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Palmerston North

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Welcome to The Design School.

Please read the instructions below carefully before you complete this enrolment form.

**INSTRUCTIONS**

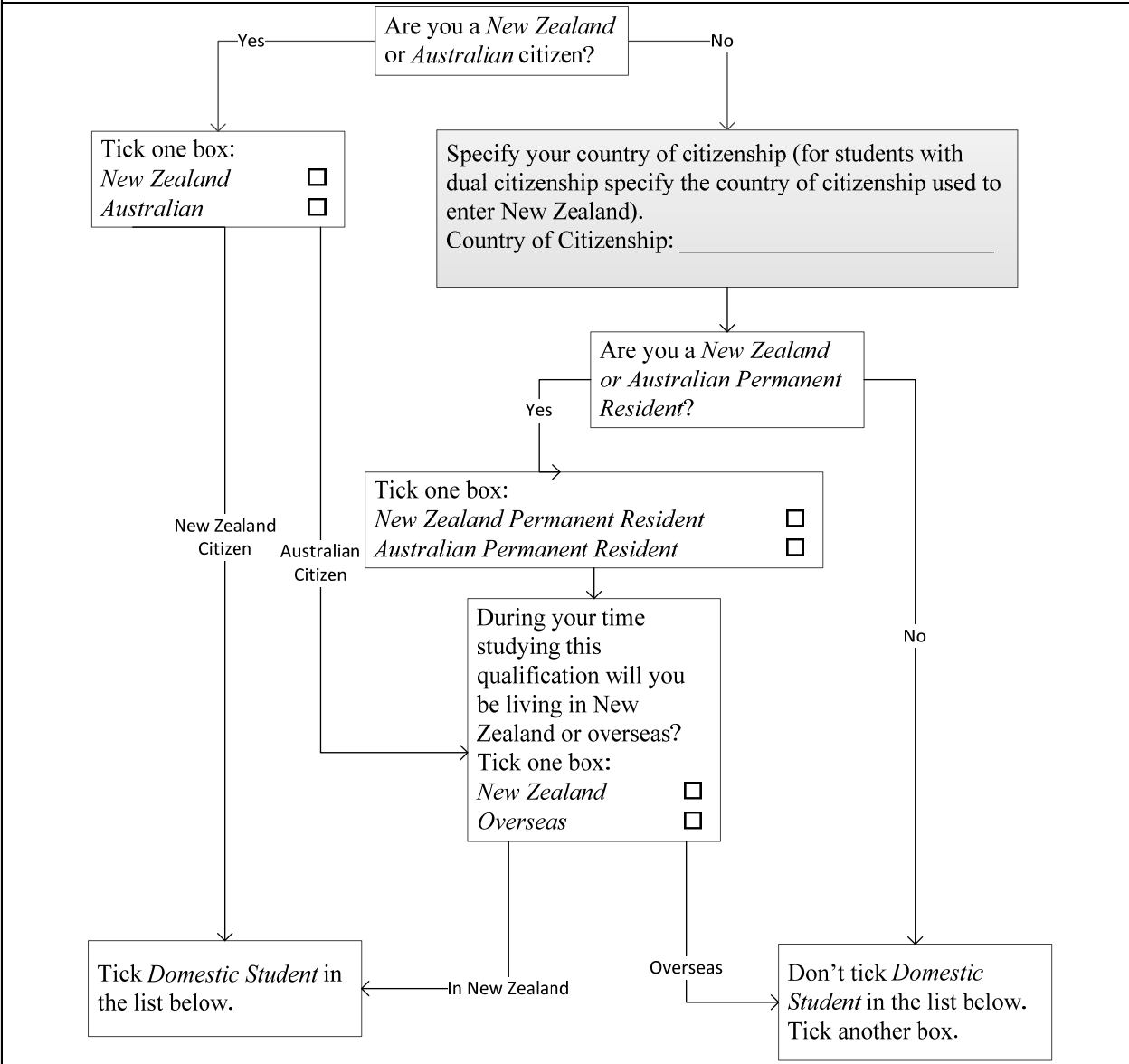
The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at The Design School. We also need to collect information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical, registration and monitoring reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education and Tertiary Education Commission funding purposes. A description of the required documentation is provided on page 4 of the form.

