

Level 3

WELCOME TO TSB TOPEC

2021 New Student

Registration and Enrolment Form

This form is to be completed only by applicants who are citizens or permanent residents of New Zealand, the Cook Islands, Tokelau, Niue or Australia.

PLEASE NOTE: International enrolments cannot be accepted.

If you are still at school and aged 16 or over, you are required before you enrol, to provide a letter from your secondary school principal confirming that you are capable of undertaking tertiary study out of school hours, as well as your secondary school study.

If you are aged under 16 and wish to study full time, you are required to provide a school exemption certificate from the Ministry of Education (MoE). To obtain this exemption, please phone the MoE – 09 632 9515. If you wish to study part time within or out of school hours, you are required to provide a letter from your School confirming that you are capable of undertaking tertiary study as well as your secondary school study.

All sections of this form must be completed and all the necessary documentation provided to enable your enrolment to be fully processed.

YOU MUST SIGN THE STUDENT DECLARATION NUMBER 13 ON PAGE 5 OF THIS FORM.

Please complete all sections of this form. Please print clearly using **BLOCK LETTERS**. For multi-choice boxes, tick the box that applies.

1. PERSONAL DETAILS

Enter details as shown on your birth certificate or passport. If you do not bring in an original document, you are required to provide verified copies as evidence of your name, date of birth and citizenship status.

TSB TOPEC Student ID Number (if known) (8 or 9 numbers)

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If you are new at TSB TOPEC we will create an ID number for you.

NATIONAL STUDENT INDEX NUMBER (NSN) / NZQA NUMBER

If you know your NZQA number, please write it here.

NSN/NZQA Number

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The system, introduced by the Government, allocates every New Zealand tertiary student and NCEA candidate a unique number – NSN. To check information about your NSN, go online at www.minedu.govt.nz/goto/nsi

Please **PRINT** your legal name in full (as on your proof of New Zealand citizenship/residency).
This legal name will appear on any award.

Legal family name

Legal first given name

Legal second given name

If you are not commonly called by your legal name(s), what do you prefer to be called?

Preferred names

Preferred family name

<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Mr	Other (please state)	<table border="1"><tr><td></td></tr></table>	

<input type="checkbox"/> Female	<input type="checkbox"/> Male
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DATE OF BIRTH

DAY / MONTH / YEAR

If you have changed your name (e.g. by marriage, deed poll) since a previous enrolment at TSB TOPEC, please print your previous name(s). Proof of name change must be provided.

Previous name(s)	First	Family
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2. ETHNIC ORIGIN – Tick only ONE box (i.e. the ethnic group you most identify with)

<input type="checkbox"/> 111 New Zealand European/ Pakeha <input type="checkbox"/> 211 New Zealand Maori <input type="checkbox"/> 311 Samoan <input type="checkbox"/> 321 Cook Island Maori <input type="checkbox"/> 331 Tongan <input type="checkbox"/> 341 Niue <input type="checkbox"/> 351 Tokelauen <input type="checkbox"/> 361 Fijian <input type="checkbox"/> 371 Other Pacific Peoples <input type="checkbox"/> 121 British/Irish <input type="checkbox"/> 122 Dutch	<input type="checkbox"/> 123 Greek <input type="checkbox"/> 124 Polish <input type="checkbox"/> 125 South Slav <input type="checkbox"/> 126 Italian <input type="checkbox"/> 127 German <input type="checkbox"/> 128 Australian <input type="checkbox"/> 129 Other European <input type="checkbox"/> 411 Filipino <input type="checkbox"/> 412 Cambodian <input type="checkbox"/> 413 Vietnamese <input type="checkbox"/> 414 Other Southeast Asian	<input type="checkbox"/> 421 Chinese <input type="checkbox"/> 431 Indian <input type="checkbox"/> 441 Sri Lankan <input type="checkbox"/> 442 Japanese <input type="checkbox"/> 443 Korean <input type="checkbox"/> 444 Other Asian <input type="checkbox"/> 511 Middle Eastern <input type="checkbox"/> 521 Latin American <input type="checkbox"/> 531 African <input type="checkbox"/> 611 Other
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Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian" or "Other".

