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)

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:

Family Name Title

Given names

Preferred name

Previous/Maiden Name(s)

Male Female Diverse 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

Home address Postcode

Home Phone Home Fax Mobile

Email Address (Required for Communication)

Term address Employer (if applicable)

Postcode Name

Address Telephone

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

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

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

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

- European/Pakeha or New Zealand European 111
- New Zealand Maori* 211
- Samoan 311
- Cook Island Maori 321
- Tongan 331
- Niuean 341
- Tokelauan 351
- Fijian 361
- Other Pacific Island 371
- Chinese 421
- Indian 431
- Other Asian 444
- Other 89

*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")

Enrolment Officers Signature
## Education

**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.**

<table>
<thead>
<tr>
<th>No secondary qualification / less than 12 credits @ level 1</th>
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</thead>
<tbody>
<tr>
<td>14 Credits or more at any level</td>
<td>01</td>
</tr>
<tr>
<td>School Cert (one or more subjects) / 12 or more credits @ level 1 or above</td>
<td>02</td>
</tr>
<tr>
<td>Sixth Form Cert (one or more subjects) / 12 or more credits @ level 2 or above</td>
<td>03</td>
</tr>
<tr>
<td>University Entrance / National Certificate level 2</td>
<td>04</td>
</tr>
<tr>
<td>A or B Bursary / National Certificate level 3</td>
<td>05</td>
</tr>
</tbody>
</table>

**Please specify**

- University Scholarship
- Overseas award (Includes Int. Bacc.)
- None of the above

**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)

- NCEA 1 / Year 11
- NCEA 2 / Year 12
- NCEA 3 / Year 13

**What year did you attain your highest secondary qualification?**

### NCEA 1 / Year 11

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>NCEA Credits</th>
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</table>

### NCEA 2 / Year 12

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>NCEA Credits</th>
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### NCEA 3 / Year 13

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<tr>
<th>Subject</th>
<th>Grade</th>
<th>NCEA Credits</th>
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## Other Education

### Occupation

- Secondary school student
- Not employed or other beneficiary (excluding retired)
- Wage or salary worker
- Self employed
- University student
- Polytechnic student
- College of Education student

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

- Secondary school student
- Not employed or other beneficiary (excluding retired)
- Wage or salary worker
- Self employed
- University student
- Polytechnic student
- College of Education student

**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

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

- Yes
- No

**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

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

## Medical Conditions & Disabilities

- Do you live with the effects of injury, long-term mental/physical illness or disability?

- Yes
- No

**Emergency/Alternative Contact**

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>E-mail</th>
<th>Phone Number</th>
<th>Cell-phone</th>
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</thead>
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Do you wish to apply for the Southern Institute of Technology Zero Fee Scheme

YES    NO

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)

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.

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:

<table>
<thead>
<tr>
<th>Name appearing on NZ Birth Certificate:</th>
<th>Date of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name (if different from above):</td>
<td>Place of birth:</td>
</tr>
<tr>
<td>Parents’ names:</td>
<td>Date</td>
</tr>
</tbody>
</table>

For further information please see http://www.nsi.govt.nz

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.

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

Date

Address (if different from applicant)
Withdrawal

Timing

Refund due

Administration fee

Academic record

Full time

10% or one month (whichever is the smaller) of the course date

Full

Nil

No academic Record

After the Designated Withdrawal period

Nil

Nil

Withdrawn

SIT2LRN Distance Students

10% or one month (whichever is the smaller) of the course date

Full

$50.00

No academic Record

After the Designated Withdrawal period

Nil

Nil

Withdrawn

After 75% of course

Nil

Nil

Failure to complete Qualification

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 rebate. Information about students may be supplied to, and sought from, other educational institutions 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. 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.