

UCOL is a polytechnic under the Education Act.

Please print in pen. If you need assistance or further information, please call us:

0800 GO UCOL
(0800 46 8265)



READ THIS

- Before completing this form, please read the UCOL Enrolment Guide, which contains important information including further terms and conditions of your enrolment at UCOL. Please ensure that you have read and understood the UCOL Refund Policy and Change of Details/Circumstances information set out in Part C of the Enrolment Guide.
- Please also read our current Course Information Guide to check that you have the current information required to calculate the total tuition fees payable to us. The tuition fees payable are those shown in the current Course Information Guide for the year of study in the qualification you have chosen or, if you are selecting individual courses, the total of the fees for the courses you select. For information on fees for individual courses, please contact the UCOL Information Centre.
- International students must complete the Application for Admission and Provisional Enrolment Form (International Students). Different entry criteria, different fees and a different refund policy apply to International students. Please contact the UCOL Information Centre for details.
- Before sending UCOL this form, please read the checklist on the final page of this form.

0800 GO UCOL
0800 46 8265
Website: www.ucol.ac.nz
E-mail: enquiry@ucol.ac.nz

Cnr of Princess and King Streets,
Private Bag 11022,
Palmerston North

143-159 Chapel Street,
PO Box 698,
Masterton

Vincent Drive,
PO Box 1016,
Levin

Wanganui UCOL,
57 Campbell Street,
Private Bag 3020,
Wanganui

Welcome to UCOL! Please complete this form and return it to us

Have you previously applied/enrolled at UCOL, Wanganui Regional Community Polytechnic or Wairarapa Community Polytechnic? If you have previously studied at UCOL, Wanganui Regional Community Polytechnic, or Wairarapa Community Polytechnic under a different name to the one you currently use, please write it in the space provided:

No Yes ▶ If "yes", Student ID No:

Previous Name:
(See Part B of the Enrolment Guide):

Section 1: My Personal Details

Title:

Mr Mrs Miss Ms Other ▶ If "other" please enter details:

Family name:

First name(s):

Preferred name(s):

Date of birth:

Gender:

Male Female

DAY MONTH YEAR

Residential address: (Street, Town, City)

Postal address - if different from residential address:

Home telephone number:

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AREA CODE

Work telephone number:

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AREA CODE

Mobile number:

Fax number:

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AREA CODE

Email address:

IRD number:

Next of kin/emergency contact name:

Next of kin/emergency contact telephone number:

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AREA CODE

Next of kin/emergency contact address:

National Student Index Number -
(See Part B of the Enrolment Guide):

NZQA number - if any:

Section 2: Qualification/Courses (See Enrolment Guide Glossary, Part D for definitions)

I wish to study towards the following qualification(s) - see Course Information Guide

QUALIFICATION NAME

Is your study full time or part time?

Full time Part time

Start date (if known):

DAY MONTH YEAR

Semester

1 2

Which campus will you be studying at? (Please note: Some courses/qualifications are offered by UCOL at more than one campus)

Palmerston North Masterton Levin Wanganui Other ▶ Please specify:

Elective Sheets

If we have sent you an elective sheet for your chosen qualification, please complete and return with this form. If you require an elective sheet but have not received one, you may request one from the UCOL Information Centre. Use the space below where the qualification you have chosen to study does not have set courses, or you are studying individual courses within a qualification, or studying part time. If you need more space an elective sheet may be obtained from our Information Centre.

COURSE NAME(S)

START DATE

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Section 2: Qualification/Courses - Continued

Do you expect to complete your qualification this year?

Yes No

* If you are under 20 years of age you must complete the tear-out sheet at Part F of the Enrolment Guide. Completing this tear-out sheet is optional for students aged 20 years or over, however we encourage all students to complete this sheet.

** Proof required if under 20 years of age – see checklist on final page.

Section 3: My Education History and Other Details

Name of last secondary school attended:

Country:

Year that you last attended secondary school:

19 or 20

*Is this your first year of tertiary study?
(See Part B of the Enrolment Guide)

Yes No – year:

Highest level of achievement at secondary school **** (Tick Box)**

- 00 No formal secondary qualification or less than 12 credits at level 1
- 01 School Certificate in one or more subjects or 12 or more credits at level 1
- 02 Sixth Form Certificate in one or more subjects or 12 or more credits at level 2
- 03 University Entrance or a National Certificate at level 2
- 04 Higher School Certificate or 12 to 39 credits at level 3 or higher
- 05 Entrance qualification from Bursary exam or 40 or more credits at level 3 or higher
- 07 A or B Bursary or National Certificate at level 3
- 08 University Scholarship
- 09 Overseas qualification (includes International Baccalaureate)
- 98 Other – specify:
- 99 Not known

