

## INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our institute. 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 complete the form by:

- Complete all sections of the form UNLESS you are returning to the same programme of study (except nursing) then fill in the sections identified with the blue dot only
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions
- Signing the form
- **Attaching to the form all additional documentation that is required (see checklist)**

Enrolment Officers Signature

### Course Information

Name of programme(s) you are applying for:

Programme: 1st Preference

2nd Preference

What year are you applying for:

Place of Study:  Invercargill  Christchurch  Gore  Queenstown  Auckland

Have you enrolled at the Southern Institute of Technology before? Yes  No  If yes the most recent year was:

Do you intend to study: Part time  Full time  Student ID No.

If part time please enter the name(s) of the courses/papers you wish to enrol in:


### Personal Details

Family Name  Title

Given names

Preferred name

Previous/Maiden Name(s)

Male  Female  Date of Birth    Age

If you have a NZQA / National Student Number, please write it here

Are you an international student  Yes  No Are you eligible for Fees Free?  Yes  No  
[www.feesfree.govt.nz](http://www.feesfree.govt.nz)

Home address

Postcode

Home Phone  Home Fax  Mobile

Email Address  (Required for Communication)

Term address

Employer (if applicable)

Name

Address

Telephone

Postcode

Telephone

### Citizenship

Tick the square which best describes your citizenship or permanent residence status.

- New Zealand Citizen (NZL)  
 New Zealand Permanent Resident (NZP)  
 Australian Citizen/Permanent Resident (AUS)  
 Other  *Please specify country of citizenship*

(If you have dual citizenship, specify country of citizenship of the passport used to enter New Zealand)

You must supply documentary evidence of citizenship, permanent residency or student visa. See the Documentation Section for appropriate evidence.

### Ethnicity

What ethnic group(s) do you belong to? You may tick up to three boxes.

- |   |                          |     |                      |                          |     |
|---|--------------------------|-----|----------------------|--------------------------|-----|
| European/Pakeha or New Zealand European | <input type="checkbox"/> | 111 | Fijian               | <input type="checkbox"/> | 361 |
| New Zealand Maori*                      | <input type="checkbox"/> | 211 | Other Pacific Island | <input type="checkbox"/> | 371 |
| Samoan                                  | <input type="checkbox"/> | 311 | Chinese              | <input type="checkbox"/> | 421 |
| Cook Island Maori                       | <input type="checkbox"/> | 321 | Indian               | <input type="checkbox"/> | 431 |
| Tongan                                  | <input type="checkbox"/> | 331 | Other Asian          | <input type="checkbox"/> | 444 |
| Niuean                                  | <input type="checkbox"/> | 341 | Other                | <input type="checkbox"/> | 89  |
| Tokelauen                               | <input type="checkbox"/> | 351 |                      |                          |     |

\*If you identified as NZ Maori, what is the name of your iwi.

(You may enter more than one iwi. If you don't know, please enter "don't know")

**Secondary School**

What was the name of the last secondary school you attended? (state "overseas" if applicable)

What was your last year at secondary school? (eg 2005)

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

Your highest achievement may be a traditional award such as School Certificate or you may have achieved a number of credits.

Please attach evidence of all transcripts/certificates obtained on previous study.

No secondary qualification / less than 12 credits @ level 1

00 University Scholarship  15

14 Credits or more at any level

11 Overseas award (Includes Int. Bacc.)  09

School Cert (one or more subjects) / 12 or more credits @ level 1 or above

12 None of the above  98

Sixth Form Cert (one or more subjects) / 12 or more credits @ level 2 or above

13 Please specify

University Entrance / National Certificate level 2

14

A or B Bursary / National Certificate level 3

15

What year did you attain your highest secondary qualification?





**Education**

NCEA 1 / Year 11		NCEA 2 / Year 12		NCEA 3 / Year 13	
Subject	Grade NCEA Credits	Subject	Grade NCEA Credits	Subject	Grade NCEA Credits

**Other Education**

Year	Institution	Programme/Course	Pass/Fail

**Occupation**

What was your main activity or occupation in New Zealand at 1 October last year? (tick only one box)

- Secondary school student  01
- Not employed or other beneficiary (excluding retired)  02
- Wage or salary worker  03
- Self employed  04
- University student  05
- Polytechnic student  06
- College of Education student  07
- House person or retired  08
- Overseas (irrespective of occupation)  09
- Private training establishment student  11
- Wananga student  12
- Other (please specify)

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.

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

Are you the first member of your immediate family to undertake study after leaving secondary school?

Yes  0 No  1

**Medical Conditions & Disabilities**

The following information is confidential and will help us improve services for students with disabilities. Disclosure of information will not influence your acceptance on the programme.

