



# Application to Enrol

New students: Please complete ALL sections of this form  
Returning students: Please complete sections 1, 2, 3, 4, 13, 14

Year

## 1. Personal details

Title  Mr  Mrs  Ms  Miss  Other

If other, please specify

Legal surname

Legal first name/s

Preferred name (if different)

Date of birth

Day Month Year

Gender

Male  Female

Postal address

Suburb

Town/City

Postcode

Address while studying (if different)

Suburb

Town/City

Postcode

Telephone

Mobile

Email address

How would you prefer to receive correspondence from us?

Email  Post

NSI/NZQA number (if known)

Have you enrolled at Whitireia before?  Yes  No

If yes, what was the most recent year you were enrolled at Whitireia?

If you were previously enrolled at Whitireia under a different name, what was that name?

Student ID (if known)

## 2. Programme details

Programme name

Start date

Level

Programme code

Papers/modules (if applicable)

Semester

| Papers/modules (if applicable) | Semester |
|--------------------------------|----------|
|                                |          |
|                                |          |
|                                |          |
|                                |          |
|                                |          |
|                                |          |
|                                |          |
|                                |          |

Do you intend to study full-time or part-time?

Full-time  Part-time

Where do you intend to study? (Please check our website or contact us to ensure the programme you wish to study is offered at your preferred campus)

Porirua  Wellington  Distance

Kāpiti  Auckland  Online

Do you expect to complete your qualification this year?

Yes  No

### OFFICE USE ONLY

| IEC                         | Date                        | Initial                         |
|-----------------------------|-----------------------------|---------------------------------|
| Received from applicant     |                             |                                 |
| AP <input type="checkbox"/> | AA <input type="checkbox"/> | Letter <input type="checkbox"/> |
| AR <input type="checkbox"/> | AD <input type="checkbox"/> | AW <input type="checkbox"/>     |
|                             |                             | Inv <input type="checkbox"/>    |
|                             |                             | EA <input type="checkbox"/>     |

| FACULTY   | Date | Initial |
|---|------|---------|
| Accept Yes <input type="checkbox"/> No <input type="checkbox"/> |      |         |
| Comments  |      |         |
|   |      |         |

### 3. Entry requirements

Entry requirements differ for each programme. To assist us in processing your application, please include all required documentation, e.g. your CV or academic transcript. Certain programmes require an additional information form to be completed. Please check our website or contact us for details.

### 4. Fee payment details

Your fees are due for payment **before** the start of your programme of study. Please indicate how you intend to pay your fees. **Tick only one box**

Student loan

**!** Apply at [www.studylink.govt.nz](http://www.studylink.govt.nz) for your financial assistance. Start your application as soon as possible to avoid delays. Use the StudyLink website tools to ensure you are eligible for a student loan and/or allowance. If your loan application is not approved, you will still be liable for any fees due.

IRD no     -     -

EFTPOS

Cash

Cheque

Please make cheque payable to Whitireia Community Polytechnic

Credit card

Credit card number

Cardholder's name

Cardholder's signature

Expiry date

/

Month

Year

Amount

\$

Direct credit

Please make payment to the following account and include your legal name as reference

ASB Bank New Zealand Limited

Account name: Whitireia Community Polytechnic

Account number: 12-3244-0004001-00

Company or employer

**!** Attach a letter of authority from the company or your employer. If this is not supplied, the invoice will be in your name. If the company or your employer does not pay your fees, you will be liable for any fees due.

Work and Income

### 5. Citizenship details

Please indicate your citizenship or permanent resident status.

**Tick only one box**

New Zealand citizen

NZ permanent resident

Australian citizen

Other

If other, please specify



You must produce your New Zealand or Australian Birth Certificate or Passport, or International Passport with Permanent Residence Visa to verify your residency status. Verified copies of original documents are acceptable.

### 6. Ethnicity

Which ethnic group/s do you belong to? **Tick up to three boxes**

111 NZ European/Pakeha

341 Niue

211 NZ Māori

351 Tokelauan

If you identify as NZ Māori, please indicate your Iwi. List up to three.

361 Fijian

371 Other Pacific Peoples

411 Filipino

412 Cambodian

121 British/Irish

413 Vietnamese

122 Dutch

414 Other Southeast Asian

123 Greek

421 Chinese

124 Polish

431 Indian

125 South Slav

441 Sri Lankan

126 Italian

442 Japanese

127 German

443 Korean

128 Australian

444 Other Asian

129 Other European

511 Middle Eastern

311 Samoan

521 Latin American

321 Cook Islands Māori

531 African

331 Tongan

611 Other

If you selected Other European, Other Pacific Peoples, Other Southeast Asian, Other Asian or Other, please specify

Is English your first language?  Yes  No

## 7. Secondary education

What was the name of the last secondary school you attended? State overseas if applicable

What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? **Tick only one box**

**!** This may be an 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 how many credits you have.

- <sup>00</sup> No formal secondary qualification
- <sup>11</sup> 14 or more credits at any level
- <sup>12</sup> NCEA Level 1 or School Certificate
- <sup>13</sup> NCEA Level 2 or 6th Form Certificate
- <sup>14</sup> University Entrance
- <sup>15</sup> NCEA Level 3, Bursary or Scholarship
- <sup>09</sup> Overseas qualification (includes International Baccalaureate & Cambridge Exams)
- <sup>98</sup> Other
- <sup>99</sup> Not known

In what year did you attain this qualification?

