

Contents

Part A

- | | | |
|---|--|---|
| 1 | Hello and Welcome to Universal College of Learning (UCOL). | 2 |
| 2 | Purpose of this Guide. | 2 |

Part B

- | | | |
|---|--|---|
| 1 | How to fill out your Application for Admission and Provisional Enrolment Form? | 3 |
| 2 | Documents that you must supply with your Application for Admission and Provisional Enrolment Form. | 5 |

Part C Important Information

- | | | |
|----|--|----|
| 1 | Provisional Enrolment at UCOL. | 6 |
| 2 | If UCOL offers you a place and if you accept. | 6 |
| 3 | Fees. | 7 |
| 4 | Changing your Details/Circumstances. | 9 |
| 5 | Withdrawal from Course(s) and/or Qualification(s). | 9 |
| 6 | Refunds. | 10 |
| 7 | Changing Course(s) and/or Qualification(s). | 10 |
| 8 | UCOLSA — UCOL Students Association membership. | 10 |
| 9 | Privacy. | 10 |
| 10 | Course(s) and/or Qualification(s) Cancellations/Postponements. | 11 |
| 11 | UCOL's Limitation of Liability. | 11 |
| 12 | Disputes and Complaints. | 11 |

Part D Glossary

- | | | |
|---|---------------------------------|----|
| 1 | Meaning of words in this Guide. | 12 |
|---|---------------------------------|----|

Part E

- | | | |
|---|--------------|----|
| 1 | Iwi Details. | 14 |
|---|--------------|----|

Part F

- | | | |
|---|---------------------------------|----|
| 1 | Disability Details. | 15 |
| 2 | Previous/Current Study Details. | 16 |

Part A

1. Hello and Welcome to UCOL

Thank you for your interest in applying for admission and provisional enrolment at UCOL!

UCOL is recognised for its innovative student-friendly style, hi-tech learning environment, and respected for the achievements of its industry-oriented study and training programmes.

We have put a lot of energy into making UCOL's learning environment just right for you. It is very important to us that you are able to make the most of this learning. Lecturing and support staff are committed to working with you as you study towards gaining your qualification. UCOL supplies various student support services. Please either check our website at www.ucol.ac.nz or the booklet included with your Enrolment Pack for information on the Student Support Services offered by UCOL.

If you are not sure whether your academic abilities are suited to the course(s) and/or qualification(s) you are interested in enrolling in, please call UCOL for academic counselling.

2. Purpose of this Guide

2.1 The purpose of this Guide is to:

- (a) Assist you to fill out your Application for Admission and Provisional Enrolment Form.
- (b) Explain UCOL's Enrolment Procedure.
- (c) Outline your provisional enrolment agreement with UCOL.
- (d) Ensure that you are fully aware of your rights and obligations as a UCOL student if UCOL offers you a place and if you then accept that place.

2.2 Before you complete your Application for Admission and Provisional Enrolment Form please read this Guide.

2.3 If information in any course handbook or the UCOL Student Diary conflicts with information contained in this Enrolment Guide, then the information in this Enrolment Guide prevails.

2.4 Part B of the Guide is designed to assist you to complete your Application for Admission and Provisional Enrolment Form. In some cases Part B provides choices for your selection. You will find this helpful when completing the form.

2.5 For more:

- (a) Information
- (b) Assistance
- (c) Or if you have any questions

Please phone UCOL on 0800 GO UCOL.
(0800 46 8265)

Part B

1. How to fill out your Application for Admission and Provisional Enrolment form?

Previous Study at UCOL: Please fill out this section if you have previously studied at UCOL or at Manawatu Polytechnic (UCOL's previous name), or at Wanganui Regional Community Polytechnic ("WRCP") or at Wairarapa Community Polytechnic ("WCP").

Student ID Number: This is the student identification number previously allocated to you by UCOL or by WRCP or by WCP.

Previous Study at UCOL or at WRCP or at WCP under a different name: If you have applied or enrolled at UCOL or at WRCP or at WCP in the past under a different name please print that name in full. Please attach evidence of your change of name to your Application for Admission and Provisional Enrolment form.

1.1 SECTION 1—My Personal Details

Title: Please choose the title appropriate to you. If 'other' please enter details e.g. Dr., Professor etc.

Family Name: Print your surname in full. If your family name on the form is different from the name on your supporting documents then you must provide evidence of your change of name.

First Names: Print all of your first names in full.

Preferred Names: Print what you prefer to be called (e.g. Theo, Robbie, AJ).

Date of Birth: Please complete day, month and year.

The personal details must be filled out by you. In many cases the Ministry of Education requires UCOL to collect this information from you and report it for statistical and other purposes.

IRD Number: This is allocated to you by the Inland Revenue Department for tax purposes.

Next of kin/emergency contact name: Please enter the name and contact details of the best person to contact in the event of an emergency and/or when UCOL is unable to contact you directly.

National Student Index (NSI) Number: This is a National Student Index number that is unique to you. This number corresponds to your National Student Index record, which holds basic details such as your name, date of birth and residential status. If you insert your National Student Index number on the Application for Admission and Provisional Enrolment Form, you may not need to provide us with certified copies of your birth certificate/passport or residency documentation if your National Student Index record is verified, accurate and full and is in a form satisfactory to UCOL.

NZQA Number (if any): This is a number allocated to you by NZQA once you enrol in a NZQA recognised course.

1.2 SECTION 2—Qualifications/Courses

Please see the current Course Information Guide for details. Please see the Glossary at Part D of this Enrolment Guide for the definitions of "qualifications" and "courses".