Optional: If you identify yourself with additional ethnic groups you may enter two other numbers.

1.	2.
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If you have identified yourself as New Zealand Maori, what is the name of your iwi? You can enter up to three iwi or iwi names.

Iwi 1.
2.
3.

3. CONTACT DETAILS
Permanent/home address

Unit/Flat/Apartment number		
Street address – number and name		
Suburb	Town/city	Postcode
Phone ()	Cellphone	
Email address		

Work/business address (if relevant)

Company name		
Postal Address		
Town/city	Postcode	
Phone ()	ext	Cellphone
Email address		

Address while studying (if different from permanent) and current contact numbers

Unit/Flat/Apartment number		
Street address – number and name		
Suburb	Town/city	Postcode
Phone ()	Cellphone	
Email address		

Emergency Contact

Name		
Phone Home ()	Cellphone	Work ()
Relationship (e.g. friend, brother, mother)		

4. SECONDARY ACADEMIC DETAILS

What was the name of the last secondary school you attended? If study was overseas, write "overseas".

When was your last year at secondary school?

What is your highest school qualification? Tick ONE box only.

<input type="checkbox"/>	00	No formal secondary qualification
<input type="checkbox"/>	11	14 or more credits at any level (your NZQA Record of Learning shows you how many credits you have)
<input type="checkbox"/>	12	NCEA Level 1 or School Certificate
<input type="checkbox"/>	13	NCEA Level 2 or 6 th Form Certificate
<input type="checkbox"/>	14	University Entrance
<input type="checkbox"/>	15	NCEA Level 3 or Bursary or Scholarship
<input type="checkbox"/>	09	Overseas qualification (included international Baccalaureate and Cambridge exams)
		Please specify _____
<input type="checkbox"/>	98	Other
		Please specify _____
<input type="checkbox"/>	99	Not Known

First year of tertiary education

Please note: If you have attended a tertiary institution since leaving school e.g. Polytechnic, University, College of Education, Wananga or Private Training Establishment either in New Zealand or overseas, (not including STAR, community or hobby classes), please write in the year you first enrolled. If this year is your first year please write 2021.

5. STATISTICAL INFORMATION

What was your activity or occupation as at 1 October 2020? Tick ONE box only.

<input type="checkbox"/>	01	Secondary school student	<input type="checkbox"/>	06	Polytechnic student
<input type="checkbox"/>	02	Unemployed or other beneficiary (excluding retired) e.g. DPB, sickness, ACC	<input type="checkbox"/>	08	House person or retired
<input type="checkbox"/>	03	Wage/salary worker	<input type="checkbox"/>	09	Overseas (irrespective of occupation)
<input type="checkbox"/>	04	Self-employed	<input type="checkbox"/>	11	Private Training Establishment student
<input type="checkbox"/>	05	University student	<input type="checkbox"/>	12	Wananga student

6. SUPPORT

Extra support is available for students with disabilities. Support will need to be negotiated with TSB TOPEC Student Support. This information that the MoE requires from you will be kept strictly confidential.

STUDENTS WITH DISABILITIES

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

<input type="checkbox"/> Yes Go to tick boxes below	<input type="checkbox"/> No (Go to number 8)
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Please tick one or more boxes below to describe your condition or disability.

