

PO Box 91-338  
Auckland Mail Centre  
Auckland  
New Zealand

Phone 64-9 306 2288 / 0800 788396  
Fax 64-9 306 2289  
Email [info@nis.ac.nz](mailto:info@nis.ac.nz)  
Web [www.nis.ac.nz](http://www.nis.ac.nz)

**Welcome to the National Institute of Studies (NIS), read below carefully before you complete this application form.**

**INSTRUCTIONS**

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at NIS. 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 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 no. 4 of the form.

A QUALIFICATION						
1	Please write the name of the qualification you wish to study in 2009:				Office Use	
	Planned Start Date:					
2	Have you studied at NIS before?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If you answered "yes", what was your ID number?					
3	Please enter the name(s) of the courses you wish to study in 2009:					
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 enrolled at this or any other tertiary institution under another name, what was that name?					
7	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
8	Date of birth:	<input type="text"/>	<input type="text"/>	19	<input type="text"/>	<input type="text"/>
		day	month	year	9	
		Gender:		Male <input type="checkbox"/>	Female <input type="checkbox"/>	

10	If you have an NZQA Record of Learning Number or a National Student Index 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"/> <input type="text"/>	
11	<b>Citizenship and Residency:</b>	<p>Tick the box which best describes your citizenship or permanent residency status.</p> <p><i>New Zealand Citizen</i> <input type="checkbox"/> NZL      <i>Australian Citizen</i> <input type="checkbox"/> AUS  <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP      <i>Other</i> <input type="checkbox"/></p> <p>Please specify if "Other":</p> <p>_____</p> <p>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p> <hr/> <p>If you ticked "Other", please also specify your fee/assistance status.</p> <p><i>MFAT Scholarship (incl. Aotearoa, short-term training, and post-graduate)</i> <input type="checkbox"/> 01  <i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 03  <i>Exchange Student</i> <input type="checkbox"/> 04  <i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 06  <i>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08</p> <hr/> <p>During your enrolment in this qualification will you be resident in New Zealand or overseas?</p> <p><i>In New Zealand</i> <input type="checkbox"/>      <i>Overseas</i> <input type="checkbox"/></p>	
12	<b>Ethnicity:</b> What ethnic group(s) do you belong to? You may tick up to three boxes which apply to you.	<p><i>European/Pakeha</i> <input type="checkbox"/> 01      <i>Fijian</i> <input type="checkbox"/> 36  <i>or New Zealand European</i></p> <p><i>New Zealand Maori</i> <input type="checkbox"/> 20      <i>Other Pacific Island</i> <input type="checkbox"/> 37  <i>Samoan</i> <input type="checkbox"/> 31      <i>Chinese</i> <input type="checkbox"/> 51  <i>Cook Island Maori</i> <input type="checkbox"/> 32      <i>Indian</i> <input type="checkbox"/> 52  <i>Tongan</i> <input type="checkbox"/> 33      <i>Other Asian</i> <input type="checkbox"/> 68  <i>Niue</i> <input type="checkbox"/> 34      <i>Other</i> <input type="checkbox"/> 89  <i>Tokelauen</i> <input type="checkbox"/> 35</p> <p>Please specify if "Other Pacific Island", "Other Asian" or "Other".</p> <p>_____</p>	
13	<b>Iwi:</b> If you identified as New Zealand Maori in question 12, what is the name of your iwi (tribe or tribes) and rohe? You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know".	<b>Iwi:</b> <i>Rohe (iwi home area):</i>  <b>Iwi:</b> <i>Rohe (iwi home area):</i>  <b>Iwi:</b> <i>Rohe (iwi home area):</i>	<i>Office Use</i>
14	<b>Prior activity:</b>	<p>What was your MAIN activity or occupation in New Zealand last year? You may tick only one box.</p> <p><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>College of Education Student</i> <input type="checkbox"/> 07      <i>House-person or retired</i> <input type="checkbox"/> 08  <i>Overseas (irrespective of occupation)</i> <input type="checkbox"/> 09      <i>Private training establishment student</i> <input type="checkbox"/> 11  <i>Wananga student</i> <input type="checkbox"/> 12      <i>Other</i> <input type="checkbox"/> 99</p> <p>Please specify if "Other" _____.</p>	
15	<b>Disability:</b> 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"/>

