



AUT
UNIVERSITY

APPLICATION GUIDE

APPLICATION FOR ENROLMENT GUIDE

2008



WELCOME TO AUT UNIVERSITY...

Thank you for taking the time to read this application guide. This publication will outline all the information you need to know when applying to study at AUT University. Please refer to this guide when you are completing the accompanying Application for Enrolment Form for 2008.

We understand that applying to a university, especially if it's your first time doing so, may be a daunting or new experience.

Don't worry. If you need help at any stage during the application process, please contact the Student Information Centre. Our friendly staff will be happy to help you through this process and can provide information and advice on all aspects of enrolment and admission.

We also have Student Advisors who can help guide you through the application process. If you are a Māori, Pasifika or disabled applicant, we have specialist staff who can help you with all you need to know. Contact our Student Information Centre (details on page 2) if you want to know more.

And finally, thank you for choosing to apply at AUT. We hope your application is successful and look forward to seeing you on campus.

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The information in this publication is correct at the time of printing. The University reserves the right to make alterations to the information contained in this publication without prior notice. Information is subject to change. Please check the website. Where the information contained in this guide conflicts with that of the AUT Academic Calendar, the Academic Calendar information will take precedence over this guide information at all times. A copy of the Academic Calendar can be accessed via the following website: www.aut.ac.nz/students/student_services/policies/

GETTING STARTED

NEED HELP COMPLETING THE FORM

If you need help or assistance in completing the Application for Enrolment form, please contact the Student Information Centre. Our friendly staff will be able to assist you through the application process and help answer any queries you may have.

STUDENT INFORMATION CENTRE

LOCATION	PHONE	EMAIL
WA Atrium AG Level 1	(09) 921 9779	studentinfo@aut.ac.nz

Web: www.aut.ac.nz/student_services

City Campus

Level 2 (ground entry), WA Building
55 Wellesley Street East, Central City, Auckland

OPENING HOURS

Monday–Friday, 8.00am–5.00pm
Opening hours are extended during February and July.

North Shore Campus

Ground level, AG Building
90 Akoranga Drive, Northcote, North Shore City

OPENING HOURS

Monday–Friday, 8.00am–4.30pm

WHO SHOULD COMPLETE THIS FORM?

If you are a domestic applicant who is applying to study at AUT University for the first time at any level of qualification, then you should complete this form.

International applicants, current or returning AUT students, past applicants and applications for interest/compact courses will need to fill out a different form. For more information and to obtain these forms, please contact the Student Information Centre (details above).

COURSE AND PROGRAMME INFORMATION

COURSE INFORMATION CENTRE

If you require any information regarding course selection, programmes or study options at AUT University, the best place to start is the Course Information Centre. Staff can provide you with information on our programmes offered and what is right for you.

For friendly helpful information on the programmes available, please contact:

LOCATION	PHONE	EMAIL
WH Level 1 AG Level 1	0800 AUT UNI	courseinfo@aut.ac.nz

PROGRAMME GUIDES, PROSPECTUS AND WEBSITE

Another good place to find information is by reading the AUT Prospectus and Programme Guides. These can be accessed by contacting the Course Information Centre above, or checking out our website: www.aut.ac.nz.

AUT FACULTY STAFF

Talking with AUT staff within the faculties is also another way to find out more detailed information about a particular programme. Information on how to access the appropriate staff can be found by contacting the Course Information Centre (details above) or by checking out the website: www.aut.ac.nz.

SCHOOL CAREERS ADVISORS

If you are a school leaver, you may wish to contact your school careers advisor for information and advice.

APPLY ONLINE

<http://arion.aut.ac.nz>

Did you know you can apply online
using one quick, easy-to-use site?

Save time and paperwork
Don't delay, apply now!

<http://arion.aut.ac.nz>



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CHOOSING THE RIGHT PROGRAMME

Choosing the right programme is the most important step in the application process and we realise it can be a very difficult decision to make. We understand that not everyone chooses the right programme first time, so we have a range of services to help those applicants who are worried about their programme choice.

If you're unsure what programme to apply for, you can make an appointment at The Career Centre at AUT. Our trained and qualified career counsellors will be able to help you through any career or programme decisions you need to make.

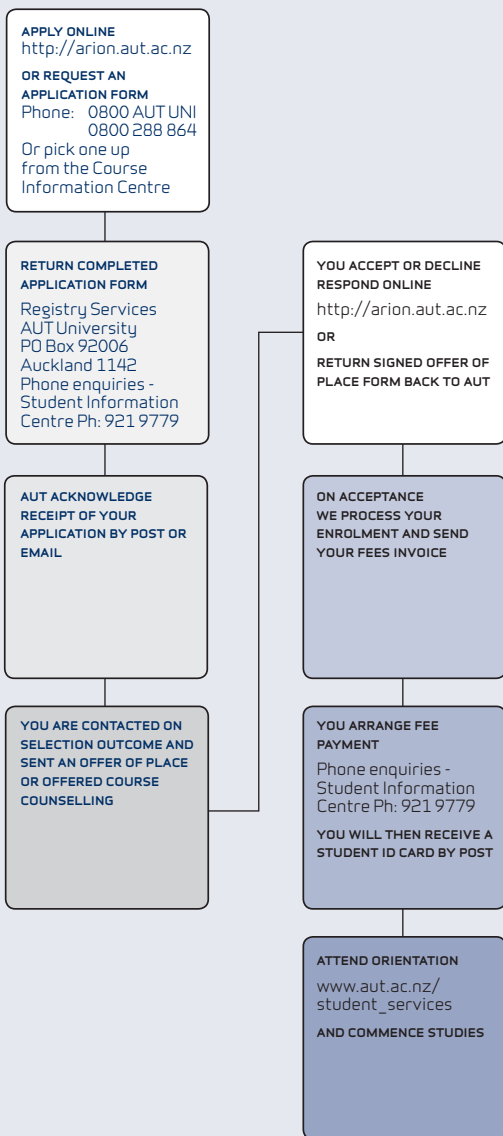
Whatever your decision, AUT University will help you through the process, and we have a range of excellent programmes available to suit your needs.