A QUALIFICATION										
1	Please write the name of the qualification in which you wish to enrol:				Foundation Skills in Design Youth Guarantee				Office Use: Student ID	
	Location:		Palmerston North <input checked="" type="checkbox"/>							
	Start Date for this period of enrolment:									
	Planned Finish Date for this period of enrolment:									
	Do you intend to study:				Part time <input type="checkbox"/>		Full time <input checked="" type="checkbox"/>			
2	Have you studied at The Design School before?						Yes <input type="checkbox"/>		No <input type="checkbox"/>	
	If you answered "yes", what was your ID number?									
3	Please enter the name(s) of the courses into which you wish to enrol:									
	NCEA (L2) and National Certificate in Design (L2) (or NZ Certificate in Design (L2))									
	New Zealand Certificate in Arts and Design L3									
B PERSONAL DETAILS										
4	Print your full legal name:									
	Family Name									
Given Name(s)										
5	Preferred first name:									
6	If you have previously enrolled at this or any other tertiary institution under another name, what was that name?									
7	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):				
8	Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		day	month	year	9		Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	

10 If you have an a National Student Index number (also known as the "NSN" or NZQA Record of Learning number), please write it here:    -    -

11 Citizenship and Residency: Please follow the flow chart below and tick the appropriate box(es). If you are not a New Zealand or Australian citizen you will have to specify your citizenship in the shaded box.



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You may/will need to supply evidence of residency status or citizenship

- Now using the flow chart tick one of the boxes below:**
- Domestic Student*  00
  - NZAID student*  01
  - International Fee-Paying Student (including people on current work visa)*  03
  - Student on a recognised exchange scheme*  04
  - Foreign research based post-graduate*  06
  - Visiting military personnel, diplomatic staff or family, or persons associated with Antarctic programme*  08
  - International on-shore PhD student*  09
  - International student who is ITO off-job trainee*  12
  - Refugee or protected person whose application for residence is being processed or a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa.*  13

If you are a New Zealand or Australian permanent resident, or an Australian Citizen, please specify in years and months how long you have resided in New Zealand with a residence class visa, or with Australian citizenship:

Years: \_\_\_\_\_ Months: \_\_\_\_\_

12	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes which apply to you.</p>	<p>NZ European/Pakeha <input type="checkbox"/> 111  New Zealand Māori <input type="checkbox"/> 211  Samoa <input type="checkbox"/> 311  Cook Island Māori <input type="checkbox"/> 321  Tongan <input type="checkbox"/> 331  Niue <input type="checkbox"/> 341  Tokelauen <input type="checkbox"/> 351  Fijian <input type="checkbox"/> 361  Other Pacific Peoples * <input type="checkbox"/> 371  British/Irish <input type="checkbox"/> 121  Dutch <input type="checkbox"/> 122  Greek <input type="checkbox"/> 123  Polish <input type="checkbox"/> 124  South Slav <input type="checkbox"/> 125  Italian <input type="checkbox"/> 126  German <input type="checkbox"/> 127  Other European * <input type="checkbox"/> 129</p>	<p>Australian <input type="checkbox"/> 128  Filipino <input type="checkbox"/> 411  Cambodian <input type="checkbox"/> 412  Vietnamese <input type="checkbox"/> 413  Other Southeast Asian * <input type="checkbox"/> 414  Chinese <input type="checkbox"/> 421  Indian <input type="checkbox"/> 431  Sri Lankan <input type="checkbox"/> 441  Japanese <input type="checkbox"/> 442  Korean <input type="checkbox"/> 443  Other Asian * <input type="checkbox"/> 444  Middle Eastern <input type="checkbox"/> 511  Latin American <input type="checkbox"/> 521  African <input type="checkbox"/> 531  Other * <input type="checkbox"/> 611  Not Stated <input type="checkbox"/> 999</p> <p>* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>	
13	<p>Iwi:</p> <p>If you identified as New Zealand Māori in question 12, what is the name of your iwi (tribe or tribes) and rohe?</p> <p>You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know". A list of rohe and iwi can be found at Te Puni Kōkiri <a href="http://www.tkm.govt.nz/">http://www.tkm.govt.nz/</a></p>	<p>Iwi: Rohe (iwi home area):</p> <p>Iwi: Rohe (iwi home area):</p> <p>Iwi: Rohe (iwi home area):</p>	Office Use	
14	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box.</p> <p>Secondary school student <input type="checkbox"/> 01    Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02  Wage or salary worker <input type="checkbox"/> 03    Self-employed <input type="checkbox"/> 04  University student <input type="checkbox"/> 05    Polytechnic or Institute of Tech. student <input type="checkbox"/> 06  House-person or retired <input type="checkbox"/> 08    Overseas (irrespective of occupation) <input type="checkbox"/> 09  Private training establishment student <input type="checkbox"/> 11    Wānanga student <input type="checkbox"/> 12</p>		
15	<p>Disability (the completion of this section is not compulsory):</p> <p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>If "Yes", how would you describe your impairment, disability, or long term medical condition:</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

