



Please refer to the attached guide before you complete this registration form

**1. Name of the qualification you wish to enrol in:** (Please refer to guide)

Year of study:

**1A. Place of study:** (Please refer to guide)

- Raumanga    ASB Centre, Kensington    Future Trades, Dyer Street  
 Bay of Islands (Kerikeri)    Kaikohe    Rāwene    Kaitaia  
 Kawakawa    Auckland    Extramural    Online    Other

Please specify if "Other"

**2. If you wish to apply for any other qualification at NorthTec, please detail:**

**3. Print your full legal name:** (Please refer to guide)

- Mrs    Ms    Miss    Mr    Other - specify

Family name: \_\_\_\_\_

First name(s): \_\_\_\_\_

Preferred first name: \_\_\_\_\_

**3A. Are you currently (this year) a NorthTec staff member**  Yes  No

**4. Have you studied at NorthTec before?**  Yes  No

If you answered "Yes", what was your student ID Number

**5. Have you previously enrolled at NorthTec under another name, or are you known by another name?**

Please detail:

**6. Date of birth:** Day   Month   Year

Age

**7. Gender:**  Male  Female

**8. NZQA or National Student Number (NSN):** (Please refer to guide)

**9. Address and contact details:**

Please advise promptly of any changes to the postal address given.

Permanent postal address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

Address while studying: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Home email: \_\_\_\_\_

**10. Completion:** (Please refer to guide)

Do you expect to complete the academic requirements in order to complete your programme of study in this year of enrolment?  Yes  No

**11. Payments:** (Please refer to guide)

How do you intend to pay for your study?

- Student loan    Self    Employer    Fees free  
 Training Incentive Allowance (T.I.A.)    Other

Please specify if "Other"

Fees differ for International students. If domestic status students do not provide verification of identity (see Guide Question 3) they will be considered to be full fee paying students.

**12. Citizenship and residency:** (Please refer to guide)

Tick the box which best describes your citizenship or permanent residency status.

- New Zealand citizen    New Zealand permanent resident  
 Australian citizen    Australian permanent resident (living in NZ)    Other

Please specify if "Other"

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

If you ticked "Other", please also specify your fee/assistance status.

- 01  NZAID scholarship (incl. Aotearoa, short-term training and post-graduate)  
 03  Full fee paying foreign student (including those on current work visa)  
 04  Exchange scheme approved by Ministry of Education  
 08  Military personnel, diplomatic staff/family, or persons associated with Antarctic programmes  
 12  International ITO off-job trainee

**13. During your time studying in this qualification will you be resident in New Zealand or overseas?**

- In New Zealand    Overseas

**14. Which area do you currently live in OR if you have moved to study at NorthTec, which area did you live in before you moved?**

- Whangarei    Far North    Bay of Islands    Hokianga    Mid North  
 Kaipara    Rodney District    Auckland - North Shore    Auckland region  
 Other North Island    South Island    Overseas  
 Other - Specify

**15. Ethnicity:** (Please refer to guide for codes)

What ethnic group(s) do you belong to? Please enter the three digit code from the guide. You may enter up to three different ethnic groups; Selection 1 is the group you most identify with.

Selection 1                      Selection 2                      Selection 3

                                            

Please specify if "Other"

**15A. Iwi:** (Please refer to Guide for codes)

If you identified as New Zealand Māori in any of the 3 selections in question 15, with which Iwi do you identify? Please enter the four digit code from the guide. You may enter more than one Iwi:

Selection 1                      Selection 2                      Selection 3

                                             

**16. Secondary grades:**

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.

