

Domestic Student Application Form 2021

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION FORM

The purpose of this application form is to obtain from you the information we need to enrol you into NZSE College/ATC. We are required 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:

- Completing **ALL** sections of the form
- Printing clearly in pen
- Tick boxes that apply
- Signing the form

Please note: NZSE/ATC is a state-funded tertiary provider. All sections of this form must be completed. Until this form is fully completed and the necessary documentation provided (refer to Page 3 for a description of required documentation) we are not able to process your application. If you have any questions, please do not hesitate to ask.

1. Programme Details

Please enter the details for the programme you are applying for:

| Programme: | Start date: | Funding/Fees: |
|------------|-------------|---------------|
| | | |

2. Personal Details

| | | | |
|--|--|----------------|--|
| First name(s): | | Surname: | |
| Preferred name: | | Previous name: | |
| Date of birth: | | Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| Preferred title: | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss | | |
| Will your study be affected by any of the following: (NOTE: This information will remain confidential) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> Dyslexia <input type="checkbox"/> Bipolar <input type="checkbox"/> Autism <input type="checkbox"/> ADHD <input type="checkbox"/> PTSD <input type="checkbox"/> Schizophrenia <input type="checkbox"/> Allergies <input type="checkbox"/> Significant Injury <input type="checkbox"/> Long term disability <input type="checkbox"/> Other: _____ | | | |
| Please specify: | | | |
| Are you taking any medication for your illness/disability? If so, please state: | | | |

3. Contact Details

| | | | |
|---|--|---------------|--|
| Address: (include postcode) | | | |
| Mobile phone: | | Landline: | |
| E-mail: | | | |
| Emergency Contact Details | | | |
| Name: | | | |
| Relationship to you: | | | |
| Mobile: | | Landline: | |
| Youth Provider Details (if applicable) | | | |
| Name: | | Organisation: | |
| Mobile: | | Landline: | |

4. Ethnicity

Which ethnic group/s do you belong to? (You may tick all those that apply):

| | | | |
|--|--|---|---|
| <input type="checkbox"/> New Zealand Māori | <input type="checkbox"/> Other Pacific | <input type="checkbox"/> Australian | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> New Zealand European | <input type="checkbox"/> British/Irish | <input type="checkbox"/> Other European | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Dutch | <input type="checkbox"/> Filipino | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> Greek | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Polish | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Niuean | <input type="checkbox"/> South Slav | <input type="checkbox"/> Other South East Asian | <input type="checkbox"/> African |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Italian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> German | <input type="checkbox"/> Indian | |
| If Other, please specify: | | | |
| If you identified as New Zealand Māori, with which Iwi do you identify? | | | |

5. Criminal Record

| | |
|--|---|
| <p>Do you have any criminal convictions or pending charges? Including any criminal convictions outside of New Zealand or concealed under the clean slate act. For more information, please refer to the Information Sheet on the Clean Slate Act.</p> | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| | <p>If Yes, please state:</p> |
| | <p>Please note that if it comes to the attention of New Zealand Skills and Education College that any information regarding past or current situations which may impact on your participation in the programme has not been disclosed, Academic Leaders, in consultation with staff, has the right to stand you down or dismiss you from the NZSE/ATC Programme(s).</p> |

6. Main Activity

What was your MAIN role in New Zealand at October 1st, 2020?

| | |
|--|--|
| <input type="checkbox"/> High School Student | <input type="checkbox"/> Polytechnic Student |
| <input type="checkbox"/> Non-employed or Beneficiary | <input type="checkbox"/> House-person or Retired |
| <input type="checkbox"/> Wage or Salary Worker | <input type="checkbox"/> Overseas |
| <input type="checkbox"/> Self-employed | <input type="checkbox"/> Wananga Student |
| <input type="checkbox"/> University Student | <input type="checkbox"/> PTE Student |

