



**waiariki**  
INSTITUTE OF  
TECHNOLOGY  
Whare Takiura

OFFICE USE Student ID Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

RETURNING STUDENTS  
**2012**  
(RSAEF12)

**Kia Ora! Welcome back to Waiariki**

**Returning Student Application for Enrolment Form**

Welcome back to Waiariki Institute of Technology (Waiariki). Whether you are training for your first job, wanting to upskill to advance in your career, or simply want to develop personally, we are here to help you achieve your goals. If you have any questions please call into any of our campuses as detailed on page 5, or phone us on 0800 924 274.

Refer to the student guide section for your documentation requirements on page 5  
What is your title?

What is your full legal name?

What is your preferred name (if not commonly called by your legal first name)?

What other names are you known by?

What is your gender and date of birth?

What is your NZQA number/NSI registration number?

What is your intended start and end date for this qualification?

What course(s) and which semester are you applying for (if known)?

Are you planning to study full-time or part-time? (tick all that apply)

At which campus do you intend to study?

**PERSONAL INFORMATION**

Enter details as shown on your Birth or Marriage Certificate or Passport. You are required to provide verified copies of your name, date of birth and citizenship status. See page 5 for "What is a Verified Copy of a Document?"

Miss  Mrs  Ms  Mr  Dr  Other (please specify)

Last name

First name(s)

Preferred name

Also known by

Female  Male Date of birth  /  /   
Day/Month/Year

**NZQA/NSI NUMBER**

**QUALIFICATION APPLYING FOR**

Refer to [www.waiariki.ac.nz](http://www.waiariki.ac.nz) for information about the qualifications and courses we offer.

Qualification name

Start date  /  /  End date  /  /   
Day/Month/Year Day/Month/Year

Number of courses intending to study

Course name/code	Semester/Year	Course name/code	Semester/Year
1. <input type="text"/>	<input type="text"/> / <input type="text"/>	5. <input type="text"/>	<input type="text"/> / <input type="text"/>
2. <input type="text"/>	<input type="text"/> / <input type="text"/>	6. <input type="text"/>	<input type="text"/> / <input type="text"/>
3. <input type="text"/>	<input type="text"/> / <input type="text"/>	7. <input type="text"/>	<input type="text"/> / <input type="text"/>
4. <input type="text"/>	<input type="text"/> / <input type="text"/>	8. <input type="text"/>	<input type="text"/> / <input type="text"/>

Full-time  Part-time  Full year  Part year  Other (please specify)

Rotorua  Taupo  Tokoroa  Whakatane  Other (please specify)

Do you expect to finish your qualification within one year?  Yes  No

Are you an International Returning Student?  Yes  No

OFFICE USE Qual Code(s) (eg WR2862):

OTE Short Name(s)

Enrol On  All **OR**  Elective(s) attached **OR**  as Listed on Page 1 ID Supplied  Passport  Birth Certificate  Marriage Certificate

Start Date  Finish Date  Type (Circle One) FT/FY FT/PY PT/FY PT/PY  School Leaver  Youth Guarantee  Trade Academy  Domestic SAC  Domestic FCR

Application processed <input type="text"/> / <input type="text"/> /20	Credit card payment processed Receipt No <input type="text"/>	Staff Professional Development Enrolment Authorised <input type="text"/> / <input type="text"/> /20	Enrolment Input <input type="text"/> / <input type="text"/> /20	Fees \$ Invoice No <input type="text"/>	NSN Checked <input type="text"/> / <input type="text"/> /20 Validation Checked <input type="checkbox"/> Active <input type="checkbox"/> Partial <input type="checkbox"/> No Number
Fees \$ <input type="text"/>	<input type="text"/> / <input type="text"/> /20	Fees \$ <input type="text"/>	MOE Source <input type="text"/>		

## CONTACT DETAILS

Please contact your School or Regional Administrator in writing if your contact details change at enquiries@waiariki.ac.nz or phone 0800 924 274