- 00  No formal secondary qualification  
 11  14 or more credits at any level  
 12  NCEA Level 1 or School Certificate  
 13  NCEA Level 2 or 6th Form Certificate

- 14  University entrance  
 15  NCEA Level 3 or bursary or scholarship  
 09  Overseas qualification (includes International Baccalaureate & Cambridge exams)  
 98  Other  
 99  Not known

Please specify if "Overseas qualification"

**17. What was the name of the last secondary school you attended?**  
 State "overseas" if applicable. (Please refer to guide)

**17A. What was your last year at secondary school? (e.g. 1999)**

**18. Please give your marks/grades/unit standards:** (Please refer to guide)

Required for programmes longer than 2 weeks full-time

Please attach a copy of your marks/grades or NZQA record of learning

**19. Tertiary Study:** (Please refer to guide)

Have you ever enrolled in a tertiary education institution (university, polytechnic, college of education, private training establishment, or wānanga) either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

Yes  No

If you answered "Yes", please complete the following details:

Year you first enrolled in any tertiary study:

Title of latest qualification completed:

Name of organisation you studied at:

Year of completion:

(Please attach copies of complete qualifications)

**20. Prior activity:** (Please refer to guide) You may tick only one box.

What was your MAIN activity or occupation in New Zealand last year?

- 01  Secondary school student  
 02  Unemployed or other beneficiary (excl. retired)  
 03  Wage or salary worker  
 04  Self-employed  
 05  University student  
 06  Polytechnic student  
 08  House-person or retired  
 09  Overseas (irrespective of occupation)  
 11  Private training institute student  
 12  Wānanga student

**21. Disabilities/health:** (Please refer to guide)

This information is confidential to NorthTec but it could be used by the Student Advisors to obtain further resources and support that will assist you in your studies.

Do you live with the effects of significant health, injury, long term illness or disability?

Yes  No

If you answered "Yes" above, indicate which of the following is affected:

- Vision (serious impairment)  Hearing (serious impairment)  
 Concentration/learning  Communication/speech/written  
 Physical mobility impairment  Other (please state)

Please specify other

Would you like to discuss your support needs or any specific requirements with the Student Advisors?

Yes  No

Should you answer yes to the above question, please make an appointment to see a Student Advisor

**22. Emergency contact details:** (Please refer to guide)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address if different from study address (stated in Question 9):

\_\_\_\_\_

\_\_\_\_\_ Postal code \_\_\_\_\_

**23. STUDENT DECLARATION AND CONDITIONS**

**Privacy** - NorthTec collects and stores information from this form to comply with the requirements of the Ministry of Education and other Government agencies. The information is also used for internal processes such as student selection, surveys, marketing and administration. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records and providing information on student progress.

When required by law, NorthTec releases information to Government agencies. You will find details of the agencies that may be supplied with information in the NorthTec Registration guide.

In signing this Registration Form you authorise such disclosure on the understanding that NorthTec will observe the general 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 Registry.

Please note that your name, date of birth and residency as entered on this Registration Form 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>

**Fees** - In signing this Registration Form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NorthTec's policy on withdrawal and refund of fees may be obtained from the Enquiries and Enrolments office.

**Rules** - In signing this Registration Form you undertake to comply with the statutes, regulations, rules and policies of NorthTec. (Refer to the Academic Calendar on [www.northtec.ac.nz](http://www.northtec.ac.nz))

**Health and Safety** - In signing this Registration Form you undertake to disclose, prior to enrolment, all health information that might affect your ability to complete the programme or the health and safety of yourself or others. If you do not disclose all relevant information staff will be unable to advise you appropriately and you may enrol on a programme that you are unable to complete.

**Declaration - I declare that to the best of my knowledge all the information supplied on and with this Registration 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.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you are under 18 years of age a parent/guardian must complete and sign the section below to acknowledge acceptance of this declaration.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**24. Further Information**

For further information, please contact our Enquiries and Enrolment Centre on 0800 162 100.

- NorthTec reserves the right to cancel or postpone any course for any reason.
- NorthTec does not guarantee that these courses/qualifications are suitable to any individual student and their particular requirements.
- Each prospective student should make their own investigation as to whether the course/qualification is suitable for their requirements.
- Fees differ for International Students.
- Fees must be paid in full either personally, by StudyLink or other third parties before the commencement of your study.
- Your enrolment cannot be confirmed until we have sighted complete documentary evidence of your full legal name, date of birth and citizenship.

