

Personal information

Name and mailing address

Unitec ID number

Citizenship

NZQA/NSI number

Phone (Work)

Phone (Home)

Phone (Mobile)

Emergency contact

Name

Phone

Programme

Programme

Year

Major or specialisation (if known)

Semester

CHANGE OF PERSONAL INFORMATION

If the information pre-printed above is incorrect, please amend it here. Changes to name and/or citizenship require verification. Please present verified official documentation to Student Central (Te Pae Kōrero). Re-enrolling students are required to provide a photo identification document. Postcodes are now required by NZ Post, so please ensure this is entered below.

Family name		First name(s)
Street address		Suburb and city
Postcode	Phone	Email

If other information has changed, please indicate here, e.g. citizenship, programme or major.

COMPLETION OF STUDIES

Do you expect to complete the academic requirements for your proposed programme this year? ☐ Yes ☐ No

If "Yes", which semester? ☐ Semester 1 ☐ Semester 2 ☐ Summer

Do you intend to study on a full-time or part-time basis? ☐ Full-time ☐ Part-time

OFFICE USE COURSE APPROVAL

Each course must be approved by the department teaching the course with the signature of the Programme Leader, Head of Department, or Course Leader.

COURSE ENROLMENT

Course no.	Class no.	Course name	Funding Source	Initials PL/HOD/CL
e.g. MATH 4001	1010	Introduction to Statistics		

IWI

If you identify as NZ Māori, what is the name of your iwi? You can enter up to three iwi. If you don't know your iwi, write "don't know", or contact the Pae Arahī, Hare Paniora (phone +64 9 815 4321 ext 7783 or email hpaniora@unitec.ac.nz), or Maia (phone +64 9 815 4321 ext 8695) for assistance.

Please remember to turn over and sign this form.

DISABILITIES

The Ministry of Education requires this data to be collected on an annual basis.

Do you live with the effects of injury, long-term illness or disability? ☐ Yes ☐ No

Please specify the type of your injury, illness or impairment: ☐ Blind ☐ Head injury ☐ Specific learning ☐ Mobility ☐ Speech ☐ Vision
☐ Deaf ☐ Hearing ☐ Mental health ☐ Physical ☐ Temporary impairment ☐ Medical Other: _____

The following questions must be ticked "Yes" if you require assistance. If you are unsure, please tick "Yes" and you will be contacted by the Disability Co-ordinator.

In the event of an emergency, would you need assistance to get out of the building? ☐ Yes ☐ No

Do you need additional resources/services to assist you with your studies, e.g. a notetaker, NZ Sign Language Interpreter or personal assistant? ☐ Yes ☐ No

If you have a medical condition you would like noted on file, please describe it here: _____

PAYMENT OF FEES, WITHDRAWAL, REFUND AND CANCELLATION POLICY (NEW ZEALAND CITIZENS AND PERMANENT RESIDENTS)

Payment of fees

Fees must be paid at least seven days prior to the course start date (this being the due date shown on the tax invoice/statement) or a loan application must be in progress.

Refund of fees policy

- » If a domestic student applies in writing to withdraw before the official class start date of the class a full 100% refund of fees paid shall be given with the exception of any non-refundable deposit.
- » If a student submits an application to withdraw from a course of 12 weeks or longer (or a course normally taught for 12 weeks or longer that is being offered in condensed form in the summer school) on or before the 10% date of the course*, the student is entitled to a refund of 90% of the fees paid and no record of the student's enrolment will be entered onto the student's academic record.
- » If a student has paid a holding deposit and subsequently withdraws, the full deposit shall be retained or 10% of the total fee, whichever is the greater. If the student who has withdrawn has not paid any fees, the normal 10% retained amount is to be pursued through the debt collection

process. Amounts under \$100 remain a charge on the student's account, and will be pursued through the debt collection agency at the discretion of Finance Committee. No further enrolments will be possible until this balance has been paid.

- » If a student withdraws in writing from a course/programme of 12 weeks or longer (or a course normally taught for 12 weeks or longer that is being offered in condensed form in the summer school) after the 10% date but before the submission or sitting of the final summative assessment, no refund is given, except in exceptional circumstances. Exceptional circumstances refunds require submission of the Application for Exceptional Refund of Fees Form to be lodged with Student Central (Te Pae Korero) within 30 days of the last day of attendance or prior to the last day of the course whichever date is earlier, and require the approval of the Executive Dean of the Faculty or their representative. In such cases a refund of fees may be given to a maximum of 30% of the fees paid.
- » A student may change from one course/class to another course/class within the same semester and a direct transfer of fee will take place in the student management system if the student applies to do so prior to the 10% date of the class in which the student is enrolled. In the case of a change to a

course/class with a higher fee then the student must pay the difference. If the change is to a course/class of a lower fee then the difference shall be refunded.