Which campus do you want to study at? From the Course Information Guide you will note that most courses are campus specific (they are taught at either Palmerston North, Wairarapa, Wanganui or Levin). Please indicate the campus location from where your chosen study will be delivered.

Elective sheets: If your course requires an elective sheet, and you have not received one, an elective sheet may be obtained from our Information Centre.

Please select the optional papers that relate to your study and return the Elective Sheet to UCOL with your Application for Admission and Provisional Enrolment Form. We recommend you keep a copy for your records. This sheet can also be used if you need a further sheet to list the courses you wish to enrol in on Page 2 of the Application for Admission and Provisional Enrolment form. If you require assistance to complete your elective sheet, please contact the UCOL Information Centre.

1.3 SECTION 3—My Education History and Other Details

Highest Level of Achievement at a Secondary School—Please tick 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.

If your answer is “Overseas qualification” or “Other” please insert country and qualification on the form.

Is this your first year of Tertiary Study? Will this be the first year you have ever enrolled in a Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. If you answered ‘No’ please enter the year of your first enrolment.

Tertiary Qualifications: Please insert on the Previous/Current Study Details tear-out sheet at Part F of this Enrolment Guide the name of all qualifications (if any) you have received from a:

- Private Training Establishment; or
- Wananga; or
- Polytechnic/Institute of Technology; or
- University.

All students under 20 years of age must complete this tear-out sheet and return it with the Application for Admission and Provisional Enrolment Form. If you are 20 years of age or over, completion of this sheet is optional, but we encourage all students to complete and return this sheet.

Prior activity: Select from the list on the form your MAIN activity or occupation at 1 October prior to the date on which your course commences.

If this is your first year of tertiary study you must select one of the categories marked with a “†”, e.g. secondary school student, non-employed or beneficiary etc. (only select one).

Ethnicity: If you select “Other Pacific Island”, “Other Asian” or “Other” please write the relevant further details on the form.

Citizenship and Residency: Select which best describes your citizenship or status from that listed on the form. If you select “Other” please write the details on the form.

Domestic Student, at any time, means a person who is:

- (a) A New Zealand citizen (including Niuean, Cook Islander, Tokelauan students and students with refugee status in New Zealand); or
- (b) A New Zealand permanent resident; or
- (c) An Australian citizen living in New Zealand; or
- (d) An Australian permanent resident living in New Zealand; or
- (e) A dependent of a diplomat working in New Zealand who is residing in New Zealand; or
- (f) On an exchange scheme approved by the Minister.

(g) Defined as a domestic student from time to time by the Ministry of Education.

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

If you specified “Other”, please also specify your fee/assistance status. For example, insert one of the following that applies:

- Exchange Student
- Foreign Research Based Postgraduate
- Military Personnel, Diplomatic Staff or Family; or
- Persons Associated with Operation Deep Freeze
- MFAT Scholarship (including Aotearoa, short-term training and post graduate)

Iwi: If you identified as New Zealand Maori then please indicate the name of your Iwi on the form under Iwi Details – if applicable. Please see Part E of this Guide for Iwi Details.

Disability: If you live with the effects of significant injury, a long-term illness, or any disability, please tick yes and complete the Disability Details tear-out sheet at Part F of this Enrolment Guide and return it with your Application for Admission and Provisional Enrolment Form. Please contact the UCOL Disabilities Coordinator on 0800 GO UCOL (0800 46 8265) to discuss what assistance (if any) UCOL can reasonably provide.

2. Documents that you must supply to UCOL with your Application for Admission & Provisional Enrolment Form

2.1 If this is the first time you have enrolled in a course and/or qualification at UCOL, please attach to your Application for Admission & Provisional Enrolment form a certified copy of either:

- (a) A National Student Index record.
- (b) Your birth certificate or passport for New Zealand, Niue, Tokelau or the Cook Islands.
- (c) A certificate of citizenship for New Zealand, Niue, Tokelau or the Cook Islands.

Students may supply other evidence of their legal name, such as a marriage certificate or a letter from their bank, although evidence of citizenship will still be required.

A whakapapa statement may be provided by students who identify themselves as Maori if they have a justifiable reason for not providing a birth certificate, for example, if the birth was not registered. In that case, students may provide an original or certified copy of a statement of whakapapa countersigned by a Kaumatua as evidence of their identity and citizenship.

Occasionally, a student is recorded as a child on their parent’s passport. In that case, the student may use the parent’s passport as evidence of identity and citizenship.

2.2 A certified copy is a photocopy of the original document, which is signed by a Solicitor, Justice of the Peace or authorised UCOL person as being a true copy of the original.

2.3 In signing the Application for Admission and Provisional Enrolment Form you agree to give UCOL whatever other information it requires for:

- (a) Deciding on whether or not to offer you a place and confirm your enrolment.
- (b) Reporting purposes.

2.4 Domestic Students/International Students

To qualify as a domestic student you must meet the criteria set out by the Ministry of Education. If you do not have a birth certificate with a place of birth in New Zealand or if you are not a permanent resident of New Zealand, then please call UCOL and find out whether you are a domestic student. This is because domestic students pay lower fees than international students and because there are restrictions imposed on UCOL accepting international students. Please see the Glossary at Part D of this Enrolment Guide for the definition of a domestic student.