7. Academic Background

| | |
|--|---|
| Name of last High School you attended: | |
| Last year of High School: | |
| What is the highest level of achievement you hold from a High School? | |
| <input type="checkbox"/> No formal secondary school qualifications | <input type="checkbox"/> NCEA Level 3 |
| <input type="checkbox"/> 14 or more credits at any level | <input type="checkbox"/> Not known |
| <input type="checkbox"/> NCEA Level 1 or School Certificate | <input type="checkbox"/> Overseas Qualification |
| <input type="checkbox"/> NCEA Level 2 or 6 th Form Certificate | <input type="checkbox"/> Other |
| <input type="checkbox"/> University Entrance | |

| | | | |
|--|--|-----------------------------|------------------------------|
| If you ticked "Overseas qualification" or "Other", please specify: | | | |
| Is this the first year you have enrolled in a tertiary provider since leaving school? | | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment: | | | |
| Organisation: | | | |
| Programme: | | Year: | |

8. Image Disclaimer

| |
|--|
| <p>I acknowledge that my image and personality may be captured on photograph, video, sound recording, live action internet transmission. NZSE/ATC may wish to use these images for promotional and other business purposes. I hereby relinquish and waive all my rights relating to the content of the images and their being captured, reproduced and used (whether or not for profit) on any such media form(s) as long as it associates with the branding of NZSE/ATC.</p> <p><input type="checkbox"/> I accept <input type="checkbox"/> I decline</p> <p>Note: If you have chosen to decline this disclaimer, you must accept responsibility for ensuring that you are not included in any photographs / video etc. being taken by an NZSE/ATC staff member as these may be used for media purposes.</p> |
|--|

9. Device Declaration

| |
|---|
| <p>Some NZSE programmes have been developed for online distance/blended delivery allowing students to complete studies remotely, away from NZSE campuses. To be able to complete such programmes, you need to have access to the following:</p> <p><input type="checkbox"/> Stable/reliable Internet access from home/work</p> <p><input type="checkbox"/> Access to a laptop/desktop that can connect to the internet with a web browser and a required minimum screen size of 10 inches</p> <p><input type="checkbox"/> Method of video recording capability (required for some programmes)</p> |
|---|

10. Immunisation Declaration

| | | |
|---|-----------------------------|------------------------------|
| Please confirm that your immunisations are up to date (Answering dishonestly or inaccurately can endanger the health and well-being of others): | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|---|-----------------------------|------------------------------|

11. Documentation

To qualify as a **domestic student** and 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 certified copies of one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau or Niue
- New Zealand passport
- A statement of Whakapapa including date of birth, countersigned by a Kaumatua
- Certificate of citizenship or letter of confirmation
- Overseas passport with residency stamp.

A certified copy means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace, Solicitor, Minister of the Church, General Practitioner or School Principal. Otherwise our NZSE/ATC Recruitment Consultant will photocopy all originals and verify the copies.

12. Citizenship and Residency

| | |
|---|---|
| <p>Please tick the box that best describes your citizenship:</p> <p><input type="checkbox"/> New Zealand Citizen (NZL)</p> <p><input type="checkbox"/> New Zealand Permanent Resident (NZP)</p> <p><input type="checkbox"/> Australian Citizen (AUS)</p> <p><input type="checkbox"/> Other, please specify: _____</p> | <p>Please tick which document(s) you have attached to your enrolment form:</p> <p><input type="checkbox"/> Birth Certificate</p> <p><input type="checkbox"/> New Zealand Passport</p> <p><input type="checkbox"/> Certificate of Citizenship or Letter of Confirmation</p> <p><input type="checkbox"/> Overseas Passport with Residency Stamp</p> |
|---|---|

13. Privacy, Fees and Rules

Privacy – The Organisation collects and stores information from this form to comply with the requirements of the Ministry of Education (MOE), New Zealand Qualifications Authority (NZQA), Tertiary Education Commission (TEC), Industry Training Organisations (ITO), Ministry of Social Development, Inland Revenue Department (IRD), Department of Immigration and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards) and employers. 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 organisations for the purpose of verifying academic records.

In addition, when required by statute, the organisation 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 Organisation 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 the Enrolment Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/the-privacy-act-and-codes/the-privacy-act/>

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 Organisation’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Organisation regarding to attendance, academic progress, standard of dress, health and safety, and behaviour.

