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SCHOOL OF ICT

# *School of ICT*

.....  
APPLICATION  
FORMS  
.....

# Documents Required for your Application

## Document Checklist

Check off each of these to make sure you have completed the application requirements.

### In this booklet:

- Application/Enrolment Form
- Health and Ethical Issues

Please provide a form of identification from both, **Section "A" AND Section "B"**

### A) Proof of Identity: Proof of Citizenship or Residency – one of these:

- 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 by a Justice of the Peace (JP), Solicitor, Minister of the Church or General Practitioner.*

### B) Proof of Identity: Photo ID – one of these:

- Passport
- Driver's Licence
- Former Student ID Card
- R18+ ID Card
- Any other Photo ID

# DOMESTIC STUDENTS Application/Enrolment Form



## Hamilton, Pukekohe and Auckland Enrolments:

Post to: Fax 07 853 0223  
Vision Enrolments Office Enquiries 0800 834 834  
21 Ruakura Road Administration 07 853 0777  
Hamilton 3216 Email admin@visioncollege.ac.nz

## Christchurch Enrolments:

Post to: Fax 03 366 9271  
Vision Enquiries 0800 834 834  
50 Hazeldean Road Administration 03 377 8878  
Christchurch 8024 Email christchurch@visioncollege.ac.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 administrative reasons.

- Please complete all sections of this form and sign the declaration.
- Please attach all additional documentation required as per the documentation section.
- Note: International students should use the International Student enrolment form, which is available on the website.

## QUALIFICATION

1. What qualification do you wish to enrol in?   
Qualification start date:  Qualification end date:
2. Have you studied at Vision before?  Yes  No If yes, what was your Student ID number?
3. How do you intend to study?  Full time  Part time
4. Where do you intend to study?  On Campus – Which one?   
 Distance/Online/Block Courses/Internship (Not all courses have this option. Please check first.)
5. If there are options for your course, what option are you choosing?  
e.g. Music students write "Vocal" or "Instrument". Leadership students could write "internship" or "part time".  
  
If the qualification you have chosen does not have options, or if you are unsure, leave this field blank.
6. What year do you expect to complete the academic requirements of your course(s) with Vision in order to graduate with your qualification? Year

## PERSONAL DETAILS

7. **Your full legal name:** Family Name:  Title:  Mr  Miss  Mrs  Ms  
First Name(s):
8. Preferred name (if different to above):   
Previous name(s) known by:
9. If you have previously enrolled under another name, what was that name?
10. Date of birth: //  
D D M M Y Y Y Y
11. Gender:  Male  Female
12. Do you know your NSN (National Student Number)?  No  Yes If yes, please write it here:
13. Citizenship:  New Zealand Citizen  New Zealand Permanent Resident  Australian Citizen  
 Australian Permanent Resident  Other (please specify)
14. During your study, where will you be residing?  New Zealand  Overseas

15. Which ethnic group(s) do you belong to?

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> NZ European/Pakeha    | <input type="checkbox"/> British/Irish | <input type="checkbox"/> Other European        | <input type="checkbox"/> Japanese       |
| <input type="checkbox"/> New Zealand Māori     | <input type="checkbox"/> Dutch         | <input type="checkbox"/> Filipino              | <input type="checkbox"/> Korean         |
| <input type="checkbox"/> Samoan                | <input type="checkbox"/> Greek         | <input type="checkbox"/> Cambodian             | <input type="checkbox"/> Other Asian    |
| <input type="checkbox"/> Cook Island Māori     | <input type="checkbox"/> Polish        | <input type="checkbox"/> Vietnamese            | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Tongan                | <input type="checkbox"/> South Slav    | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Niue                  | <input type="checkbox"/> Italian       | <input type="checkbox"/> Chinese               | <input type="checkbox"/> African        |
| <input type="checkbox"/> Tokelauen             | <input type="checkbox"/> German        | <input type="checkbox"/> Indian                | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Fijian                | <input type="checkbox"/> Australian    | <input type="checkbox"/> Sri Lankan            | <input type="checkbox"/> Not Stated     |
| <input type="checkbox"/> Other Pacific Peoples |  |  |   |

If Other European / Other Asian / Other Southeast Asian / Other Pacific Peoples or Other, please specify:

15a. If you identified as **New Zealand Māori**, what is the name of the Iwi you have the strongest affiliation to?

You may enter up to three.

Iwi <input type="text"/>	Iwi <input type="text"/>	Iwi <input type="text"/>
Rohe (Iwi home area)	Rohe (Iwi home area)	Rohe (Iwi home area)

16. How did you hear about this course?

## ACADEMIC INFORMATION

17. What was your main activity in New Zealand as at 1 October in the **year prior** to this course start date?

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Secondary School Student    | <input type="checkbox"/> Self-employed       | <input type="checkbox"/> House-person or Retired                | <input type="checkbox"/> Wānanga student |
| <input type="checkbox"/> Non-employed or beneficiary | <input type="checkbox"/> University Student  | <input type="checkbox"/> Overseas Irrespective of Occupation    |  |
| <input type="checkbox"/> Wage or salary worker       | <input type="checkbox"/> Polytechnic Student | <input type="checkbox"/> Private training establishment student |  |

18. Do you live with the effects of significant injury, long term illness or disability? Yes No

If yes, how would you describe your significant injury, long term illness or disability? The information you supply is confidential.