To contact a Career Counsellor please see below:

THE CAREER CENTRE

LOCATION	PHONE	EMAIL
WB Level 1 AS Level 2	(09) 921 9899	career[at]aut.ac.nz

THE APPLICATION PROCESS



GLOSSARY AND TERMS

Undergraduate	A level of study at certificate, diploma, graduate certificate, graduate diploma or three-year bachelors degree level.
Postgraduate	Advanced level of study at postgraduate certificate, postgraduate diploma, bachelors degree with honours, masters or doctoral level, or papers above Level 7.
Honours	Awarded for advanced or distinguished study in some degree qualifications.
Arion	AUT's student database website where you can apply online, check your enrolment progress, accept the offer of place and pay fees .
Programme	The name of your overall qualification, e.g. Bachelor of Communication Studies
Programme code	A code found in Programme Guides or on the AUT website (e.g. AK3303).
Application for Enrolment	A form that students complete (paper or online) to apply to study at AUT.
Certification of Documents	The process of validating photocopies of certain documents as true and genuine documents to support your application. This is an important step - see page 11 of this publication.
Semester	A standard term of the academic year, normally 15 weeks in duration.
IELTS	International English Language Testing system which has both an academic and a general version. The academic version may be required for applicants whose first language is not English, Māori or New Zealand Sign Language.
Certificate of Proficiency	When a student enrolls in a single paper without crediting this to a specific qualification at the time of application, however credit to a specific qualification may be awarded at a later date.
Certificate of Personal interest/ Compact course	When a student enrolls in a single paper for personal interest and is not subject to the assessment regulations for that paper and no academic credit is granted.
Domestic applicant	NZ or Australian Citizens, Permanent Residents, or applicants under Refugee status (English Language courses only).

COMPLETING THE FORM

A STEP-BY-STEP GUIDE

By now you will have all the information you need. This section is a step-by-step guide to filling out the Application for Enrolment form.

Some of the information collected in this form is required by the Ministry of Education and other authorised agencies as part of your enrolment. It is therefore vital that you complete all sections unless otherwise stated in the form.

SECTION ONE PERSONAL DETAILS

This information relates to section one and questions 1.1 to 1.7 of the Application For Enrolment form.

1.1 Title

Indicate your title by ticking the appropriate box or writing your title in the box marked 'other'.

1.2-1.3 Names

Print your legal first name(s) and family name in the space provided. AUT University is obliged to record your legal name under Government requirements. Your legal name will be printed on your official AUT University transcript and parchment, and must match the documents you supply in section three.

1.4 Preferred first name

If you like to be called a name other than your legal first name (e.g. Nic instead of Nicholas) write that name here. This name will be used during day-to-day communication with your lecturers and teaching staff however this name will not appear on your official transcript or parchment when you graduate.

1.5-1.6 Date of birth and gender

Please indicate your date of birth (dd/mm/yy) and your gender (M - male, F - female).

1.7 NSN or NZQA number

The National Student Index (NSI) is a system maintained by Ministry of Education containing registration details for all learners known to the Ministry. Each learner is given a life-long NSN (National Student Number). The same number is used on a learners NZQA (NZ Qualification Authority) Record of Learning.

SECTION TWO CONTACT DETAILS

This information relates to section two and questions 2.1 to 2.20 of the Application For Enrolment form.

It is really important that this section is kept up-to-date throughout the application process. If you do change address, please notify us as soon as possible.

This can be done in the following ways:

In person	Visit the Student Information Centre or faculty
By phone	(09) 921 9779
Online	http://arion.aut.ac.nz and use your login and password

2.1- 2.5 Permanent/home address

Please write your permanent/home address in this section. If this is your main postal address (where you want us to send information to) please tick the box provided. *Please note: you may only tick one preference for postal address.*

2.6- 2.10 Address while studying

Please write your address while studying if this address is different to that above. Leave these sections blank if your address is not different to what you have put above. If this is your main postal address (where you want us to send information to) please tick the box provided. *Please note: you may only tick one preference for postal address.*

2.11-2.15 Contact details

Please write your main contact details in this section.

2.16 Email address

Please use your most permanent email address.

2.17-2.20 Emergency contact

In cases of emergency we may be required to contact someone. Please state your emergency contact in this section, and your relationship to them (e.g. parent, caregiver, close family friend).

SECTION THREE CITIZENSHIP

This information relates to section three of the Application For Enrolment form.

You are eligible to study at AUT University as a domestic student if you are:

- A New Zealand Citizen or Permanent Resident
- An Australian Citizen or Permanent Resident
- Applying under Refugee status (English Language courses only).

In order to confirm your eligibility to study at AUT University, we require by law certain documentation. This is very important and must be done in order to process your application. You will need to supply a **certified copy** of one of the following documents listed in the Application for Enrolment form and below. Please do not send originals.

3.1 Proof of eligibility

Please tick **one** box from A, B, C or D, and supply **one** of the following certified documents:

If you are a New Zealand Citizen (A):

- New Zealand birth certificate
- New Zealand passport
- Certificate of New Zealand Citizenship or letter of confirmation
- A statement of Whakapapa, stating your full name, date of birth and countersigned by a Kaumātua or notable member of the Māori community
- Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau.

If you are a New Zealand Permanent Resident (B):

- Passport with New Zealand permanent residence stamp. You will also need to write your country of citizenship in the space provided.

If you are an Australian Citizen/Permanent Resident (C):

- Australian birth certificate
- Australian passport
- Passport with an Australian permanent residence stamp.

If you are applying under Refugee status (D):

- Document from New Zealand Immigration Services as evidence of your application for refugee status. Please note: If you are applying under refugee status, you are only eligible to apply for English Language courses.

CERTIFYING YOUR DOCUMENTS

Legal Certification (proof that a photocopy is a true copy of the original document) must be completed and is very important. We cannot process your application if the required documents have not been certified.

Step One

Bring the original document and a photocopy to AUT University and show it to either the Student Information Centre staff or faculty administration staff. The staff member will stamp and sign the copy as being a true and accurate copy.

