

## H: CHECK LIST

- |  |  |
|--|--|
| <input type="checkbox"/> Aims, outcomes and programme expectations have been explained.  | <input type="checkbox"/> Self-directed study / learning explained.   |
| <input type="checkbox"/> The programme meets my study needs  | <input type="checkbox"/> A copy of the Student Handbook has been received.   |
| <input type="checkbox"/> Programme entry criteria have been explained  | <input type="checkbox"/> I agree to notify Regent Training Centre of any change to contact details.  |
| <input type="checkbox"/> To be eligible for any qualification the student has to pass the NZQA unit standards. No qualifications are guaranteed. | <input type="checkbox"/> I understand that I could lose access to future student loans and allowances if I do not complete more than 50% of my programme of study. |
| <input type="checkbox"/> Attendance requirements and programme contact times explained.  | <input type="checkbox"/> I confirm that I have not undertaken (2) years of Youth Guarantee study. <sup>1</sup>   |

## I: DECLARATION

### Privacy

Regent Training Centre Ltd collects and stores information from this form to:

- manage the business of Regent Training Centre Ltd (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation<sup>2</sup> relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that Regent Training Centre Ltd will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Regent Training Centre Ltd to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/privacy-act>

### Supply of information to government agencies and other organisations

Regent Training Centre Ltd supplies data collected on this form to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).
- Those agencies use the data collected from tertiary education organisations to:
- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, Regent Training Centre Ltd releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

**Fees** – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Regent Training Centre Ltd's policy on withdrawal and refund of fees may be obtained from the Office.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Regent Training Centre Ltd with regard to attendance, academic integrity and progress, conduct and use of information systems.

**Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.**

Signature: ..... Date: .....

Signature of Parent or Guardian ..... Date:.....  
(if under 18):

OR I have completed this application form for someone else

Full name: ..... Address:.....

Reason for completing the application:.....

Signature: ..... Date:.....

<sup>1</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.

<sup>2</sup> If you are unsure, please discuss this with an RTC representative.



**Regent Training Centre LTD**  
**Pokapū Mātauranga**

**NEW LYNN**  
**1 Portage Road**

**ONEHUNGA**  
**117 Nielson Street**

**WHANGAREI**  
**29 Maunu Road**

**KERIKERI**  
**6 Mill Road**

**0800 REGENT (0800 734 368)**

**WWW.RTC.CO.NZ**



**The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons.**

- Please complete all sections of the form
- Print your answers clearly in pen, or tick the box that applies for multi-choice questions
- Sign the form
- Attach to the form the additional documentation that is required for Ministry of Education and Tertiary Education Commission funding purposes. The required documentation is listed on page 3

## A: PROGRAMME OF STUDY

1. The name of the programme that you wish to enrol for in year: ☐ ☐ ☐ ☐ .....

2. Start date: (office use) ..... End date: (office use).....

3. Do you intend to study: ☐ Part time ☐ Full time 4. Have you studied at RTC before? ☐ Yes ☐ No

## B: PERSONAL DETAILS

### 5. Full legal name:

Given name(s): .....

Family name: .....

6. Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other.....

7. Preferred first name:.....

8. If you have previously enrolled at this or any other tertiary institution under another name, what was that?

.....

9. Date of birth: (DD/MM/YY) .....

10. Gender: ☐ Male ☐ Female

### 11. Home address:

Street Address:.....

Suburb:.....

Town/City:.....

Post Code: .....

Postal Address:.....  
(if different from home address)

12. Contact Number (1): .....

Contact Number (2): .....

13. Email Address:.....

### 14. Emergency Contact (1)

Name:.....

Relationship: .....

Telephone/Email: .....

### Emergency Contact (2)

Name:.....

Relationship: .....

Telephone/Email: .....

15. If you know your National Student Number (NSN),  
please write it here: .....

### OFFICE USE ONLY

- ☐ Documentation  
☐ Entered

Signature / Stamp / Date

**16. Citizenship and Residency:** You will need to supply evidence of residency status or citizenship. Tick the box which best describes your citizenship:

☐ New Zealand    ☐ Australian    ☐ Other

If you answered “other” please specify your citizenship and whether you are a New Zealand or Australian Permanent Resident. Citizenship: (for students with dual citizenship, please specify the country of citizenship of the passport used to enter New Zealand)

.....