Home/permanent address		
Town/city	Post code	
Phone (0 )	Mobile (0 )	Work phone (0 )
Address while studying		
Town/city	Post code	Phone (0 )
Social network site(s)		
1.	Username	Email address
2.	Username	Email address

## EMERGENCY CONTACT

Name		
Relationship (e.g. friend, mother, partner)		
Phone (0 )	Mobile (0 )	Work phone (0 )

## FINANCIAL DETAILS

Total amount of fees (if known) \$

Cash/EFPOS

Cheque

Student Loan

TIA

Credit Card

Other

Card number details

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Card expiry date      Print name of cardholder

<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Year	

Signature of cardholder

<input type="text"/>
----------------------

Name	
Address	
Phone (0 )	Total amount \$

## RECREATION CENTRE MEMBERSHIP

No     Yes (If yes, you will be invoiced for this service. In 2011 the cost was \$50. Please ask your School or Regional Administrator about this year's membership fee. Note: This fee will need to be paid separately as your student loan will not cover this cost)

IRD Number (Please specify your IRD number if you are applying for or have a student loan)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

This information will be forwarded to the Ministry of Education, who will provide it, along with your full name to Inland Revenue.

## CITIZENSHIP

If you were not born in New Zealand we will need to see your passport showing a current New Zealand Resident's Visa. If you do not hold a residency visa, you will need to contact the International Centre on 0800 924 274.

## RESIDENCE WHILE STUDYING

New Zealand     Overseas

**International students only:** If your country of residence has changed since your last enrolment please supply proof of your new residency status

## IWI AFFILIATIONS

Iwi code(s) (up to 3)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

For a full list of iwi details and codes, see page 4.

Is English your first language?

Yes     No    → First language (please specify)

What is your main residential address and current contact numbers? (All correspondence will be sent to this address)

What is your main residential address while studying at Waiariki (if different from above)?

What social networking site(s) can you be contacted at (e.g. Facebook)?

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

How will you pay your fees?

If other or scholarship, provide organisations name, address, phone number and total amount being paid (if known).

Attach order form or proof of confirmation of payment otherwise the fees will be invoiced to you directly.

If paying by student loan contact www.studylink.govt.nz or phone 0800 88 99 00.

The amount debited to your credit card will be confirmed by the issue of an invoice and receipt.

Indicate if you wish to join our Recreation Centre (i.e. use of gym, exercise classes and social sports leagues)?

You may be entitled to have the interest on your loan written off for the period of study.

For more information www.ird.govt.nz/student-loans.

What country will your residence be while studying?

If you previously identified as NZ Māori, please enter the four-digit classification code(s) your iwi?

## EDUCATION AND EMPLOYMENT HISTORY

The Ministry of Education and other authorised agencies requires this data to be collected before your application can be processed.

### PRIOR LEARNING REQUIRED TO BE RECOGNISED

Yes (please ask for an application form)  No

### MAIN ACTIVITY AS AT OCTOBER 2011

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 01 Student of a secondary school   | <input type="checkbox"/> 05 Student of a university                             | <input type="checkbox"/> 09 Overseas<br><i>(irrespective of occupation)</i> |
| <input type="checkbox"/> 02 Unemployed or other beneficiary<br><i>e.g. DPB, Sickness, ACC (excluding retired)</i> | <input type="checkbox"/> 06 Student of a polytechnic/institute<br>of technology | <input type="checkbox"/> 11 Student of a private<br>training establishment  |
| <input type="checkbox"/> 03 Wage/salary worker  | <input type="checkbox"/> 07 Student of a college of education                   | <input type="checkbox"/> 12 Student of a wānanga                            |
| <input type="checkbox"/> 04 Self-employed   | <input type="checkbox"/> 08 Houseperson/retired                                 |   |

## SUPPORT/DISABILITIES

Do you need help with your study skills?  Yes  No

Do you live with the effects of significant injury, long-term illness and/or disability?  Yes *If yes, please specify below*  No

- |  |  |                      |
|--|--|----------------------|
| <input type="checkbox"/> Deaf          | <input type="checkbox"/> Temporary Impairment      |                      |
| <input type="checkbox"/> Blind         | <input type="checkbox"/> Specific Learning         |                      |
| <input type="checkbox"/> Hearing       | <input type="checkbox"/> Mobility (please specify) | <input type="text"/> |
| <input type="checkbox"/> Vision        | <input type="checkbox"/> Medical (please specify)  | <input type="text"/> |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Other (please specify)    | <input type="text"/> |
| <input type="checkbox"/> Speech        |  |                      |

In the event of an emergency, would you need help to evacuate the building/campus?  Yes  No

Would you like the disability coordinator to contact you?  Yes  No

Does your disability/health condition require additional resources or support? e.g. notetaker, NZ sign language interpreters.  Yes  No

Would you like a tutor from the Learner Support team to contact you?  Yes  No

## HOW DID YOU FIND OUT ABOUT US?

- |   |   |
|---|---|
| <input type="checkbox"/> Word of mouth (family/friends/student/employee/employer) | <input type="checkbox"/> Waiariki website           |
| <input type="checkbox"/> Waiariki visit to high school/career expo/open day       | <input type="checkbox"/> Social Media e.g. Facebook |
| <input type="checkbox"/> Career advisor/teacher/STAR course                       | <input type="checkbox"/> Other (please specify)     |
| <input type="checkbox"/> Waiariki advertising                                     | <input type="text"/>                                |
| <input type="checkbox"/> Waiariki publication                                     | <input type="text"/>                                |

## DECLARATION

I have read the information, terms and conditions in this Returning Student Application for Enrolment Form before signing and agree:

- that my application for enrolment will not proceed until this form and the declaration have been completed in full and signed.
- that I have read, understood and agreed to the information, terms and conditions in this Returning Student Application for Enrolment Form 2012 before signing the declaration.
- that Waiariki has obligations under the Privacy Act 1993, as set out in this Returning Student Application for Enrolment Form 2012, and I authorise Waiariki to obtain, hold, use and disclose information about me in accordance with the Privacy Act 1993.
- that I will pay my invoiced qualification/course fees in full, or arrange payment by a third party, on or before my qualification/course start date.
- that, if I apply for a student loan and/or student allowance, Waiariki will provide verification of my study to StudyLink (including during my study and when any enrolment is withdrawn).
- that making a false declaration is an offence under the Crimes Act 1961.

### IMPORTANT – PLEASE SIGN AND DATE

Signature

X ..... Date / /

### TO BE SIGNED BY PARENT/GUARDIAN IF APPLICANT IS UNDER THE AGE OF 18 YEARS (e.g. Trade Academy Student)

Signature

X ..... Date / /

NOTE Waiariki are not able to accept students younger than 16 years unless prior exemption received (see [www.tec.govt.nz](http://www.tec.govt.nz) for more information).

## CHECKLIST

NOTE: This RSAEF12 may include a number of inserts, depending on the qualification/course – e.g., previous academic qualifications, special requirements.

Please check your Returning Student Application for Enrolment form is fully completed before you return to us.

- Have you read all sections of this form?
- Have you filled out all sections of this form?
- Have you attached proof of identity and any other requested documentation (e.g., Birth Certificate, Passport, and Marriage Certificate where required)?
- Have you signed the signature section(s) on page 3 (above)? We cannot accept this RSAEF12 form if it is not signed.
- Have you retained the Student Guide, pages 5 and 6 for your records?

Apply now for student loans and allowances at [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone 0800 88 99 00.

PLEASE RETURN THIS FORM TO ANY OF THE WAIARIKI CAMPUSES LISTED ON PAGE 5

Do you intend to apply for any of your prior learning to be recognised towards this qualification?

What was your main activity or occupation in New Zealand at 1st October 2011? (tick one box only)

The Ministry of Education and other authorised agencies requires this data to be collected. The information supplied is confidential and will not affect your application. Extra support is available for students with medical conditions, disabilities and/or learning difficulties.

If you have a pre-existing health problem or physical disability for which you require special equipment or assistance in order to participate fully in your qualification, you are required to make this known before you commence your studies. Contact Waiariki's Disability Coordinator on 0800 924 274.

Tick as many boxes as relevant.

## IWI DETAILS AND CODES

### **Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region**

0100 Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region (not further defined)  
0101 Te Aupōuri  
0102 Ngāti Kahu  
0103 Ngāti Kurī  
0104 Ngāpuhi  
0105 Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa  
0106 Te Rarawa  
0107 Ngāi Takoto  
0108 Ngāti Wai  
0109 Ngāti Whātua  
0110 Te Kawerau  
0111 Te Uri-o Hau  
0112 Te Roroa

### **Hauraki (Coromandel) Region**

0200 Hauraki (Coromandel) Region (not further defined)  
0201 Ngāti Hako  
0202 Ngāti Hei  
0203 Ngāti Maru (Marutuahu)  
0204 Ngāti Paoa  
0205 Patukirikiri  
0206 Ngāti Porou ki Harataunga ki Mataora  
0207 Ngāti Pūkenga ki Waiau  
0208 Ngāti Rāhiri Tumutumu  
0209 Ngāti Tai (Hauraki)  
0210 Ngāti Tamaterā  
0211 Ngāti Tara Tokanui  
0212 Ngāti Whanaunga

### **Waikato/Te Rohe Pōtae (Waikato/King Country) Region**

0300 Waikato/Te Rohe Pōtae (Waikato/King Country) Region (not further defined)  
0301 Ngāti Haua (Waikato)  
0302 Ngāti Maniapoto  
0303 Ngāti Raukawa (Waikato)  
0304 Waikato

### **Te Arawa/Taupō (Rotorua/Taupō) Region**

0400 Te Arawa/Taupō (Rotorua/Taupō) Region (not further defined)  
0401 Ngāti Pikiao (Te Arawa)  
0402 Ngāti Rangiteaorere (Te Arawa)  
0403 Ngāti Rangitīhi (Te Arawa)  
0404 Ngāti Rangiwewehi (Te Arawa)  
0405 Tapuika (Te Arawa)  
0406 Tarāwhai (Te Arawa)  
0407 Tūhourangi (Te Arawa)  
0408 Uenuku-Kōpako (Te Arawa)  
0409 Waitaha (Te Arawa)  
0410 Ngāti Whakaue (Te Arawa)  
0411 Ngāti Tūwharetoa  
0412 Ngāti Tahu-Ngāti Whaoa (Te Arawa)

### **Tauranga Moana/Mātaatua (Bay of Plenty) Region**

0500 Tauranga Moana/Mātaatua (Bay of Plenty) Region (not further defined)  
0501 Ngāti Pūkenga  
0502 Ngaiterangi  
0503 Ngāti Ranginui  
0504 Ngāti Awa  
0505 Ngāti Manawa  
0506 Ngāi Tai (Tauranga Moana/Mātaatua)  
0507 Tūhoe  
0508 Whakatōhea  
0509 Te Whānau-a-Apanui  
0510 Ngāti Whare

### **Te Tai Rāwhiti (East Coast) Region**

0600 Te Tai Rāwhiti (East Coast) Region (not further defined)  
0601 Ngāti Porou  
0602 Te Aitanga-a-Māhaki  
0603 Rongowhakaata  
0604 Ngāi Tāmanuhiri

### **Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region**

0700 Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region (not further defined)  
0701 Rongomaiwahine (Te Māhia)  
0702 Ngāti Kahungunu ki Te Wairoa  
0703 Ngāti Kahungunu ki Heretaunga  
0704 Ngāti Kahungunu ki Wairarapa  
0705 Ngāti Kahungunu, region unspecified  
0706 Rangitāne (Te Matau a Māui/Hawke's Bay/Wairarapa)  
0707 Ngāti Kahungunu ki Tamatea  
0708 Ngāti Kahungunu ki Whanganui-a-Orotu  
0709 Ngāti Kahungunu ki Tamakinui a Rua  
0710 Ngāti Pāhauwera  
0711 Ngāti Rākaipaaka

### **Taranaki (Taranaki) Region**

0800 Taranaki (Taranaki) Region (not further defined)  
0801 Te Atiawa (Taranaki)  
0802 Ngāti Maru (Taranaki)  
0803 Ngāti Mutunga (Taranaki)  
0804 Ngā Rauru  
0805 Ngā Ruahine  
0806 Ngāti Ruanui  
0807 Ngāti Tama (Taranaki)  
0808 Taranaki  
0809 Tangāhoe  
0810 Pakakohi

### **Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region**

0900 Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region (not further defined)  
0901 Ngāti Apa (Rangitīkei)  
0902 Te Ati Haunui-a-Pāpārangi  
0903 Ngāti Haua (Taumarunui)  
0904 Ngāti Hauti

### **Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington)**

1000 Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region (not further defined)  
1001 Te Atiawa (Te Whanganui-a-Tara/Wellington)  
1002 Muaūpoko  
1003 Rangitāne (Manawatū)  
1004 Ngāti Raukawa (Horowhenua/Manawatū)  
1005 Ngāti Toarangatira (Te Whanganui a Tara/Wellington)  
1006 Te Atiawa ki Whakarongotai  
1007 Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)

### **Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region**

1100 Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region (not further defined)  
1101 Te Atiawa (Te Waipounamu/South Island)  
1102 Ngāti Koata  
1103 Ngāti Kuia  
1104 Kāti Māmoe  
1105 Moriori  
1106 Ngāti Mutunga (Wharekauri/Chatham Islands)  
1107 Rangitāne (Te Waipounamu/South Island)  
1108 Ngāti Rārua  
1109 Ngāti Tahu / Kāi Tahu  
1110 Ngāti Tama (Te Waipounamu/South Island)  
1111 Ngāti Toarangatira (Te Waipounamu/South Island)  
1112 Waitaha (Te Waipounamu/South Island)  
1113 Ngāti Apa ki Te Rā Tō

### **Iwi not named, but Waka or Iwi confederation known**

2001 Tainui  
2002 Te Arawa  
2003 Tākitimu  
2004 Aotea  
2005 Mātaatua  
2006 Mahuru  
2007 Māmari  
2008 Ngātokimatawhaorua  
2009 Nukutere  
2010 Tokomaru  
2011 Kurahaupō  
2012 Muriwhenua  
2013 Hauraki / Pare Hauraki  
2014 Tūrangānui a Kiwa  
2015 Te Tauīhu o Te Waka a Māui  
2016 Tauranga Moana  
2017 Horouta

### **Iwi named but region unspecified**

2101 Te Atiawa, region unspecified  
2102 Ngāti Haua, region unspecified  
2103 Ngāti Maru, region unspecified  
2104 Ngāti Mutunga, region unspecified  
2105 Rangitāne, region unspecified  
2106 Ngāti Raukawa, region unspecified  
2107 Ngāti Tama, region unspecified  
2108 Ngāti Toa, region unspecified  
2109 Waitaha, region unspecified  
2110 Ngāti Apa, area unspecified

### **Hapū affiliated to more than one Iwi**

2200 Hapū affiliated to more than one Iwi

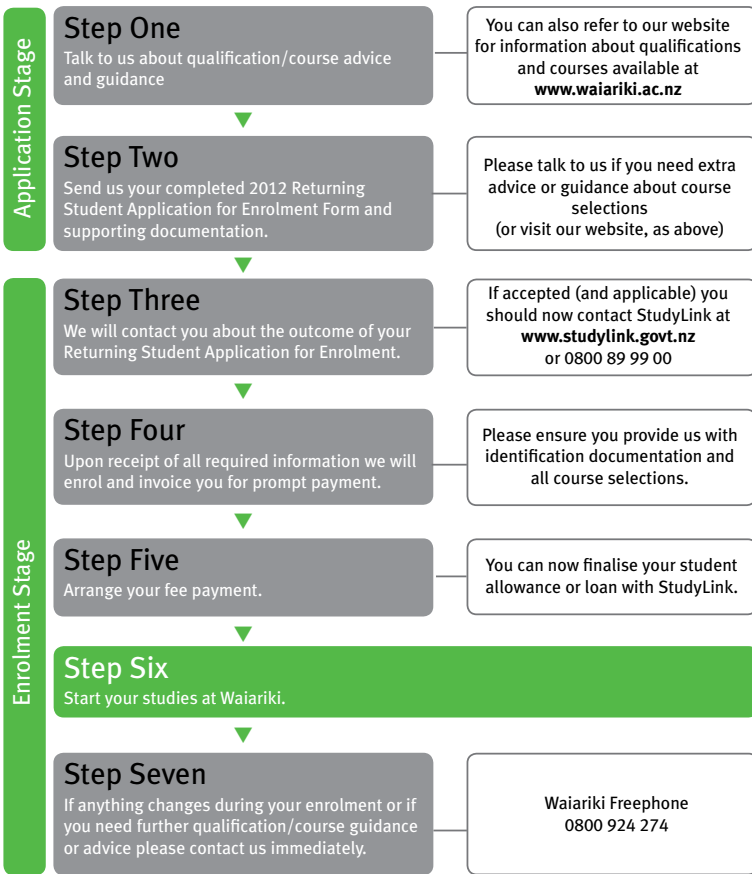
### **Other responses**

4444 Don't know  
5555 Refuse to answer  
7777 Response unidentifiable  
8888 Response outside scope  
9999 Not stated

Source: Statistics New Zealand, New Zealand Standard Classification of Iwi

# Waiariki Institute of Technology Student Guide 2012

## THE STEP-BY-STEP PROCESS FOR YOUR RETURNING STUDENT APPLICATION FOR ENROLMENT



## WAIARIKI CONTACT INFORMATION

### Waiariki Institute of Technology

Telephone: 07 346 8999 or 0800 924 274  
enquiries@waiariki.ac.nz  
www.waiariki.ac.nz

### Rotorua Campus

Mokoia Drive  
Private Bag 3028  
Rotorua 3046  
Ph 07 346 8999  
Fax 07 346 8768

### Tokoroa Campus

29 Bridge Street  
PO Box 432  
Tokoroa 3444  
Ph 07 885 0200  
Fax 07 885 0210

### Taupo Campus

Corner of Kaimanawa & Heu Heu Streets  
PO Box 1280  
Taupo 3351  
Ph 07 376 0030  
Fax 07 376 0040

### Whakatane Campus

33 Cutler Crescent  
PO Box 644  
Whakatane 3158  
Ph 07 306 0050  
Fax 07 306 0060

## Proof of Identity – Name, Date of Birth and Citizenship (Validation)

The following documents **MUST** be provided as proof of Name, Date of Birth and Citizenship:

- Passport (with residency stamp if an overseas passport) and/or Birth Certificate (to obtain a Birth Certificate contact Births, Deaths and Marriages on 0800 225 252). As at April 2011 Certificates cost \$26.50. Forms can be downloaded from [www.bdm.govt.nz](http://www.bdm.govt.nz).
- If your legal name differs from that on your Passport or Birth Certificate then a Marriage Certificate or Deed Poll will also need to be provided.

To qualify as a domestic student and to be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau or Niue if you have New Zealand citizenship), or a permanent resident of New Zealand, or a citizen or permanent resident of Australia residing in New Zealand.

## What is a Verified Copy of a Document?

A verified copy is a photocopy of your original document, signed as being a true and accurate copy by one of the positions listed below.

The following needs to be included on the copy to be considered a verified copy:

- The words "original sighted"
- Name and signature of person sighting the original document
- Date original sighted
- Institution/organisation stamp or handwritten institution/organisation name

The following positions are approved to verify documentation:

- Justice of the Peace (listed in the Yellow Pages)
- Solicitor
- Registrar or Deputy Registrar of the Courts
- Waiariki Institute of Technology staff member

Any change to your legal name must be accompanied by certified documentation of either a Birth Certificate, Marriage Certificate, Passport or Deed Poll.

Please note that your name, date of birth and residency as entered on this application for 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.

For further information please see [www.nsi.govt.nz](http://www.nsi.govt.nz).

## ID Card Photograph

If you are a returning student another photograph is not required as we will use your current one. Student identification cards will be issued to all students enrolled on a full-time qualification of 12 weeks or longer, or upon request for part-time students.

## Privacy/Personal Information

Waiariki collects and stores information about students to comply with various statutes or regulations. We also collect and store information to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements.

Where it is relevant, personal information may be disclosed to other agencies such as, but not limited to: Ministry of Education, Audit New Zealand, New Zealand Qualifications Authority, Skill New Zealand, Industry Training Organisations, Inland Revenue, Immigration New Zealand, Industry Licensing and Registration Bodies, other tertiary institutions and providers of work experience for students in courses with practical components.

In addition, when required by law, we will release information as directed. An information matching agreement exists between the Ministry of Social Development and this institution in order to allow the payment of loans and allowances. We will also provide information to Waiariki Institute of Technology Students' Association (WITSA). You have the right to see and correct information which has been collected by us.

## Change of Details

It is important that we have a record of your current details. If you change your name, please let us know by completing the Change of Personal Details Form and attach proof of your name change. If you change your address or emergency contact details, please email: [enquiries@waiariki.ac.nz](mailto:enquiries@waiariki.ac.nz) with your updated information or complete the Change of Personal Details Form. A copy of this form is available from your School or Regional Administrator.

## Terms and Conditions of Enrolment

Please read the information below which specifies the terms and conditions of enrolment before signing the Declaration section of the Returning Student Application for Enrolment Form. This will form an important part of the agreement between you and Waiariki Institute of Technology and will become legally binding. **If, for any reason, you need to alter or cancel this enrolment it must be done in writing** (by either letter, e-mail or on the appropriate Waiariki form). If you do not understand these terms and conditions, please contact your School or Regional Administrator for further explanation.

## Enrolment Policy

I understand, agree and undertake that:

- i) It is my responsibility to meet Waiariki's enrolment requirements (including meeting any entry and admission criteria).
- ii) If I do not sign and complete the Returning Students Application for Enrolment Form correctly, and/or provide the requested documentation, my application for enrolment will not proceed or will be delayed until such requirements are met.
- iii) I will abide by the statutes, policies, procedures, rules and regulations of the Institute, including the Waiariki Student Code of Practice.
- iv) I will observe all the attendance requirements of my qualification as set out in the Qualification Regulations.
- v) I will notify Waiariki, in writing, of any changes to my enrolment, including postal address and contact details. Any changes to my enrolment may have implications on my student loan and/or student allowance entitlements (i.e. a course withdrawal may effect ongoing student allowance eligibility).

**DISCLAIMER** – Qualifications/courses listed will be taught subject to final approval or sufficient enrolments being received. Subject to unforeseen circumstances such as student demand and/or resource availability, Waiariki reserves the right to cancel or change the content, timing, method or place of delivery of any qualification/course.