19. Is there anything that you suffer from that is likely to affect your study, or that we should be aware of while on campus?

- |  |                                     |                                     |   |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Chronic Fatigue                                     | <input type="checkbox"/> Depression | <input type="checkbox"/> Diabetes   | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Epilepsy  | <input type="checkbox"/> Migraines  | <input type="checkbox"/> RSI (OOSE) | <input type="text"/>                            |
| <input type="checkbox"/> No, I don't suffer from any of these health issues. |                                     |                                     |   |

20. What was the name of the last secondary school you attended?

School:  Year:  New Zealand Overseas

21. What is the highest level of achievement you hold from a secondary school?

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> No formal secondary qualifications                     | <input type="checkbox"/> 14 or more credits at any level        | <input type="checkbox"/> NCEA Level 1 or School Certificate   | <input type="checkbox"/> NCEA Level 2 or 6 <sup>th</sup> Form Certificate |
| <input type="checkbox"/> University Entrance                                    | <input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship | <input type="checkbox"/> Overseas qualification (includes Cambridge & International Baccalaureate exams) please specify | <input type="checkbox"/> Not Known  |
| <input type="checkbox"/> Please specify if "Overseas Qualification" or "Other". | <input type="text"/>  |   |   |

22. Is this the first time you have enrolled at a tertiary institution in New Zealand or overseas since leaving school?

Yes No (if yes, go to question 24)

If No, please enter the name of the organization you first studied at and the year of your first enrolment:

School:  Year:  New Zealand Overseas

23. Please list any tertiary study that you have done (include the highest level qualifications that you have completed).

Institution	Course	Year Studied	Successfully completed?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

24. Do you have a StudyLink student loan from a previous course?  Yes  No

Are you applying for a StudyLink student loan for this course?  Yes  No

25. Please provide details of your bank account for deposit in the event of refunds:

Bank Branch Account Number Suffix

## CRIMINAL CONVICTIONS

26. Do you have any criminal convictions including criminal traffic offences?  Yes  No

If "Yes" please state below the nature of the offence(s)? *The information you supply is confidential.*

## CONTACT DETAILS

Home Address:

Post Code:

Postal Address:

(if different)  Post Code:

Email Address:

Daytime Phone:  Mobile:

Next of Kin (emergency contact) Name:  Relationship:

Next of Kin Mobile:  Home Ph:  Work Ph:

Next of Kin Email:

## DOCUMENTATION

To enrol in a New Zealand tertiary education organisation, you must provide evidence of citizenship and / or permanent residency.

International students must produce their passport and a visa that is valid for undertaking study in New Zealand.

### Domestic Students

You will need to produce **one** form of documentation from the following checklist as evidence of citizenship/permanent residency

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- Australian passport.
- A statement of Whakapapa, including date of birth, countersigned by a Kaumatua.
- Certificate of citizenship or letter of confirmation.
- Proof of New Zealand or Australian Permanent Residency.

### Photo ID

You must produce one form of Photo ID.

- Driver's Licence
- Passport
- Former Student ID Card
- R18+ ID Card

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

# USE OF INFORMATION AND PRIVACY STATEMENT

Activate Training Centre Limited (ATC) collects and stores information from this form to:

- manage the business of ATC (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding
- supply information to government agencies and other organisations as set out below.

ATC may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

Supply of information to government agencies and other organisations.

ATC supplies data collected on from your enrolment 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
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

Those agencies use the data supplied by tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research.

The Ministry of Education 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.

When required by law, ATC 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.

In signing this enrolment form you authorise such disclosure on the understanding that ATC 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 request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

**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. ATC’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

In signing this form you authorise ATC to request payment of your course costs from StudyLink (if applicable). This includes course fees as well as any course related costs that are outstanding more than 60 days.

In signing this form, you give ATC authorisation to provide details to the Trustee who administers the Trust account for student fees.

**Photography and Video** –At times photos or video might be recorded on campus, in classes or at events. If I am included in these photo or videos I agree that ATC owns the images and all rights related to them and understand that the images may be used in any manner, any media and any location. I exempt ATC from any payment or compensation to me for the images.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of ATC with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

**NZ Police Vetting/Ministry of Justice check** - I understand that police checks will be done upon completion of the relevant consent forms (ECE and Counselling courses only). The result of this check will be held on my student file for the duration of my enrolment and may be sent to a placement centre upon that centre’s request in writing. By signing the enrolment form I agree to this.

**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

**OFFICE USE ONLY:**

Document type	full legal name	date of birth	gender	citizenship or residency status	Photo ID	Name of person sighting document	Date	Signature

All documents must be sighted and signed by a staff member. All 5 columns must be covered by the documentation provided.



**Freephone 0800 834 834**

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