



FOR OFFICE USE ONLY		Student ID Number	

# Enrolment – Dunedin Campus

## Otago Secondary-Tertiary College

### 1) Programme Options Please tick one.

- |   |   |
|---|---|
| <input type="checkbox"/> Automotive           | <input type="checkbox"/> Construction L3 - Balclutha    |
| <input type="checkbox"/> Beauty Therapy       | <input type="checkbox"/> Introduction to Engineering L3 |
| <input type="checkbox"/> Business and Tourism | <input type="checkbox"/> Salon Support L2               |
| <input type="checkbox"/> Cookery L3           | <input type="checkbox"/> Sport, Exercise & Health L3    |
| <input type="checkbox"/> Construction L2      | <input type="checkbox"/> Police Pathway                 |

If you have a second choice, what is it? \_\_\_\_\_

### 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 date of birth? (e.g. 01/07/1995)      /      /

What is your gender?       Female       Male       Diverse

Have you been enrolled previously at Otago Polytechnic?       Yes       No

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

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

### 3) Citizenship and Ethnicity

New Zealand citizen (including Cook Islands, Tokelau, or Niue)       New Zealand permanent resident

Australian Citizen or Permanent Resident       Other

Please attach a copy of your visa

### 4) Contact Details

Home Address \_\_\_\_\_ Town/City \_\_\_\_\_

Cellphone \_\_\_\_\_ Home Phone \_\_\_\_\_

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

School Name \_\_\_\_\_ Town/City \_\_\_\_\_

#### NEXT OF KIN

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

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

Contact Number(s) \_\_\_\_\_

Email \_\_\_\_\_

### 5) NSI Number (if known)

**NZ Qualifications Authority (NZQA) or National Student Index (NSI)**

Registration Number: (please provide below)

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### 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/Pākehā
- NZ Māori
- Iwi - \_\_\_\_\_
- Iwi - \_\_\_\_\_
- Iwi - \_\_\_\_\_

- British/Irish
- Dutch
- Greek
- Polish
- South Slav
- Italian
- German
- Australian
- Other European (please specify) \_\_\_\_\_

- Samoan
- Cook Island Māori
- Tongan
- Niuean
- Tokelauan
- Fijian
- Other Pacific Peoples (please specify) \_\_\_\_\_

- Filipino
- Cambodian
- Vietnamese
- Other Southeast Asian (please specify) \_\_\_\_\_

- Chinese
- Indian
- Sri Lankan
- Japanese
- Korean
- Other Asian (please specify) \_\_\_\_\_

- Middle Eastern
- Latin American
- African
- Other (please specify) \_\_\_\_\_

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NSN Checked	_____ / _____ / 20
Validation Checked	<input type="checkbox"/> Active <input type="checkbox"/> Partial <input type="checkbox"/> No Number

ENROLMENT PROCESSED BY:
_____
_____ / _____ / _____

Please see reverse side of this form to complete your enrolment details.

## 6) Learning Support (This information is confidential unless you choose to share it with others)

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  Blind  Mental Health  Physical/Mobility  Hearing  Vision  Speech

Temporary Impairment  Medical (Please specify)

Specific Learning  Other (Please specify)

In an emergency, would you require help to leave the building?

Yes  No If "Yes" please give details: \_\_\_\_\_

Is English your first language?

Yes  No If "No" please specify what language you speak best:

Are you taking any prescription medication?

Yes  No If "Yes" please give details: \_\_\_\_\_

## 7) Required Information

What year will you be at school in 2021:  Year 11  Year 12  Year 13

*Please attach a copy of your birth certificate or passport so we can verify your name and date of birth.*

What is the highest award you hold from secondary school?

14 or more credits at any level  NCEA Level 1  NCEA Level 2  NCEA Level  No formal secondary school qualification

## 8) Student Signature and Declaration

I commit to this programme and agree to abide by the rules of the Otago Secondary-Tertiary College. I will follow the health and safety guidelines as outlined to me. I authorise the Otago Secondary-Tertiary College to disclose information about assessments, attendance and progress to the contributing school, and to whānau, parents/caregivers.

We want everyone to get the most out of their learning time with us, therefore the key rules are:

- Follow all health and safety guidelines. Do not use equipment that you are not told to use, and always use only in the presence of a staff member.
- Respect all students and staff. There is a zero tolerance policy to bullying.
- Absolutely No Smoking.
- Your hours are 8.45am – 3.00pm (excluding travel) and you are required to attend every Friday in order to gain the credits. If your attendance falls off at school or at the OSTC, you may be removed from the programme.
- When on field trips, behave appropriately and respectfully. Remember it may be a future employer that is talking to you.
- Where applicable, protective safety clothes are to be worn for all practical sessions and field trips. Folders, boots, overalls and uniforms will remain at the polytechnic. Overalls may go home for a wash at the end of each term. Please note, if you do not have the correct safety clothes on you will not be allowed to take part in practical sessions or field trips. No exceptions.
- Do not bring, use or be under the influence of drugs or alcohol. If we have any reason to suspect you are under the influence, you will be returned to school and if evidence supports the suspicion you will be removed from the OSTC programme permanently.

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

I acknowledge this enrolment as Legal Parent or Guardian (co-sign):

\_\_\_\_\_  
NAME

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**9. Tell us about yourself and how your OSTC course fits in with your study**

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Why do you want to attend Otago Secondary Tertiary College?

What interests you about this programme?

Have you gained any experience in this field?

What is your preferred career pathway or next steps after completing this programme?

How will OSTC fit in with your commitments at school?

## 10. Media Consent

Thank you for agreeing to participate in future promotions of Otago Polytechnic. Signing this form indicates that you understand the purposes for which your image (photo or video), name and/or statements will be used.

I give permission for Otago Polytechnic to use my photo, video, artwork, name, and or profile for promotional purposes. These may appear in (but not limited to) print publications, online videos, websites and other material aimed at promoting Otago Polytechnic, Polytechnic education and New Zealand as an educational destination. The term of the licence is in perpetuity and the territory is worldwide.

I am not aware of any circumstances which might mean that the use of my image by Otago Polytechnic has the potential to adversely affect the reputation of the Polytechnic.

I understand that I have the right to delete my file at any time. Otago Polytechnic will use discretion when using any of the above and will not discredit you in any way.

Name
------

Course/Programme area
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Phone	Email
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Signed
.....
<input type="checkbox"/> I have read this consent form and agree to the terms and conditions as written above.
Date ..... / ..... / .....

Parent/Guardian signature if under 18
.....
<input type="checkbox"/> I have read this consent form and agree to the terms and conditions as written above.
Date ..... / ..... / .....

### CHECKLIST:

- Have you attached a copy of your birth certificate or passport?
- Has your Parent or Guardian signed the Behavioural Contract and Media Consent?
- Please check that you have completed the all the sections of this form.

## 11. School Comments/Endorsement – to be completed by teaching staff or Careers Advisor.

*(Cover aspects of student's workload management, how this programme will fit in with school programme and any issues, extra support or help this student may require.)*