

Office Use Only

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**AUT**AUCKLAND UNIVERSITY OF TECHNOLOGY  
TE WĀNANGA ARONUI O TAMAKI MAKAU RAU

# SHORT COURSES

## It's time for action **ENROL TODAY**

Remember the easiest way to enrol is to use  
your Credit Card and call us on**(09) 917 9779** or fax **(09) 917 9985**ID CARD  
PHOTOGRAPH  
Please attach a  
passport-sized  
photograph to this box.  
Please print name  
and birthdate on reverse  
of photograph.Please note that your name, date of birth and residency as entered on this enrolment 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 <http://www.nsi.govt.nz/ima>.**PART 1 - PERSONAL DETAILS** (Please print)

1. Family Name:  Mr/Mrs/Ms/Miss  Student I.D. Number:

First Name(s):  Please print preferred first name (if different)

2. Date of Birth  3. Male:  Female:  IRD Number: Please provide if you have received or anticipate receiving a student loan from StudyLink (formerly WINZ)

4. **Citizenship Details** Please tick one box that best describes your NZ Residency or Citizenship

NZ Citizen  NZ Permanent Resident  Australian Citizen  Refugee Status  **INTERNATIONAL STUDENTS MUST SUPPLY A CERTIFIED COPY OF A CURRENT VISITORS, WORK OR STUDENT VISA** (see pg 7)

4a. If you ticked NZ Permanent Resident, please give the country of your citizenship.

5. **Ethnic Origin** You may tick up to three choices

NZ European/Pakeha/European  NZ Māori  Samoan  Niuean

Tongan  Fijian  Other Pacific Island ethnic group  Cook Island Māori

Chinese  Indian  Other Asian ethnic group  Tokelauan

Other

6. What is your first language?

7. **Address Details**

## MAIN CONTACT ADDRESS

Street No. and Name

Suburb/City/Town

PH  -  MOB

## E-MAIL ADDRESS

## BUSINESS ADDRESS

Employer

Street No. and Name

Suburb/City/Town

PH  -  FAX

Please invoice my employer Yes  No

8. **Study Details**

Programme Code	Paper Code	Course Name	Start Date	Fee \$	NZQA * (see below)
					Yes / No
					Yes / No
					Yes / No
					Yes / No

\* NZQA Standards may be included in this course and you may incur an extra fee of \$25.00.

9. **Method of Payment** How do you intend to pay for your study?Course Fee (GST incl) \$ 

Credit Card <input type="checkbox"/>	Credit Card No.:	<input type="text"/>
Cash <input type="checkbox"/>	Cardholder's Name:	<input type="text"/>
Cheque <input type="checkbox"/>	Credit Card Expiry Date:	<input type="text"/>
NZ Income Support <input type="checkbox"/>	Cardholder's Signature:	<input type="text"/>
Company Payment <input type="checkbox"/>	Please tick one	Amex <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>

**NB****Payment is required in advance**

Cheques should be made payable to: Auckland University of Technology, Post to: Private Bag 92006, Auckland 1020.

**END OF PART 1**

■ **COURSES REQUIRING COMPLETION OF THE ENROLMENT FORM IN FULL ARE GOVERNMENT FUNDED COURSES.**

- As statistical information is required by the Ministry of Education, it is important that all questions shown on the enrolment form are answered in full.
- Please ensure that you enclose a **certified copy** of your proof of citizenship (either your birth certificate or passport. This is a Ministry of Education requirement for all Government funded credit-bearing academic programmes).

**REQUIRED DOCUMENTATION**

Students can prove their eligibility to study in New Zealand with **ONE** of the following documents:

- Birth Certificate with place of birth stated as New Zealand
- A statement of Whakapapa, countersigned by a Kaumatua
- Birth Certificate with place of birth stated as Cook Islands, Niue or Tokelau
- Australian passport
- Passport with Australian permanent residence stamp
- New Zealand Passport
- Certificate of New Zealand citizenship or letter of confirmation
- Passport with New Zealand permanent residence stamp
- Australian birth certificate
- A document proving your refugee status

You are required to supply a photo with your application for the production of your ID card.

**10.** IF YOU ARE OF MĀORI DESCENT, PLEASE STATE THE IWI WITH WHICH YOU HAVE THE STRONGEST AFFILIATION.

**11.** If English is not your first language you may need to provide evidence of your English language ability. Please contact appropriate Programme Administrator for clarification.

IELTS Score  TOEFL Score  Cambridge Certificate  AUT English Proficiency Assessment

**12.** PLEASE STATE THE LAST SECONDARY SCHOOL YOU ATTENDED School  Year from:  Year to:

**12a.** WHAT IS THE **HIGHEST** ACADEMIC QUALIFICATION YOU HOLD FROM A SECONDARY SCHOOL? (Please tick one)

<input type="checkbox"/> No formal secondary school qualification/ less than 12 credits at Level 1	<input type="checkbox"/> University Entrance	<input type="checkbox"/> A or B Bursary/NCEA Level 3	<input type="checkbox"/> Not known
<input type="checkbox"/> School Certificate (one or more subjects)/ 12 or more credits at Level 1/NCEA Level 1	<input type="checkbox"/> Higher School Certificate/ 12-39 credits at Level 3 or above	<input type="checkbox"/> University Scholarship	
<input type="checkbox"/> Sixth Form Certificate (one or more subjects)/ 12 or more credits at Level 2/NCEA Level 2	<input type="checkbox"/> Entrance Qualification from Bursary Exam/ 40 or more credits at Level 3 or above	<input type="checkbox"/> Overseas qualification (includes International Baccalaureate)	