## 8. Tertiary education

Will this be the first time you have enrolled in a tertiary institution since leaving secondary school?

- Yes  No

**!** Tertiary institutions include University, Polytechnic, College of Education, Private Training Establishment, or Wānanga, either in New Zealand or overseas. Do not include enrolments in STAR, community or hobby classes.

If no, what was the year of your first enrolment?

What was the name of the tertiary institution at which you studied?

What is the highest academic qualification you hold from a tertiary institution, e.g. certificate, diploma, degree?

## 9. Prior activity

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

- <sup>01</sup> Secondary school student
- <sup>02</sup> Non-employed or beneficiary
- <sup>03</sup> Wage or salary worker
- <sup>04</sup> Self-employed
- <sup>05</sup> University student
- <sup>06</sup> Polytechnic/Institute of Technology student
- <sup>07</sup> College of Education student
- <sup>08</sup> House person or retired
- <sup>09</sup> Overseas (irrespective of occupation)
- <sup>11</sup> Private Training Establishment student
- <sup>12</sup> Wānanga student

## 10. Disability details

This information is confidential. It is used for statistical purposes and to help us understand your requirements.

Do you have a disability, injury, illness or learning difficulty?

- Yes  No

If yes, please describe your condition/disability

  
  

Would you like someone to contact you to discuss your requirements?

- Yes  No

## 11. Emergency contact details

Who should we contact in case of emergency?

Name

Telephone

Mobile

Relationship

## 12. Marketing information

What do you think of Whitireia advertisements and brochures?

## 13. Declaration

### Fees

In signing this Application to Enrol form, I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Whitireia policy on withdrawal and refund of fees may be obtained from the Information and Enrolment Centre.

### Rules

In signing this Application to Enrol form, I undertake to comply with the published rules and policies of Whitireia, which may be obtained from the Information and Enrolment Centre.

### Declaration

I declare that, to the best of my knowledge, all the information supplied on and with this enrolment form is true and correct. I agree to abide by the conditions and I consent to the disclosure of personal information as described below. I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my identity, and paid all the relevant fees and charges in accordance with the Whitireia terms and conditions of enrolment.

### Signature

### Date

Day

Month

Year

### Signature of Parent/Guardian (if applicant is less than 18 years old)

### Date

Day

Month

Year

## 14. Checklist

To ensure we are able to process your application, have you:

- Completed **all** required sections of this form?
- Attached **all** necessary documentation to confirm your citizenship and identity?\*
- Signed the declaration (Section 13)?
- Attached any required entry documentation, e.g. CV or academic transcript?



\*Verified copies of original documents are acceptable. A verified copy is a photocopy of the original document, which has been signed by a solicitor, Justice of the Peace (JP) or kaumatua as being a true copy of the original. If you are applying to enrol in person, original documents will be photocopied and returned to you.

Return your completed form to:

**Information & Enrolment Centre**  
**Whitireia New Zealand**  
**Wineera Drive**  
**Private Bag 50910**  
**PORIRUA CITY 5240**

### What happens next?

We will process your application and send you a confirmation letter

**Disclaimer:** Whitireia reserves the right to cancel or postpone any of the courses and/or programmes and shall not be liable for any claim other than the proportion of course/programme fees which the cancelled portion bears. Some courses and programmes may be dependent upon formal approval, Ministry of Education funding allocation and number of enrolments.

**Privacy Information:** Whitireia collects and stores information from this form to comply with government statutes and regulations. It may also be used to select students for qualifications and for internal reporting. Information may be sought from other educational organisations for the purpose of verifying academic records.

When required by law, we will release information to government agencies as directed. Information may be disclosed to other agencies, such as the Ministry of Education, Audit New Zealand, New Zealand Qualifications Authority, Skill New Zealand, Industry Training Organisations, industry licensing and registration bodies, other tertiary institutions and providers of work experience, where applicable. Whitireia publishes lists of graduates.

In signing this form, you authorise such disclosure. Whitireia observes the general conditions governing the release of information. You may see information about you and amend any errors.

>> 0800 944 847  
>> [www.whitireia.ac.nz](http://www.whitireia.ac.nz)  
>> [info@whitireia.ac.nz](mailto:info@whitireia.ac.nz)

