



# Enrolment Form (Domestic) 2012

## Advanced Training Academy Ltd.

Head Office: 6a Jack Conway Ave, Manukau City  
Auckland 2104, New Zealand www.ata.ac.nz  
Phone: (64 9) 263 6527 Facsimile: (64 9) 263 6526

Welcome to Advanced Training Academy Ltd.

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

### INSTRUCTIONS

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at Advanced Training Academy Ltd (ATA). We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration 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 funding purposes. A description of the required documentation is provided on page 3 of the form.*

### PERSONAL DETAILS

Are you registered with NZQA ('hooked on')?

No  Yes

NZQA Record of Learning Number  
(if you are registered with NZQA)

-    -

### PROGRAMME CHOICE

Please tick the box to indicate your module and duration.

Tick (✓)	COURSE	DURATION	FEES	START DATE
	ESOL - Elementary	24 weeks	\$2,640	
	ESOL - Intermediate	24 weeks	\$2,640	
	National Certificate in Computing Level 3	19 weeks	\$2,660	
	National Certificate in Computing Level 4 (Hamilton)	20 weeks	Pending Approval	
	Certificate in Computing Level 3 & 4	40 weeks	Pending Approval	
	National Diploma in Computing Level 5	40 weeks	\$5,600	

### PERSONAL CONTACT DETAILS

Family Name (Surname)

Given Name

Title:  Mr  Mrs  Miss  Other \_\_\_\_\_

Date of Birth (dd/mm/yyyy)

Home Address

  
  

Telephone

Email

Next of Kin

Name

Country of Citizenship

Gender

M  F

Students with Disabilities

Please provide a brief statement outlining your needs. This information will be kept confidential and will not affect admission.

  

Postal Address (If different from home address)

  
  

Mobile

Fax

Telephone

## INFORMATION FOR THE MINISTRY OF EDUCATION

### Citizenship and Residency:

Tick the box which best describes your citizenship or permanent residency status.

New Zealand Citizen  NZL  Australian Citizen  
 New Zealand Permanent Resident  NZP  Other

(For students with dual citizenship, specify the country of citizenship of the pass port use to enter New Zealand.)

MFAT Scholarship (incl. Aotearoa, shot-term training)  01  
 Full Fee Paying Foreign Student  03  
 Exchange Student  04  
 Foreign Research Based Post-Graduate  06  
 Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze  08

During your enrolment in this qualification will you be resident in New Zealand or overseas?

In New Zealand  01 Overseas  52

### Ethnicity

What ethnic group(s) do you belong to?

European/Pakeha or NZ European	<input type="checkbox"/> 01	Fijian	<input type="checkbox"/> 36
New Zealand Maori	<input type="checkbox"/> 20	Other Pacific Island	<input type="checkbox"/> 37
Samoan	<input type="checkbox"/> 31	Chinese	<input type="checkbox"/> 51
Cook Islands Maori	<input type="checkbox"/> 32	Indian	<input type="checkbox"/> 52
Tongan	<input type="checkbox"/> 33	Other Asian	<input type="checkbox"/> 68
Niuean	<input type="checkbox"/> 34	Other	<input type="checkbox"/> 89
Tokelauen	<input type="checkbox"/> 35		

Please specify if "Other Pacific Island", "Other Asian" or "Other": \_\_\_\_\_

### Prior Activity

What was your MAIN activity or occupation in New Zealand at 1 October last year?

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 student	<input type="checkbox"/> 06
College of Education Student	<input type="checkbox"/> 07	House-person or retired	<input type="checkbox"/> 08
Overseas (irrespective of occupation)	<input type="checkbox"/> 09	Private training establishment student	<input type="checkbox"/> 11
Wananga student	<input type="checkbox"/> 12	Other	<input type="checkbox"/> 99

Please specify if "Other": \_\_\_\_\_

## ACADEMIC INFORMATION

### Secondary School

- What was the name of the last secondary school you attended? \_\_\_\_\_

State "Overseas" if applicable. \_\_\_\_\_

- What was your last year at secondary school?