Part C: Important Information: Further Terms of Your Enrolment at UCOL

1. Provisional Enrolment at UCOL

- 1.1 When UCOL has received your completed Application for Admission and Provisional Enrolment Form and proof of identity you will be sent a Provisional Enrolment Receipt letter. Once you get the letter you are provisionally enrolled at UCOL.
- 1.2 UCOL will then send you an Offer of Place Letter IF:
 - (a) UCOL is satisfied as to your identity and with the information you have supplied; and
 - (b) where places in the course(s) and/or qualification(s) you wish to provisionally enrol in are limited, UCOL selects you for one of those places; and
 - (c) where you are under 20 years of age, UCOL being satisfied that you meet the entry criteria (if any).
- 1.3 All or any of the conditions in section 1.2 above may be waived by UCOL in its sole discretion and are inserted for UCOL's sole benefit.
- 1.4 If UCOL does not offer you a place in writing by sending you an Offer of Place Letter then your provisional enrolment is at an end.
- 1.5 By provisionally enrolling at UCOL you agree to supply all further information that UCOL requests from you.
- 1.6 If you receive a UCOL Offer of Place Letter and you want to study at UCOL for the course(s) and/or qualification stated in the letter you must notify us of your acceptance by either:
 - (a) Completing and returning to us your signed Acceptance Card; or
 - (b) Paying your First Instalment of Fees or total tuition fees to UCOL; or
 - (c) Attending class.
- 1.7 If you want to study at UCOL then you are advised to sign and return the Acceptance Card promptly. If places in a course are limited then UCOL may, at any time before it receives your signed Acceptance Card, offer your place to someone else. If UCOL does this then UCOL will advise you in writing that your provisional enrolment is at an end.
- 1.8 Please read section 10 of this Guide for information on cancellation by UCOL after you have accepted your place.

2. Your Rights and Obligations if UCOL Offers you a place and if you Accept

- 2.1 If UCOL offers you a place and if you then accept that offer of place, you acknowledge that:
 - (a) You will comply with all UCOL's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of your enrolment).
 - (b) You alone have decided to study towards the qualification and/or to study the courses stated in the Application for Admission and Provisional Enrolment Form. You are not relying on UCOL's judgement or oral statement that a qualification or course is suitable for any particular purpose, unless UCOL has informed you in writing that a qualification or course is suitable for a particular purpose. Further, you agree that no oral or written statement made to you by or on behalf of UCOL is binding on UCOL unless UCOL has recorded it in writing.
 - (c) You 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 you, for the qualification or courses you have chosen.



Accepting your place at UCOL by signing and returning the Acceptance Card well in advance of your course start date will help to ensure that your enrolment is fully completed and that your place in the course is reserved (if you have been offered a place in a course(s) and/or qualification where the maximum number of places has been capped). Returning your Acceptance Card early will also help to ensure that we are able to issue you with your student ID card, computer log on and, upon payment of your fees, any textbooks and/or other course materials at the earliest opportunity.

- (d) If you have applied to enrol in a course that requires you to supply further information (e.g. health, police check etc.), you agree to promptly supply that information. You understand that your enrolment on that course is conditional on UCOL being satisfied with the information you supply.
 - (e) If this is the first time you have enrolled in a course and/or qualification at UCOL, you have attached to your Application for Admission and Provisional Enrolment Form (or agree to promptly send) a certified copy of your birth certificate or passport, or proof of permanent New Zealand Residency (Residence Visa), unless you have a National Student Index number and have inserted this number on the form.
 - (f) Part C of this Enrolment Guide contains terms and conditions of your enrolment at UCOL as well as those terms and conditions on your Application for Admission and Provisional Enrolment Form.
- 2.2 At any time after UCOL has offered you a place, (even after UCOL has confirmed your enrolment), irrespective of whether you have accepted your place or not, UCOL may still:
- (a) cancel or postpone any course(s) and/or qualification(s) that you have enrolled in (whether partially completed by you or not);
 - (b) change the content of any course(s) and/or qualification(s) that you have enrolled in.
 - (c) cancel your enrolment as permitted under the Education Act 1989 or otherwise at law.
- 2.3 UCOL is not liable to compensate you if:
- (a) UCOL cancels or postpones a course(s) and/or qualification(s) (whether you have partially completed the course(s) and/or qualification(s) or whether you have not yet started study for a particular course and/or qualification); or
 - (b) UCOL changes the content of a course(s) and/or qualification(s) (whether you have partially completed the course(s) and/or qualification(s) or whether you have not yet started study for a particular course and/or qualification).

3. Fees

3.1 First Instalment of Fees:

- (a) This is \$45.00 (including GST) payable by you once you have accepted your offer of place at UCOL. The First Instalment of Fees must be paid by you on or before the first day you attend UCOL, unless UCOL has received full payment of your fees from Study Link or otherwise beforehand.
- (b) You can pay the First Instalment of Fees by:
 - (i) Cheque made payable to “Universal College of Learning”. Please write on your cheque “Account Payee Only”.
 - (ii) Credit card.
 - (iii) In cash (if you deliver it in person to the UCOL Information Centre and obtain a UCOL receipt).
 - (iv) Eftpos
- (c) The First Instalment of Fees received by UCOL is deducted from the tuition fees payable by you for the enrolment period.

3.2 Second Instalment of Fees:

- (a) The Second Instalment of Fees is the total of the relevant tuition fee less your First Instalment of Fees plus Student Association fee (if not exempted by the UCOL Students Association) and any other fees specified by UCOL.

READ THIS

Payment of your fees in full prior to the course start date will help to ensure that we are able to issue you with your student ID card, computer log on, textbooks (if any), course materials (if any), and student support services, at the earliest opportunity. If you are paying by student loan, please organise this well in advance to allow time for processing and approval by Study Link.

READ THIS

If paying by student loan, refer to Section 3.5 of this guide.

- (b) You must pay the Second Instalment of Fees no later than 14 days from the First Date Teaching Starts on your course(s).