Or...

Take the original document and a photocopy of it to:

- School Principal or School Careers Advisor
- Justice of the Peace
- Notary Public
- Member of Parliament
- Registrar, or Deputy Registrar of the courts
- Barrister or Solicitor
- Minister of Religion

Step Two

Ensure the above person stamps and signs the photocopied document as being a true and accurate copy of the original.

Step Three

Send the photocopied, stamped and signed document along with your application form.

*All documents must be certified.
If you do not do this you cannot be enrolled.
Please do not send originals.*

Name changes

If your name is different from that which is stated on your birth certificate or passport provided, you must also provide evidence of the legal name change (e.g. a certified copy of a marriage certificate or statutory declaration).

SECTION FOUR UNDERGRADUATE PROGRAMME SELECTION

This information relates to section four and questions 4.1 to 4.2 of the Application For Enrolment form.

Please fill out section four if you are applying for an **undergraduate qualification only**. This includes:

- Certificates
- Diplomas
- Bachelors degrees
- Graduate certificates
- Graduate diplomas

If you are applying for a postgraduate qualification or certificate of proficiency/individual papers, please do not complete question 4.1.

4.1 Programme Selection

This is the section where you indicate to us which undergraduate programme you wish to apply for at AUT University. You can put down up to four choices of programmes, starting with your first choice/preference.

You will need to supply the following information:

- Name of programme (e.g. Bachelor of Communication Studies)
- Major (leave blank if unsure or none specified)
- Programme code (e.g. AK3303)
- Your intended start date (e.g. Feb 2008 or July 2008)

Information on the above can be found here:

- Online – www.aut.ac.nz
- AUT University Prospectus
- Programme Guides
- Arion website - <http://arion.aut.ac.nz>

Please answer question 4.2 if you are applying for a Certificate of Proficiency or applying for individual papers only (rather than a programme or qualification).

4.2 Certificate of Proficiency or individual paper selection

A Certificate of Proficiency is when a student enrolls in a single paper without crediting this to a specific qualification at the time of application.

Please indicate which paper(s) you wish to apply for by writing the area of study and the paper code in the space provided (e.g. 'Health', 'Art and Design' or 'Business'). To find paper codes, please visit the website or check the Programme Guides. Please also indicate when you intend to start the paper.

SECTION FIVE POSTGRADUATE PROGRAMME SELECTION

This information relates to section five of the Application For Enrolment form.

Please complete section five if you are applying for a **postgraduate qualification only**. This includes:

- Postgraduate certificates
- Postgraduate diplomas
- Bachelors degree with honours
- Masters
- Doctoral

If you are applying for an undergraduate qualification or Certificate of Proficiency/individual papers, please do not complete section five.

5.1 Programme Selection

This is the section where you indicate to us which postgraduate programme you wish to apply for at AUT University. You can put down two choices of programmes, starting with your first choice/preference.

You will need to supply the following information:

- Name of programme (e.g. Master of Arts)
- Major, school or faculty
(leave blank if unsure or none specified)
- Programme code (e.g. AK3303)
- Your intended start date (e.g. Feb 2008 or July 2008)

Information on the above can be found here:

- Online – www.aut.ac.nz
- AUT University Prospectus
- Programme Guides
- Arion website

Once you have completed all questions in section five, please go to section six.

SECTION SIX DETAILS OF STUDY

This information relates to section six and questions 6.1 to 6.4 of the Application For Enrolment form.

6.1 Full or part time status

Depending on what programme you are applying for, you may be able to choose whether you study as a full time or part time student. Please note: this is dependent on what programme you are applying for. To find out if the programme you are applying for is offered part time, full time or both, please read the AUT Prospectus or Programme Guides, or by checking the website: www.aut.ac.nz.

6.2 Campus of study

Please indicate which campus you wish to study at where there is a choice only (as indicated in the AUT Prospectus or Programme Guides). The campus of study depends on which programme you are applying for. If the programme is offered by Distance Education (as indicated in the AUT Prospectus or Programme Guides), please tick the box "Distance".

6.3 Te Reo Māori

If you would like to present assessment or assignment responses in Te Reo Māori o Aotearoa, please tick YES.

6.4 Expected date of completion

Please write the year in which you expect to be completing the programme you are applying for in order to graduate with your qualification. This will be different depending on the length of the programme and whether you are studying full-time or part-time. Please write the expected date of your first preference of programme only.

Undergraduate and individual paper applicants: Once you have answered all questions in section six, please go to section seven.

Postgraduate applicants: Once you have answered all questions in section six, please go to section eight.

SECTION SEVEN UNIVERSITY ENTRY REQUIREMENTS

This information relates to section seven of the Application For Enrolment form.

Please answer section seven if you are applying for one of the following qualification types only:

- Bachelors degree
- Graduate certificate
- Graduate diploma

7.1 University entry requirements

For all undergraduate degree, graduate certificate and graduate diploma programmes, applicants must meet requirements for entrance into a New Zealand University as well as specific programme requirements. Information on entry requirements is found on the next page of this publication.

Please tick the category that you are wanting to apply for. If you are currently studying at secondary school and are waiting on results, still tick the box for the assessment type you are sitting.

Please see over for more information on entry requirements.



ENTRY CRITERIA

Application for admission to a NZ University can be made under one of the following categories:

NCEA Level 3 (National Certificate of Educational Achievement)

42 credits at Level 3 or higher on the NQF*, including **14 credits at level 3 or higher** in each of two subjects from the approved subject list; a further **14 credits at level 3** or higher taken from no more than two additional domains on the NQF or approved subjects.

14 credits at Level 1 or higher in Mathematics or Pangarau on NQF.

8 credits at Level 2 or higher in English or Te Reo Māori:

4 credits must be in Reading and 4 credits must be in Writing.

These literacy credits are to be selected from a schedule of approved achievement standards and unit standards.