Do you live with the effects of injury, long-term mental/physical illness or disability? Yes  No

If yes, please indicate your condition/disability by ticking one or more of the boxes below:

- Hearing impairment
- Visual impairment
- Mobility impairment
- Specific learning difficulty
- Hand function/OOS
- Mental health difficulties
- Chronic medical conditions
- Other Please specify

If you require specific support or equipment, or where assistance may be required in an emergency, please contact our Disability Co-ordinator.

Emergency/Alternative Contact

Name: .....

Address: .....

Phone: ..... Relationship: .....

If you wish to supply additional information (e.g. sports, hobbies, interests, etc) in support of your application please include these as attachments

## Referees

Please enter the names, addresses and phone numbers of two referees (e.g. employer/teacher - people who really know you, except relations)

Name	<input type="text"/>	E-mail	<input type="text"/>
Address	<input type="text"/>		
Phone Number	<input type="text"/>	Cell-phone	<input type="text"/>
Name	<input type="text"/>	E-mail	<input type="text"/>
Address	<input type="text"/>		
Phone Number	<input type="text"/>	Cell-phone	<input type="text"/>

## Zero Fee Scheme

Do you wish to apply for the Southern Institute of Technology Zero Fee Scheme YES  NO

## Documentation

To qualify as a domestic student, and so to be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Verified copy of Birth Certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- Verified copy of New Zealand passport
- Verified copy of a statement of Whakapapa, including date of birth, countersigned by a Kaumatua
- Verified copy of Certificate of citizenship or letter of confirmation
- Verified copy of Overseas passport with residency stamp  
(Driver Licenses do not constitute a valid form of identification)

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student index. A National Student Index (NSI) number is issued to all learners undertaking New Zealand studies. Please provide verified identification if you are enrolling at SIT for the first time in any programme. Any subsequent enrolments require a copy of photo ID.  
For further information please see <http://www.nsi.govt.nz>

Verification can be done by a Justice of the Peace, Barrister, Court of Deputy Registrar, Member of Parliament, Land Transport NZ or Public Trust.

The name on your verified identification will be used on your SIT documentation.

In order to be eligible for Student Component Funding from the NZ Government, SIT is required to validate an applicant's full legal name, date of birth, gender and citizenship. Please indicate as follows:

- Either  My application is accompanied by a verified copy of my Birth Certificate or Passport. or  
 I agree to have SIT act as my agent and request, on my behalf, my NZ Birth Certificate details from the Department of Internal Affairs.  
 This may take up to 8 weeks. There is a charge for this service and is payable before enrolment. If this is your preferred choice, please complete the following:

Name appearing on NZ Birth Certificate:	<input type="text"/>	Date of birth:	<input type="text"/>
Legal name (if different from above):	<input type="text"/>	Place of birth:	<input type="text"/>
Parents' names:	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

## Declaration

**Please read this declaration carefully before you sign it. It is an offence under the Crimes Act 1961 to make a false declaration.**

- 1 I understand that this enrolment is conditional upon my achieving the necessary pre-requisites for entry to this level/stage of the programme.
- 2 I have read, understood and accept the terms and conditions relating to the Zero Fee Scheme.
- 3 I acknowledge that any breach of these requirements may lead to the withdrawal of the SIT Zero Fee Scheme.
- 4 The use of SIT facilities are for Academic purposes only and within the allocated Programme time. Access cards will enable students to use such facilities and equipment outside the normal Programme time. Students who abuse the privilege that the access card provides will have their rights terminated immediately.
- 5 I have read and accept the information regarding the Privacy Act Provisions and the Refund/Withdrawal Policy of SIT as described in this form.
- 6 I accept and agree to abide by the rules and regulations of SIT.
- 7 I agree that if I default on any of the terms of the agreement, the Emergency/Alternative contact details may be passed on for use by a debt collection agency or solicitor.
- 8 I accept the fees payable for this programme and the breakdown of costs. I understand that no further breakdown of costs will be available.
- 9 I declare the information I have given on this form is true and correct.

## Sign Here

**Declaration - I declare that to the best of my knowledge all the information supplied on, and with, this 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 of applicant  Date

As the parent/guardian of an applicant under 18 years I approve this application and undertake to pay the fees as they become due.

Signature of parent/guardian  Name (please print)   
 Date  Address (if different from applicant)

## Terms and Conditions

The Southern Institute of Technology recognises the need for a highly qualified and skilled workforce. The provision of Zero Fees tertiary programmes has enhanced educational opportunities for all students including non-traditional users of tertiary education.

Zero Fees allows New Zealand or Australian citizens or permanent residents the opportunity to study approved programmes without paying the tuition fees.

Zero Fees, where available, applies only to the base tuition fee attached to each programme of study. Particular programmes may incur additional costs to the students, for example: uniform, texts, tools, activities, NZQA charges.