3.3 How you pay your Second Instalment of Fees

- (a) In the same way you paid your First Instalment of Fees (cheque, credit card, cash or eftpos) and received by UCOL; and/or
- (b) Student Loan (separate Study Link application form to be completed and submitted to Study Link). For further information or to obtain a loan application form, please call Study Link on 0800 88 99 00 or visit their website at www.studylink.govt.nz; and/or
- (c) Training Incentive Allowance (separate WINZ application form to be completed, see section 3.6 below for further details); and/or
- (d) Fees paid by others:
 - (i) 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 pay your fees. If for any reason that organisation does not pay your fees, then you must pay the fees yourself.
 - (ii) Anyone can pay your fees on your behalf (such as your employer) but if they fail to do so then you must pay.

3.4 Amount of Second Instalment of Fees:

- (a) This will be stated in the invoice that UCOL sends you once you have accepted UCOL's offer of place.
- (b) Please make sure that before you send in the Application for Admission and Provisional Enrolment Form that you are aware of:
 - (i) The fees payable for the course(s) and/or qualification(s) you are applying to provisionally enrol in; and
 - (ii) That you have obtained from UCOL current details on what books, course materials, equipment, safety clothing and other items you may have to provide to undertake the course of study you are applying to provisionally enrol in.

3.5 Student Loan Scheme:

- (a) If you wish to apply for a student loan to pay for your fees, you must make your own enquiries with Study Link. UCOL does not guarantee that Study Link will approve your loan application.
- (b) If you are using the student loan scheme to pay your fees, please apply early so that your fees can be paid prior to your course start date. In any event, payment is due no later than 14 days from the First Date Teaching Starts on your course(s).
- (c) If you are refused a student loan you must still pay UCOL the First and Second Instalment of Fees unless you withdraw within the relevant period in the refund policy in the manner required by UCOL (see section 5 & 6 of Part C of this Guide).
- (d) If Study Link makes payment of your fees in full prior to your course start date, then you will not be required to pay your fees by way of instalments.

3.6 Training Incentive Allowance:

- (a) If you are applying to the Department of Work and Income (WINZ) for a Training Incentive Allowance (TIA), an application form is available from WINZ or UCOL's Student Registry Service.
- (b) You need to bring the application form to Student Registry Services, so that UCOL can assist you to fill out some course details. We will then provide you with an invoice for you to submit to WINZ with your application.

- (c) WINZ will then advise you how much of your fees it is prepared to pay (if any). You may wish to apply to Study Link for a student loan to pay the difference.
- (d) UCOL does not guarantee that your application for a TIA will be approved by WINZ. Please contact WINZ for further information.

3.7 Variation of Fees

If you apply to provisionally enrol in a qualification that takes more than one academic year to complete, your fees in the second and each subsequent year will not be known when you first enrol. The fees payable for the subsequent year will be known before you enrol for each successive year. The tuition fee is set by UCOL Council and if you re-enrol you agree to pay the fee so set.

- 3.8 If you receive a UCOL Offer of Place Letter you must decide whether you accept that offer. An Offer of Place Letter is an offer of place to you at UCOL. You must then Accept that offer if you wish to study at UCOL. You can Accept that offer either by returning the signed Acceptance Card to UCOL or by paying your First Instalment or all fees or by attendance at class. Please note that UCOL may at any time before it is aware that you have accepted UCOL's offer of place, withdraw its offer in writing to you. Accordingly, you are advised to promptly send your completed signed Acceptance Card to UCOL. Even after you have accepted your place, UCOL may cancel or postpone a course(s) and/or qualification(s).

4. Changing your Details/Circumstances

- 4.1 You must fill out the UCOL Change of Details/Circumstances Form, sign it, date it and return it to Student Registry Services, or UCOL Information Centre, if you:

- (a) Wish to withdraw from or change your course(s), subject(s) or any qualification(s) you wish to study towards at any time after you have provisionally enrolled at UCOL; and/or
- (b) Change your name, contact details, residency or citizenship; and/or
- (c) Wish to enrol in any additional course(s) or study for additional qualification(s).

These forms are available from our Information Centre or Student Registry Services or by phoning UCOL on 0800 GO UCOL (0800 46 8265).

5. Withdrawal from Course(s) and/or Qualification(s)

- 5.1 Once you are enrolled you can only withdraw from course(s) and/or qualification(s) by completing and returning to UCOL Student Registry Services or Information Centre a signed and dated Change of Details/Circumstances form. This form is available from UCOL Student Registry Services.
- 5.2 The date of your withdrawal is the date that UCOL's Student Registry Services or Information Centre receives your completed and signed Change of Details/Circumstances form, being the date inserted by UCOL at the top of your form. This is not the date that you post the form.
- 5.3 It is your responsibility to ensure that UCOL's Information Centre or Student Registry Service receives your Change of Details/Circumstances form.
- 5.4 You cannot withdraw from any course(s) and/or qualification(s) at UCOL just by telling your lecturer or a staff member.
- 5.5 If you withdraw before the end of the relevant refund period and before you have paid your fees then you must still pay the non-refundable First Instalment of Fees.
- 5.6 If you withdraw after the end of the relevant refund period, and if you have not paid your fees then you are legally bound to pay your fees. UCOL may use a debt collection agency and/or take legal action against you to recover those unpaid fees. You must pay all costs UCOL pays in recovering the amount owed.

READ THIS

If you no longer wish to attend/complete your course please formally withdraw. Not doing so may impact on your future eligibility for student allowances.