Bursary entrance

If you hold one of the following:

- An A or B Bursary
- 3 C passes in Bursary and Higher School Certificate
- Higher School Certificate and a minimum of 13 credits in three different subjects at Level 3 or above on the NQF
- University Entrance (UE) prior to 1986
- 4 D passes or better in Bursary prior to 1993

Admission at entrance level

You may apply for admission at entrance level for undergraduate degree programmes if you have one of the following:

- Recognised study at Level 3 or above or equivalent at a tertiary provider - the successful completion of either 120 points of study at Level 3 or 60 points with a B grade average in a course of study at Level 4 or above, or
- Appropriate qualification from an overseas institution deemed sufficient for entry requirements, or
- Successful completion of a foundation programme approved by New Zealand universities for admission into undergraduate degree programmes.

Cambridge International Examination (CIE) or International Baccalaureate (IB)

You may apply for admission at entrance level for undergraduate degree programmes if you have met the minimum University Entrance (UE) requirements under the Cambridge International Examinations (CIE) or International Baccalaureate (IB).

More information can be found by accessing the following web page: www.aut.ac.nz/resources/about/calendar/

*NQF = National Qualifications Framework

Special Admission

If you do not hold a University Entrance qualification, but you are a New Zealand Citizen or Permanent Resident, and have attained the age of 20 years on or before the first day of the semester in which the programme commences, you may apply for Special Admission. If you satisfy the requirements above but are under 20 years of age, you may, in exceptional circumstances, apply for Special Admission.

In assessing whether to grant Special Admission in exceptional cases, the primary focus will be an applicant's level of preparedness for university study.

Discretionary Entrance – NCEA

If you do not hold a University Entrance qualification, but you are a New Zealand Citizen or Permanent Resident you may apply to be granted Discretionary Entrance if you:

- Have attained the age of 16 years and are under 20 years on the first day of the semester in which the programme is offered.
- Have by the end of Year 12 completed four subjects at Level 2 of the NCEA, each with a minimum of 14 credits and a grade average of 60. The four subjects should include at least three from the approved list and no more than one that may combine credits from no more than two subjects from the approved list, or domains on the NQF* and
- Have met the literacy and numeracy standards required for University Entrance, or their equivalents and
- Have not completed Year 13 at a New Zealand secondary school, or
- Have undertaken study in Year 13 at a New Zealand secondary school, but have not attempted to qualify for University Entrance.

If you apply for admission under Discretionary Entrance you will need to complete a Discretionary Entrance Application and pay a non-refundable assessment fee. We will send you this form once your university Application For Enrolment form has been received.

Please note: University Entrance does not guarantee admission to a specific programme of study. For more information on specific programme requirements please see the AUT Prospectus and Programme Guides.

SECTION EIGHT PREVIOUS EDUCATION

This information relates to section eight and questions 8.1 to 8.10 of the Application For Enrolment form.

8.1 Secondary school information

Please list up to three secondary schools you attended while in New Zealand or overseas, and the start and finish dates in the table provided.

8.2 Please indicate if you have attended a secondary school in the past 10 years by ticking the appropriate box. If you have not attended a secondary school in the past ten years please go to question 8.5. If you have, please move to question 8.3.

8.3 If you are currently at school and waiting for any final academic results such as NCEA Level 3, please tick YES.

8.4 Official school results

Please supply a certified copy of your official school results if you have attended secondary school within the past 10 years. If you have a tertiary transcript or are applying under Special Admission you do not need to supply your official school results.

Information on how to certify this document can be found on page 11 of this publication.

If you are a school leaver or still at school and waiting for your results, please attach a copy of your most recent school report.

8.5 Highest secondary school level of achievement

This question asks you to state the **highest** level of achievement you have received from a secondary school in New Zealand or overseas. Please tick ONE box only. If your highest level of achievement is not listed, please write it in the box provided under "Other". If you do not know your highest level of achievement, please write 'don't know' in the box provided at "Other".

8.6 Tertiary education

We require all students to state which tertiary education providers you have attended. A tertiary provider can include any one of the following:

- University
- Polytechnic
- College of Education
- Technical Institute
- Wānanga

8.7 Please list all tertiary institutions you have attended while in New Zealand or overseas. You must also include the year in which you started and finished, the programme or qualification you attempted and indicate Y= yes or N=no depending on whether you successfully completed the qualification.

8.8 Please write down the first year (YYYY) that you were ever enrolled in a tertiary institution in the space provided. This is important and must be completed.

8.9 Please indicate the highest qualification you hold at a tertiary institution. If you did not complete your studies or did not finish, please tick "no tertiary qualification".

8.10 Academic transcript

Please supply a certified copy of all of your academic results gained while studying at a tertiary institution.

SECTION NINE

WORK /RELEVANT EXPERIENCE

This information relates to section nine and questions 9.1 and 9.2 of the Application For Enrolment form.

Providing details of employment and other relevant experience can assist AUT to evaluate your application quickly.

9.1 Work and relevant experience

If you have completed any work or relevant experience that may support your enrolment, please mark it in the space provided. You will need to include:

- Name of employer
- Dates you worked there
- Your position or nature of the work (e.g. customer services, administration, volunteer work)

Please note: Some programmes will require evidence of work experience.

9.2 Relevant course and workshop experience

If you have completed any relevant workshops, courses or seminars that may support your enrolment, please state it in the space provided.

SECTION TEN ETHNICITY AND LANGUAGE

This information relates to section ten and questions 10.1 to 10.7 of the Application For Enrolment form.

We are required by the Ministry of Education to gather information on applicants' ethnicity. Ethnicity is described in the Collins Dictionary as "relating to or characteristic of a human group having racial, religious, linguistic, and certain other traits in common".

10.1 Ethnicity

Please indicate the ethnic group(s) you most closely associate with. You may tick up to three choices.

- 10.2 If you are of Māori descent, please state the name of your Iwi. You may enter more than one Iwi. If you do not know your Iwi, please write 'Don't know'.

10.3 Language

If your first language is English, Māori or New Zealand Sign Language (NZSL), please tick YES and go to section eleven as you do not have to complete the rest of this section.

10.4 If you answered NO to question 10.3, please state your first language in the space provided.

10.5 If you have gained a qualification taught in English from a secondary school or tertiary institution, please tick YES and go to section eleven.