C ACADEMIC INFORMATION			
16	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. _____	Office Use
		<p>What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>What is 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. Tick only one box.</p> <p><i>No formal secondary qualifications</i> <input type="checkbox"/> 00</p> <p><i>14 or more credits at any level</i> <input type="checkbox"/> 11</p> <p><i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12</p> <p><i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13</p> <p><i>University Entrance</i> <input type="checkbox"/> 14</p> <p><i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15</p> <p><i>Overseas qualification (includes International Baccalaureate &amp; Cambridge Exams) *</i> <input type="checkbox"/> 09</p> <p><i>Other *</i> <input type="checkbox"/> 98</p> <p><i>Not known</i> <input type="checkbox"/> 99</p> <p>* Please specify if "Overseas qualification" or "Other". _____</p>	
17	Tertiary Study:	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered "No", please enter the name of the institution you studied at and year of your first enrolment.</p> <p>Name _____ Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	
		<p>If you have completed one or more tertiary qualifications enter the name of the highest level qualification.</p> <p>Name _____ Level (if known) _____</p>	
		<p>What year do you expect to complete the academic requirements necessary to graduate from your qualification?</p> <p>Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	
18	English Language:	Is English your first language?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
19	Literacy & Numeracy for Adults	Have you used the Literacy & Numeracy for Adults assessment tool?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
		What type of assessment(s) did you do?	<p>Reading <input type="checkbox"/></p> <p>Writing <input type="checkbox"/></p> <p>Vocabulary <input type="checkbox"/></p> <p>Numeracy <input type="checkbox"/></p>



## USE OF INFORMATION AND PRIVACY STATEMENT

**Privacy** – The Design School collects and stores information from this form to:

- Manage the business of The Design School (including internal reporting, administrative processes and selection of scholarship and prize winners if any).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that The Design School 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 see any information held about you and amend any errors in that information. To do so, contact the Head of School.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires The Design School to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz>.

### Supply of Information to Government Agencies and Other Organisations

The Design School supplies data collected on this form 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) and Inland Revenue (student loans).
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents).
- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards). Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding. • Develop policy advice for government. • Conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index, if not already registered, and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above 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.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, The Design School 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 The Design School 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 a staff member.

## DECLARATION

**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. The Design School's policy on withdrawal and refund of fees may be obtained from the Head of School.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of The Design School with regard to attendance, academic integrity and progress, conduct and use of information systems.

**Identity** - If you have supplied a National Student number on this enrolment form, and your National Student Index status is verified, you are deemed to have declared that you are the legitimate owner of the claimed identity.