6. Refunds

- 6.1 You may be eligible for a partial refund of your tuition fee if you are studying:
- Full-time for qualifications and/or courses for a whole year and withdraw at any time before the end of two weeks from the First Date Teaching Started.
 - Full-time for qualifications and/or courses of one semester and withdraw at any time before the end of two weeks from the First Date Teaching Started.
 - Full-time for qualifications and/or courses of less than one semester and withdraw before 5% of the qualification and/or course has been delivered after the First Date Teaching Started.
 - Part-time for qualifications and/or courses and withdraw before 5% of the qualification and/or course has been delivered after the First Date Teaching Started.
- 6.2 If you accept UCOL's offer of place and if you withdraw in the manner required within the time required then a partial refund is available. All tuition fees include a non-refundable portion of \$45 (GST inclusive).
- 6.3 You will not receive a refund for any course related costs or other UCOL fees.

7. Changing Course(s) and/or Qualification(s)

- 7.1 If you wish to change course(s) and/or qualification(s) after you have provisionally enrolled then you must withdraw from the course(s) and/or qualification(s) you no longer wish to take and go through the enrolment process for the new course(s) and/or qualification(s). UCOL's usual Withdrawal and Refund policies will apply in respect of the course(s) and/or qualification(s) you withdrew from. If you change courses or qualifications after the relevant refund period then you will have to pay the tuition fees and all other UCOL fees for the course(s) and/or qualification you first enrolled in and the full fees for the course(s) and/or qualification you transfer to.

8. UCOLSA — UCOL Students Association Membership

- 8.1 As a UCOL student you must pay UCOLSA's membership fee each year you are enrolled at UCOL unless UCOLSA grants you an exemption from having to pay its membership fee on the grounds of hardship. If you are granted such an exemption you may still become a member of UCOLSA.
- 8.2 As a UCOL student you must be a member of UCOLSA each year you are enrolled at UCOL unless UCOLSA grants you an exemption from membership on the grounds of conscientious objection.
- 8.3 If UCOLSA grants you an exemption from membership on the grounds of conscientious objection you must still pay UCOLSA's membership fee but UCOLSA will pay that fee to a charity of its choice.
- 8.4 To apply for either an exemption from UCOLSA membership or an exemption from having to pay UCOLSA's membership fee contact: UCOLSA, 159 Queen Street, Palmerston North, 06 952 7460.
- 8.5 Please note, as a consequence of the disestablishment of WRCP for incorporation into UCOL, there may be changes to some Students Association matters.

9. Privacy

In signing the Application for Admission and Provisional Enrolment Form you acknowledge that:

- 9.1 UCOL collects and stores information about you. Some of this information is and will be provided by you. Some of it will be collected by UCOL in the course of your enrolment at UCOL. UCOL is required to disclose such information to other organisations such as the Ministry of Education (funding

and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), the Nursing Council, the Professional Registration Board, Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). UCOL may also use such information for marketing purposes, to select students for qualifications, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records or otherwise.

- 9.2 In addition, you agree that, UCOL may release information about you to Government agencies such as the New Zealand Police, Department for Courts and Department of Corrections, Ministry of Social Development, and the Accident Rehabilitation Compensation Insurance Corporation.
- 9.3 In signing the Application for Admission and Provisional Enrolment Form you authorise the collection, holding and disclosure referred to above.
- 9.4 Under the Privacy Act 1993 you may ask UCOL to provide you with copies of the information it holds about you. If you disagree with any such information you may ask to have it corrected.

10. Course(s) and/or Qualification(s) Cancellations/ Postponements

- 10.1 UCOL may at its discretion at any time (whether before or after a course(s) has started, or whether or not a UCOL qualification has been partially completed) for any reason cancel any course(s) and/or qualification(s) offered. If a course(s) is cancelled or a qualification not offered, fees paid (not including fees for preceding enrolment periods) will be refunded to you, or to the person or organisation who paid them on your behalf. Under these circumstances no form of compensation will be paid by UCOL to you, or to the person or organisation who originally paid your fees.
- 10.2 UCOL may also postpone the start date of a course(s) or start date of study for a qualification offered. If the new start date does not suit you we will refund the fees to you, or to the person or organisation who paid them. No compensation is payable by UCOL to you or anyone else. If you have partially completed a course(s) and/or qualification(s), UCOL may still cancel the course(s) and/or qualification(s) and no compensation is payable.
- 10.3 No compensation will be payable to you by UCOL for the cancellation by UCOL of a course(s) and/or qualification(s), for any reason, regardless of whether you have completed a number of days, weeks or months of a course(s) and/or qualification(s), or whether you have completed one or more years towards a qualification.
- 10.4 In enrolling at UCOL you acknowledge that UCOL may decide to cancel or postpone course(s) and/or qualification(s) from time to time for a variety of reasons including (but not limited to) lack of interest, financial constraints and resourcing issues.

11. UCOL's Limitation of Liability

- 11.1 In signing the Application for Admission and Provisional Enrolment Form, you agree that, to the extent permitted at law, UCOL's liability to you, however it arises, if established, is limited to the amount of the tuition fees that you pay to UCOL for the enrolment period in which the liability arises.

12. Disputes and Complaints

- 12.1 In signing the Application for Admission and Provisional Enrolment Form you agree to abide by UCOL's statutes, policies and procedures for resolving disputes and complaints.

Part D: Glossary

1. Meaning of words in this Guide

Acceptance means if you receive a UCOL Offer of Place Letter you must, if you wish to study at UCOL, accept. Please accept by signing and returning to us the Acceptance Card. You may also accept by either paying an instalment or all your tuition fees or attending class. Acceptance by you is deemed to occur on whichever of these events occurs first. However, if we do not receive notice of your acceptance and at any time before we receive notice of your acceptance, UCOL may by writing to you withdraw its offer of place to you.