C ACADEMIC INFORMATION		
<b>16</b>	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
		<div style="display: flex; justify-content: space-between;"> <span>What was your last year at secondary school?</span> <span><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></span> </div> <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 Learning shows you how many credits you have. Tick only one box.</p> <p><i>No formal secondary qualification or less than 12 credits at level 1.</i> <input type="checkbox"/> 00</p> <p><i>School certificate in one or more subjects or 12 or more credits at level 1 or NCEA level 1</i> <input type="checkbox"/> 01</p> <p><i>Sixth Form Certificate in one or more subjects or 12 or more credits at level 2</i> <input type="checkbox"/> 02</p> <p><i>University Entrance or a National Certificate at level 2</i> <input type="checkbox"/> 03</p> <p><i>Higher School Certificate or 12 to 39 credits at level 3 or higher</i> <input type="checkbox"/> 04</p> <p><i>Entrance qualification from Bursary exam or 40 or more credits at level 3 or higher</i> <input type="checkbox"/> 05</p> <p><i>A or B Bursary or National Certificate at level 3</i> <input type="checkbox"/> 07</p> <p><i>University Scholarship</i> <input type="checkbox"/> 08</p> <p><i>Overseas qualification (includes International Baccalaureate)</i> <input type="checkbox"/> 09</p> <p><i>Other</i> <input type="checkbox"/> 98 <i>Not known</i> <input type="checkbox"/> 99</p> <p>Please specify if "Overseas award" or "Other".</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
<b>17</b>	Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. <p><i>No</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/></p> <p>If you answered "No", please enter the year of your first enrolment. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
		Do you expect to complete the academic requirements in order to graduate from your qualification of study this year? <p><i>No</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/></p>
D DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF		
<p>Please fill in your IRD number if you have a Student Loan, or anticipate applying for a Student Loan this year, so that Inland Revenue can determine your eligibility for a full Student Loan interest write-off, and can give you that write-off.</p> <p>You do not need to provide your IRD number if you do not have a Student Loan, and do not intend applying for one this year,</p> <p>This information will be forwarded to the Ministry of Education, who will then provide it, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility, and action your student loan interest rebate write-off. If you do not yet have an IRD number and need one, contact the IRD by phone or visit their Web site <a href="http://www.ird.govt.nz">www.ird.govt.nz</a>.</p>		
<b>18</b>	IRD number:	<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"/>



**DECLARATION**

**Privacy** –NIS collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, NIS releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact Student Enrolments.

**IRD Number** –Where you have supplied your IRD number for the purposes of a student loan interest write-off that information is being collected to provide to the Ministry of Education who will forward that information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

**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. The NIS policy on withdrawal and refund of fees may be obtained from Student Enrolments.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of NIS with regard to attendance, 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.*

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature* *Date*

**Please make sure that you sign your enrolment form above**

<i>Office Use Only</i>		<small>Version 6.01 Designed by Meta Office with Take2 Users in Mind</small>
<b>Documentation</b>	<b>Approved</b>	<b>Entered</b>
_____ / ____ / ____	_____ / ____ / ____	_____ / ____ / ____

Fees Protection Trust Account	<p>All student fees are deposited directly into a Public Trust Account and are not released until seven days after the start of the Student’s course drawn down monthly in arrears.</p> <p>On arrival at NIS bring evidence of identity, citizenship or immigration status (student permit/permanent residence). For international students a copy of your Visa and Permit must be supplied on arrival in Auckland.</p> <p>The student will on demand pay all NIS expenses and legal costs (on a solicitor/agent/client basis) in the collection of all overdue fees. If payment is overdue NIS may charge interest on any overdue at the rate of 2.5% per month from the overdue date until payment in full is received by NIS.</p>
----------------------------------	--