

# Short Course Enrolment Form

for courses or classes (assessed or non-assessed) with fewer than 40 credits that sit outside of Unitec's portfolio of programmes. International students who are currently enrolled in a formal programme at Unitec and hold a valid student visa/permit may be eligible to enrol in a short course, please refer to Student Central (Te Pae Kōrero) for further advice.

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM.**



**Unitec**  
Institute of Technology  
TE WHARE WĀNANGA O WAIRAKA

## PERSONAL DETAILS

Unitec ID number (if known)

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Surname or family name: \_\_\_\_\_  
(as it appears on your passport, birth certificate or marriage certificate)

First name(s): \_\_\_\_\_  
(as it appears on your passport, birth certificate or marriage certificate)

Preferred first name: \_\_\_\_\_

Male  Female Date of birth: \_\_\_\_\_

NSI/NZQA record of learning identification number  
(if unknown, please leave blank).

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## CONTACT INFORMATION

Street address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_

Town/city: \_\_\_\_\_

Postal code: \_\_\_\_\_

Tel (hm): \_\_\_\_\_ (wk): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Person to contact in an emergency:

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

## COURSE SELECTION

Please specify according to preference the short course(s) you are applying for

Course name	Course code	Class	Date of course
e.g. Introduction to Statistics	MATH 4001	1010	29/02/2011

## METHOD OF PAYMENT

**Payment must be included with this enrolment form in order for us to process your application. Please note that Unitec does not accept cash.**

Course fee (including GST) \$ \_\_\_\_\_

### I'm paying by:

- Cheque  Credit card  
 Company payment  NZ income support

### Credit card payment

Credit card type:  Visa  Mastercard

Name on credit card  
 \_\_\_\_\_

Credit card number  

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Expiry date: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

## CITIZENSHIP

Please tick one of the boxes below:

- New Zealand citizen  New Zealand permanent resident  
 Refugee status  International student  
 Australian citizen or permanent resident

If you are a New Zealand permanent resident or international student, please provide your country of citizenship:

\_\_\_\_\_

## ETHNICITY

**We are required to provide the following information to the Ministry of Education and other authorised agencies.**

Which of the following ethnic group(s) do you identify with?  
 You can tick up to three boxes.

- |  |   |
|--|---|
| <input type="checkbox"/> 531 African           | <input type="checkbox"/> 511 Middle Eastern         |
| <input type="checkbox"/> 128 Australian        | <input type="checkbox"/> 111 NZ European/Pakeha     |
| <input type="checkbox"/> 121 British/Irish     | <input type="checkbox"/> 211 New Zealand Maori      |
| <input type="checkbox"/> 412 Cambodian         | <input type="checkbox"/> 341 Niuean                 |
| <input type="checkbox"/> 421 Chinese           | <input type="checkbox"/> 124 Polish                 |
| <input type="checkbox"/> 321 Cook Island Maori | <input type="checkbox"/> 311 Samoan                 |
| <input type="checkbox"/> 122 Dutch             | <input type="checkbox"/> 125 South Slav             |
| <input type="checkbox"/> 361 Fijian            | <input type="checkbox"/> 441 Sri Lankan             |
| <input type="checkbox"/> 411 Filipino          | <input type="checkbox"/> 351 Tokelauan              |
| <input type="checkbox"/> 127 German            | <input type="checkbox"/> 331 Tongan                 |
| <input type="checkbox"/> 123 Greek             | <input type="checkbox"/> 413 Vietnamese             |
| <input type="checkbox"/> 431 Indian            | <input type="checkbox"/> 371 Other Pacific Peoples* |
| <input type="checkbox"/> 126 Italian           | <input type="checkbox"/> 414 Other Southeast Asian* |
| <input type="checkbox"/> 442 Japanese          | <input type="checkbox"/> 444 Other Asian*           |
| <input type="checkbox"/> 443 Korean            | <input type="checkbox"/> 129 Other European*        |
| <input type="checkbox"/> 521 Latin American    | <input type="checkbox"/> 611 Other*                 |

\*If other, please specify the ethnic group you identify with

\_\_\_\_\_

If you are of Māori descent, please state the Iwi with which you have the strongest affiliation:

\_\_\_\_\_

## STATISTICAL INFORMATION

Please complete the following statistical information, which is required by the Ministry of Education. This information will in no way affect your application to study a short course at Unitec.

What were you doing on 1 October in the year prior to commencement of this short course?

Please select one activity only.