Acceptance Card is a UCOL form that you should complete, sign and return to us in order to accept your place at UCOL.

Change of Details/Circumstances Form is the UCOL form that you must fill out, sign and date, and which UCOL's Information Centre or Student Registry Service must receive, for you to withdraw from study towards a UCOL course(s) and/or qualification(s) or transfer to another course at UCOL, or if your circumstances change.

Council means the Council of UCOL as constituted under the Education Act 1989.

Course is a component of education. A paper/module/unit standard may all be different types of courses. A course or collection of courses form a programme of study which, if completed successfully, results in the award of a qualification for that period in which you enrol. For some qualifications all courses are compulsory. In others you may select which courses you study towards your qualification.

Date of Withdrawal is the date when UCOL actually receives either by facsimile or by post or by delivery to the Information Centre or Student Registry Services your Change of Details/Circumstances Form filled out, dated and signed by you (it is not the date you post the Change of Details/Circumstances Form).

Domestic Student, at any time, means a person who is:

- (a) A New Zealand citizen (including Niuean, Cook Islander, Tokelauan students and students with refugee status in New Zealand); or
- (b) A New Zealand permanent resident*; or
- (c) An Australian citizen living in New Zealand; or
- (d) An Australian permanent resident living in New Zealand; or
- (e) A dependent of a diplomat working in New Zealand who is residing in New Zealand; or
- (f) On an exchange scheme approved by the Minister.
- (g) Defined as a domestic student from time to time by the Ministry of Education.

*Permanent residents of New Zealand have the status of domestic students, and they pay domestic tuition fees. Permanent residents must supply one of the following as evidence of permanent residency in New Zealand:

- (i) A full and active National Student Index record
- (ii) An original or certified copy of their passport, with a current resident's permit on the passport
- (iii) A letter of confirmation from the New Zealand Immigration Service
- (iv) In the case of a refugee, a Certificate of Identity from the New Zealand Immigration Service

If permanent residents leave New Zealand for any reason, they need a valid Returning Resident's Visa in order to return and study in New Zealand.

EFTS is the formula known as Equivalent Full-Time student. This is determined by the Ministry of Education and is payable to UCOL as a tuition subsidy by the Ministry of Education for all domestic students enrolled in certain Ministry of Education approved courses at UCOL and who do not withdraw in the manner required by UCOL within UCOL's refund period.

Enrolment is the contract between you and UCOL.

First Instalment of Fees means \$45.00 (including GST) payable by you once you have accepted your Offer of Place at UCOL. The First Instalment of Fees is to be paid by you on or before the first day that you attend UCOL if you have not already paid your fees in full. This First Instalment of Fees is subtracted from the total fees due to UCOL when calculating the amount of your Second Instalment of Fees.

First Date Teaching Started/First Date Teaching Starts means the first day a student is advised by UCOL, to attend UCOL for their chosen programme of study. This may include course and/or UCOL orientation.

International Student, at any time, means a student who is not a domestic student.

NZQA means New Zealand Qualifications Authority.

Offer of Place occurs if UCOL writes to you and offers you a place on a particular course(s) and/or qualification. If you then Accept that offer you are a student at UCOL for that course(s) and/or qualification for the period in which you enrol, subject to UCOL's rights and obligations and your rights and obligations as a student at UCOL.

Programme of Study is the collection of courses in which a student enrolls which contributes (if successfully completed) to meeting the requirements for the award of a qualification.

Provisional Enrolment Receipt Letter is the letter that UCOL will send you once we have received your Application for Admission and Provisional Enrolment Form. UCOL may choose, at its discretion, not to send you this letter but may send you an Offer of Place letter instead.

Qualification is the award given by the Council of UCOL in recognition of successful completion of a programme of study. For example, Bachelor of Nursing, Bachelor of Applied Science (Medical Imaging Technology), Bachelor of Applied Information Systems, Diploma, Certificates, Bachelor of Computer Graphic Design.

Second Instalment of Fees is the amount which is the total of your tuition fee less your First Instalment of Fees received by UCOL plus the Students Association membership fee and any other fees set by Council.

Student Association Fees means the amount of fees payable to UCOLSA and collected by UCOL.

Tuition Fees are your fees for tuition set by UCOL for your course(s) and/or qualification(s) for the year you enrol.

UCOL means Universal College of Learning being a polytechnic under the Education Act 1989.