- All domestic students with credit balances in their account shall be reviewed on a six monthly basis. Faculties will be contacted to verify the credit and monies refunded appropriately.
- The Executive Dean of the Faculty (or person approved by him/her) is authorised within the limits of their financial delegated authority to approve refunds for domestic students on a compassionate basis in exceptional circumstances (such as serious illness, etc.) The amount of the refund will be at the discretion of the Executive Dean of the Faculty, or the person approved above by him/her.

* means the date which is 10% of the way through the course duration as defined by the number of days from the official class start date to the class end date. The 10% date is defined as being 20% of the way through the first semester component of the double semester course.

Further information about Unitec's rules surrounding enrolment, payment of fees and withdrawals/cancellations can be obtained from Unitec's Admissions, Enrolment & Fees Policy

ADMINISTRATION FEES

A number of administrative fees are set by the Unitec Council on an annual basis.

Please refer to the Unitec web site for current details: <http://www.unitec.ac.nz/future-students/enrolment/fee-information/administration-fees.cfm>

DECLARATION

PLEASE READ THE FOLLOWING INFORMATION AND SIGN AT THE BOTTOM OF THE PAGE. YOUR ENROLMENT WILL NOT BE ACTIONED IF YOU HAVE NOT SIGNED THIS DECLARATION.

All students must sign this declaration.

- » I declare that the information provided by me on this form is complete and correct. I also undertake that any further information I provide to Unitec (whether for a change to my enrolment or applying for a new programme or otherwise) will also be complete and accurate.
- » I understand that I can access Unitec's Privacy of Information Policy on the Unitec website www.policies.unitec.ac.nz
- » I agree to abide by all Unitec statutes, regulations and policies as may be amended from time to time.
- » I have read and accept the Payment and Refund of Fees statements printed above.
- » I undertake to make prompt payment of fees as notified on the invoice confirming my enrolment.
- » I understand that payment must be received within the due time and that, failing this, formal recovery action may be started to recover unpaid fees. Furthermore, I understand that I will be liable for all costs relating to recovery.
- » I agree that before I use the Internet at Unitec, I will familiarise myself with the Unitec's Electronic Devices and Systems Policy and I will abide by them. I accept that failure on my part to abide by these policies may lead to the termination of my access to the internet via Unitec and that I may be required to pay any internet-related costs incurred by my actions that do not accord with the policies and guidelines (as well as reasonable costs of recovering those costs).

- » I authorise the use of my individual computer login code for admission and enrolment purposes, I accept responsibility for all uses of my individual computer login code, and I agree not to give my individual computer login code or password to other users.
- » I understand that the personal information collected on this form will be used for purposes relating to my capacity as a student. I understand that without this consent my application/enrolment cannot proceed. I understand that Unitec may use the personal information contained in this request to send me information about Unitec courses and programmes that may be of interest to me.
- » I understand that the information gathered may be disclosed to academic and administration staff where relevant to their duties, and also where relevant to other agencies such as the Ministry of Education, Tertiary Education Commission, New Zealand Qualifications Authority, Inland Revenue Department, Ministry of Social Development, StudyLink, Ministry of Foreign Affairs and Trade, Career Services, tribal trusts and scholarship providers, Immigration New Zealand, Industry Training Organisations, Industry Licensing and Registration bodies, other tertiary institutions, previous secondary schools, providers of work experience for students in courses with a practical component, and where required by statute.
- » I authorise Immigration New Zealand to provide Unitec with any personal details regarding my immigration status, including any information that I have submitted to the New Zealand Immigration Service in the course of any visa or permit application.

- » I acknowledge that my 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 Matching programme with the New Zealand Birth Register (for more information please see www.nsi.govt.nz/ima).
- » I understand that Unitec collects and holds my personal information to comply with various statutes, including the Education Act, the Public Finance Act and the Inland Revenue Act, and to enable Unitec to make decisions in relation to my tertiary study at Unitec, and to provide me with information relevant to my study, participation in the Unitec community and regarding services and facilities available to me. Unitec may use my personal information provided on this form to send me information about Unitec courses and programmes that may be of interest to me. Also, when required by law, Unitec has the right to release information to government agencies such as the New Zealand Police, Department of Justice, Inland Revenue, Ministry of Social Development and the Accident Compensation Corporation.
- » I understand that Unitec may need to validate the information provided on this form and attachments. I authorise Unitec to collect information for this purpose from any agency holding the source of this information.
- » I understand that I have the right to see and correct information about me that has been collected by Unitec in accordance with Unitec's Privacy of Information Policy and Procedures, available at www.policies.unitec.ac.nz.
- » I consent to receiving electronic messages from Unitec in relation to goods, services and facilities that are available to me as a Unitec applicant or student.

Signature _____

Date _____

Student Administration
Unitec Institute of Technology
Private Bag 92025
Victoria St West
Auckland 1142, New Zealand

If you require assistance, please call **0800 10 95 10** or **+64 9 815 2945**