Programmes that are offered under Zero Fees are:

Tertiary Education Commission funded (you must be a New Zealand or Australian Citizen or Permanent Resident to receive Tertiary Education Commission funding). Of twelve or more weeks in duration. Studied either full time or part time. Leading to a national or local qualification. Invercargill/Gore campuses - Zero Fees applies to all approved programmes. Christchurch campus - Zero Fees applies to most programmes. SIT2LRN distance programmes - Zero Fees applies to all programmes.

Zero Fees is available as a result of present Government policies. Although not foreseen, SIT is unable to guarantee ongoing Zero Fees provision should for any reason present funding arrangements and/or Government policies be reviewed.

In order to retain Zero Fees, students undertaking a programme of study at Southern Institute of Technology must meet the following criteria:

- Satisfactory academic progress as defined in the requirements of the course or programme of study.
- Satisfactory attendance, maintaining at least 80% (or programme specific) attendance. (Not applicable for SIT2LRN programmes).
- Adherence to the programmes specific rules and requirements.
- Adherence to the provisions of Southern Institute of Technology Student Code of Conduct.
- Withdrawal from programmes may affect students' future entitlement to the Zero Fees.

If any of the requirements detailed above are not met, the following will apply:

- In any case of a breach of the terms and conditions, and after due notice, the Zero Fees status may be withdrawn. In this situation, if a student wishes and is eligible to continue in an enrolled programme of study after this has been withdrawn, he/she will then be liable for the programme fees required for the remainder of the academic year.
- All matters relating to student rights and responsibilities will be handled in accordance with Southern Institute of Technology's Policies and Procedures, as outlined in student handbooks.

## Withdrawal

Withdrawal from Programmes/Courses

All notices of withdrawal should be on the appropriate form, be signed and dated and give a detailed reason for withdrawal.

For students undertaking fulltime study the withdrawal must be endorsed by the Head of Faculty

"Direct Material Costs are part of the Student Fee and as such, the refund policy for Student Fees applies"

The following table outlines refund entitlements.

Withdrawal	Refund	Academic Results
More than 14 days prior to start of programme	100%	Not Applicable
Within 14 days of start of programme	Nil	Not Applicable
After start of class up to 75% of course completed	Nil	Withdrawal recorded
After 75% of course completed	Nil	Failure to complete qualification

## SIT

How did you hear about SIT?

Newspaper

Radio

Word of Mouth

Career Expo

Website

TV

Career Advisor/Teacher

Magazine

Please Specify .....

## Check

Have you....

Completed all sections of this form

Attached Photo ID

Attached copies of entry qualifications/results/CV

Read, signed and dated the declaration

Attached verification documentation

## Privacy

**Privacy** - Southern Institute of Technology 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, Southern Institute of Technology 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 Administration.

**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. Southern Institute of Technology's policy on withdrawal and refund of fees may be obtained from Enrolments, Southern Institute of Technology.

**Rules** - In signing this enrolment form you undertake to comply with the published rules and policies of Southern Institute of Technology with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

NOW POST TO:  
**Invercargill Campus & SIT2LRN**

Southern Institute of Technology,  
Private Bag 90114,  
Invercargill, 9840

OR DELIVER IN PERSON TO:  
133 Tay Street, Invercargill

FOR MORE INFORMATION  
Telephone 0800 4 0 FEES I

OR

NOW POST TO:  
**Gore Campus**

Southern Institute of Technology  
PO Box 232, Gore, 9740

OR DELIVER IN PERSON TO:  
Kakapo Street, Gore, 9740

FOR MORE INFORMATION  
Telephone 0800 4 0 FEES

OR

NOW POST TO:  
**Christchurch Campus**  
Southern Institute of Technology  
PO Box 2488, Christchurch,  
8140

OR DELIVER IN PERSON TO:  
60 Waterloo Rd, Hornby,  
Christchurch, 8042

FOR MORE INFORMATION  
Telephone 0800 4 0 FEES

OR

NOW POST TO:  
**Queenstown Campus**  
Southern Institute of Technology  
PO Box 2607 Wakatipu 9349  
or deliver to Level 2, Dart House  
Remarkables Park Town Centre  
FOR MORE INFORMATION  
Telephone 0800 4 0 FEES

OR

NOW POST TO:  
**MAINZ Auckland**  
Level 3  
150 Victoria Street West  
Auckland 1010  
PO Box 90113  
Auckland 1142

FOR MORE INFORMATION  
Telephone 0800 265 526

OR

NOW POST TO:  
**MAINZ Christchurch**  
191 High Street  
Christchurch 8011

FOR MORE INFORMATION  
Telephone 0800 264 426