Kia ora! Welcome to Nelson Marlborough Institute of Technology (NMIT)

Domestic Application/Enrolment Form

This application/enrolment form is for new students only. If you have any questions about your application please contact Information and Enrolments on 0800 422 733 or **enrolments@nmit.ac.nz.**

Personal details

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other, please state
Surname	
Forename	
Middle Names	
Preferred Name	
Previous Surname if different	
Date of Birth	
Gender	☐ Male ☐ Female ☐ Another Gender
Home Address *Results will be sent to your home address, unless otherwise advised*	
Telephone Number	
Mobile Number	
Preferred Email Address	
Have you studied at NMIT before, if yes provide NMIT student ID	
National Student Number (NSN)	
Emergency Contact Person and Relationship	
Emergency Contact Number	

Programme details

Programme Name	
Start Date	
Venue	☐ Nelson ☐ Richmond ☐ Marlborough ☐ Woodbourne ☐ Off Campus
Study Options	☐ Full-time ☐ Part-time ☐ Online (if available)

Do you expect to finish your qualification this year? ☐ Yes ☐ No

Code	Course	Semester	Code	Course	Semester

Payment of fees

Confirmation of enrolment will be provided in the form of an invoice. Fees must be paid in full before the start of your programme, as specified on the 'How to apply' section on the NMIT website.

Credit card	A credit card surcharge of 1.5% of the value of the transaction will apply for all payments.
Studylink student loan	Please lodge an application with StudyLink prior to the start of your programme. Please phone 0800 88 99 00 for advice or visit their website: **studylink.govt.nz**.
Scholarship	If you intend to apply for a scholarship to pay for your fees, please write the name of the scholarship below. If you are a successful scholarship recipient, your invoice will be adjusted accordingly.
Employer or company	Please attach Company Order form or complete credit card details with a surcharge of 1.5%.
Work and income training Incentive allowance (tia)	Please complete the required TIA documentation. Please note that the TIA payment may not cover your entire fees and arrangements must be made to pay the remainder prior to the start of your programme.

How will you pay for your study?

Cash/Eftpos ☐ Company Order Form from Employer ☐ Student Loan Scheme ☐ Credit Card ☐ Visa ☐ Mastercard ☐

Cardholder

Card No

Expiry Amount

Signature

Citizenship

It is a Ministry of Education requirement that you MUST provide a verified copy of your birth certificate or other evidence of permanent residency to verify your status as a domestic student.

NZ Citizen ☐ NZ Permanent Resident ☐ Australian Citizen or Permanent Resident ☐ Other, please write down your country of citizenship

For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.

Ethnicity

With which of the following ethnic groups do you identify? (You may tick up to six boxes)

☐ NZ European/Pākehā	☐ Cook Island Māori	☐ Italian	☐ Other Asian	☐ Tokelauan
☐ New Zealand Māori	☐ Dutch	☐ Japanese	☐ Other European	☐ Tongan
☐ African	☐ Fijian	☐ Korean	☐ Other Pacific Peoples	☐ Vietnamese
☐ Australian	☐ Filipino	☐ Latin American	☐ Other Southeast Asian	☐ Not Stated
☐ British/Irish	☐ German	☐ Middle Eastern	☐ Polish	☐ Other
☐ Cambodian	☐ Greek	☐ Niuean	☐ South Slav	
☐ Chinese	☐ Indian	☐ Samoan	☐ Sri Lankan	

For New Zealand Māori, please identify your Iwi. (You may list more than one)

First Language

English ☐ Māori ☐ Other, please specify

Support for your studies

Are there any supports that would help you while learning at NMIT? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and to help us understand our learners, and is confidential. Disclosure of information will not influence your acceptance on the programme.

Please tick the support you might need:

- ☐ Access to assistive technology (e.g. for reading, writing, communication)
- ☐ Accessible format resources for course content (e.g. large print)
- ☐ Support to move around campus (e.g. mobility carparks, personal evacuation plans)
- ☐ New Zealand Sign Language interpreter
- ☐ Support with reading, writing concentration or sensory needs (e.g. dyslexia, autism, reader/writer)
- ☐ Support for your wellbeing and mental health
- ☐ Other learning or disability support
- ☐ No – I do not need support at this time

Would you like NMIT support staff to contact you to discuss support options? ☐ Yes ☐ No

Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition? ☐ Yes ☐ No ☐ Prefer not to disclose