Ethnicity – (Please do not tick more than three boxes)

- 00 European/Pakeha or NZ European
- 01 New Zealand Maori (please see Iwi below)
- 02 Samoan
- 03 Cook Island Maori
- 04 Niuean
- 05 Tongan
- 06 Tokelauan
- 07 Chinese
- 08 Indian
- 09 Fijian
- 10 Other Pacific Island – specify:
- 11 Other Asian – specify:
- 89 Other – specify:

Prior activity - as at 1 October prior to the date on which your course commences (select one)
(Please see Part B of the Enrolment Guide)

- †01 Secondary School student
- †02 Non-employed or beneficiary (excluding retired)
- †03 Wage or salary worker
- †04 Self-employed
- 05 University student
- 06 Polytechnic/ Institute of Technology student
- 07 College of Education student
- †08 House-person or retired
- 09 Wananga student
- 11 Private Training Establishment student
- †12 Overseas– specify:
- 99 Other– specify:

Iwi - If you identified as a New Zealand Maori
(Please See Part E of the Enrolment Guide and write your Iwi in the space provided)

Citizenship

- NZL New Zealand Citizen
 - NZP New Zealand Permanent Resident
 - AUS Australian Citizen
 - Other– specify:
- (see Part B of the Enrolment Guide)

Disability

Do you live with the effects of significant injury, a long-term illness or any disability? If you tick "Yes" please complete the Disability Details tear-out sheet at Part F of the Enrolment Guide and return with this form and you will be sent information on services available to students with a disability.

No Yes

† If this is your first year of tertiary study you must select one of these categories.

- You may wish to apply to Study Link for a student loan. If your loan application is approved, Study Link will pay your tuition fees to us if we offer you a place and if you accept that place. If your loan application is not approved, you must pay your tuition fees and all other fees set by UCOL (if any) yourself, or make other arrangements for payment of your fees.
- If you are applying to WINZ for a Training Incentive Allowance (TIA) you must complete this enrolment process **first** and receive your UCOL invoice to submit to WINZ. Please see Part C of the Enrolment Guide for further details on TIA's.
- If an organisation is paying your fees, please provide with this form a letter from an authorised person at that organisation, stating that it will be paying your fees. If for any reason that organisation does not pay your fees, then you must pay the fees yourself.

Section 4: Fees (See Part C of the Enrolment Guide)

I agree to pay the relevant tuition and all other fees set by UCOL (if any) for the course(s) I have chosen (and where applicable the Student Association fees) if UCOL offers me a place in writing and if I accept that place. I can accept UCOL's offer either by returning the Acceptance Card or by paying any UCOL fees or by attending class at UCOL.

I agree to pay the First Instalment of Fees of \$45 (including GST) on or before the first day I attend UCOL.

I understand that the First Instalment of fees of \$45 (including GST) is non-refundable.

I understand that, if I accept UCOL's offer of place and I do not attend the course(s) I am enrolled in, I am still liable to UCOL for payment of my fees in full if I do not withdraw from my course(s) and/or qualification in the manner required by UCOL and within UCOL's refund period.

Payment of Balance of Fees owing

Upon receipt of our invoice for the remainder of your tuition fees, all other fees set by UCOL (if any) and Student Association fees (where applicable), how will you be making your payment?

- Cheque or cash (EFTPOS available)
- Credit Card (Visa or Mastercard) Name on Card..... Card No.....
Expiry date Payment amount
- I am applying for a student loan to pay for my fees (*please complete a Study Link student loan application form and submit to Study Link*). I authorise UCOL to direct and accept payment of the relevant tuition fees and Student Association fees (where applicable) from my student loan account.
- I am applying for a Training Incentive Allowance (TIA) from WINZ to pay for my fees (*please contact your local WINZ Office or the UCOL Information Centre for an application form*)

Is an organisation paying your fees?