**OFFICE USE ONLY - STUDENT ID**

Entered ARTENA / /

Signed: \_\_\_\_\_

Passport no/BC no./NSN no.

Documentation sighted:

Invoice no.

(Checked/date/signature)

# Registration Guide 2017

## Guide to Registration and Terms and Conditions

Remember ... there are 3 ways to Register.

1. Fill in the attached form and, together with any attachments, post to:  
Enquiries and Enrolment Centre, Private Bag 9019, Whangarei Mail Centre, 0148.
2. Go to our website [www.northtec.ac.nz](http://www.northtec.ac.nz) and click on 'Enrol' at the top of the page
3. Visit us at one of our campuses or Learning Centres.

Please read this Guide carefully. It is intended to help you through the process of registration.  
For assistance phone the Enquiries and Enrolment Centre on our toll free number 0800 162 100.

### CHECKLIST TOWARDS ENROLMENT

*Once you have completed your Registration Form, use this checklist to ensure that you have completed all sections and attached all required documents.*

- Question 3: Documents to verify Identity and Citizenship
- Question 8: NZQA or National Student Number
- Question 12: IRD Number (if applicable)
- Question 18: Evidence of school grades (if applicable)
- Question 23: Signatures (Student Declaration and Conditions)
- Completed all sections
- Tear off completed Registration Form, attach documents, and return to:

Enquiries and Enrolment Centre, Private Bag 9019,  
Whangarei Mail Centre, 0148

Please note: When you complete and submit a Registration Form, you are **NOT FULLY ENROLLED** until:

- you have received formal written notification that your application has been successful
- you have returned the 'offer of place' acceptance document to confirm your place on your programme of study. You will receive this 'offer of place' with your formal notification.

### QUESTION 1 - QUALIFICATION YOU WISH TO ENROL IN

Please write the full name of the qualification you will be studying e.g. New Zealand Diploma in Business.

PLEASE NOTE: Programmes are offered subject to final approval and/or sufficient enrolments being received.

### QUESTION 1A - PLACE OF STUDY

Please tick the campus or learning centre that you intend to study at:

#### Extramural includes:

- by correspondence
- distance learning (web-based/on-line)

#### Other includes:

- any other site of delivery not listed above

### QUESTION 3 - PRINT YOUR FULL LEGAL NAME

You must use the same name that is on your legal identification e.g. birth certificate or passport, (or provide proof that it has changed e.g. marriage certificate/deed poll papers). Please copy exactly from your birth certificate or passport.

The Ministry of Education requires us to establish your identity by collecting and verifying (proving) your full legal name.

If this is the first time you have registered with NorthTec (or you have never supplied documents in the past) you need to provide a **verified copy of evidence of your full legal name and age**. If you have enrolled with us before, and your name has changed since your last enrolments, you will need to send us **verified documentation** to confirm that change. A verified copy of an original document is acceptable.

A verified copy is a photocopy that has been confirmed and signed by an authorised person who has sighted the original document. An authorised person is listed in the Oaths and Declarations Act of 1957. Examples include: Barrister or solicitor of the High Court, Justice of the Peace (JP), Court Registrar or Deputy Registrar, Notary Public or Member of Parliament. When a learner is in a remote community, a School Principal, Minister of the Church, General Practitioner or member of the New Zealand Police is acceptable.

Alternatively you can take the **original documents** and Registration Form to any NorthTec Campus or Learning Centre and a copy will be taken for you.

