



Department Code	FOR OFFICE USE ONLY	Student ID Number

# Short Course Enrolment

Welcome to Otago Polytechnic. We hope your time with us is enjoyable and you find your study beneficial. If you have any questions about your enrolment please call Customer Services to discuss them or phone us on 0800 762 786.



## 1) Course(s) Enrolling

Programme enrolling into: \_\_\_\_\_

Start date: \_\_\_\_\_

## 2) Personal Details Please print your legal name in full.

Family name \_\_\_\_\_

Given name(s) \_\_\_\_\_

If you are not commonly called by your legal given name what do you prefer to be called?

Preferred given name \_\_\_\_\_

What is your title?  Miss  Mrs  Ms  Mr  Dr  Other: \_\_\_\_\_

What is your gender?  Female  Male

What is your date of birth? (e.g. 01/07/1975) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you been enrolled previously at Otago Polytechnic?  Yes  No

Previous family name(s) \_\_\_\_\_

Previous given name(s) \_\_\_\_\_

## 3) Citizenship

New Zealand citizen (including Cook Islands, Tokelau, or Niue)  New Zealand permanent resident (a verified copy of a passport with NZ Permanent Resident Visa must be attached)

Australian Citizen or Permanent Resident  Other

**FOR STUDENTS WITH DUAL CITIZENSHIP**  
(Please specify the country of citizenship of the Passport used to enter New Zealand)

Country \_\_\_\_\_

If you were not born in New Zealand, we will need to see your passport from another country showing a current New Zealand Resident's Visa. If you do not hold a residency visa you will need to contact Otago Polytechnic.

## 4) Contact Details

Home Address \_\_\_\_\_

Town/City \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (0 ) \_\_\_\_\_ Cellphone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer name and address (if applicable)

Company Name \_\_\_\_\_ Town/City \_\_\_\_\_

Work Address \_\_\_\_\_ Telephone (0 ) \_\_\_\_\_

## EMERGENCY CONTACT

In an emergency, who do you want us to contact?

Name \_\_\_\_\_ Relationship (e.g. friend, mother, whanau) \_\_\_\_\_

Home Telephone (0 ) \_\_\_\_\_ Cellphone \_\_\_\_\_

Do you have a NZ Qualifications Authority (NZQA) or National Student Index (NSI) registration number?

Yes  No

(if yes please provide) \_\_\_\_\_

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Registration processed by:	Evidence verified / signed by:	Evidence Held:	Enrolment processed by:	Credit card payment processed by / to be processed by:	DATE STAMP
_____ _____ _____/_____/_____	_____ _____ _____/_____/_____	<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> NSI	_____ _____ _____/_____/_____	_____ _____ _____/_____/_____	

## 5) Ethnicity

With which ethnic group(s) do you identify? (you can tick up to 3 boxes)

If you are NZ Māori, state ALL Iwi to which you affiliate.

- NZ European/Pakeha
- NZ Māori

Iwi - \_\_\_\_\_

Iwi - \_\_\_\_\_

Iwi - \_\_\_\_\_

Iwi - \_\_\_\_\_

- British/Irish
- Dutch
- Greek
- Polish
- South Slav
- Italian
- German
- Australian
- Other European

- Samoan
- Cook Island Māori
- Tongan
- Niuean
- Tokelauan
- Fijian
- Other Pacific People's

- Filipino
- Cambodian
- Vietnamese
- Other Southeast Asian

- Chinese
- Indian
- Sri Lankan
- Japanese
- Korean
- Other Asian

- Middle Eastern
- Latin American
- African
- Other

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NSN Checked \_\_\_\_\_ / \_\_\_\_\_ / 20

Validation Checked

- Active  Partial  No Number

## 6) Statistical Information

This information is required by the Ministry of Education.

Name the last secondary school you attended (state "overseas" if applicable)

When was your last year at secondary school? (e.g. 1980)

What is the highest award you hold from secondary school?

- No formal secondary qualification       14 or more credits at any level       NCEA Level 2 or 6th Form Certificate  
 NCEA Level 1 or School Certificate       NCEA Level 3 or Bursary or Scholarship       University Entrance

Overseas qualification, includes International Baccalaureate and Cambridge Exams (Please Specify)

Other (Please Specify)

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga in New Zealand or overseas since leaving school? Do not include hobby, STAR, or LINK courses.       Yes       No      If "No" what year did you first enrol? (e.g. 1980)

What was your MAIN activity or occupation on 1 October last year?

- Secondary School Student       Self-Employed       College of Education Student       House Person or Retired  
 Non-Employed or Beneficiary (excludes Retired)       University Student       Overseas (Irrespective of Occupation)       Wananga Student  
 Wage or Salary Worker       Polytechnic Student       Private Training Establishment Student

## 7) Enrolment Information

How did you find out about this course? Please tick one box only.

- Polytechnic Prospectus/Brochure       Polytechnic Open Day       Recruitment Agent       Friend or Family Member  
 Polytechnic Liaison Person       Careers Expo       Trade Fair       Work or Business Colleague  
 School Careers Adviser       Outdoor Advertising       Radio       Magazine  
 School Subject/Transition Teacher       Internet/www       Careers Service       Television  
 Next Subject/Course in your Programme       Newspaper       Direct Mail       Other (Please Specify)

In which provincial region (e.g. Otago) were you living when you decided to apply for this programme? Region:

## 8) Support (This information is confidential)

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

Please specify the type of injury, illness or disability you have?

- Deaf       Specific Learning       Hearing       Temporary Impairment  
 Medical (Please Specify)        Blind       Mental Health       Speech  
 Vision       Physical/Mobility       Other (Please Specify)

IN AN EMERGENCY, WOULD YOU REQUIRE HELP TO LEAVE THE BUILDING?       Yes       No

Is English your first language?       Yes       No – If "No" please specify what language

## 9) Payment

I will pay my fees by:       Cash / Eftpos       Cheque       Credit Card       Student Loan       TIA       Internet Banking  
 Employer / Other Party - Please ensure your employer has completed and signed the Employer Fee Authority Form (attached if applicable).

MY CREDIT CARD DETAILS (IF APPLICABLE) ARE:       Visa       MasterCard

Card Number:       Expiry date:

Please print name of cardholder:

Signature of cardholder:

**Campus Contact Details - Please send your form to the appropriate campus.**

Otago Polytechnic Dunedin Campus  
Private Bag 1910, Dunedin 9054

Otago Polytechnic, Central Otago Campus  
PO Box 16, Cromwell 9310

## 10) Cancellation

By signing below, I am aware of the Cancellation of Programmes, Courses and Course Occurrences Policy that allows Otago Polytechnic to elect not to run a particular programme, course or course occurrence. Enrolment in this programme/course/course occurrence is conditional upon and subject to sufficient numbers of students enrolling in this programme/course/course occurrence.

Before you send your Enrolment please check:

- Have you filled out all sections of this form?       Have you signed the signature section/s? (We cannot accept this enrolment form if it is not signed)

I agree to the terms and conditions as stated on the attached Terms and Conditions of Enrolment form.

## 11) STUDENT SIGNATURE

Date      /      /