

WWW.VISIONCOLLEGE.AC.NZ

VISION COLLEGE

# Information Technology

.....

## APPLICATION FORMS

.....

# Documents Required for your Application

## Document Checklist

Check off each of these to make sure you have completed the application requirements.

### In this booklet:

- Application/Enrolment Form
- Health and Ethical Issues

Please provide a form of identification from both, **Section "A" AND Section "B"**

### A) Proof of Identity: Proof of Citizenship or Residency – one of these:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

*You can bring the original documentation to the enrolment desk. Alternatively, please provide a certified copy by a Justice of the Peace (JP), Solicitor, Minister of the Church or General Practitioner.*

### B) Proof of Identity: Photo ID – one of these:

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

# DOMESTIC STUDENTS

## Application/Enrolment Form



### Hamilton, Christchurch and Auckland Enrolments:

Post to:  
Vision Enrolments Office  
21 Ruakura Road  
Hamilton 3216

Enquiries: 0800 834 834  
Administration: 07 853 0777  
Fax: 07 853 0223  
Email: hamilton@visioncollege.ac.nz

### Christchurch Enrolments:

Post to:  
Vision  
20 Twigger Street  
Christchurch 8024

Enquiries: 0800 834 834  
Administration: 03 377 8878  
Fax: 03 366 9271  
Email: christchurch@visioncollege.ac.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.

## QUALIFICATION

- 1) What qualification do you wish to enrol in?   
Qualification start date:  Qualification end date:
- 2) Have you studied at Vision before?  Yes  No If yes, what was your Student ID number?
- 3) How do you intend to study?  Full time  Part time
- 4) Where do you intend to study?  On Campus – Which one?
- 5) If there are options for your course, what option are you choosing?

e.g. Music students write "Vocal" or "Instrument". Leadership students could write "Internship" or "Part time".  
If the qualification you have chosen does not have options, or if you are unsure, leave this field blank.

- 6) What year do you expect to complete the academic requirements of your course(s) with Vision in order to graduate with your qualification? Year

## PERSONAL DETAILS

- 7) Your full legal name: Family Name:  Title:  Mr  Miss  Mrs  Ms  
First Name(s):
- 8) Preferred name (if different to above):   
Previous name(s) known by:
- 9) If you have previously enrolled under another name, what was that name?
- 10) Date of birth:   /   /
- 11) Gender:  Male  Female  Diverse
- 12) Do you know your NSN (National Student Number)?  No  Yes If yes, please write it here:
- 13) Citizenship:  New Zealand Citizen  New Zealand Permanent Resident  Australian Citizen  Australian Permanent Resident  Other (please specify)
- 14) During your study, where will you be residing?  New Zealand  Overseas
- 15) Which ethnic group(s) do you belong to?
 

<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> British/Irish	<input type="checkbox"/> Other European	<input type="checkbox"/> Japanese
<input type="checkbox"/> New Zealand Māori	<input type="checkbox"/> Dutch	<input type="checkbox"/> Filipino	<input type="checkbox"/> Korean
<input type="checkbox"/> Samoan	<input type="checkbox"/> Greek	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Other Asian
<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Polish	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> Tongan	<input type="checkbox"/> South Slav	<input type="checkbox"/> Other Southeast Asian	<input type="checkbox"/> Latin American
<input type="checkbox"/> Niue	<input type="checkbox"/> Italian	<input type="checkbox"/> Chinese	<input type="checkbox"/> African
<input type="checkbox"/> Tokelauen	<input type="checkbox"/> German	<input type="checkbox"/> Indian	<input type="checkbox"/> Other
<input type="checkbox"/> Fijian	<input type="checkbox"/> Australian	<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Not Stated
<input type="checkbox"/> Other Pacific Peoples			

If Other European / Other Asian / Other Southeast Asian / Other Pacific Peoples or Other, please specify:



## CRIMINAL CONVICTIONS

- 26) Do you have any criminal convictions including criminal traffic offences?  Yes  No

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

## HEALTH AND ETHICAL ISSUES

- 27) Have you used any illegal substances before?  Yes  No

a) What have you used?

b) When did you last use it?