The following are examples of acceptable documents: (Do not send originals)

- Birth Certificate, Passport or Certificate of Citizenship (with place of birth stated as New Zealand, Cook Islands, Tokelau, Niue, or Australia). If you need to obtain a birth certificate, contact Births, Deaths and Marriages on 0800 22 52 52. If you have a credit card, you can order copies of certificates at that number.
- Overseas Passport with residency stamp, work permit or student permit for international students.
- Certificate of Identity (from the New Zealand Immigration Service).
- Marriage Certificate or Deed Poll declaration (for change of legal name only).
- Statement of Whakapapa: A verified copy of a whakapapa statement is acceptable only when a birth certificate cannot be obtained. Both the learner and a kaumātua must sign the whakapapa as evidence of identity and citizenship. Please request a template from Registry.

**Note:** Your enrolment cannot be confirmed until we have sighted complete documentary evidence of your full legal name, date of birth and citizenship.

### QUESTION 8 - NZQA or NATIONAL STUDENT NUMBER

Have you ever had a NZQA ID number (New Zealand Qualification Authority Identification Number), or ROL Number (Record of Learning Number), or NCEA (National Certificate of Education Achievement)? If you have, fill in this box. If you are unsure of your ROL number leave the box blank. NorthTec will then register your name with the MOE (Ministry of Education) and request a NSN (National Student Number).

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://nsi.education.govt.nz/home.aspx>

### QUESTION 10 - COMPLETION

If your programme of study is one year or less, and you are expecting to complete the qualification this year, tick Yes. If your programme will take you longer than one year to complete, or if you do not expect to finish in this year of enrolment, tick No.

### QUESTION 11 - PAYMENTS

Please tell us how you intend paying for your study. If you are applying for a Student Loan through StudyLink, they can be contacted by phoning 0800 88 99 00 or Freepost 113907, StudyLink Centre, Private Bag 11070, Palmerston North, 4442 or [www.studylink.govt.nz](http://www.studylink.govt.nz)

If you intend to enrol on a NorthTec course, full or part-time, it is your obligation to inform your WINZ Case Manager if you are currently in receipt of a benefit, as you may not be entitled to continue to receive WINZ income assistance. The contact phone number is 0800 559 009.

Fees are payable before your programme of study official start date. NorthTec regards all students as valued clients, but also has a responsibility to students who have paid their fees. Non-payment of fees is regarded seriously and NorthTec will take steps to obtain

the required payment, including prohibiting students from class, not releasing academic results, and referring unpaid debts to a debt collection agency for recovery action.

**Note:** Applicants who have not provided evidence of their status as a domestic student could be invoiced at full cost fees.

### QUESTION 12 - CITIZENSHIP AND RESIDENCY

Please tick the box that best describes your citizenship or residency status. This question asks which country you are allowed to live in, i.e. if you were born in New Zealand tick NZ Citizen. If you were born in another country, and can prove you are a resident of NZ, tick NZ Permanent Resident.

### QUESTION 15 - ETHNICITY

Which ethnic group or groups do you belong to? You may tick or write the codes for up to 3 groups that you have a family connection to.

Your first choice (Selection 1) should be the group you most identify with.

111 NZ European/Pakeha	121	British/Irish
122 Dutch	123	Greek
124 Polish	125	South Slav
126 Italian	127	German
128 Australian	129	Other European
211 New Zealand Maori	311	Samoan
321 Cook Island Maori	331	Tongan
341 Niuean	351	Tokelauan
361 Fijian	371	Other Pacific Peoples
411 Filipino	412	Cambodian
413 Vietnamese	414	Other Southeast Asian
421 Chinese	431	Indian
441 Sri Lankan	442	Japanese
443 Korean	444	Other Asian
511 Middle Eastern	521	Latin American
531 African	611	Other
999 Not Stated		

### QUESTION 15A - IWI CODES

Refer to Iwi codes on opposite page

## QUESTION 15A - Iwi

If you identified as 'New Zealand Maori' in the Ethnicity section, the Ministry of Education requires that you specify your Iwi. This list of Iwi codes has been compiled by Statistics New Zealand. Please select up to three Iwi codes from this list and enter the four digit code(s) in the Iwi section.

