KIA ORA! Welcome to Nelson Marlborough Institute of Technology (NMIT)

Domestic Application/Enrolment Form

This application/enrolment form is for new students only. If you have any questions about your application please contact Information and Enrolments on 0800 422 733 or **info@nmit.ac.nz.**

Personal details

Surname

Forename

Middle Names

Preferred Name

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Other, please state

Gender ☐ M ☐ F ☐ D

Date of Birth

Previous Surname if different

Home Address

Results will be sent to your home address, unless otherwise advised

Telephone Number

Mobile Number

SMS (text messaging) Allowed ☐ Yes ☐ No

Preferred Communication Method for Correspondence

Preferred Email Address

Have you studied at NMIT before? ☐ Yes ☐ No

NMIT Student ID

National Student Number (NSN)

Emergency Contact Person

Relationship e.g. Mother

Emergency Contact Number

Programme details

Programme Name

Start Date

Venue ☐ Nelson ☐ Marlborough ☐ Woodbourne ☐ Off Campus

Study Options ☐ Full-time ☐ Part-time ☐ Online (if available)

Do you expect to finish your qualification this year? ☐ Yes ☐ No

Code	Course	Semester	Code	Course	Semester

Supporting documentation

You may be required to attach supporting documentation. The requested programme may be subject to further entry criteria which does not necessarily guarantee a programme place. Please check your programme requirements.

☑ NZQA Record of learning - NMIT can access your result provided you supply your National Student Number (NSN) in the section above.

☐ Highest Education Qualification - verified copy of your highest education qualification.

☐ Relevant Work Experience - your work experience may be relevant to admission. If so, include a brief career summary. Please include any employer references to support your career summary.

☐ Additional Application Information - why have you chosen this programme? What activities are you involved in (school, community, cultural etc) that might help in your career and study focus?

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Payment of fees

Confirmation of enrolment will be provided in the form of an invoice. Fees must be paid in full before the start of your programme, as specified on the 'How to apply' section on the NMIT website.

Cheque	Please make payable to NMIT.
Credit card	A credit card surcharge of 1.5% of the value of the transaction will apply for all payments.
Studylink student loan	Please lodge an application with StudyLink prior to the start of your programme. Please phone 0800 88 99 00 for advice or visit their website: studylink.govt.nz.
Scholarship	If you intend to apply for a scholarship to pay for your fees, please write the name of the scholarship below. If you are a successful scholarship recipient, your invoice will be adjusted accordingly.
Employer or company	Please attach Company Order form/cheque or complete credit card details with a surcharge of 1.5%.
Work and income training Incentive allowance (tia)	Please complete the required TIA documentation. Please note that the TIA payment may not cover your entire fees and arrangements must be made to pay the remainder prior to the start of your programme.

How will you pay for your study?

Cash/Eftpos ☐ Company Order Form from Employer ☐ WINZ Training Incentive Allowance ☐ Credit Card ☐ Visa ☐ Mastercard ☐

Cheque ☐ Student Loan Scheme ☐ Cardholder _____

Fees Free ☐ Card No _____

Expiry _____ Amount _____

Signature _____

Scholarship/s, please specify _____

Citizenship

It is a Ministry of Education requirement that you MUST provide a verified copy of your birth certificate or other evidence of permanent residency to verify your status as a domestic student.

NZ Citizen ☐ NZ Permanent Resident ☐ Australian Citizen or Permanent Resident ☐ Other, please write down your country of citizenship _____

For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand. _____

Ethnicity

With which of the following ethnic groups do you identify? (You may tick up to three boxes)

☐ NZ European/Pakeha	☐ Cook Island Māori	☐ Italian	☐ Other Asian	☐ Tokelauan
☐ New Zealand Māori	☐ Dutch	☐ Japanese	☐ Other European	☐ Tongan
☐ African	☐ Fijian	☐ Korean	☐ Other Pacific Peoples	☐ Vietnamese
☐ Australian	☐ Filipino	☐ Latin American	☐ Other Southeast Asian	☐ Not Stated
☐ British/Irish	☐ German	☐ Middle Eastern	☐ Polish	☐ Other
☐ Cambodian	☐ Greek	☐ Niuean	☐ South Slav	
☐ Chinese	☐ Indian	☐ Samoan	☐ Sri Lankan	

For New Zealand Māori, please identify your Iwi. (You may list more than one)

_____

First Language

English ☐ Māori ☐ Other, please specify _____

Learning and physical needs

If you have any special requirements, it is helpful to know what support is available before you start or during your studies so that arrangements can be made. Learner Services can help with learning support, accessibility and disability services.