- 28) Please advise us of anything else that may interfere with your ability to study. (Writing something here does not make you ineligible for the course. But we would like to discuss any potential issues at the interview, to ensure you are able to successfully complete your studies).

## CONTACT DETAILS

Home Address:

Post Code:

Postal Address:

(if different)

Post Code:

Email Address:

Daytime Phone:

Mobile:

Emergency Contact Name (must be related):

Relationship:

Mobile:

Home Ph:

Work Ph:

Email:

## DOCUMENTATION

To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be

- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) **or**
- a permanent resident of New Zealand **or**
- a citizen or permanent resident of Australia residing in New Zealand **or**
- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship).

If you are studying overseas full-time and face-to-face at a campus or delivery site of a New Zealand tertiary education organisation (TEO), you may also qualify as a domestic student if

- you are a permanent resident of New Zealand or a citizen or permanent resident of Australia **and**
- you are studying in an approved country **and**
- the overseas study is level 7 or above on the New Zealand Qualification Framework.

The 29 approved countries are in the Asia, Latin America and Middle East regions. A full list is available on the [Education New Zealand website](#).

You must provide evidence of citizenship or permanent residency. To do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- A certificate of identity.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.

- A New Zealand certificate of citizenship.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy, photograph or scanned copy 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 Register 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.

**International students** must bring their passport with them when they enrol. **Please note** that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register.

On occasion, more than one National Student Number is created for an individual. The Ministry regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.

For further information please see: <http://nsi.education.govt.nz/home.asp>

# USE OF INFORMATION AND PRIVACY STATEMENT

Privacy – Activate Training Centre Limited collects and stores information from this form to:

- manage the business of Activate Training Centre Limited (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education and Training Act 2020 and other legislation<sup>1</sup> relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that Activate Training Centre Limited will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 1993 (shortly to be replaced by the Privacy Act 2020), the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that Activate Training Centre Limited holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of individuals. The Privacy Act requires Activate Training Centre Limited to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<http://legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html?src=qs>. From 1 December 2020, the Privacy Act 1993 will be replaced by the Privacy Act 2020, which contains the same privacy principles and governs the collection, use, storage and disclosure of personal information.

Supply of information to government agencies and other organisations  
Activate Training Centre Limited supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- 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 (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which 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 Activate Training Centre Limited to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives
- 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 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 (and after 1 December 2020, the Privacy Act 2020).

When required by law, Activate Training Centre Limited 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.

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. Activate Training Centre Limited’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

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

**Photography and Video** – At times photos or video might be recorded on campus, in classes or at events. If I am included in these photos or videos I agree that Activate Training Centres Limited 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 Activate Training Centres Limited from any payment or compensation to me for the images.

**NZ Police Vetting/Ministry of Justice check** - I understand that police checks will be done upon completion of the relevant consent forms (ECE/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 upon written request. By signing the enrolment form I agree to this.

<sup>1</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.

**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

All documents must be sighted and signed by a staff member. All 5 columns must be covered by the documentation provided.



**Freephone 0800 834 834**

**Auckland**

34 East Street, Papakura  
Auckland 2013, New Zealand  
Tel: 09 215 0184 Fax: 07 853 0223  
Email: auckland@visioncollege.ac.nz

**Hamilton**

21 Ruakura Road  
Hamilton 3216, New Zealand  
Tel: 07 853 0777 Fax: 07 853 0223  
Email: hamilton@visioncollege.ac.nz

**Christchurch**

20 Twigger Street, Addington  
Christchurch 8024, New Zealand  
Tel: 03 377 2364 Fax: 03 366 9271  
Email: christchurch@visioncollege.ac.nz

[www.visioncollege.ac.nz](http://www.visioncollege.ac.nz)



*A division of ATC New Zealand (Est. 1984). NZQA Registered.*