### 01 Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region

0100	Te Tai Tokerau/Tāmaki Makau Rau (Northland/Auckland) Region not further defined
0101	Te Aupōuri
0102	Ngāti Kahu
0103	Ngāti Kuri
0104	Ngāpuhi
0105	Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
0106	Te Rarawa
0107	Ngāti Takoto
0108	Ngāti Wai
0109	Ngāti Whātua
0110	Te Kawerau
0111	Te Uri-o Hau
0112	Te Roroa

### 02 Hauraki (Coromandel) Region

0200	Hauraki (Coromandel) Region not further defined
0201	Ngāti Hako
0202	Ngāti Hei
0203	Ngāti Maru (Marutuahu)
0204	Ngāti Paoa
0205	Patukirikiri
0206	Ngāti Porou ki Harataunga ki Mataora
0207	Ngāti Pūkenga ki Waiiau
0208	Ngāti Rāhiri Tutumutu
0209	Ngāti Tai (Hauraki)
0210	Ngāti Tamaterā
0211	Ngāti Tara Tokanui
0212	Ngāti Whanaunga

### 03 Waikato/Te Rohe Pōtae (Waikato/King Country) Region

0300	Waikato/Te Rohe Pōtae (Waikato/King Country) Region not further defined
0301	Ngāti Haua (Waikato)
0302	Ngāti Maniapoto
0303	Ngāti Raukawa (Waikato)
0304	Waikato

### 04 Te Arawa/Taupō (Rotorua/Taupō) Region

0400	Te Arawa/Taupō (Rotorua/Taupō) Region not further defined
0401	Ngāti Pikiao (Te Arawa)
0402	Ngāti Rangiteaorere (Te Arawa)
0403	Ngāti Rangitīhi (Te Arawa)
0404	Ngāti Rangiwēhē (Te Arawa)
0405	Tapuika (Te Arawa)
0406	Tarāwhai (Te Arawa)
0407	Tūhourangi (Te Arawa)
0408	Uenuku-Kōpako (Te Arawa)
0409	Waitaha (Te Arawa)
0410	Ngāti Whakaue (Te Arawa)
0411	Ngāti Tūwharetoa
0412	Ngāti Tahu-Ngāti Whāoa (Te Arawa)

### 05 Tauranga Moana/Mātaatua (Bay of Plenty) Region

0500	Tauranga Moana/Mātaatua (Bay of Plenty) Region not further defined
0501	Ngāti Pūkenga
0502	Ngāiterangi
0503	Ngāti Ranginui
0504	Ngāti Awa
0505	Ngāti Manawa
0506	Ngāti Tai (Tauranga Moana/Mātaatua)
0507	Tūhoe
0508	Whakatōhea
0509	Te Whānau-a-Apanui
0510	Ngāti Whare

### 06 Te Tairāwhiti (East Coast) Region

0600	Te Tairāwhiti (East Coast) Region not further defined
0601	Ngāti Porou
0602	Te Aitanga-a-Māhaki
0603	Rongowhakaata
0604	Ngāti Tāmanuhiri

### 07 Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region

0700	Te Matau a Maui/Wairarapa (Hawkes Bay/Wairarapa) Region not further defined
0701	Rongomaiwahine (Te Māhia)
0702	Ngāti Kahungunu ki Te Wairoa
0703	Ngāti Kahungunu ki Heretaunga
0704	Ngāti Kahungunu ki Wairarapa
0705	Ngāti Kahungunu, region unspecified
0706	Rangitāne (Te Matau a Maui/Hawkes Bay/Wairarapa)
0707	Ngāti Kahungunu ki Te Whanganui-a-Orotu
0708	Ngāti Kahungunu ki Tamatea
0709	Ngāti Kahungunu ki Tamakinui a Rua
0710	Ngāti Pāhauwera
0711	Ngāti Rākaipaaka