10.6 If you answered NO to all of the questions above and if your first language is not English, Māori or NZSL you will need to provide proof of an accepted English Language test. It is important for us to assess a student's level of English so that a student can succeed in their chosen programme.

The test we prefer is the International English Language Test System (IELTS) Academic test, and our English language requirements for all programmes are stated in terms of IELTS. IELTS scores appear in the form 1, 1.5, 2, 2.5, etc. up to 9, and a separate score is given for the four skills of listening, speaking, reading and writing.

IELTS and TOEFL test results are valid for two years from examination date only.

There are several testing centres in Auckland. Please refer to www.ielts.org for a list of testing centres.

You can check with your teaching department for further details.

- TOEFL and Cambridge are accepted by some departments at AUT University.
- Students who do not meet the English language requirements, or still need extra practice, may be required to attend suitable English courses before commencing their programme of study.

10.7 **If you have completed one of the above tests you must attach a certified copy of your results. Note: this is not required if you are applying for an English Language programme.**

SECTION ELEVEN STATISTICAL INFORMATION

This information relates to section eleven and questions 11.1 to 11.2 of the Application For Enrolment form.

We are required by the Ministry of Education to provide certain statistical information on applicants.

11.1 Your main activity

Please indicate which best describes what you were doing on the 1st October 2007. If you are completing the form before this date, please anticipate what you intend to be doing on this date.

11.2 Why did you choose AUT University?

Please indicate the main reason that you decided to apply to study at AUT University. If you are unsure, write "don't know" in the box marked "other". Please tick one box only.

SECTION TWELVE IRD NUMBER

This information relates to section twelve of the Application For Enrolment form.

12.1 IRD Number

If you have a current student loan, or are going to apply for a student loan through StudyLink, please provide your IRD number. This will help StudyLink to process any loan applications faster.

SECTION THIRTEEN

DISABLED STUDENTS AND DEAF STUDENTS

This information relates to section thirteen and questions 13.1 to 13.2 of the Application For Enrolment form.

This section is not compulsory, however information provided will help us to improve our services.

13.1 Please indicate if you live with the effects of long term illness, significant injury or disability. If you answer NO to this question, please go to section fourteen.

13.2 Please answer this question by ticking the appropriate box. A description of each of the boxes is listed below:

Deaf	People who self-identify as Deaf. These are usually people who use NZSL.
Hearing impairment	Any degree of hearing loss. Usually students who do not use NZSL.
Blind	People who self-identify as blind.
Vision impairment	People who self-identify as vision impaired.
Specific learning disability	Includes for example: dyslexia (impaired reading abilities), dysgraphia (impaired writing abilities), dyscalculia (impaired mathematical abilities) and all other Specific Learning Disabilities.
Medical	Includes for example: Asthma, Chronic Fatigue Syndrome, Diabetes, Epilepsy, Multiple Sclerosis, Neurological and all other medical impairments.
Head injury	People who have experienced head injury involving loss of consciousness, such as traumatic brain injury or acquired brain injury.
Mental health	Psychological or psychiatric impairments.
Mobility / physical	People with physical and/or mobility impairments.
Speech impairment	Includes speech impairments and speech disorders.
Temporary impairment	Includes temporary impairment or injury that is expected to last less than 6 months.

Disability Resource Service

If you need additional resources or support (e.g. NZ Sign Language interpreter, notetaker, personal assistance, exam accommodations) it is essential that you make contact with the Disability Resource Service as soon as possible and before you commence your studies.

The Disability Resource Service provides proactive, individualised support for disabled and Deaf students, working to minimise or eliminate barriers to their learning.

DISABILITY RESOURCE SERVICE

LOCATION	PHONE	EMAIL
WB119 AS Level 2	(09) 921 9999 ext 8262	disability@aut.ac.nz
Fax:	(09) 921 9849	

SECTION FOURTEEN SCHOLARSHIPS

This information relates to section fourteen and questions 14.1 and 14.3 of the Application For Enrolment form.

14.1 Intending to apply for a scholarship

If you are thinking about, or intending to apply for a scholarship for the programme you are applying for, please tick YES and write the name of the scholarship in the box provided at question 14.3.

14.2 If you are already the recipient of a scholarship, either an AUT University scholarship, or an external scholarship, please tick YES and write the name of the scholarship in the box provided at question 14.3.

SECTION FIFTEEN FEES POLICY

This information relates to section fifteen of the Application For Enrolment form

You will need to read and clearly understand all points in section fifteen. Please take the time to read this information as it relates to the fees policy.

All other policies regarding AUT's enrolment can be accessed via our website at www.aut.ac.nz/students/student_services/policies/. If you would like to go over these or are unsure of any policy, please contact our Student Information Centre on (09) 921 9779. We will be happy to answer any questions you may have.

SECTION SIXTEEN STUDENT DECLARATION

This information relates to section sixteen of the Application For Enrolment form.

All students MUST read the following points before signing

You must ensure that you sign and date the form under section sixteen. We cannot accept photocopied or faxed signatures.

Once you have read and signed the form, you must tick the boxes in the student checklist and double-check that you have included all the required documentation. Have you...

- Read this application guide
- Filled out all sections of the form
- Attached certified copies of documents where indicated in the form
- Attached a passport-sized photograph
- Attached academic results
- Signed and dated the application form.

OTHER USEFUL INFORMATION

WHAT HAPPENS NOW

Once you have completed the application form and this has been received by Registry Services, you will be sent a letter acknowledging your application. You will be contacted by us if further information is required.

INTERVIEWS OR ADDITIONAL INFORMATION

Depending on the faculty and programme you have applied for, you may also need to supply additional information (portfolio, curriculum vitae) or attend an interview. You will be contacted by the University if this is the case.

WHAT CAN DELAY AN APPLICATION

There are several things that may delay your application:

- Incomplete application form received
- The application form is not signed or dated
- Required documentation has not been supplied
- Required documentation has not been certified
- Waiting on academic transcript/results

OFFER OF PLACE

If your application is successful you will receive an Offer of Place (OOP) letter. It is important to respond to this letter, as offers of place have an expiry date.