Part E: Iwi Details

| Code | Iwi | Region |
|------|--|----------------------|
| 0100 | Te Taitokerau/Tamaki Makau Rau | Northland/Auckland |
| 0101 | Te Aupouri | Northland/Auckland |
| 0102 | Ngati Kahurangi | Northland/Auckland |
| 0103 | Ngati Kuri | Northland/Auckland |
| 0104 | Ngapuhi | Northland/Auckland |
| 0105 | Ngapuhi ki Whaingaroa: Ngati Kahu ki Whaingaroa | Northland/Auckland |
| 0106 | Te Rarawa | Northland/Auckland |
| 0107 | Ngati Takoto | Northland/Auckland |
| 0108 | Ngati Wai | Northland/Auckland |
| 0109 | Ngati Whatua | Northland/Auckland |
| 0110 | Te Kawerau | Northland/Auckland |
| 0111 | Te Uru Hau | Northland/Auckland |
| 0112 | Te Roa | Northland/Auckland |
| 0200 | Hauaki | Coromandel |
| 0201 | Ngati Hako | Coromandel |
| 0202 | Ngati Hei | Coromandel |
| 0203 | Ngati Maru (Marutuahu) | Coromandel |
| 0204 | Ngati Paoa | Coromandel |
| 0205 | Patukirikiri | Coromandel |
| 0206 | Ngati Porou ki Harataunga ki Mataora | Coromandel |
| 0207 | Ngati Pukengaki Waiu | Coromandel |
| 0208 | Ngati Rahiri Tumutumu | Coromandel |
| 0209 | Ngati Tai | Coromandel |
| 0210 | Ngati Tamatera | Coromandel |
| 0211 | Ngati Tara Tokanu | Coromandel |
| 0212 | Ngati Whanaunga | Coromandel |
| 0300 | Waikato/Te Rohe Potae | Waikato/King Country |
| 0301 | Ngati Hau (Waikato) | Waikato/King Country |
| 0302 | Ngati Maniapoto | Waikato/King Country |
| 0303 | Ngati Raukawa (Waikato) | Waikato/King Country |
| 0304 | Waikato | Waikato/King Country |
| 0400 | Te Ararau/Taupo | Rotorua/Taupo |
| 0401 | Ngati Pikiro (Te Ararau) | Rotorua/Taupo |
| 0402 | Ngati Rangiteaore (Te Ararau) | Rotorua/Taupo |
| 0403 | Ngati Rangitiki (Te Ararau) | Rotorua/Taupo |
| 0404 | Ngati Rangiwewehi (Te Ararau) | Rotorua/Taupo |
| 0405 | Tapuika (Te Ararau) | Rotorua/Taupo |
| 0406 | Tarawhai (Te Ararau) | Rotorua/Taupo |
| 0407 | Tihourangi (Te Ararau) | Rotorua/Taupo |
| 0408 | Uenuku-Kopako (Te Ararau) | Rotorua/Taupo |
| 0409 | Waitaha (Te Ararau) | Rotorua/Taupo |
| 0410 | Ngati Whakau (Te Ararau) | Rotorua/Taupo |
| 0411 | Ngati Tuwharetoa | Rotorua/Taupo |
| 0412 | Ngati Tahu (Te Ararau) | Rotorua/Taupo |
| 0500 | Tauranga Moana/Mataatua | Bay of Plenty |
| 0501 | Ngati Pukenga | Bay of Plenty |
| 0502 | Ngati Eragi | Bay of Plenty |
| 0503 | Ngati Rangitiki | Bay of Plenty |
| 0504 | Ngati Awa | Bay of Plenty |
| 0505 | Ngati Manawa | Bay of Plenty |
| 0506 | Ngati Tai | Bay of Plenty |
| 0507 | Tihoe | Bay of Plenty |
| 0508 | Whakatoua | Bay of Plenty |
| 0509 | Whanau-A-Apanui | Bay of Plenty |
| 0510 | Ngati Whare | Bay of Plenty |
| 0600 | Te Tairāwhiti (East Coast) | East Coast |
| 0601 | Ngati Porou | East Coast |
| 0602 | Te Aitanga-A-Mahaki | East Coast |
| 0603 | Rongo Whakaata | East Coast |
| 0604 | Ngati Tamahiri | East Coast |
| 0700 | Te Matau a Maui/Wairarapa | Hawkes Bay/Wairarapa |
| 0701 | Rongomaiahihi (Te Mahia) | Hawkes Bay/Wairarapa |
| 0702 | Ngati Kahungunu ki Te Wairoa | Hawkes Bay/Wairarapa |
| 0703 | Ngati Kahungunu ki Heretaunga | Hawkes Bay/Wairarapa |
| 0704 | Ngati Kahungunu ki Wairarapa | Hawkes Bay/Wairarapa |
| 0705 | Ngati Kahungunu, region unspecified | Hawkes Bay/Wairarapa |
| 0706 | Rangitane (Te Matau a Maui/Hawkes Bay/Wairarapa) | Hawkes Bay/Wairarapa |
| 0707 | Ngati Kahungunu ki Whanganui a Orotu | Hawkes Bay/Wairarapa |
| 0708 | Ngati Kahungunu ki Tamatea | Hawkes Bay/Wairarapa |
| 0709 | Ngati Kahungunu ki Tamakini a Rua | Hawkes Bay/Wairarapa |

