Welcome to Te Wānanga o Aotearoa (TWoA).

Please read the instructions below carefully before you complete this enrolment form (puka whakauru).

This application for re-enrolment collects essential information for you to enrol in a qualification at TWoA and meets the requirements of the Ministry of Education and other government agencies.

Instructions
- Complete all sections of the form.
- Read the Terms and Conditions of Enrolment.
- Attach required documents.
- Print your answers clearly in pen or by ticking the box that applies.
- Sign and date form.
- Complete any additional programme specific requirements (e.g., police vetting).
- Completion of previous study may determine your eligibility for re-entry.
- Attach any additional documents that are required.
- Apply to Studylink for student loans and allowances (if applicable).

### WĀHANGA 1: PĀRONGO-Ā-TOHU
(Section 1 - qualification information)

1. What programme do you want to study?

2. Delivery site

3. Student ID number

4. National Student Index number

5. I intend to apply for Credit Transfer or Recognition of Prior Learning.

   - Yes
   - No

### WĀHANGA 2: PĀRONGO-Ā-TANGATA
(Section 2 - personal details)

6. Home phone

7. Mobile

8. Email

9. Fax

10. Name

11. Address

12. Relationship to you

13. Phone

14. What was your MAIN activity or occupation in New Zealand at 1 October 2014? Tick one box only

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

15. Disability:

   - Do you live with the effects of significant injury, long term illness, or disability which may affect your studies?
     - Yes
     - No

   - If yes, does your disability affect you in any of the following ways:
     - Hearing
     - Communication
     - Physical/mobility
     - Visual
     - Learning
     - Mental Health
     - Head injury
     - Medical
     - Temporary medical condition

   - Medical Condition

   - Note: Once you’ve been accepted, you need to make arrangements to pay your student fees promptly.
For part time enrolment, please list the modules or units that you will be enrolled on for 2015, or please attach your Result Notice or Academic Record.

<table>
<thead>
<tr>
<th>Kōnae Ako/ Module</th>
<th>Title of the Kōnae Ako</th>
<th>Credits</th>
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Total number of credits

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**DECLARATION**

Read the Terms and Conditions of Enrolment carefully before signing this declaration.

I have read and accept the Terms and Conditions of Enrolment.

I understand that if material information is withheld or information provided by me is subsequently found to be false or inaccurate, my enrolment may be cancelled.

I agree to receiving electronic messages from TWoA, including Marketing and relevant third party goods and/or services.

I understand that completing this enrolment form does not guarantee a place on the programme until I receive an acceptance letter from Te Wānanga o Aotearoa confirming that I have been accepted.

Signature: ____________________________ Date: _________/_______/_______

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**OFFICE USE ONLY**

**APPLICATION ACCEPTANCE SECTION**

**KAIAKO / INTERVIEWER SECTION:**

Programme Name: _______________________

Preferred class time: ___________________

Kaiako name: __________________________

Signature: ____________________________ Date: _________/_______/_______

Evidence attached (Academic Records/Record of Learning)

Yes ☐ No ☐

Checklist attached where compulsory

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**DELIVERY SITE ADMINISTRATION SECTION:**

Internal programme code: _______________________

Site Administrator’s name: _______________________

Signature: ____________________________ Date: _________/_______/_______

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**FOR LEVEL 1 & 2 AND YOUTH GUARANTEE**

Complete this section only for Level 1 & 2 and Youth Guarantee (excluding TARM and ESOL) programmes:

- [ ] Taurira aware of Level 1 & 2 eligibility
- [ ] Qualifications on NZQF checked
- [ ] Other programme options discussed
  - other

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**TAKE 2 ENROLMENT SECTION:**

MOE code: ____________________________

Student Registry Administrator’s name: ____________________________

Signature: ____________________________ Date: _________/_______/_______

Start date: _________/_______/_______

Finish date: _________/_______/_______

Student ID number: ____________________________ Date: _________/_______/_______

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**STUDENT REGISTRY UNIT HEAD OFFICE USE ONLY: ENROLMENT VERIFIED AND CHECKED IN TAKE2:**

Student Registry Officer’s signature: ____________________________ Date: _________/_______/_______
## Programme Information

- Program overview, content & resources
- Contains TWoA units and/or NZQA units
- Refer to programme specific entry requirements (pre-test, vetting) if applicable
- Pathways into other study / employment
- Programme start and end dates
- Hours of learning per week (Self-directed and Directed learning hours)
- Noho marae/off-site activities
- Expectations & attendance requirements
- Fees payment (if applicable)
- Recognition of Prior Learning (RPL), Cross Credit (CC) and Credit Transfer (CT) (Fees apply)
- Use of Literacy and Numeracy Assessment Tool for level 1-3 programmes (and some level 4)
- Advise applicant of when confirmation of enrolment will occur

## Eligibility

- Evidence of identity including legal name, DOB, citizenship / residency
- Enrolment in one full-time programme per year (excluding Mahi Toa, Papa Whairawa, Papa Ako, Papa Kupu)
- Applicant to check eligibility with StudyLink
- Applicant to advise Work and Income of study (benefits may be affected)

**Youth Guarantee and Level One & Two (except ESOL & TARM)**

- No other NZQF qualifications at level 2 or above

**15 to 18 years - refer to Rangatahi Enrolment Procedures**

- Under 16 MoE Exemption required
- Under 18 on fee paying programme needs Parental Consent Form
- Under 16 years (refer Guidelines)
Please write what programme pathways were discussed.