**13.** WHAT WAS THE FIRST YEAR YOU ENROLLED AT A TERTIARY INSTITUTION? (In New Zealand or overseas) YEAR

**13a.** WHAT TERTIARY QUALIFICATION DO YOU HOLD (PLEASE TICK ONE)

<input type="checkbox"/> No Tertiary Qualification	<input type="checkbox"/> Vocational Qualification (Trade NZ Certificate)	<input type="checkbox"/> Polytechnic Certificate/Diploma	<input type="checkbox"/> University Undergraduate Diploma/Certificate
<input type="checkbox"/> Bachelors Degree	<input type="checkbox"/> Postgraduate Qualification		

**14.** THE MINISTRY OF EDUCATION REQUIRES YOU TO STATE YOUR MAIN ACTIVITY ON 1st OCTOBER IN THE YEAR PRIOR TO YOUR FORMAL ENROLMENT

<input type="checkbox"/> Secondary Student	<input type="checkbox"/> Unemployed or other beneficiary (excluding retired)	<input type="checkbox"/> Wage/Salaried Worker	<input type="checkbox"/> Self Employed
<input type="checkbox"/> University Student	<input type="checkbox"/> Polytech Student	<input type="checkbox"/> College of Education Student	<input type="checkbox"/> Houseperson/Retired
<input type="checkbox"/> Overseas	<input type="checkbox"/> Private Training Establishment Student	<input type="checkbox"/> Wananga Student	

**15.** HOW DID YOU FIRST BECOME AWARE OF AUT SHORT COURSES?

<input type="checkbox"/> Family Member	<input type="checkbox"/> Radio/Advertising	<input type="checkbox"/> Internet/Website	<input type="checkbox"/> The Careers Centre
<input type="checkbox"/> Advertising	<input type="checkbox"/> AUT Recruitment Staff	<input type="checkbox"/> Expo/Promotion	<input type="checkbox"/> Another Tertiary Institute
<input type="checkbox"/> Friend	<input type="checkbox"/> AUT Course Information Centre	<input type="checkbox"/> AUT Open Day	<input type="checkbox"/> Pacific Island/Maori Liaison Office

**DISABLED STUDENTS AND DEAF STUDENTS**

The following information is confidential and is required for statistical purposes.

**16.** DO YOU LIVE WITH THE EFFECTS OF LONG TERM ILLNESS, INJURY, DISABILITY OR ARE YOU DEAF? Yes  No

**16a.** IF 'YES' PLEASE INDICATE (This question is optional - information provided will help us to improve our services.)

<input type="checkbox"/> Deaf	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Vision Impairment	<input type="checkbox"/> Blind	<input type="checkbox"/> Specific Learning Disability
<input type="checkbox"/> Medical	<input type="checkbox"/> Mental Health	<input type="checkbox"/> Mobility/Physical	<input type="checkbox"/> Speech Impairment	<input type="checkbox"/> Temporary Impairment
Other (please state) <input style="width: 300px;" type="text"/>				

If you need additional resources or support (eg. NZ Sign Language interpreter, notetaker, personal assistance) please make contact with the Disability Resource Office as soon as possible.

**Student Check List - "FULL ENROLMENT" Applicants only**

Have you

- 1. Completed all appropriate sections in this form?
- 2. Attached your certified photocopies of documents (DO NOT SEND ORIGINALS, only certified copies)
- 3. Attached a passport sized photograph for your ID card
- 4. Signed and dated this form?

**Refund Policy: Applies to Full Enrolments only**

- a. If the University cancels a course, fees will be refunded in full
- b. Application for a refund must be made on an official course amendment form
- c. If you formally cancel your enrolment prior to 7 days before classes start, you will receive a full refund of fees\*
- d. If you formally withdraw within 7 days before classes start you will receive a 90% refund of fees\*
- e. If you formally withdraw after classes start, but before 10% of the class duration is completed, you will receive an 80% refund of fees\*
- f. If you formally withdraw after 10% of the class duration is completed, no refund of fees is available
- g. Refunds may be given outside of the normal criteria for extraordinary circumstances. This will require the approval of both the Head of Department and the Academic Registrar

\*A \$10 per course/module administration fee will be charged in some cases

**Student Declaration**

*(ALL STUDENTS MUST SIGN AND DATE)*

- a. I agree to abide by the laws, regulations and policies of the Auckland University of Technology.
- b. I acknowledge that if I am accepted for a course of study I am liable for the fees (including any late fee and debt collection fee) payable for my course of study until such time as I have paid.
- c. I also acknowledge that attendance of any class without the full tuition fee having been paid is in breach of University policy, and the University may take such steps to recover the outstanding fees as may be necessary.
- d. I have read and understood the outline of how the Privacy Act will be applied in the University, as set out in the Enrolment Guide, and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- e. I authorise any agency holding the source of any information I have provided on this form to release that information to the University upon request.
- f. If the enrolment carries over two academic years I will be bound by the same terms and conditions as stated agreed here in.
- g. I promise that I will make myself familiar with the requirements in regard to student behaviour as set out in sections 6 and 7 of the Discipline Statute. I will obey the statutes, rules and regulations of the University. I acknowledge that if I breach the Statutes, Rules and Regulations of the University I will be subject to the Discipline Procedures and penalties imposed under the University Discipline statute and General Academic Statute.
- h. I agree that it is an essential term of my agreement with AUT that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that the University may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.

Please note: Registry services do not accept photocopied/faxed signatures

**SIGNED**

**DATE**

Copies of the statutes, regulations and policies are available in the AUT Calendar, AuSM offices, Desk Copy at Wellesley St and Akoranga Libraries and at the Student Information Centres or line at [www.aut.ac.nz](http://www.aut.ac.nz)

**Please return to: Registry Services  
Auckland University of Technology  
Private Bag 92006  
Auckland 1020**