| Code | Iwi | Region |
|------|---|--|
| 0800 | Taranaki | Taranaki |
| 0801 | Te Atiaua (Taranaki) | Taranaki |
| 0802 | Ngati Maru (Taranaki) | Taranaki |
| 0803 | Ngati Mutunga (Taranaki) | Taranaki |
| 0804 | Ngaraui | Taranaki |
| 0805 | Ngarauihine | Taranaki |
| 0806 | Ngati Ruamui | Taranaki |
| 0807 | Ngati Tama (Taranaki) | Taranaki |
| 0808 | Taranaki | Taranaki |
| 0809 | Tangahoe | Taranaki |
| 0810 | Pakakohi | Taranaki |
| 0900 | Whanganui/Rangitikei | Whanganui/Rangitikei |
| 0901 | Ngati Apa (Rangitikei) | Whanganui/Rangitikei |
| 0902 | Te Ahi Hau Nui-A-Paparangi | Whanganui/Rangitikei |
| 0903 | Ngati Hau (Taurarunui) | Whanganui/Rangitikei |
| 0904 | Ngati Hauti | Whanganui/Rangitikei |
| 1000 | Manawatu/Horowhenua/Te Whanganui a Tara | Manawatu/Horowhenua/Wellington |
| 1001 | Te Atiaua (Te Whanganui a Tara/Wellington) | Manawatu/Horowhenua/Wellington |
| 1002 | Muaupoko | Manawatu/Horowhenua/Wellington |
| 1003 | Rangitane (Manawatu) | Manawatu/Horowhenua/Wellington |
| 1004 | Ngati Raukawa (Horowhenua/Manawatu) | Manawatu/Horowhenua/Wellington |
| 1005 | Ngati Toarangatira (Te Whanganui a Tara/Wellington) | Manawatu/Horowhenua/Wellington |
| 1006 | Te Atiaua ki Whakarongotai | Manawatu/Horowhenua/Wellington |
| 1100 | Te Waipounamu/Wharekauri | South Island/Chatham Islands |
| 1101 | Te Atiaua (Te Waipounamu/South Island) | South Island/Chatham Islands |
| 1102 | Ngati Koata | South Island/Chatham Islands |
| 1103 | Ngati Kua | South Island/Chatham Islands |
| 1104 | Kati Mamoe | South Island/Chatham Islands |
| 1105 | Moriuri | South Island/Chatham Islands |
| 1106 | Ngati Mutunga (Wharekauri/Chatham Islands) | South Island/Chatham Islands |
| 1107 | Rangitane (Te Waipounamu/South Island) | South Island/Chatham Islands |
| 1108 | Ngati Rarua | South Island/Chatham Islands |
| 1109 | Ngati Tahu / Kai Tahu | South Island/Chatham Islands |
| 1110 | Ngati Tama (Te Waipounamu/South Island) | South Island/Chatham Islands |
| 1111 | Ngati Toarangatira (Te Waipounamu/South Island) | South Island/Chatham Islands |
| 1112 | Waitaha (Te Waipounamu/South Island) | South Island/Chatham Islands |
| 1113 | Ngati Apa ki Te Waipounamu | South Island/Chatham Islands |
| 2001 | Tainui | Iwi not named, but waka or Iwi confederation known |
| 2002 | Te Arawa | Iwi not named, but waka or Iwi confederation known |
| 2003 | Takitimu | Iwi not named, but waka or Iwi confederation known |
| 2004 | Aotea | Iwi not named, but waka or Iwi confederation known |
| 2005 | Mataatua | Iwi not named, but waka or Iwi confederation known |
| 2006 | Mahuru | Iwi not named, but waka or Iwi confederation known |
| 2007 | Mamari | Iwi not named, but waka or Iwi confederation known |
| 2008 | Ngatokimatawharua | Iwi not named, but waka or Iwi confederation known |
| 2009 | Nukutere | Iwi not named, but waka or Iwi confederation known |
| 2010 | Tokomaru | Iwi not named, but waka or Iwi confederation known |
| 2011 | Kirahaupo | Iwi not named, but waka or Iwi confederation known |
| 2012 | Muriwhenua | Iwi not named, but waka or Iwi confederation known |
| 2013 | Hauraki / Pare Hauraki | Iwi not named, but waka or Iwi confederation known |
| 2014 | Tiranganui a Kiwa | Iwi not named, but waka or Iwi confederation known |
| 2015 | Te Tairāwhiti o Te Waka a Maui | Iwi not named, but waka or Iwi confederation known |
| 2016 | Tauranga Moana | Iwi not named, but waka or Iwi confederation known |
| 2017 | Horouta | Iwi not named, but waka or Iwi confederation known |
| 2101 | Te Atiaua | Iwi named but region unspecified |
| 2102 | Ngati Hau | Iwi named but region unspecified |
| 2103 | Ngati Maru | Iwi named but region unspecified |
| 2104 | Ngati Mutunga | Iwi named but region unspecified |
| 2105 | Rangitane | Iwi named but region unspecified |
| 2106 | Ngati Raukawa | Iwi named but region unspecified |
| 2107 | Ngati Tama | Iwi named but region unspecified |
| 2108 | Ngati Toa | Iwi named but region unspecified |
| 2109 | Waitaha | Iwi named but region unspecified |
| 2110 | Ngati Apa | Iwi named but region unspecified |
| 2200 | Hapu affiliated to more than one iwi | Hapu affiliated to more than one iwi |
| 5000 | Do not know name of Iwi | Other responses |

Source: New Zealand Standard Classification of Iwi 2000, Ministry of Education, May 2001

Part F

1. Disability Details

1. Please indicate your disability by ticking all relevant boxes:

- Deaf
- Hearing impairment
- Specific learning disability
- Medical (e.g. Chronic pain; epilepsy; neurological)
- Psychological/psychiatric disability
- Mobility
- Speech
- Blind
- Vision impaired
- Temporary impairment (including temporary impairment or injury that is expected to last less than six months)
- Other (please state): _____

2. The following questions must be ticked "Yes" if you require assistance. The purpose of these questions is to help UCOL determine what assistance (if any) UCOL can reasonably provide in the circumstances.

(a) In the event of an emergency would you need help to evacuate the building?

No Yes

(b) Do you need additional resources to assist you with your studies?

No Yes

2. Previous/Current Study Details

If you are now 20 or over, or will turn 20 before 1 January you do not need to provide proof of these qualifications, but you can if you want to.
This information will help us improve our service to you.

Students aged under 20 must provide this information.
This information is used to determine eligibility and suitability for candidates under 20 as at enrolment date

Do you have, or are you currently studying towards, any of the following qualifications?

School Certificate

Sixth Form Certificate

University Entrance

Bursary

subjects grades

subjects grades

subjects grades

subjects grades

Please attach copies of results

Other Qualifications

Name of qualification

Subjects passed/course majors