Do you live with the effects of a significant injury, long-term illness or disability? ☐ Yes ☐ No

Do you require assistance to evacuate a building in the event of an emergency? ☐ Yes ☐ No

If you'd like to provide us with further information, write it below:

Criminal conviction declaration

NMIT is committed to safeguarding all stakeholders including learners and staff. NMIT requires that all applicants declare any criminal convictions they have. NMIT acknowledges that some convictions do not need to be disclosed by virtue of the Criminal Records (Clean Slate) Act 2004. For more information about when the Criminal Records (Clean Slate) Act 2004 scheme applies please refer to: justice.govt.nz/criminal-records/clean-slate. Completion of this application form constitutes consent to NMIT carrying out a criminal history check with the New Zealand Police. Full consideration is given to the currency and nature of the offence(s) disclosed and the severity of any penalty imposed. If an offence is disclosed you may be required to discuss the matter with a Member(s) of the NMIT Directorate. NMIT is committed to the rehabilitation of offenders where possible. The focus of the discussion will be to provide support and assess the potential for pathways to learning at NMIT.

(tick one of the following):

☐ I declare that I have no convictions against the law (apart from minor traffic convictions).

☐ I declare that I have convictions against the law and understand that having a criminal record is not automatic grounds for declining my application and that consideration is given to currency, nature, severity of conviction(s) and associated factors.

Statistical information

What was the last secondary school you attended? (State 'overseas' if applicable)

In what year did you leave?

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

- ☐ No formal secondary qualification
- ☐ 14 or more credits at any level
- ☐ NCEA1 or School Certificate in one or more subjects
- ☐ NCEA2 or Sixth Form Certificate in one or more subjects
- ☐ NCEA3, Bursary, Scholarship
- ☐ University Entrance
- ☐ Overseas qualifications (includes International Baccalaureate)
- ☐ Other, please specify if "Overseas Award" or None of the above

What was your MAIN activity or occupation at 1 October last year? (Tick one box only)

- ☐ Secondary school student
- ☐ College of Education student
- ☐ Polytechnic/Institute of Technology student
- ☐ Private training establishment student
- ☐ University student
- ☐ Wānanga student
- ☐ Wage or salary earner
- ☐ Self-employed
- ☐ House person or retired
- ☐ Registered unemployed or other beneficiary eg DPB, sickness
- ☐ Overseas (irrespective of occupation)
- ☐ Other, please specify

Will this be the first year you have ever enrolled in a College of Education, Polytechnic/Institute of Technology, Private Training Establishment, University or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community or hobby classes.

☐ Yes ☐ No If you answered No, please enter the year of your first enrolment

Declaration and compliance with the privacy act 1993

Privacy - NMIT collects and stores information from this form to:

> manage the business of NMIT (including internal reporting, administrative processes and selection of scholarship and prize winners)
> comply with the requirements of the Education Act 1989 and other legislation (this includes legislation governing the maintenance of official records and for accountability for public funding) 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 NMIT 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 Enrolments. The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires NMIT 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:

NMIT 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 and the Ministry of Business, Innovation and Employment (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 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 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, NMIT 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. NMIT's policy on withdrawal and refund of fees may be obtained from Enrolments.
Rules	In signing this enrolment form you undertake to comply with the published rules and policies of NMIT 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 _____

Parent or guardian's signature if applicant is under 18 years of age:

Signature _____ Date _____

Checklist IMPORTANT PLEASE READ CAREFULLY

We want to ensure your enrolment is processed quickly. Failure to answer any of these questions will result in your application/enrolment being delayed. Have you:

☐ YES Completed all sections of this form?

☐ YES Have you provided one of the following?

- ☐ Birth Certificate with a place of birth stated as New Zealand, Cook Island, Tokelau or Niue
- ☐ New Zealand or Australian 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 Enrolments, 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 Declaration Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

☐ YES Completed any additional programme-specific information required?

☐ YES Applied for your Student Loan and Allowance if applicable?

☐ YES Signed the Declaration?

☐ YES Completed Fees Free Statuary Declaration (if required)

FOR OFFICE USE ONLY Signature (Enrolments) _____ Date _____

PLEASE RETURN THIS FORM TO Nelson Marlborough Institute of Technology

Nelson campus
322 Hardy Street, Private Bag 19, Nelson 7042, New Zealand
Telephone 64-3 546 9175 **Facsimile** 64-3 546 3325

Marlborough campus
85 Budge Street, PO Box 643, Blenheim 7240, New Zealand
Telephone 64-3 578 0215 **Facsimile** 64-3 578 0216

info@nmit.ac.nz | nmit.ac.nz | **0800 422 733**

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