**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

➤ Please make sure that you sign your enrolment form above ◀

**H ENTRY PROFILE**

The Design School wishes to provide relevant and effective training. We collect information from students to help us do this. At the time of enrolment we collect information about what you were doing prior to enrolment. This is your "entry profile". Later we will collect feedback from you on what you think of our organisation and your experience of studying with us and, after you have finished your studies, we will collect information on your employment and further training.

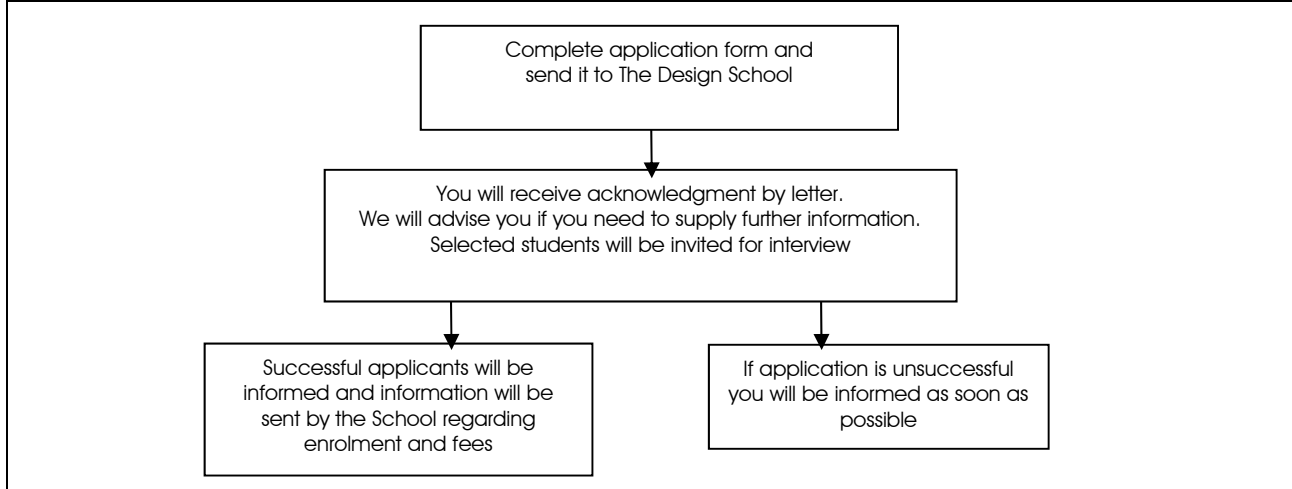
It would be appreciated if you could complete the questions below to provide us with entry profile data. The data is treated confidentially and we do not contact any organisations named by you.

24	Education and Training	<p><i>What is the most recent study you have done since leaving school?</i></p> <p>Name of Qualification: _____</p> <p>Where did you study the qualification: _____</p> <p>Did you complete this qualification:                      Yes            <input type="checkbox"/>            No            <input type="checkbox"/></p> <p>Did you study part time or full time:                      Part time   <input type="checkbox"/>            Full time   <input type="checkbox"/></p>
25	Employment	<p><i>What is the most recent employment?</i></p> <p>Position: _____</p> <p>Employer: _____</p> <p>Did you work part time or full time:                      Part time   <input type="checkbox"/>            Full time   <input type="checkbox"/></p>
26	Marketing	<p><i>How did you learn about the courses at The Design School?</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**CHECKLIST: ITEMS TO BE PROVIDED WITH APPLICATION**

- Course Pre-entry requirements**
- 300 word essay – Why you would benefit from this course including a brief outline of your career plan
- also required**
- Verified photocopies of documents proving student eligibility (Section E)
  - Academic records (Do not send originals)
  - One reference
- and**
- Prepare a portfolio of work to be presented at interview or complete a design project supplied by The Design School

**THE APPLICATION PROCESS**



**Office Use Only**

Documentation _____	Approved _____	Entered _____
___/___/___	___/___/___	___/___/___