- |   |  |
|---|--|
| <input type="checkbox"/> Wage/salary worker                           | <input type="checkbox"/> Secondary school student  |
| <input type="checkbox"/> Self-employed                                | <input type="checkbox"/> Wānanga student   |
| <input type="checkbox"/> Polytechnic student                          | <input type="checkbox"/> Houseperson/retired   |
| <input type="checkbox"/> University student                           | <input type="checkbox"/> Unemployed or other beneficiary (excluding retired) e.g. DPB, Sickness, ACC |
| <input type="checkbox"/> Private Training Establishment (PTE) student | <input type="checkbox"/> Overseas  |
- Name of PTE:

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" 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 you how many credits you have.

Tick only one box

- |   |  |
|---|--|
| <input type="checkbox"/> 00 No formal secondary qualification   | <input type="checkbox"/> 15 NCEA Level 3 or Bursary or Scholarship   |
| <input type="checkbox"/> 11 14 or more credits at any level   | <input type="checkbox"/> 09 Overseas qualification, including International Baccalaureate and Cambridge International Exams (please specify) |
| <input type="checkbox"/> 12 NCEA Level 1 or School Certificate (one or more subjects)                 | <input type="checkbox"/> 98 Other (please specify)   |
| <input type="checkbox"/> 13 NCEA Level 2 or New Zealand Sixth Form Certificate (one or more subjects) | <input type="checkbox"/> 99 Not known  |
| <input type="checkbox"/> 14 University Entrance   |  |

## VERIFICATION OF DOCUMENTATION

(required by the Ministry of Education for government-funded courses)

A verified copy of your passport or New Zealand birth certificate is required, unless you have previously provided one to Unitec, in which case a photo ID is required. If you have changed your name due to marriage, you must supply a verified copy of your marriage certificate. Permanent residents must provide a verified copy of their residence permit each time they apply for a new programme of study.

A verified copy is a photocopy that an authorised person who has sighted the original documentation has confirmed, dated and signed. An example of an authorised person is a Justice of the Peace or a solicitor. You will find a list of authorised persons in the Admission Enrolment and Fees Policy, available at [www.policies.unitec.ac.nz](http://www.policies.unitec.ac.nz).

Alternatively, you can bring your original documentation to Student Central (Te Pae Kōrero), at any Unitec campus to enable documents to be copied and verified.

## IMPORTANT INFORMATION

### CLOSING DATE FOR APPLICATIONS

Applications will be accepted up to seven days prior to the class commencing. As places are limited, we recommend that you apply early.

### REFUND POLICY

You may be eligible for a refund of 90% of the course fee paid only if you withdraw and request the refund in writing at least 7 days before the class start date. If there are insufficient numbers registered for a short course, Unitec reserves the right to postpone or cancel classes. If classes are cancelled a 100% refund of the fee paid shall apply. No refund shall apply except in exceptional circumstances. Exceptional circumstances refunds require submission of the Application for Exceptional Refund of Fees Form to be lodged with Student Central 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.

### INTERNATIONAL STUDENTS

Medical and travel insurance is compulsory for all international students. It must be Unitec approved and meet Code of Compliance/NZ government requirements. Cover must start one week before and finish one week after the enrolment period. It must be presented to the Insurance Administrator in the International Office, one week before the course starts. Unitec will automatically insure you relevant to your enrolment. For more information, please refer to [www.international.unitec.ac.nz](http://www.international.unitec.ac.nz).

## STUDENT SIGNATURE

**PLEASE READ THE FOLLOWING INFORMATION AND SIGN AT THE BOTTOM OF THE NEXT PAGE. YOUR ENROLMENT WILL NOT BE ACTIONED IF YOU HAVE NOT SIGNED THIS DECLARATION, AND PAID THE TOTAL COURSE FEE.**

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 have read and accept the Payment and Refund of Fees Statements printed above.
- » 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 understand that full payment of fees is required prior to 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, USU Students' Association at Unitec, 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.minedu.govt.nz/NationalStudentIndex](http://www.minedu.govt.nz/NationalStudentIndex)).
- » 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](http://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: \_\_\_\_\_

## FOR MORE INFORMATION

If you need help or assistance in filling out this form, please contact Student Central (Te Pae Kōrero). Our staff will be happy to help you through the application process and answer any queries you may have.

**Email** [study@unitec.ac.nz](mailto:study@unitec.ac.nz)

**Freephone** 0800 10 95 10

### **Mt Albert campus** (two locations)

139 Carrington Rd, Mt Albert.

Opening hours for Building 180:

Monday, Wednesday and Friday, 8am-5pm, Tuesday and Thursday 8am-6pm.

Opening hours for Building 3: Monday-Friday, 8am-4.30pm

### **Waitakere campus**

5-7 Ratanui St, Henderson.

Opening hours: Monday-Friday, 8am-4.30pm

## MAILING INSTRUCTIONS

### **Please return this application form and payment to:**

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