

We collect and store information provided on this form so we can carry out our functions as a tertiary provider. As part of your application we ask you to provide information about yourself. Please refer to the section 'About your Personal Information' in Part A of the Enrolment Guide.

If you have any questions about completing this form please contact the Student Enrolment and Information Centre on 0800 2 Wintec (0800 2 946 832) from within New Zealand.

NOTE: IF YOU WANT TO WITHDRAW YOU MUST DO SO IN WRITING BY COMPLETING A CHANGE TO ENROLMENT OR WITHDRAWAL FORM (EDC2W). YOU CAN DOWNLOAD THIS FORM BY GOING TO www.wintec.ac.nz/enrolmentpack

Wintec
 Freepost 566, Hamilton, New Zealand
 0800 2 Wintec (0800 2 946 832)
www.wintec.ac.nz
 Free text 8283

PERSONAL DETAILS

1 When were you born? / /
Day Month Year

2 What is your full legal name?
 Title (please tick one) Mr Miss Mrs Ms Other

First Name(s) Ingoa tuatahi

Family Name Ingoa whānau

3 What would you prefer to be known as? (if different from above)
 First Name(s) Ingoa tuatahi

Family Name Ingoa whānau

We need to see a verified copy of your date of birth and legal name(s), ie: passport, birth certificate

4 Have you at any time used another name? If so, give us the name(s) used:
(If different from either questions 2 or 3 above)

5 Are you: male tane female wahine

6 Do you have a National Student Number (NSN)? yes no If yes, please give us your number:

7 Are you applying for a Student Loan (via StudyLink) and want to apply for an interest WIPE-OUT? IRD number:
(available only to full-time students). You can do this by choosing to provide your IRD number on this form, or alternatively, contact Inland Revenue directly.

8 Are you?
 New Zealand Citizen New Zealand Permanent Resident Australian Citizen/Australian Permanent Resident
 Other (please specify)

9 If you ticked New Zealand Permanent Resident, please give the country of your citizenship

We need to see a verified copy of your residency information, ie: passport, birth certificate, or certificate of citizenship

10 The following information is needed for statistical purposes. We'd appreciate it if you would tick which ethnic group(s) you belong to. You can tick up to three boxes.

Chinese Indian Niuean Samoan
 Cook Island Māori NZ European/Pakeha Tokelauan Fijian
 NZ Māori Other Pacific People Tongan
 Other (please refer to 1.10 in the Enrolment Guide)

11 If you are of Māori descent, please let us know the Iwi you have the strongest affiliation to. You can include up to three.
 First
 Second
 Third

12 In order for Wintec to provide the appropriate information and support to students with impairments, students are asked to disclose any impairment which may impact their study. All information is strictly confidential and will not be discussed without student consent. Please read and answer this question carefully. Do the effects of illness, injury and/or other impairment impact on or affect your study? yes no (If no, go to question 13)
If yes please tick which of the following is affected:

- blind hearing mental health vision
 deaf learning physical mobility other (please specify)
 head injury medical speech

We also collect and report to the Ministry of Education for statistical and funding purposes, you will not be personally identified to the Ministry. If you would like to meet with the Disability Co-ordinator on a confidential basis please phone 0800 2 Wintec (0800 2 946 832), free text 8283 or e-mail sls@wintec.ac.nz

CONTACT DETAILS

13 Where will you live while studying?
(If you don't know yet you will need to let us know as soon as you do, and you must give us an address to send your mail to by answering question 14)
Flat/house no: Street address/box/bag: Suburb: City: Postcode:

14 What address do you want your mail sent to?
(If you want your mail to be sent to a different address from the one you live at, please give your postal address below)
Flat/house no: Street address/box/bag: Suburb: City: Postcode:

15 How can we contact you?
Mobile: Phone: E-mail: Fax:

16 In case of an emergency involving you, who should we contact?
Name Phone

STUDY DETAILS

17 What Programme(s)/Qualification(s) at Wintec are you wanting to do?

Choice	Name of programme(s)	Which campus are you intending to study at?	Intended start date: eg Feb 2010	For Office Use Only Programme Code
1				
2				
3				

18 Please provide your preferred specialisation/subject if applicable:

19 Will you be studying full-time or part-time? full-time part-time
20 Will you be applying for transfer of credit? yes no

If YES please fill in the Application for Transfer of Credit form in the Enrolment Guide