### 08 Taranaki (Taranaki) Region

0800	Taranaki (Taranaki) Region not further defined
0801	Te Atiawa (Taranaki)
0802	Ngāti Maru (Taranaki)
0803	Ngāti Mutunga (Taranaki)
0804	Ngā Rauru
0805	Ngā Ruahine
0806	Ngāti Ruanui
0807	Ngāti Tama (Taranaki)
0808	Taranaki
0809	Tangāhoe
0810	Pakakohi

### 09 Whanganui/Rangitikei (Wanganui/Rangitikei) Region

0900	Whanganui/Rangitikei (Wanganui/Rangitikei) Region not further defined
0901	Ngāti Apa (Rangitikei)
0902	Te Ati Haunui-a-Pāpārangi
0903	Ngāti Haua (Taumarunui)
0904	Ngāti Hauti

### 10 Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region

1000	Manawatū/Horowhenua/Te Whanganui a Tara (Manawatū/Horowhenua/Wellington) Region not further defined
1001	Te Atiawa (Te Whanganui a Tara/Wellington)
1002	Muaūpoko
1003	Rangitāne (Manawatū)
1004	Ngāti Raukawa (Horowhenua/Manawatū)
1005	Ngāti Toarangatira (Te Whanganui a Tara/Wellington)
1006	Te Atiawa ki Whakarongotai
1007	Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)
1008	Ngāti Kau Whata

### 11 Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region

1100	Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region not further defined
1101	Te Atiawa (Te Waipounamu/South Island)
1102	Ngāti Koata
1103	Ngāti Kuaia
1104	Kāti Māmoe
1105	Moriōri
1106	Ngāti Mutunga (Wharekauri/Chatham Islands)
1107	Rangitāne (Te Waipounamu/South Island)
1108	Ngāti Rārua
1109	Ngāti Tahu / Kāi Tahu
1110	Ngāti Tama (Te Waipounamu/South Island)
1111	Ngāti Toarangatira (Te Waipounamu/South Island)
1112	Waitaha (Te Waipounamu/South Island)
1113	Ngāti Apa ki Te Rā Tō

### 20 Iwi Not Named, but Waka or Iwi Confederation Known

2001	Tainui
2002	Te Arawa
2003	Tākitimu
2004	Aotea
2005	Mātaatua
2006	Mahuru
2007	Māmari
2008	Ngātōkimatewhaorua
2009	Nukutere
2010	Tokomaru
2011	Kurahaupō
2012	Muriwhenua
2013	Hauraki / Pare Hauraki
2014	Turanganui a Kiwa
2015	Te Taihū o Te Waka a Maui
2016	Tauranga Moana
2017	Horouta Iwi named but region unspecified

### 21 Iwi named but region unspecified

2101	Te Atiawa, region unspecified
2102	Ngāti Haua, region unspecified
2103	Ngāti Maru, region unspecified
2104	Ngāti Mutunga, region unspecified
2105	Rangitāne, region unspecified
2106	Ngāti Raukawa, region unspecified
2107	Ngāti Tama, region unspecified
2108	Ngāti Toa, region unspecified
2109	Waitaha, region unspecified
2110	Ngāti Apa, area unspecified
2111	Ngāti Tai, area unspecified

### 22 Hapū affiliated to more than one Iwi

2200	Hapū Affiliated to More Than One Iwi
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### 44 Other Responses

4444	Don't Know
5555	Refused To answer
7777	Response Unidentifiable
9999	Not Stated

## QUESTION 17 and 17A - SECONDARY SCHOOL STUDY

The Ministry of Education requires us to collect information on the last New Zealand secondary school you attended as well as the last year you attended school.

You must supply these details, otherwise we will be unable to confirm your enrolment.

## QUESTION 18 - MARKS, GRADES, UNIT STANDARDS AND PREVIOUS EMPLOYMENT EXPERIENCE

(only required for programmes longer than 2 weeks full-time).

