

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

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other, please state	<input type="text"/>
Surname	<input type="text"/>					
Forename	<input type="text"/>					
Middle Names	<input type="text"/>					
Preferred Name	<input type="text"/>					
Previous Surname if different	<input type="text"/>					
Date of Birth	<input type="text"/>					
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Another Gender			
Home Address	<input type="text"/>					
Results will be sent to your home address, unless otherwise advised	<input type="text"/>					
Telephone Number	<input type="text"/>					
Mobile Number	<input type="text"/>					
Preferred Email Address	<input type="text"/>					
Have you studied at NMIT before, if yes provide NMIT student ID	<input type="text"/>					
National Student Number (NSN)	<input type="text"/>					
Emergency Contact Person and Relationship	<input type="text"/>					
Emergency Contact Number	<input type="text"/>					

Programme details

Programme Name	<input type="text"/>					
Start Date	<input type="text"/>					
Venue	<input type="checkbox"/> Nelson	<input type="checkbox"/> Richmond	<input type="checkbox"/> Marlborough	<input type="checkbox"/> Woodbourne	<input type="checkbox"/> Off Campus	
Study Options	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Online (if available)			
Do you expect to finish your qualification this year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

Code	Course	Semester	Code	Course	Semester

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.

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 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	<input type="checkbox"/>	Company Order Form from Employer	<input type="checkbox"/>	WINZ Training Incentive Allowance	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Visa	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>
Fees Free	<input type="checkbox"/>	Student Loan Scheme	<input type="checkbox"/>	Cardholder	<input type="text"/>						
				Card No	<input type="text"/>						
				Expiry	<input type="text"/>			Amount	<input type="text"/>		
				Signature	<input type="text"/>						

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	<input type="checkbox"/>	NZ Permanent Resident	<input type="checkbox"/>	Australian Citizen or Permanent Resident	<input type="checkbox"/>	Other, please write down your country of citizenship	<input type="text"/>
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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 six boxes)

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

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

First Language

English	<input type="checkbox"/>	Māori	<input type="checkbox"/>	Other, please specify	<input type="text"/>
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Support for your studies

Are there any supports that would help you while learning at NMIT? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and to help us understand our learners, and is confidential. Disclosure of information will not influence your acceptance on the programme.

Please tick the support you might need:

<input type="checkbox"/> Access to assistive technology (e.g. for reading, writing, communication)	<input type="checkbox"/> Support with reading, writing concentration or sensory needs (e.g. dyslexia, autism, reader/writer)
<input type="checkbox"/> Accessible format resources for course content (e.g. large print)	<input type="checkbox"/> Support for your wellbeing and mental health
<input type="checkbox"/> Support to move around campus (e.g. mobility carparks, personal evacuation plans)	<input type="checkbox"/> Other learning or disability support
<input type="checkbox"/> New Zealand Sign Language interpreter	<input type="checkbox"/> No – I do not need support at this time

Would you like NMIT support staff to contact you to discuss support options? Yes No

Do you self identify as disabled, Deaf, Neurodiverse, tangata whaikaha Māori, or living with a long-term physical and/or mental health condition? Yes No Prefer not to disclose

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):

<input type="checkbox"/> I declare that I have no convictions against the law (apart from minor traffic convictions).
<input type="checkbox"/> 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)

<input type="checkbox"/> No formal secondary qualification	<input type="checkbox"/> NCEA3, Bursary, Scholarship
<input type="checkbox"/> 14 or more credits at any level	<input type="checkbox"/> University Entrance
<input type="checkbox"/> NCEA1 or School Certificate in one or more subjects	<input type="checkbox"/> Overseas qualifications (includes International Baccalaureate)
<input type="checkbox"/> NCEA2 or Sixth Form Certificate in one or more subjects	<input type="checkbox"/> 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)

<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Wage or salary earner
<input type="checkbox"/> College of Education student	<input type="checkbox"/> Self-employed
<input type="checkbox"/> Polytechnic/Institute of Technology student	<input type="checkbox"/> House person or retired
<input type="checkbox"/> Private training establishment student	<input type="checkbox"/> Registered unemployed or other beneficiary eg DPB, sickness
<input type="checkbox"/> University student	<input type="checkbox"/> Overseas (irrespective of occupation)
<input type="checkbox"/> Wānanga student	<input type="checkbox"/> 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 Please state the year of your first enrolment

Declaration and compliance with the privacy act 2020

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 and Training Act 2020](#) and other legislation^[1] relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that NMIT will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 1993 (shortly to be replaced by the Privacy Act 2020), the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that NMIT holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information. The Privacy Act requires NMIT to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of information to government agencies and other organisations

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

- the Ministry of Education
- Education New Zealand
- 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) and the Ministry of Business, Innovation and Employment
- agencies which 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 NMIT to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives
- 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 2020. 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 the Enrolments Officer.

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. Occasionally we have to cancel or move a start date for a programme or course due to insufficient enrolments. If this happens we will contact you and do our best to accommodate your needs. This may be to move you to a future start date or to provide a refund.

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 Statutory 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



^[1] This includes legislation governing the maintenance of official records and for accountability for public funding.

NMIT is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology.