

English Teaching College

Domestic Student Enrolment Form

Palmerston North

Lower Hutt

Wellington

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. Signing the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.

A QUALIFICATION & CLASS <i>as per Offer of Place [attached]</i>	
Start / Finish date	/ / - / /
Do you intend to study	PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/> Have you studied at ETC before NO <input type="checkbox"/> YES <input type="checkbox"/>
B PERSONAL DETAILS	
1 Preferred title:	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/>
2 Given Name(s)	Preferred first name
3 Family Name	
4 Date of birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse <input type="checkbox"/>
5 NSN (National Student Number), please write it here:	0 <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"/>
6 If you have a WINZ 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"/>
7 How did you hear about ETC ?
8 Disability Do you live with the effects of significant injury, long-term illness, or disability? The information you supply is confidential.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9 NZ Māori	Iwi: Rohe (Iwi home area)

10	Citizenship and Residency:	Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP <i>Australian Permanent Resident</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/> Please specify if "Other": Country of Citizenship ----- (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.) _____
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11	Ethnicity: What ethnic group(s) do you belong to?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>NZ European/Pakeha</i> <input type="checkbox"/> 111</td> <td style="width: 50%;"><i>Filipino</i> <input type="checkbox"/> 411</td> </tr> <tr> <td><i>New Zealand Māori</i> <input type="checkbox"/> 211</td> <td><i>Cambodian</i> <input type="checkbox"/> 412</td> </tr> <tr> <td><i>Samoan</i> <input type="checkbox"/> 311</td> <td><i>Vietnamese</i> <input type="checkbox"/> 413</td> </tr> <tr> <td><i>Cook Island Māori</i> <input type="checkbox"/> 321</td> <td><i>Other Southeast Asian</i> <input type="checkbox"/> 414</td> </tr> <tr> <td><i>Tongan</i> <input type="checkbox"/> 331</td> <td><i>Chinese</i> <input type="checkbox"/> 421</td> </tr> <tr> <td><i>Niue</i> <input type="checkbox"/> 341</td> <td><i>Indian</i> <input type="checkbox"/> 431</td> </tr> <tr> <td><i>Tokelauen</i> <input type="checkbox"/> 351</td> <td><i>Sri Lankan</i> <input type="checkbox"/> 441</td> </tr> <tr> <td><i>Fijian</i> <input type="checkbox"/> 361</td> <td><i>Japanese</i> <input type="checkbox"/> 442</td> </tr> <tr> <td><i>Other Pacific Peoples</i> <input type="checkbox"/> 371</td> <td><i>Korean</i> <input type="checkbox"/> 443</td> </tr> <tr> <td><i>British/Irish</i> <input type="checkbox"/> 121</td> <td><i>Other Asian</i> <input type="checkbox"/> 444</td> </tr> <tr> <td><i>Dutch</i> <input type="checkbox"/> 122</td> <td><i>Middle Eastern</i> <input type="checkbox"/> 511</td> </tr> <tr> <td><i>Greek</i> <input type="checkbox"/> 123</td> <td><i>Latin American</i> <input type="checkbox"/> 521</td> </tr> <tr> <td><i>Polish</i> <input type="checkbox"/> 124</td> <td><i>African</i> <input type="checkbox"/> 531</td> </tr> <tr> <td><i>South Slav</i> <input type="checkbox"/> 125</td> <td><i>Other</i> <input type="checkbox"/> 611</td> </tr> <tr> <td><i>Italian</i> <input type="checkbox"/> 126</td> <td><i>Not Stated</i> <input type="checkbox"/> 999</td> </tr> <tr> <td><i>German</i> <input type="checkbox"/> 127</td> <td></td> </tr> <tr> <td><i>Australian</i> <input type="checkbox"/> 128</td> <td></td> </tr> <tr> <td><i>Other European</i> <input type="checkbox"/> 129</td> <td></td> </tr> </table> What is your ETHNICITY	<i>NZ European/Pakeha</i> <input type="checkbox"/> 111	<i>Filipino</i> <input type="checkbox"/> 411	<i>New Zealand Māori</i> <input type="checkbox"/> 211	<i>Cambodian</i> <input type="checkbox"/> 412	<i>Samoan</i> <input type="checkbox"/> 311	<i>Vietnamese</i> <input type="checkbox"/> 413	<i>Cook Island Māori</i> <input type="checkbox"/> 321	<i>Other Southeast Asian</i> <input type="checkbox"/> 414	<i>Tongan</i> <input type="checkbox"/> 331	<i>Chinese</i> <input type="checkbox"/> 421	<i>Niue</i> <input type="checkbox"/> 341	<i>Indian</i> <input type="checkbox"/> 431	<i>Tokelauen</i> <input type="checkbox"/> 351	<i>Sri Lankan</i> <input type="checkbox"/> 441	<i>Fijian</i> <input type="checkbox"/> 361	<i>Japanese</i> <input type="checkbox"/> 442	<i>Other Pacific Peoples</i> <input type="checkbox"/> 371	<i>Korean</i> <input type="checkbox"/> 443	<i>British/Irish</i> <input type="checkbox"/> 121	<i>Other Asian</i> <input type="checkbox"/> 444	<i>Dutch</i> <input type="checkbox"/> 122	<i>Middle Eastern</i> <input type="checkbox"/> 511	<i>Greek</i> <input type="checkbox"/> 123	<i>Latin American</i> <input type="checkbox"/> 521	<i>Polish</i> <input type="checkbox"/> 124	<i>African</i> <input type="checkbox"/> 531	<i>South Slav</i> <input type="checkbox"/> 125	<i>Other</i> <input type="checkbox"/> 611	<i>Italian</i> <input type="checkbox"/> 126	<i>Not Stated</i> <input type="checkbox"/> 999	<i>German</i> <input type="checkbox"/> 127		<i>Australian</i> <input type="checkbox"/> 128		<i>Other European</i> <input type="checkbox"/> 129	
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12	Prior activity:	What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>Secondary school student</i> <input type="checkbox"/> 01</td> <td style="width: 50%;"><i>Non-employed or beneficiary (excluding retired)</i> <input type="checkbox"/> 02</td> </tr> <tr> <td><i>Wage or salary worker</i> <input type="checkbox"/> 03</td> <td><i>Self-employed</i> <input type="checkbox"/> 04</td> </tr> <tr> <td><i>University student</i> <input type="checkbox"/> 05</td> <td><i>Polytechnic student</i> <input type="checkbox"/> 06</td> </tr> <tr> <td><i>House-person or retired</i> <input type="checkbox"/> 08</td> <td><i>Overseas</i> <input type="checkbox"/> 09</td> </tr> <tr> <td><i>Private language school student</i> <input type="checkbox"/> 11</td> <td><i>Wānanga student</i> <input type="checkbox"/> 12</td> </tr> </table>	<i>Secondary school student</i> <input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i> <input type="checkbox"/> 02	<i>Wage or salary worker</i> <input type="checkbox"/> 03	<i>Self-employed</i> <input type="checkbox"/> 04	<i>University student</i> <input type="checkbox"/> 05	<i>Polytechnic student</i> <input type="checkbox"/> 06	<i>House-person or retired</i> <input type="checkbox"/> 08	<i>Overseas</i> <input type="checkbox"/> 09	<i>Private language school student</i> <input type="checkbox"/> 11	<i>Wānanga student</i> <input type="checkbox"/> 12
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C ACADEMIC INFORMATION

