

Enrolment Form

Hamilton, Pukekohe, East Tamaki, Christchurch, and Tokoroa Enrolments:

Trainme Fax 07 853 0223
21 Ruakura Road Enquiries 0800 872 466
Hamilton 3216 Email info@trainme.org.nz

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and administrative reasons.

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

COURSE

1. What course do you wish to enrol in?
Start date: End date:
2. Have you studied at Trainme before? Yes No If "Yes", what course?
3. How did you hear about this course?

PERSONAL DETAILS

4. **Your full legal name:** First Name(s): Title: Mr Miss Mrs Ms
Family Name:
5. Preferred name (if different to above):
Previous name(s) known by:
6. Date of birth: / / Age at start of course:
D D / M M / Y Y Y Y
7. Gender: Male Female
8. Do you know your NSN (National Student Number)? No Yes If "Yes", please write it here:

CONTACT DETAILS

- Home Address:
Suburb: City: Post Code:
- Postal Address:
(if different) Post Code:
- Email Address:
- Daytime Phone: Mobile:

- Emergency contact name: Relationship:
- Mobile: Home Ph: Work Ph:
- Email:

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

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

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

- Chronic Fatigue Depression Diabetes Other (please specify)
- Epilepsy Migraines RSI (OOSE)
- No, I don't suffer from any of these health issues.

19. Are you required to carry medication? Yes No

If "Yes" please state what medication you are required to take?

20. Are there any personal commitments or issues including childcare that may affect your ability to attend course? Yes No

If "Yes", describe below how this might impact you attending course.

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

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

22. Do you have any pending court appearances? Yes No

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

23. For Health & Safety and pre-employment reasons we operate a zero drug policy and no one is allowed onsite if under the influence of drugs or alcohol.

If required, are you prepared to undergo a drug test for site safety and pre-employment reasons? Yes No

TELL US A BIT ABOUT YOURSELF

Please write a sentence or two to explain.

When you have finished your course what do you plan to do next?

What do you think will be expected of you during this course?

DOCUMENTATION

To enrol in a New Zealand tertiary education organisation, you must provide evidence of citizenship and / or permanent residency. International students must produce their passport and a visa that is valid for undertaking study in New Zealand.

Domestic Students

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

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

Photo ID

You must produce one form of Photo ID.

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

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court 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

USE OF INFORMATION AND PRIVACY STATEMENT

ATC New Zealand collects and stores information from this form to:

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

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

Supply of information to government agencies and other organisations.

ATC New Zealand supplies data collected on from your enrolment to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development: in relation to student loans and allowances
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

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

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

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, ATC New Zealand releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC). Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

In signing this enrolment form you authorise such disclosure on the understanding that ATC New Zealand will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. ATC New Zealand's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

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

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

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

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

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

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature

Date

OFFICE USE ONLY

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

Application approved by PL: Yes No Maybe

Enrol into (what course)

ROA Checked and Printed: Yes No

Semester (tick one): Feb July Start

GENERAL EXPECTATIONS OF ALL STUDENTS

The following standards of behaviour are expected from all students training with ATC Trainme

- Respect self, other students, tutors, staff, and property
- No gang colours or related paraphernalia
- Dress suitably for the course you are doing
- Follow all Health & Safety instructions
- Moderate your language – strong swearing is not acceptable
- To be on time every time

If under 18 please have the following signed by the parent /caregiver

PARENT – STUDENT CONSENT FORM

Explanation: This form is designed to give indemnity to ATC New Zealand, including its satellite training divisions, from parents / guardians of students below 18 years of age required to travel out of the local area to participate in organized activities such as:

- Camps
- Field Trips
- Visits to other Training Organizations
- Visits to Work Areas
- Day Trips Away
- Others, as may be required

Intention: To avoid approaching parents / guardians for consent on each occasion, it is intended to seek a blanket approval for the duration of the current course. Alternatively, you may choose to give permission for each activity when they occur.

I/We _____ as parent/s – guardians

of _____

(Please tick one)

I hereby give consent for him / her to participate in approved activities and outings organized by the course tutor for the **entire duration of the current programme.**

OR

I would like to give consent on **each separate occasion.** I/We indemnify ATC New Zealand, including its satellite training divisions against any incident, accident, harm or injury that may occur during any approved outdoor activity.

PARENTAL CONSENT

Name

Signature

Date