Criminal conviction declaration

NMIT is committed to safeguarding all stakeholders including learners and staff. NMIT requires that all applicants declare any criminal convictions they have. NMIT acknowledges that some convictions do not need to be disclosed by virtue of the Criminal Records (Clean Slate) Act 2004. For more information about when the Criminal Records (Clean Slate) Act 2004 scheme applies please refer to: justice.govt.nz/criminal-records/clean-slate. Completion of this application form constitutes consent to NMIT carrying out a criminal history check with the New Zealand Police. Full consideration is given to the currency and nature of the offence(s) disclosed and the severity of any penalty imposed. If an offence is disclosed you may be required to discuss the matter with a Member(s) of the NMIT Directorate. NMIT is committed to the rehabilitation of offenders where possible. The focus of the discussion will be to provide support and assess the potential for pathways to learning at NMIT.

(tick one of the following):

- ☐ I declare that I have no convictions against the law (apart from minor traffic convictions).
- ☐ I declare that I have convictions against the law and understand that having a criminal record is not automatic grounds for declining my application and that consideration is given to currency, nature, severity of conviction(s) and associated factors.

Statistical information

What was the last secondary school you attended? (State 'overseas' if applicable)

In what year did you leave?

What is the highest level of achievement you hold from secondary school? (Tick one box only)

- ☐ No formal secondary qualification
- ☐ 14 or more credits at any level
- ☐ NCEA1 or School Certificate in one or more subjects
- ☐ NCEA2 or Sixth Form Certificate in one or more subjects
- ☐ NCEA3, Bursary, Scholarship
- ☐ University Entrance
- ☐ Overseas qualifications (includes International Baccalaureate)
- ☐ Other, please specify if "Overseas Award" or None of the above

What was your MAIN activity or occupation at 1 October last year? (Tick one box only)

- ☐ Secondary school student
- ☐ College of Education student
- ☐ Polytechnic/Institute of Technology student
- ☐ Private training establishment student
- ☐ University student
- ☐ Wānanga student
- ☐ Wage or salary earner
- ☐ Self-employed
- ☐ House person or retired
- ☐ Registered unemployed or other beneficiary eg DPB, sickness
- ☐ Overseas (irrespective of occupation)
- ☐ Other, please specify

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

- ☐ Yes
- ☐ No Please state the year of your first enrolment

Declaration and compliance with the privacy act 2020

Privacy statement

The Privacy Act 2020 has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. Nelson Marlborough Institute of Technology (NMIT) handles personal information in accordance with the 13 information privacy principles in the Act.

NMIT collects and stores personal information from this form to:

- comply with the requirements of the Education and Training Act 2020 and other legislation[1] relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

NMIT will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that NMIT holds about you and request that any errors in the information be corrected. To do so, contact the Information and Admissions Manager.

Disclosure of personal information to government agencies

NMIT may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

The government agencies listed above may use the personal information supplied to them to:

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's Integrated Data Infrastructure.

Disclosure of personal information to other agencies and organisations

NMIT may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

Storage of personal information

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

Fees By completing the 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. NMIT's policy on withdrawal and refund of fees may be obtained from NMIT's website.

Rules By completing the enrolment form you undertake to comply with the published rules and policies of NMIT regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems.

Declaration By completing the enrolment form, you declare that to the best of your knowledge all the information supplied on, and with, the 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 _____

Parent or guardian's signature if applicant is under 16 years of age:

Signature _____ Date _____

Checklist IMPORTANT PLEASE READ CAREFULLY

We want to ensure your enrolment is processed quickly. Failure to answer any of these questions will result in your application/enrolment being delayed. Have you:

- ☐ YES Completed all sections of this form?
- ☐ YES Have you provided one of the following?
  - ☐ Birth Certificate with a place of birth stated as New Zealand, Cook Island, Tokelau or Niue
  - ☐ New Zealand or Australian 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 Enrolments, 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 Declaration Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.
- ☐ YES Completed any additional programme-specific information required?
- ☐ YES Applied for your Student Loan and Allowance if applicable?
- ☐ YES Signed the Declaration?

FOR OFFICE USE ONLY Signature (Enrolments) _____ Date _____

PLEASE RETURN THIS FORM TO Nelson Marlborough Institute of Technology

Nelson campus
322 Hardy Street, Private Bag 19, Nelson 7042, New Zealand
Telephone 64-3 546 9175

Marlborough campus
85 Budge Street, PO Box 643, Blenheim 7240, New Zealand
Telephone 64-3 578 0215

enrolments@nmit.ac.nz | nmit.ac.nz | 0800 422 733

[1] This includes legislation governing the maintenance of official records and for accountability for public funding.