



## ACADEMIC HISTORY AND LANGUAGE ABILITY

You **MUST** provide evidence of English Language competence. The International English Language Testing System (IELTS) is the preferred test, although scores from the Test of English as Foreign Language (TOEFL) will be considered.

Name of test  Score  Month/Year taken

What is your first language?

What other languages do you speak?

Have your previous studies been completed in English?

Yes  No

If you answered "Yes" to the above question, how many years of study did you complete?

When was your last year at secondary/high school?

What is the highest level of education you have completed, and at which institution?

Please include a certified copy of your academic transcript in **English**.

## DISABILITY/SUPPORT DETAILS

This information is used to enable us to provide support and for statistical purposes. The information you supply is confidential.

Do you live with the effects of injury, long term illness or disability?

Yes  No

Please describe your injury, long term illness or disability in general terms.

Is there any special support you would need to study or complete this programme?

Yes  No

If yes, please specify (eg, literacy, numeracy, hearing, visual)

## EMERGENCY CONTACT DETAILS

Contact person in case of emergency:

Name:
Relationship:
Home telephone: (       )
Work telephone: (       )

Address: _____ _____ _____
Country: _____
[N.B. This must be a physical address]



## National Student Index

Please note that your name, date of birth and residency as entered on this enrolment 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 <http://www.nsi.govt.nz/ima>.

## Student Handbook

On enrolment, each student will receive a Student Handbook. The Student Handbook provides information on formal procedures and policies of Tai Poutini Polytechnic as they apply to students. These include the General Academic Regulations.

## Withdrawal and Refund of Fees

If a programme/course is cancelled by the Polytechnic, all fees already paid by the student will be refunded in full. When a programme/course is offered, however, the Polytechnic expects that students enrolling in it will complete the full programme/course. In establishing its Fees Refund Policy, the Polytechnic takes into account the fact that total costs are not reduced by the withdrawal of a student. Therefore, once 10% of the programme has been completed, no credit transfer or refund is available to students, other than for exceptional cases.

If a student withdraws prior to the expiry of 10% of their programme, their fees will be refunded less an administration charge. Students who are withdrawn from study by the Polytechnic as a result of academic or disciplinary procedures are not eligible for a refund of fees. A full copy of the Fees Refund Policy is available on request.

## Permanent Postal Address

This address will be used to forward correspondence to you before your programme commences and after your programme has finished. It should therefore be a family/home address or similar.

## CHECKLIST: IMPORTANT PLEASE READ CAREFULLY

Please attach two passport size photos here

**NB**

WE WANT TO ENSURE YOUR ENROLMENT IS PROCESSED QUICKLY. FAILURE TO ANSWER "YES" TO ALL OF THESE QUESTIONS WILL RESULT IN YOUR ENROLMENT BEING DELAYED.

- |     |                          |    |                          |  |
|-----|--------------------------|----|--------------------------|--|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you completed all questions and provided all necessary documentation to establish a current student permit? |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you enclosed your Certified copy of Passport details?   |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you attached two passport size photographs to this page?  |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you attached one (1) certified copy of your academic records (in English)?                                  |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you attached documentary evidence of your English language ability?   |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Have you signed and dated this application form?   |

## STUDENT DECLARATION

I hereby declare the information given to be true and I agree to abide by the rules of Tai Poutini Polytechnic (available at reception or the library). I authorise any information given to be used in compliance with the Privacy Act. I have read Tai Poutini Polytechnic's Refund Policy and agree to abide by the conditions therein. I also understand that if I have supplied false information, my enrolment may be cancelled by the Chief Executive Officer.

Signature

Date

## OFFICE USE ONLY

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Loaded into Artna: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** Tai Poutini Polytechnic reserves the right to cancel programmes/courses where enrolment numbers are insufficient to make delivery financially viable. In that event the Polytechnic accepts no liability for personal expenses incurred by potential students. Any fees paid in this situation will be refunded in full.