**New Zealand/Australian Permanent Resident:**    ☐ Yes    ☐ No

**17. Ethnicity:** What ethnic group(s) do you belong to? You may tick up to three boxes which apply to you:

- |                       |                              |                       |                              |
|-----------------------|------------------------------|-----------------------|------------------------------|
| NZ European/Pakeha    | <input type="checkbox"/> 111 | Filipino              | <input type="checkbox"/> 411 |
| New Zealand Māori     | <input type="checkbox"/> 211 | Cambodian             | <input type="checkbox"/> 412 |
| Samoa                 | <input type="checkbox"/> 311 | Vietnamese            | <input type="checkbox"/> 413 |
| Cook Island Māori     | <input type="checkbox"/> 321 | Other Southeast Asian | <input type="checkbox"/> 414 |
| Tongan                | <input type="checkbox"/> 331 | Chinese               | <input type="checkbox"/> 421 |
| Niue                  | <input type="checkbox"/> 341 | Indian                | <input type="checkbox"/> 431 |
| Tokelau               | <input type="checkbox"/> 351 | Sri Lankan            | <input type="checkbox"/> 441 |
| Fijian                | <input type="checkbox"/> 361 | Japanese              | <input type="checkbox"/> 442 |
| Other Pacific Peoples | <input type="checkbox"/> 371 | Korean                | <input type="checkbox"/> 443 |
| British/Irish         | <input type="checkbox"/> 121 | Other Asian           | <input type="checkbox"/> 444 |
| Dutch                 | <input type="checkbox"/> 122 | Middle Eastern        | <input type="checkbox"/> 511 |
| Greek                 | <input type="checkbox"/> 123 | Latin American        | <input type="checkbox"/> 521 |
| Polish                | <input type="checkbox"/> 124 | African               | <input type="checkbox"/> 531 |
| South Slav            | <input type="checkbox"/> 125 | Other                 | <input type="checkbox"/> 611 |
| Italian               | <input type="checkbox"/> 126 | Not Stated            | <input type="checkbox"/> 999 |
| German                | <input type="checkbox"/> 127 |                       |                              |
| Australian            | <input type="checkbox"/> 128 |                       |                              |

Please specify if “Other Pacific Peoples”, “Other European”, “Other Southeast Asian”, “Other Asian” or “Other”

.....

**18. Iwi:** If you identified as New Zealand Maori in question 10, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter ‘Don’t Know’.

Iwi: .....

Rohe (Iwi home area): .....

Iwi: .....

Rohe (Iwi home area): .....

Iwi: .....

**19. Prior activity:** What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box.

- |   |                             |
|---|-----------------------------|
| Secondary school student                        | <input type="checkbox"/> 01 |
| Non-employed or beneficiary (excluding retired) | <input type="checkbox"/> 02 |
| Wage or salary worker                           | <input type="checkbox"/> 03 |
| Self-employed                                   | <input type="checkbox"/> 04 |
| University student                              | <input type="checkbox"/> 05 |
| Polytechnic student                             | <input type="checkbox"/> 06 |
| House-person or retired                         | <input type="checkbox"/> 08 |
| Overseas (irrespective of occupation)           | <input type="checkbox"/> 09 |
| Private Training Establishment student          | <input type="checkbox"/> 11 |
| Wānanga student                                 | <input type="checkbox"/> 12 |

**20. Medical:** (this question is not compulsory) Do you live with the effects of significant injury, long term illness or disability? The information that you supply is confidential.

☐ Yes    ☐ No

If “Yes”, how would you describe your impairment, disability, or long term medical condition?

.....

C: ACADEMIC INFORMATION

**21. Secondary School:** What was the name of the last secondary school you attended? (State “overseas”, if applicable)

.....

What was your last year at secondary school?

Year:

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.

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

Please specify if “Overseas qualification” or “Other”?

.....

**22. Is English your first language?**    ☐ Yes    ☐ No

**23. Tertiary study:** Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

☐ Yes    ☐ No

If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:

Name: .....

Year: .....

What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?

Year:

D: IRD NUMBER COLLECTION

**24. Do you currently have or will you have a Student Loan this year?**

- ☐ No – please go to the next section
- ☐ Yes – please insert your IRD number (see notes for more information on interest write-off)

        

**Interest Free Student Loans and other Interest Write-offs**

Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with MSD (StudyLink) regarding Student enrolments. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education.

E: DOCUMENTATION

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public Trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

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://nsi.education.govt.nz/home.aspx>

24. Documents Provided

Please tick all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

- ☐ New Zealand Passport / Birth Certificate OR
- ☐ Other Passport plus Residency Permit

F: NZQA PROVIDER CATEGORY & STATEMENT OF CONFIDENCE

Regent Training Centre Ltd has achieved a statement of Confident in its educational performance and its capability in self-assessment. It is recognised as a category 2 provider by NZQA.

G: MARKETING INFORMATION

**How did you find out about the programme that you are enrolling in?** (please tick)

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Flyer in my letterbox              | <input type="checkbox"/> White Pages  |
| <input type="checkbox"/> Careers Expo                       | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> Newspaper Ad (please specify)..... |                                       |
| <input type="checkbox"/> Website.....                       |                                       |
| <input type="checkbox"/> Radio (please specify) .....       |                                       |
| <input type="checkbox"/> Other (please specify).....        |                                       |
| <input type="checkbox"/> Referred by (name).....            |                                       |