13	Secondary School:	Where did you last attend a secondary school? Overseas <input type="checkbox"/> NZ <input type="checkbox"/> Never <input type="checkbox"/> Name of school..... Year you finished <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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14	Tertiary Study:	AFTER leaving secondary school, when did you first enrol in a University, Polytechnic, College, Private Training Establishment, or Wānanga either in New Zealand or OVERSEAS ? Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [Do NOT include hobby classes] Name of Tertiary Institute _____
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15	What is the highest level of achievement you hold from a secondary school? Do not include enrolments in STAR, community or hobby classes.	Tick only one box.
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	No formal secondary qualifications <input type="checkbox"/> 00 14 or more credits at any level <input type="checkbox"/> 11 NCEA Level 1 or School Certificate <input type="checkbox"/> 12 NCEA Level 2 or 6 th Form Certificate <input type="checkbox"/> 13 University Entrance <input type="checkbox"/> 14 NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15 Overseas qualification (includes International Baccalaureate & Cambridge Exams) <input type="checkbox"/> 09 Other <input type="checkbox"/> 98 Not Known <input type="checkbox"/> 99 Please specify if “Overseas qualification” or “Other”. _____ _____
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16	Will you finish your enrolment this year yes <input type="checkbox"/> OR Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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D Students CONTACT DETAILS

Your address:	
Town/City:	Postcode:
Phone number:(0)	Mobile (0)
Email:	

In an Emergency please contact

Name:.....	Phone (0)
Address (if different from above):.....	
.....	
Relationship to you.....	

E DOCUMENTATION

17	<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. ▪ Refugee document / Certificate of identity <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>
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18	<p>School reports and attendance records</p> <p>ETC reserves the right to contact parents, caregivers or other agencies to provide information about your academic progress, social development and attendance results.</p>
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19	Promotional Material – ETC may use student results or students photos for promotional purposes. Please contact the school if you do not want your personal information used for this purpose.
20	Assessment Tool – When you use the computer based Assessment Tool, TEC will collect information on your literacy & numeracy skill levels; the purpose is to help you learn and help you measure your performance & report on your progress to funders.

DECLARATION

Privacy – English Teaching College collects and stores information from this form to:

- manage the business of ETC (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 records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form, you authorise such disclosure on the understanding that ETC 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 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 ETC 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>

Supply of information to government agencies and other organisations

ETC 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)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents)
- agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these).

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

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

Your personal details (name, date of birth and residency) as entered on this 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 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.

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, ETC 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.

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. ETC’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 ETC with regard to attendance, withdrawal, 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 in clause E19, E20 & E21.*

_____ / _____ / _____
Student Signature

_____/_____/_____
Date

I acknowledge I have received a copy of the ETC student handbook.

If you have any concerns after reading the handbook, please speak to ETC staff.