You can accept an Offer of Place online at <http://arion.aut.ac.nz>. Alternatively you can sign, date and return the Offer of Place you receive via post. It is important that you return this by the specified date, otherwise you may lose your place on the programme. You may also receive a Conditional Offer of Place that will state conditions which need to be met before a formal Offer of Place can be issued.

FEE INFORMATION

By signing and returning the Offer of Place (post or online) you are formally accepted into a programme of study and therefore liable for the associated fees.

STUDYLINK

Now is a good time to start making arrangements for the payments of your fees. If you are choosing to pay by Student Loan, please contact StudyLink at www.studylink.govt.nz for further information. It is best to initiate this process as soon as you can as it is time consuming and can add considerable stress to the start of the semester.

If you are intending to apply for a Student Loan please remember to provide your IRD details in section twelve of the Application For Enrolment form.

RECOGNITION OF PRIOR LEARNING (RPL)

You may apply for recognition of both Formal and Non-formal Prior Learning. Formal prior learning is defined as study undertaken either within the University or at another institution prior to admission to a programme. Non-formal learning is previously acquired learning based on life experience, work experience, on-the-job training, or teaching yourself.

For further explanation see the Academic Calendar, General Academic Regulations, Part 4 - <http://www.aut.ac.nz/resources/about/calendar/autcalendar20070208-web1.pdf>

You are able to apply for RPL to many of AUT's programmes. If the programme you are applying for accepts applications for RPL, an application form will be sent with the offer of place.

PASSPORT PHOTOGRAPHS

You will need to staple a passport-sized photograph to the top right hand corner of the application form. The photos must be:

- A recent photo less than six months old
- A full-frontal view of face, head and shoulders, looking straight at the camera with eyes open and head straight
- A true image and not altered in any way
- Clear, sharp and in focus with minimum reflective light on the face
- A plain, light coloured background (not white or dark) and no background shadow
- Printed on high quality photographic paper of high resolution
- Actual photo size of 45mm height x 35mm width
- Head size a maximum 80% of the photo (36mm) and minimum 70% of the photo (32mm)

FEES AND FINANCE

PAYMENT DATE

This is printed on your fees invoice. Fees must be paid in full by 4.30pm on the date specified on the fees invoice.

Students who do not pay in full by the due date risk losing their place in class and a late payment fee of \$100 being charged. Students who attend class without having paid should contact the Student Information Centre immediately.

TYPES OF PAYMENT ACCEPTED

AUT University will accept payment by any of the following methods;

- Cash/EFTPOS
- Cheque - With name, student ID number, address and programme of study written on reverse.
- Major credit cards - Visa, MasterCard and American Express
- Student loan scheme
- Company guarantee

Note: Cashiers are unable to accept cash after 3.30pm

STUDENT LOANS

A Student Loan Application Form, available from StudyLink will need to be completed and returned well in advance of the payment due date as detailed on your fees invoice.

COMPANY GUARANTEE

A letter or official order form from an acceptable agency or employer guaranteeing payment of fees will need to be attached to your fees statement/tax invoice and sent to Admissions, Registry Services, AUT University, Private Bag 92006, Auckland 1142.



FEES GUIDE

At the time of printing, the 2008 fees had not been set. As a guide the fees for 2007 are listed below:

DOMESTIC UNDERGRADUATE AND PRE DEGREE	COST
TUITION FEE	\$4185.00 GST INCLUDED
AUSM FEE	\$94.00 GST INCLUDED

DOMESTIC POSTGRADUATE PROGRAMMES*	COST
TUITION FEE	\$4793.00 GST INCLUDED
AUSM FEE	\$94.00 GST INCLUDED

NOTES

Fees are per equivalent full-time student (EFTS). This means that a full-time student completing 120 points would pay the fee quoted above. The amount of fees a student will pay is directly proportional to how many papers they are enrolled in (EFTS weighting). Some programmes also have additional fees. You should contact your Faculty or Programme administrator for details. Fees are subject to change.

* Does not include Master Business Administration (MBA), Doctor Business Administration, Doctor Accounting, Master of Construction Management.

MISCELLANEOUS CHARGES

TYPE	COST
PROVISIONAL/DISCRETIONARY ENTRANCE ASSESSMENT FEE	\$50.00
REPLACEMENT ID CARD	\$20.00
DISHONOURD CHEQUE REINSTATEMENT CHARGE	\$100.00
LATE PAYMENT PENALTY CHARGE	\$100.00
REPLACEMENT COPIES OF ACADEMIC TRANSCRIPT	\$20.00
LATE ENROLMENT FEE	\$100.00

APPLICATION FOR ACADEMIC CREDIT CHARGES

TYPE	COST
RECOGNITION FORMAL PRIOR LEARNING CREDIT FROM AUT UNIVERSITY	NIL
RECOGNITION OF FORMAL PRIOR LEARNING CREDIT FROM ANOTHER TERTIARY PROVIDER OR NZQA EXEMPTIONS	\$72.00 PER APPLICATION
RECOGNITION OF FORMAL PRIOR LEARNING CREDIT FOR NZ DIPLOMA IN BUSINESS PAPERS NOT ALREADY RECORDED WITH NZQA	\$72.00 PER APPLICATION + \$10.00 PER PAPER
RECOGNITION OF FORMAL PRIOR LEARNING CREDIT FROM SECONDARY QUALIFICATIONS	NIL
RECOGNITION OF NON-FORMAL PRIOR LEARNING	\$72.00 PER APPLICATION + \$10.00 PER AUT POINT

FEE PAYMENT OPTIONS

- ONLINE** Make secure online payments by visiting the Arion website <http://arion.aut.ac.nz> using your credit card*. Your login and password are on your invoice.
- MAIL** Complete the details on the payment advice, detach and send to Registry Services in the envelope included with your invoice.
- IN PERSON** Visit the fee payment counters at the Student Information Centres:
WA BUILDING, LEVEL 2, CITY CAMPUS
AG BUILDING, LEVEL 1, NORTH SHORE CAMPUS
Cash, EFTPOS, cheque and credit cards* accepted. Please write your name, student ID, address and programme of study on reverse of cheques. Cashiers cannot accept cash after 3.30pm.
- FAX** Fax your remittance advice with credit card* details to 09 921 9985
- TELEPHONE** Voice prompt service. Phone 09 921 9930 and leave your credit card* details. Please have your invoice and ID number ready.
- STUDENT LOAN** Please complete a *Student Loan Application Form* available from StudyLink www.studylink.govt.nz. Please allow plenty of time to process.†

* AUT accepts all major credit cards (except Diners)

† Students are responsible for ensuring full payment is received by the due date of the invoice regardless of source of payment

NON-PAYMENT OF FEES

It is the policy of AUT University that all students must have paid their fees in full before attending class. It is realised that payment is sometimes difficult and Registry Services will do all it can to assist in advising students of various payment options.