Applicant to complete

I understand that all programmes are subject to confirmation of availability.
I understand the information presented to me.
I have received the Terms and Conditions of Enrolment.

Applicant’s Signature: ____________________________
Date: ____________

OFFICE USE ONLY
Kaiako to complete

Name of TWoA kaimahi who met with the applicant: ____________________________

☐ Accept  ☐ Decline  ☐ Referral  Specify: ____________________________

Referral may be to another kaiako or RAC [see notes below]

Declaration of relationship to applicant:  ☐ No relationship  ☐ Yes I have a relationship

If yes, please complete the "Kaiako - Tauira Declaration of Relationship form.

Kaiako Name: ____________________________ Signature: ____________________________ Date: ____________

☐ Referred to Student Support Advisor

Reason: ____________________________

Any additional comments: ____________________________

Note:
1. Where kaiako is not available, another kaimahi can be authorised to undertake the tauira interview process.
2015 TERMS AND CONDITIONS OF ENROLMENT
(All students must receive the following information)

**Documentation**
To qualify as a domestic student, and to 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:

- a birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- a New Zealand or Australian passport
- a statement of Whakapapa, including date of birth, counter signed by a kaumatua for NZ Māori (if not registered at birth or over 60 years of age)
- a certificate of citizenship or letter of confirmation
- an overseas passport with permanent residence visa
- an active NSI
- an assertion through DIA identify verification (RealMe®).

If you have supplied a National Student Index number on this enrolment form, and your NSI status is Active, it is considered that you are the legitimate owner of the claimed identity.

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 (JPI), Barrister or Solicitor, Notary Public, Court Registrar 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

**Under 18 years of age**
If you are under 18 years and enrolling on a fee paying programme, please complete a parental consent form. It is available from the rohe Student Registry Office or at www.twoa.ac.nz/student-support

**Eligibility for student loans and allowances**
It is your responsibility to check if you will be entitled to loans and allowances through StudyLink.

Please check your eligibility with StudyLink before completing the enrolment form. You can visit their website at http://www.studylink.govt.nz/ for more information.

**Fees**
The course fee list is available on the website or from Student Registry and you will need to read these to establish if fees apply to the course you intend to enrol in. By signing this enrolment form you agree to pay all fees (if applicable) as they are due, and to meet late fees and collection charges associated with debt recovery. The policy on fees, withdrawals and refunds is also available on the website or from Student Registry.

Academic records and certificates will be issued to you once all fees have been paid in full or any outstanding books or any other materials owned by Te Wānanga o Aotearoa have been returned.

**Refunds**
To be eligible for a refund you will need to meet the following criteria:

<table>
<thead>
<tr>
<th>Date withdrawal received for all modes of delivery</th>
<th>Refund of fees paid</th>
<th>Effect on academic record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the cut-off date</td>
<td>100%</td>
<td>No results entered on academic record</td>
</tr>
<tr>
<td>After the cut-off date</td>
<td>No refund and liable for outstanding fees</td>
<td>Results will be entered on academic record and NZQA units recorded</td>
</tr>
</tbody>
</table>

**Withdrawals**
The following are the cut-off dates and deadlines for the processing of early withdrawals:

<table>
<thead>
<tr>
<th>Number of programme weeks (regardless of the mode of delivery)</th>
<th>Cut-off dates for Early Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 36-40 week programmes</td>
<td>20 working days after the start date</td>
</tr>
<tr>
<td>For 18-20 week programmes (except noho)</td>
<td>10 working days after the start date</td>
</tr>
<tr>
<td>For noho based 18 week or 24 week programmes</td>
<td>15 working days after the start date</td>
</tr>
</tbody>
</table>

**Regulations**
You agree to abide by the regulations and policies of Te Wānanga o Aotearoa. Please go to: http://www.twoa.ac.nz/student-support for the Tikanga Ako (Academic Regulations).

**Research/Surveys**
In signing this enrolment form, you understand that you may be approached in the future to participate in relevant TWha-related research and have the right to refuse to participate if approached.

**Privacy**
Privacy – TWha collects and stores information from this form to:
- Manage the business of TWha.
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and accountability for public funding.
- 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 TWha 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 a Student Registry Administrator.

**Supply of Information to Government and Other Organisations**
TWha 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, payments of fees or other awards (if you are a recipient of one of these awards).

Your personal details (name, date of birth, and residency) as entered on this form will be included in the National Student Index, if not already registered, 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, TWha 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 education organisations for the purpose of verifying academic records.