- 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. (Please tick only one box)

No formal secondary qualification or less than 12 credits at level 1.	<input type="checkbox"/> 00
School certificate in one or more subjects or 12 or more credits at level 1	<input type="checkbox"/> 01
Sixth Form Certificate in one or more subjects or 12 or more credits at level 2	<input type="checkbox"/> 02
University Entrance or a National Certificate at level 2	<input type="checkbox"/> 03
Higher School Certificate or 12 to 39 credits at level 3 or higher	<input type="checkbox"/> 04
Entrance qualification from Bursary exam or 40 or more credits at level 3 or higher	<input type="checkbox"/> 05
A or B Bursary or National Certificate at level 3	<input type="checkbox"/> 07
University/Polytechnic Scholarship	<input type="checkbox"/> 08
Overseas qualification (includes International Baccalaureate)	<input type="checkbox"/> 09
Other	<input type="checkbox"/> 98
Not known	<input type="checkbox"/> 99

Please specify if "Overseas qualification" or "Other": \_\_\_\_\_

**Tertiary Information**

- Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No  Yes
- If you answered “No”, please enter the year of your first enrolment.
- Do you expect to complete the academic requirements in order to graduate from your qualification of study this year? No  Yes

**Survey Information**

How did you hear about the Advanced Training Academy?

<input type="checkbox"/> Friends/Family	<input type="checkbox"/> Yellow Page	<input type="checkbox"/> Radio	<input type="checkbox"/> Magazine	<input type="checkbox"/> Careers Advisor
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Education Expo	<input type="checkbox"/> Agent	<input type="checkbox"/> Seminar	<input type="checkbox"/> Internet
<input type="checkbox"/> Campus Signage	<input type="checkbox"/> ATA Staff	<input type="checkbox"/> Other, please specify:		

**DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF**

Please fill in your IRD number if you have a Student Loan, or anticipate applying for a Student Loan this year, so that Inland Revenue can determine your eligibility for a full Student Loan interest write-off, and can give you that write-off.

You do not need to provide your IRD number if you do not have a Student Loan, and do not intend applying for one this year.

This information will be forwarded to the Ministry of Education, who will then provide it, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility, and action your student loan interest rebate write-off.

IRD number:  -  -

**DOCUMENTATION**

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 who have New Zealand citizenship) or be a permanent resident of New Zealand or be a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and 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.
- 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.

Please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor. You can find a list of Justices of the Peace in the yellow pages of the telephone book. Alternatively you can bring the original documentation to Advanced Training Academy Ltd where it will be photocopied.

Your driver’s licence or community services cards are not acceptable forms of Identification.

**Permanent Residential** students must bring their passport with them when they enrol.

## STUDENT DECLARATION

**I declare that:**

- *The information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that the Academy may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.*
- *I have read, understood and agreed with the rules and regulations of the ATA Domestic Student Handbook with regard to fees, withdraws, refund of fees, attendance, academic progress, standard of dress, health and safety and behaviour.*
- *I acknowledge that in signing this enrolment form, I authorise the Academy to provide information to appropriate institutions and government departments for the purpose of my enrolment. In addition, when required by statute, the Academy releases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Compensation Corporation (ACC), and Immigration Services.*
- *I authorise any agency holding the source of any information I have provided on this form to release that information to the Academy upon request.*
- *I declare that my application is sincere, that I am a genuine student, and do not have intentions to withdraw from the course of study I have enrolled in.*
- *I authorise the Academy's staff to contact Study Link on my behalf to track the progress of my student loan and allowance applications (if applicable).*
- *I understand that I must commence the course within two weeks of signing this enrolment (an extension date may be granted upon consultation and agreement with ATA). If I do not attend the course within this two weeks period or the agreed date, I understand that I will be withdrawn from the course without notice and Studylink will be notified (where applicable). I further understand that if I am withdrawn from the course I can re-apply by filling in a second enrolment form – conditions apply.*

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

## APPLICATION CHECKLIST

- I have completed all parts of the application form fully.
- I have attached **certified copies** of relevant documents to support my application.
  - A certified copy of my birth certificate or passport
  - Bank Statement (*stamped by Bank or on Bank Stationery, with correct name and account number not written*)
  - IRD number

and if you have them,

- Record of Learning
- Evidence of units achieved or CV

Check that all of your details are correct and deliver your application in person to our campus or send by mail to:

**Advanced Training Academy**  
**6a Jack Conway Ave, Manukau City, Auckland 2104, New Zealand**  
**Hamilton Branch: 24 Garden Place, Level 2, Cnr Worley & Garden Place, PO Box 9522, Hamilton**

Office Use Only Documentation	Approved	Entered
____/____/____	____/____/____	____/____/____