OVERDUE FEES

Registry Services regards students as valued clients, but also has a responsibility towards both the University and other students who have paid their fees in full by collecting any overdue amounts as quickly as possible.

Non payment of fees is regarded seriously and all steps will be taken by Registry Services to resolve any non-payment issues with students.

Students who do not pay the fees in full and then attend classes are in breach of AUT policy. If the payment date of your invoice has passed, and you have not paid in full, you will receive reminders from Registry Services to pay. This may involve the suspension of University services, a late penalty fee of \$100.00, and the referral of your debt to a Debt Collection Agency, (which may also incur additional fees).

The University reserves the right to withhold any final academic results. You will not be eligible to receive any qualification you may be due until outstanding fees and any other charges are paid in full. If you do not receive a fees statement / tax invoice please check with the Student Information Centre.

HAVING DIFFICULTY PAYING YOUR FEES

We understand that paying for fees and the associated costs of studying can be a difficult challenge.

If you think you may have trouble meeting the fee payment deadlines or are unsure whether you can meet the financial demands of tertiary study, we suggest you contact our Student Information Centre. Our staff will be able to discuss payment options, help you with StudyLink issues and put you in contact with Student Financial Services advisors.

STUDENT FINANCIAL SERVICES

For those students who are worried about their financial situation, AUT University has a dedicated team of financial advisors to help all AUT students manage their finances and provides free information and advice on how to survive on a student budget.

LOCATION	PHONE	EMAIL
WB239 AS207	(09) 921 9333 (09) 921 9332	financial@aut.ac.nz

STUDYLINK

LOCATION	PHONE	WEB
WA Level 2	0800 88 99 00	www.studylink.govt.nz

WITHDRAWING OR CHANGING PROGRAMME

In all circumstances changes to your enrolment and withdrawals from papers or programmes must be made formally in writing to the faculty. This may be done in the following ways:

- Course Amendment Form
- Email
- Formal Letter

It is the student's responsibility to ensure that formal notification of all programme changes is made.

Any fees outstanding will remain payable and the student will receive payment reminders with the possibility of a late fee and the referral of the debt to a debt collection agency until formal notification is given by the student.

For more information please contact the Student Information Centre on (09) 921 9779.

TRANSFER OF PAPER

Each paper that you enrol in may have several classes running at different times. If you find that, for example, the time of the class you first enrolled in does not suit, you may with the approval of your department be able to change to another class within that paper. Applications should be made to the department concerned. There is no administration charge for this service.

ADDITION OF PAPER

If you wish to add a paper to your programme of study you should first discuss this with departmental staff. If the department approves this change, you will receive another invoice with details of the additional fees to be paid.

There is no administration charge for this service.

WITHDRAWAL FROM A PAPER

If you wish to withdraw from a paper within your programme of study you should first discuss this with departmental staff. If the department approves this change, you will receive a statement of your account with details of the change. These details will vary according to the time at which you applied for withdrawal.

The effect of a Course / Paper withdrawal may be a refund, or an amount to pay, or no change in your account balance.

TRANSFER TO ANOTHER PROGRAMME OF STUDY

To transfer to another programme of study, you will need departmental approval for both the withdrawal from one programme and acceptance into another. If approved, the department or departments concerned will notify Registry Services of the change. Registry Services will then update the student record and recalculate the fees which may result in an amount payable, a refund or no charge. Depending on when this change is requested, there may be an administration charge of \$10 per paper.

It is your responsibility to officially notify AUT University of any change in your enrolment

TRANSFER TO ANOTHER TERTIARY INSTITUTION

If you wish to transfer to another tertiary institution after the refund period has passed, you should make application to your department in the normal manner. You will be required to state your reasons for transfer and supply proof of acceptance from the new institution. Any refund will be calculated on a 'pro rata' basis dependent on the length of course. There is a charge of \$50 for this service.

ID CARDS

A student ID card will be mailed to your postal address once your enrolment is complete and payment of your tuition fees has been made in full.

Remember if you do not send in a photograph or do not pay your fees, you will not receive your ID card. If you still do not receive an ID card, contact the Student Information Centre on (09) 921 9779.

The card is non-transferable and remains the property of AUT University. Your card should be carried at all times on campus and should be presented to AUT University staff upon request.

USES FOR YOUR ID CARD

- Proof of enrolment and access to class and entry to exams
- Access to Library facilities
- Use of photocopiers
- Access to computer facilities
- Student discounts where applicable in conjunction with AuSM

LOST CARDS

The original cost of the ID card is included in the tuition fee. Please visit the Student Information Centre to obtain a replacement card. There is a \$20 replacement charge.

PRIVACY

The personal information collected at the time of your enrolment will be held on the student administration database and will be made available only to authorised staff of the University. Some personal information (typically your name, current address, date of birth and academic details) from this database may be made available to external organisations.

AUT University undertakes to collect and maintain student personal information in a manner consistent with the principles outlined in the Privacy Act 1993.