14. Declaration

| | | | |
|--|--|--------------|--|
| <p>I declare that to the best of my knowledge, all the information supplied on, and with this application form is true and complete. I agree to abide by the conditions above, and I consent to the disclosure of personal information as described above.</p> <p>I, _____, give NZSE/ATC consent to access:</p> <ul style="list-style-type: none"> • prior learning records through my NSN number • literacy and numeracy results through TEC | | | |
| Signature: | | Date: | |
| Parent/Guardian signature if applicant is under 18 years of age: | | | |
| Signature: | | Date: | |

CHECKLIST (OFFICE USE ONLY)

| | | | |
|--|--|--------------|--|
| <input type="checkbox"/> Completed all sections of the form <input type="checkbox"/> Is the student applying under the Youth Guarantee scheme? <input type="checkbox"/> I confirm that the applicant meets the entry requirements of the programme | <input type="checkbox"/> Read and signed declaration <input type="checkbox"/> Attached supporting documents for entry requirements <input type="checkbox"/> Attached verified proof of Citizenship (or other applicable documentation) | | |
| Course Advisor: | | Date: | |

About the Criminal Records (Clean Slate) Act 2004

This legislation is designed to allow individuals with less serious convictions who have been conviction free for at least seven years and who meet all other relevant criteria to put their past behind them. It will enable eligible individuals to conceal convictions in most circumstances. There are some exceptions when individuals' convictions will continue to be disclosed. The Criminal Records (Clean Slate) Act 2004 is an automatic scheme - therefore, it is not necessary to apply for a 'clean slate'. If you meet all the criteria for concealing previous convictions, you are eligible to have your convictions concealed by the Ministry. Your convictions will be entitled to be concealed as long as you continue to meet all the criteria. Those who do not meet all criteria will be ineligible for 'clean slate' purposes and will receive a criminal convictions report.

View the Criminal Records (Clean Slate) Act 2004 on the New Zealand Legislation website.

What are the criteria for concealing my criminal record?

An individual must meet all the criteria in section 7 of the Act before all of their convictions can be concealed. The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. The Act should be consulted for full information.

The individual must have:

- no convictions within the last 7 years
- never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal);
- never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced
- not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired) (see interpretation section for a full list)
- paid in full any fine, reparation or costs ordered by the Court in a criminal case
- never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

How will I know if I meet the criteria?

The Criminal Records (Clean Slate) Act 2004 is an automatic scheme - therefore, it is not necessary to apply for a 'clean slate'.

Individuals can request a copy of their criminal record from the Criminal Records Unit of the Ministry of Justice. If an individual is eligible under the scheme his/her convictions will be concealed. If the individual's convictions continue to be on their criminal record they do not meet the eligibility criteria.

Exceptions under Section 19 of the Act

There are specific exceptions where a complete criminal record is required, as detailed in section 19 of the Criminal Records (Clean Slate) Act. Approved users can request the required form by contacting the Criminal Records Unit in writing:

[Criminal Records Unit](#)
[Ministry of Justice](#)
SX10161
[Wellington](#)

How does this legislation impact on my ability to travel overseas & completing visa application forms?

Because New Zealand legislation cannot bind a foreign government, the Act will have no impact on the border and immigration disclosure requirements of overseas jurisdictions.

Where a foreign State requires disclosure of all criminal convictions, whether entitled to be concealed or not, all convictions will need to continue to be provided. The weight that is given to the conviction in relation to the immigration or visa application is at the discretion of the country in question.

Background to the Act

The Criminal Records (Clean Slate) Bill received its third reading in Parliament on 11 May 2004. It received the Royal Assent on 16th of May 2004. This Act came into force on Monday 29 November 2004. Any questions asked about criminal records or requests for an individual's criminal record processed on or after Monday 29 November 2004 will comply with the requirements of the Criminal Records (Clean Slate) Act 2004.

This legislation is designed to allow individuals with less serious convictions who have been conviction-free for at least seven years to put their past behind them. It will enable eligible individuals to conceal convictions in most circumstances. There are some exceptions when individuals' convictions can continue to be disclosed (see Section 19 of the Act).

The Act did not come into force immediately. Therefore, individuals could not obtain the benefit of the clean slate scheme until the Act commenced. The Act commenced on Monday 29 November 2004.

Delayed commencement was necessary to enable the Ministry of Justice and the New Zealand Police to implement the Act, with changes to information technology systems and day-to-day work practices.