



# Enrolment Form (International) 2010

**Advanced Training Academy Ltd.**  
6A Jack Conway, Manukau City  
Auckland, 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 4 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)

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## PROGRAMME CHOICE

Please tick the box to indicate your module and duration.

Tick (✓)	COURSE	DURATION	FEES	START DATE
<input type="checkbox"/>	ESOL - Elementary	24 weeks	\$3,780	
<input type="checkbox"/>	ESOL - Intermediate	24 weeks	\$3,780	
<input type="checkbox"/>	National Certificate in Computing Level 3	19 weeks	\$6,500	
<input type="checkbox"/>	National Certificate in Computing Level 4 (Hamilton Campus)	TBA	TBA	Not available at this time.
<input type="checkbox"/>	National Diploma in Computing Level 5	40 weeks	\$13,650	

## YOUR CONTACT DETAILS

Family Name (Surname) – as show on your passport

Given Name – as show on your passport

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

Date of Birth (dd/mm/year)

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Address in New Zealand:

  
  


Telephone / Mobile:  Fax

Email

**Emergency Contact**

Name   
 Country

Passport Number (please attach a verified copy of your Passport)

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.*

  


Permanent Address in Home Country

  
  


Telephone / Mobile:  Fax

Accommodation Type

Telephone

Email

**ENGLISH PROFICIENCY** (TICK ONLY ONE BOX)

- What is your first language? \_\_\_\_\_
- I have booked in to complete the English language test on \_\_\_\_\_
- I would like my previous education to be considered as evidence of my English language ability.
- I have completed an English language test (attached).

**INFORMATION FOR THE MINISTRY OF EDUCATION**

***Ethnicity***

- What ethnic group(s) do you belong to?
- |                    |                             |                             |                             |
|--------------------|-----------------------------|-----------------------------|-----------------------------|
| <i>Chinese</i>     | <input type="checkbox"/> 51 | <i>Fijian</i>               | <input type="checkbox"/> 33 |
| <i>Indian</i>      | <input type="checkbox"/> 52 | <i>Tokelauan</i>            | <input type="checkbox"/> 35 |
| <i>Other Asian</i> | <input type="checkbox"/> 68 | <i>Fijian</i>               | <input type="checkbox"/> 36 |
| <i>Other</i>       | <input type="checkbox"/> 89 | <i>Other Pacific Island</i> | <input type="checkbox"/> 37 |
- Please specify if "Other Pacific Island", "Other Asian" or "Other": \_\_\_\_\_

***Prior Activity***

- What was your MAIN activity or occupation if you were in New Zealand at 1 October last year?
- |  |                             |  |                             |
|--|-----------------------------|--|-----------------------------|
| <i>Secondary school student</i>              | <input type="checkbox"/> 01 | <i>Non-employed or beneficiary (excluding retired)</i> | <input type="checkbox"/> 02 |
| <i>Wage or salary worker</i>                 | <input type="checkbox"/> 03 | <i>Self-employed</i>                                   | <input type="checkbox"/> 04 |
| <i>University student</i>                    | <input type="checkbox"/> 05 | <i>Polytechnic student</i>                             | <input type="checkbox"/> 06 |
| <i>College of Education Student</i>          | <input type="checkbox"/> 07 | <i>House-person or retired</i>                         | <input type="checkbox"/> 08 |
| <i>Overseas (irrespective of occupation)</i> | <input type="checkbox"/> 09 | <i>Private training establishment student</i>          | <input type="checkbox"/> 11 |
| <i>Wananga student</i>                       | <input type="checkbox"/> 12 | <i>Other</i>   | <input type="checkbox"/> 99 |
- Please specify if "Other": \_\_\_\_\_

***Secondary / High School Information***

- 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 / high school? (Please tick only one box)

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

**WORK EXPERIENCE / RELEVANT EMPLOYMENT HISTORY** (continue on a separate sheet if necessary)

<i>DURATION</i>	<i>FULL-TIME/PART-TIME</i>	<i>POSITIONS</i>	<i>EMPLOYER</i>

## ADDITIONAL INTERNATIONAL SERVICES

### Airport Greetings

Would you like to be met at Auckland International Airport?

No

Yes

- Please notify the Academy in writing of your arrival details two weeks prior to your intended arrival date. The Academy provides an Airport Greeting and Transfer Service at a cost of NZ \$100.00 (one way).

#### ATA does NOT arrange accommodation for international students.

There are many types of accommodation available to international students, please refer to the Student Handbook. International students are required to inform ATA on the type of accommodation engaged.

- Do you require assistance with information and advice on the types of accommodation? No

Yes

Please specify the type of accommodation you seek:

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**Advanced Training Academy Ltd confirms that the suitability of the accommodation has not been assessed.**

**Please describe any special needs you have below:**

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### How did you hear about the Advanced Training Academy?

<input type="checkbox"/> Friends / Family	<input type="checkbox"/> Yellow Pages	<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 (EdMedia)
<input type="checkbox"/> Campus Signage	<input type="checkbox"/> ATA Staff	<input type="checkbox"/> Website	<input type="checkbox"/> Other, please specify:	

## 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 International Student Handbook** with regard to fees, withdrawals, 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, the Ministry of Social Development 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).

\_\_\_\_\_  
Signature

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

**APPLICATION CHECKLIST – HAVE YOU:**

- Completed all parts of the application form fully?
- Attached *certified copies* of relevant documents to support my application?
  - An English translation of qualifications and academic records.
  - Suitable evidence of English language standard of IELTS 5.0 or equivalence should be demonstrated.
  - If you are still at school, a copy of your most recent school report.
  - Details of any work experience relevant to your course.
  - A certified copy of your birth certificate or passport.
  - Two passport sized photographs.
- Arranged payment of the non-refundable registration fee?
- Obtained a Student Visa?

If you need to apply for a **Student Visa**, the following documents will need to be submitted to the New Zealand Immigration:

- Current passport
- Letter confirming Offer of Placement
- Accommodation guarantee
- Receipt for payment of tuition fee
- Any other required documentation

And if you have them,

- Record of Learning
- Evidence of units achieved or CV

See: [www.immigration.govt.nz/migrantforstudentvisaform](http://www.immigration.govt.nz/migrantforstudentvisaform)

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

**Advanced Training Academy**

**Head Office: 6A Jack Conway Ave, Manukau City 2104, New Zealand**

**Or**

**Hamilton Campus: 24 Garden Place, Level 2, Cnr Worley & Garden Place, PO Box 9522,  
Hamilton 3204, New Zealand**

<i>Office Use Only</i> Documentation	Approved	Entered
_____	_____	_____
_____/_____/_____	_____/_____/_____	_____/_____/_____