EDUCATION / EXPERIENCE

SECONDARY EDUCATION

21

Secondary school(s) you have attended. (Last two if more than one, New Zealand and overseas)	Country	Year last attended

22 What is the highest academic achievement you hold from a secondary school?
 Scholarship OR NCEA Level 4 Not known A or B Bursary OR NCEA Level 3 (ie 80+ credits) Higher Schools Certificate OR 30+ NCEA Level 3 credits
 Overseas qualification (includes International Baccalaureate & Cambridge Exams) Sixth Form Certificate (one or more subjects) OR 30+ NCEA Level 2 credits School Certificate (one or more subjects) OR 14+ NCEA Level 1 credits OR NCEA Level 1 Other (please specify below)
 Entrance Qualification from Bursary OR 42+ NCEA Level 3 credits University Entrance OR NCEA Level 2 (ie 80+ credits) No formal secondary school qualification OR 0-13 NCEA Level 1 credits

You MAY have to attach a verified photocopy of official school results (School Cert, Sixth Form Cert, Bursary, NCEA). Refer to programme entry criteria to check if required.

CONVICTIONS FOR OFFENCES AGAINST THE LAW

This information is legally required to provide to any employers of students who are placed with them for work experience, clinical, or practical components of the students' programme of study. Answering this question does not have any bearing on the outcome of your application. Wintec must make you aware that if you have a criminal record, and you are unable to complete a practical component of the programme, you may not be eligible for the qualification at the end of the course. Any students enrolling with a criminal record should seek the advice of the school in which the programme of study is offered.

33 Have you ever been convicted of or have a pending conviction for any offence against the law? yes no
(apart from minor traffic convictions)

PROTECTING YOUR PRIVACY

For security purposes please supply a four digit pin number.

You will be asked to provide this each time you contact Wintec regarding your personal information.

Do you give permission to anyone else to access your information?

 yes no

Name of person

PRIVACY ACT 1993

Personal information collected, held and exchanged by Wintec is required to enable it to comply with the Education Act 1989 and its role as an educational provider. The collection, use, storage, exchange and update of personal information will be in accordance with the Privacy Act 1993.

Key points include:

- i) Students have the right to access and correct any information held about them.
- ii) Within Wintec, relevant personal information will be available to staff responsible for enrolment, for establishing and maintaining records, providing tuition, programmes and academic support, providing student services (including Students' Association), loans and allowances support, and for maintaining discipline and order.
- iii) Wintec is also required to collect and store 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), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and other educational organisations and agencies supporting students through scholarships and awards. In addition, when required by statute, Wintec releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
- iv) Wintec and StudyLink (formerly Work and Income New Zealand, WINZ, Student Services) may exchange enrolment status and relevant supporting information to support student loan or allowance applications.

IMPORTANT INFORMATION

- a) I have read and understood the guideline above of how Wintec will apply the Privacy Act, and I authorise Wintec to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- b) I authorise any agency holding the source of any information I have provided on this form to release that information to Wintec upon request.
- c) I declare that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that Wintec may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.
- d) I will make myself familiar and comply with provisions of Wintec's Policies and Regulations obtainable from the Library, Faculty/Schools or the Wintec website, www.wintec.ac.nz, including Academic Regulations, Occupational Health & Safety, Regalia (Graduation), Smokefree, Student Complaints, Student Computer Use and Programme Regulations.
- e) Please Note: that your name, date of birth and residency as entered on this enrolment 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 <http://www.nsi.govt.nz/ima>
- f) Wintec may contact you via telephone, post, email and/or text message regarding your enrolment or Wintec's services, news or events.

YOUR CHECK LIST

Have you:

1. Read the Enrolment Guide?
2. Answered ALL questions?
3. Attached your **verified** copies of documents proving Legal Name, Date of Birth and Residency status? (DO NOT send originals, only **verified** copies).
4. Attached your results if required by programme entry criteria? (DO NOT send originals, only **verified** copies).
5. Attached a **verified** copy of your English Proficiency Test results, if required? (DO NOT send originals, only **verified** copies).
6. Completed Additional Information form and/or Transfer of Credit form (from Enrolment Guide) if required?
7. Applied for your student loan and allowances (if applicable)?
8. Signed and dated this form?

Your signature

Date

IF YOU WOULD LIKE SOME HELP COMPLETING THIS FORM, PLEASE CONTACT THE STUDENT ENROLMENT AND INFORMATION CENTRE ON 0800 2 WINTEC - 0800 2 946 832