USES OF INFORMATION COLLECTED

Personal information collected will be available to those members of the University staff responsible for:

- Your enrolment
- Providing student services
- Establishing and maintaining your records
- Maintaining order and discipline
- Providing tuition, appropriate academic advice and support
- Providing University activities and events

OTHER UNIVERSITY ORGANISATIONS WHICH MAY USE THE INFORMATION

- Student Association (AuSM)
- Alumni Association

EXTERNAL ORGANISATIONS WHICH MAY USE THE INFORMATION*

- Ministry of Education
- StudyLink
- New Zealand Organisation of Quality (NZOQ)
- Tertiary Education Commission (TEC)
- Education Training and Support Agency
- New Zealand Qualifications Authority (NZQA)
- Industry Training Organisations
- Contributing secondary schools and other tertiary institutions
- New Zealand Vice-Chancellors Committee (NZVCC)
- Clinical Training Agency
- Agencies that support students with scholarships and prizes
- Health Professional Councils/Boards
- Course moderation bodies

*The information collected will not be released to all of these potential users, but may be released on request.

Note: Your name, date of birth and residency as entered on this application for enrolment 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 www.nsi.govt.nz/ima

STUDENT SERVICES

The AUT Student Services team is here to help. If you're a new or returning student and need advice or information, our team can provide assistance with any aspect of student life and help you to make the most of your time at AUT.

We provide a co-ordinated range of services and support to help ease your transition to university. If you would like further information on the many student services available, please contact the Student Information Centre.

STUDENT INFORMATION CENTRE

The Student Information Centre provides comprehensive information on tuition fees, fees invoices, student ID cards, academic records, general enrolment, activities and events and student services information. These friendly centres are located on both the North Shore and City campuses. The cashier is located within these centres where all payments can be made.

ACCOMMODATION

Accommodation Services contributes to the life experiences of students at AUT through the provision of 700 beds in its modern residential accommodation. Students have the chance to socialise within a diverse community and residential accommodation provides a comfortable and supportive environment that fosters academic success.

CAMPUS EVENTS

Social activities and entertainment are a crucial part of student life and AUT holds hundreds of events every year to encourage students to have fun and meet people. These include the AUT orientation, market days, CONNECT bus trips, sporting events and many more.

CAREER CENTRE

AUT understands that finding the right career path can be difficult. The qualified consultants at the Career Centre can help students to identify clear career/life goals through one-to-one support, drop-in sessions or the KEYS to Career Success papers. The Centre also provides assistance with CV writing, job application letters, job searching, interview skills, understanding what employers want and linking goals to relevant study choices.

DISABILITY RESOURCE SERVICE

The Disability Resource Service provides proactive, individualised support for students who live with the effects of long-term illness, injury, disability, or students that are Deaf. We work to minimise or eliminate barriers to learning. Services include information on campus accessibility, sign language interpreters, notetakers and exam accommodations. One-on-one support is available and general enquires are welcome and are treated confidentially.

HEALTH, COUNSELLING AND WELLBEING

General Practice Services are available at both campuses at heavily reduced prices for AUT students. Registered Nurses can be seen without an appointment and free of charge for confidential health advice and some treatments. AUT offers free counselling services on each campus. The counselling service is confidential, culturally appropriate, face-to face counselling with either male or female counsellors, and Māori and Asian counsellors are available at both centres.

INTERNATIONAL STUDENT SUPPORT SERVICE (ISSS)

International Student Support has a friendly team of support staff who are here to make international students' time at AUT rewarding and enjoyable. As well as offering advice and support, they also help international students meet other students and have fun.

PASIFIKA STUDENT SUPPORT SERVICE

The Pasifika Student Support staff are a warm and friendly team and are here to help Pasifika students from their first day on campus and throughout their AUT student experience. Support is available in areas such as Pasifika scholarships, activities, study groups, problem solving and many more.

SCHOLARSHIPS OFFICE

The AUT Scholarships Office administers a variety of scholarships available to new and existing students applying for both undergraduate and postgraduate programmes. Staff can advise on external sources for funding as well as provide assistance throughout the application process. A comprehensive scholarships handbook is available at: www.aut.ac.nz/student_services/scholarships.

STUDENT ADVISORS

Student Advisors are experienced AUT staff who provide a general and friendly service to help students with anything to do with University. Topics you can discuss with them include any academic problems, personal problems, motivational issues, accessing support services or any other general advice.

STUDENT FINANCIAL SERVICES

Student Financial Services can give banking, budgeting and financial advice and also offers emergency assistance to those experiencing extreme financial hardship. Students can also participate in the free KEYS to Managing on a Student Income paper.

STUDENT MENTORS

AUT Student Mentors are trained second-year and third-year students who support first-year students from the same area of study. Mentors are assigned at Orientation and help students resolve any problems, find their way around campus and learn how to make the most of the university's services and facilities.

TE TARI ĀWHINA - LEARNING DEVELOPMENT

Te Tari Āwhina provides a wide range of academic help and study support to all AUT students. Services include free study skills tuition (KEYS papers), one-on-one tuition, drop-in sessions, academic coaching, Te Reo Māori tuition, Pasifika support, English language support, maths/numeracy tuition and learning disability support.

The Te Tari Āwhina Self-Access Learning Labs have a large range of material aimed at helping students acquire skills in English language, maths and Te Reo Māori.

TE TARI TAKAWAENGA MĀORI - MĀORI LIAISON SERVICES

The friendly staff at Te Tari Takawaenga Māori are here to help with anything that may be affecting students' studies or personal lives. The team can assist with issues including homesickness, whānau activities, student loans, enrolment choices, allowances, relationship problems and scholarships.

UNIVERSITY POSTGRADUATE OFFICE

The University Postgraduate Office maintains records of postgraduate students' paths through masters or doctoral programmes. The Office also annually produces postgraduate and doctoral studies handbooks and liaises with faculty postgraduate committees, the central University Postgraduate Committee and the Doctoral Studies Board. The Postgraduate Office also plays a central role in the dissemination of information to postgraduate students and co-ordinates the central seminar programme for postgraduate and doctoral students.

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Student Information Centre (09) 921 9779

City Campus

Level 2 (ground entry), WA Building
55 Wellesley Street East, Central City, Auckland

North Shore Campus

Ground level, AG Building
90 Akoranga Drive, Northcote, North Shore City