## Domestic Fees, Withdrawals and Refund Policy

I understand, agree and undertake that:

- i) Immediately, upon receiving advice of acceptance on to the qualification, to pay the invoiced qualification fees in full on or before the qualification start date. If payment of fees has not occurred within 10% or two weeks of the qualification start date, whichever is the least, a formal debt collection process will be initiated. I will be liable to meet all legal and other collection costs incurred by Waiariki upon taking action to recover any such fees that have not been paid by me.
- ii) In the event that my fees will be paid by StudyLink (by way of a student loan), or by way of a Training Incentive Allowance, or by any other third party, I will do everything required by that third party to enable payment of fees in full on or before my qualification start date.
- iii) I will attach (to the Returning Students Application for Enrolment Form) an Order Form or other proof of confirmation of payment if my fees will be paid by a third party other than StudyLink. I acknowledge that if I do not do this, my fees will be invoiced directly to me.
- iv) I am personally liable to pay the balance of my fees if a third party only pays part of my fees.
- v) If I withdraw in writing from my qualification before the qualification start date, I will not be liable for any fees.
- vi) If I withdraw in writing from my qualification within 10% or two weeks of the qualification start date, whichever is the least, I will not be liable for any fees.
- vii) If I withdraw in writing from my qualification after 10% or two weeks of the qualification start date, whichever is the least, I will remain liable to pay all invoiced fees and to meet all costs of recovery.
- viii) If I do not withdraw in writing from my qualification, I will remain liable to pay all invoiced fees and to meet all costs of recovery.
- ix) I will not be issued a Waiariki Student ID card until my fees are paid in full or I have received verification from StudyLink that my fees will be paid. This will result in my not being able to access Library services and my access to class resources and texts may also be limited. If my qualification fees have not been paid in full within two weeks of the qualification start date, my access to the Waiariki computer network will be cancelled.
- x) Waiariki will refund fees in full should a qualification on which I am enrolled fail to run for any reason.
- xi) Should Waiariki owe a refund of all or part of my invoiced fees then that refund shall be repaid to me or, in the case of a student loan arrangement, to StudyLink.
- xii) Should an overpayment result from money being received from multiple persons or agencies, one of whom is StudyLink, the refund shall be repaid to StudyLink in the first instance.
- xiii) No withdrawals or refunds will be actioned after the end of the qualification.
- xiv) A refund of all or a proportion of fees on compassionate grounds requires the approval of the Chief Executive.
- xv) Please allow up to four weeks for the processing of any fee refund.
- xvi) I will not be eligible to graduate or receive formal recognition of any Waiariki award until my fees have been paid in full, all Waiariki resources have been returned (e.g., library books) and there is no debt, monetary or otherwise, outstanding to the Institute.

The table below outlines the effect a qualification withdrawal has on your enrolment.

DATE OF NOTICE OF WITHDRAWAL (Domestic Students Only)	REFUND DUE (if Fees Paid)	ACADEMIC RESULT
Prior to qualification commencement	100%	No result recorded
On or before 10% or two weeks of the qualification start date, whichever is the least	100%	No result recorded
After 10% or two weeks of the qualification start date, whichever is the least	Nil refund Student liable for unpaid fees	Result recorded
No written withdrawal completed	Nil refund Student liable for unpaid fees	Result recorded

**NOTE:** The date of application to withdraw your enrolment will be the date your completed and correct paperwork is received by Waiariki – not the last day you attended class.

## Applying to Transfer from Qualification or Course

A change of qualification or course requires discussion with your Course Co-ordinator. All changes must be made on the official Student Withdrawal/Transfer from Qualification or Course Form and then returned to your School or Regional Administrator.

- If you elect to transfer from one qualification/course to another, your fee for the original qualification/course may be credited against the fee for the new qualification/course;
- If course materials have been issued for the original qualification/course, this will be assessed as part of any fee transfer.
- All requests for transfer must be submitted within the first two weeks of the new course start date.

**HELP** ➔ For information on how withdrawal or transfer may affect your student loan/allowance eligibility, contact StudyLink on **0800 88 99 00** or Freepost 113907, StudyLink Centre, Private Bag 11070, Palmerston North, 4442, or [www.studylink.govt.nz](http://www.studylink.govt.nz) to discuss.