Yes (*please fill out details below*) No (*go to next section*)

Organisation name:

Telephone number:

 ()
AREA CODE

Postal address:

Contact person:

Section 5: Provisional Enrolment

- This application for admission and enrolment is provisional on:
 - UCOL being satisfied as to my identity and being satisfied, based on all the information I have supplied, that UCOL ought to offer me a place; and
 - UCOL selecting me for a place, if places in the course(s) and/or qualification I have selected are limited; and
 - UCOL being satisfied that I meet the entry criteria (if any) if I am under 20 years of age; and
 - My acceptance, if UCOL offers me a place (see Part C of the Enrolment Guide).
- UCOL may, in its sole discretion, waive all or any of the conditions in paragraph 1 above (except for the last bullet point).
- If either UCOL does not offer me a place in writing, or if UCOL does offer me a place in writing but I do not accept that place on or before the first day teaching on my course starts (or such later day that UCOL sets), then my admission and provisional enrolment is at an end.
- At any time after UCOL has offered me a place (irrespective of whether I have accepted or started study at UCOL), UCOL may still:
 - cancel or postpone any courses and/or qualifications that I have enrolled in (whether partially completed by me or not);
 - change the content of any courses and/or qualifications that I have enrolled in;
 - cancel my enrolment as permitted under the Education Act 1989 or otherwise at law.

Section 6: My Acknowledgement and Declaration *(see Part C of the Enrolment Guide)*

- In completing and returning this form, I am applying to enrol at UCOL. If UCOL offers me a place in writing and if I accept that place, I agree to pay the relevant tuition fees and all other fees set by UCOL (if any) to UCOL, and (where applicable) Student Association fees.
- I undertake to comply with all UCOL's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Application for Admission and Provisional Enrolment form).
 - In applying for admission and provisional enrolment and if I then enrol, I acknowledge that I have not relied on UCOL's (and/or UCOL's agents or contractors) judgment that course(s) and/or qualification(s) are suitable for any particular purpose or will achieve any particular result.
 - I acknowledge that, apart from the statements and warranties expressly given to me in writing by UCOL, all other statements and warranties (express or implied) are excluded.
 - I have received full written details of all fees, and any items that are or may be required by UCOL to be purchased or provided by me, for the qualification and/or course(s) I have chosen.
 - I understand that the terms and conditions of this form as well as Part C of the Enrolment Guide form part of my contract with UCOL. I have read the Enrolment Guide. I understand and accept it.
 - If I have applied to enrol in a course where UCOL requires me to supply further information (e.g. health, police check etc), I agree to promptly supply that information. I understand that my enrolment on that course is conditional on UCOL being satisfied with the content of the information UCOL receives.
 - If this is the first time I have enrolled at UCOL, I have attached (or agree to promptly send) a certified copy of my birth certificate or passport, or proof of permanent New Zealand Residency (Residence Visa), unless I have a National Student Index number and have inserted that number on this form.
 - If I am under 20 years of age, I have attached (or agree to promptly send) proof of my highest level of achievement at secondary school.
- I have read and understood the Privacy Act provisions (See Part C of the Enrolment Guide).
- I agree that if UCOL offers me a place in writing and if I accept that place, I may only withdraw if UCOL's Information Centre or Student Registry Services receives a Change of Details/Circumstances form duly completed and signed by me.

Declaration

I declare that, to the best of my knowledge, all the information I have provided on this form is true and complete.

I acknowledge that if UCOL offers me a place in writing, I may accept the place by completing, signing and returning the Acceptance Card or by paying any of UCOL's fees or by attending class. I acknowledge that if I do not accept UCOL's offer of place promptly by returning the signed Acceptance Card, UCOL may (at UCOL's option), before it receives notice of my acceptance, withdraw its offer of place to me.

Signature:

Date:

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|-----|-------|------|
| | | |
| DAY | MONTH | YEAR |

Guardian's Signature if I am under 18 years at the date of signing this Application:

Date:

| | | |
|-----|-------|------|
| | | |
| DAY | MONTH | YEAR |

Checklist

- My Application for Admission and Provisional Enrolment is fully completed, dated and signed by me.
- I have read and understood the Enrolment Guide.
- If I am a first-time student at UCOL, I have attached (or will promptly supply) proof of my age and identity, unless I have a National Student Index number and have inserted that number on this form.
This proof of age and identity may be either:
 - Certified copy of Birth Certificate or
 - Passport and
 - Residence Visa (if applicable) or
 - Proof of change of name (if applicable)
- If I am under 20 years of age, I have attached (or will promptly supply) proof of my highest level of achievement at secondary school and the Previous/Current Study Details tear-off sheet from Part F of the Enrolment Guide.
- I have attached the Disability Details tear-off sheet from Part F of the Enrolment Guide (if applicable).

Please return completed application to:

Palmerston North
Cnr of Princess and King Streets,
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Vincent Drive,
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Wanganui
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