To carry out the selection process, it is advisable to supply us with a copy of your school grades and NZQA record of learning. If you are a mature student, and you do not have copies, a current Curriculum Vitae is acceptable.

## QUESTION 19 - TERTIARY STUDY

Tertiary study is study taken after you have left secondary school (but excludes STAR, community or hobby courses). If you have enrolled in tertiary study before, answer 'Yes' to the question asked and complete the remainder of the section. If you have completed more than one qualification, please provide details on a separate sheet and attach to the form, together with copies of these qualifications.

## QUESTION 20 - PRIOR ACTIVITY

The Ministry of Education requires us to report on your MAIN occupation or activity in New Zealand on 1 October of the year prior to your first year of study with NorthTec.

## QUESTION 21 - DISABILITIES/HEALTH

The Ministry of Education requires us to report on the numbers of students with disabilities who enrol with us. If you tell us that you have a disability, we may be able to assist you with your studies. For enquiries, contact Registry on (09) 470 3893 or 0800 808 856 ext 3893 who will put you in contact with our Student Success team for more information.

## QUESTION 22 - EMERGENCY CONTACT DETAILS

NorthTec needs to have the name, address and phone numbers of a person who can be called in case there is an emergency. This can be your partner, family member or a close friend.

## QUESTION 23 - STUDENT DECLARATION AND CONDITIONS

Students 18 years of age and older must date and sign the declaration to accept the conditions of registration.

Students under 18 years of age are required to obtain a parent/guardian to sign and date the declaration on the student's behalf.

Students under 16 years of age, at the time of enrolment, need to provide Ministry of Education documentation to exempt attendance at secondary school (MOE Exemption).

**Please return the completed form to:**

**Ruth Wood  
P.O. Box 62  
Albany Village  
Auckland 0755**

## PRIVACY ACT (IN RELATION TO STUDENT DECLARATION)

NorthTec is required to collect and maintain student personal information in a way that is consistent with the principles outlined in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

NOTE:

The information collected during the registration process will only be released to any of the following potential users on a "need to know" basis. You have the right to see and correct, if necessary, the information provided.

1. The personal information collected at the time of your final enrolment will be held on the student administration database and will be made available only to staff of NorthTec, i.e. those responsible for:
  - the selection of applicants
  - your enrolment
  - establishing and maintaining your academic records
  - providing tuition, appropriate academic advice and support
  - providing student services
  - maintaining order and discipline
  - graduation
  - library services
  - institutional research
  - marketing

If you wish to be excluded from any printed graduation material or advertisement, please advise the Registrar in writing.

2. Some personal information from this database may be made available to the following external organisations upon legitimate request:
  - The Ministry of Education
  - Tertiary Education Commission (TEC)
  - New Zealand Qualifications Authority
  - Ministry of Social Development (Student Loans & Allowances)
  - IRD (Student Loans)
  - Department of Immigration (for non-New Zealand citizens/permanent residents)
  - Agencies that support particular students through scholarships and prizes, payment of fees and other awards (e.g. tribal trusts)
  - Industry Training Organisations
  - Education and Training Support Agency
  - Special Education Services (for Manaaki Tauiira applicants)
  - Other tertiary institutions (conjoint programmes or transfer of academic records)
  - Ministry of Foreign Affairs and Trade (Ministry funded international students)
  - Foreign institutions (for exchange students)
  - Professional registration/licensing agencies (e.g. Teacher Registration Board)
  - New Zealand Vice Chancellors' Committee
  - The media (if lists of graduates are published)
  - NZ Police, Department of Justice, Inland Revenue Department, National Students Services Centre, Work and Income New Zealand and Accident Compensation Corporation (for approved data matching and the maintenance of law and order as defined in the Privacy Act)
  - Employers, provided that a privacy waiver has been signed by you, the student
  - Your last Secondary School.