | | | |
|---|--|---|
| <input type="checkbox"/> Have you filled out all sections on this form? | <input type="checkbox"/> Have you attached copies of your academic records? | <input type="checkbox"/> Have you signed the signature section above?
(we cannot accept this application form if it is not signed) |
| <input type="checkbox"/> Have you attached verified proof of identity? | <input type="checkbox"/> Have you read your step by step guide to applying and enrolling into a programme? | <input type="checkbox"/> Have you attached a copy of your CV?
(applies to diploma applicants only) |