<input type="checkbox"/> 02 Hearing <input type="checkbox"/> 03 Vision <input type="checkbox"/> 04 Mobility <input type="checkbox"/> 05 Hand function <input type="checkbox"/> 06 Intellectual disability	<input type="checkbox"/> 07 Use of Wheelchair or mobility scooter <input type="checkbox"/> 14 Specific learning disability <input type="checkbox"/> 15 Chronic pain <input type="checkbox"/> 99 Other (please specify) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
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In the event of an emergency, would you need help to evacuate the building?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you require:

<input type="checkbox"/> 08 Mobility parking <input type="checkbox"/> 09 Test/examination assistance <input type="checkbox"/> 10 Large print/Braille	<input type="checkbox"/> 11 New Zealand sign language interpreter <input type="checkbox"/> 12 Note taker/reader
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7. PRIVATE TRAINING ESTABLISHMENT (PTE)

If you have attended a PTE, write the name and the year of the last one you attended.

PTE name	Year
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8. LANGUAGES

What is your first language?

<input type="checkbox"/> English <input type="checkbox"/> Maori <input type="checkbox"/> Other, Please state your first language	<div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
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9. NEW ZEALAND CITIZENSHIP/RESIDENCY

To qualify as a domestic student, and be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (this includes 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.

You must provide evidence of citizenship or permanent residency by supplying either an original or a certified copy of ONE of the following:

- Birth certificate with place of birth stated as New Zealand, the Cook Islands, Tokelau, Niue or Australia
- Passport of New Zealand, the Cook Islands, Tokelau, Niue or Australia
- Overseas passport with a current resident's permit for New Zealand or Australia, a letter of confirmation from Immigration New Zealand (INZ), or a certificate of identity from INZ if you are a refugee
- A statement of Whakapapa, including date of birth, countersigned by a Kaumatua
- Certificate of citizenship or letter of confirmation from the Department of Internal Affairs

A certified copy is a photocopy of an original document that has been sighted and signed as true and accurate by an authorised person. An authorised person is a person listed in the Oaths and Declarations Act 1957 who is authorised to take declarations. This person could be a Barrister or Solicitor of the High Court, a Justice of the Peace (listed in the yellow pages), a Notary Public, a Court Registrar or Deputy Registrar, a Member of Parliament, or a Land Transport New Zealand, Public Trust, or local authority employee designated for this purpose. When a learner is in a remote community and is unable to access a person listed in the Oaths and Declarations Act 1957, a school principal, minister of religion, a member of the New Zealand Police or general practitioner is acceptable. Alternatively you can bring the original documentation to the Faculty/School where you are enrolling.

PLEASE DO NOT POST ORIGINAL DOCUMENTS

Where a birth certificate or passport has been provided and there has been a change of name since that document was issued, a marriage certificate, deed poll document or statutory declaration document will also be needed to confirm current details.

If you have recently accepted a place on a programme at TSB TOPEC and we have already confirmed and recorded your details from original or verified copies of documentation, these may not be required to be produced again unless there has been a change of name from the original documentation provided.

Tick the box which best describes your Citizenship:

	NZL	New Zealand Citizen (including the Cook Islands, Tokelau or Niue)
	AUS	Australian Citizen
	Other	If you have ticked "Other" please specify your original country of citizenship below:
<i>For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand.</i>		

Tick the box if you have New Zealand or Australian Permanent Residency:

	NZP	New Zealand Permanent Resident
	AUS	Australian Permanent Resident

Please note – DO NOT tick the boxes above if you are a New Zealand citizen or Australian Citizen.

During your time studying, will you be resident in New Zealand or overseas?

	In New Zealand		Overseas
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10. PROGRAMME TO BE STUDIED

What programme are you applying for?

Name of programme:
Programme code:

Do you expect to complete the academic requirements for any qualification this year?

	Yes		No
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11. COURSE/CLASS ENROLMENT (office use only)

OFFICE USE

Course code			Occurrence											Course title			Enrolled	Waiting	Full
1	4	1	•	1	0	2	1	4	-	O	T	-	0	1					
			•						-			-							
			•						-			-							
			•						-			-							
			•						-			-							
			•						-			-							
			•						-			-							

PRIVACY

PERSONAL INFORMATION PRIVACY ACT 1993

Taranaki Outdoor Pursuits and Education Centre ("TSB TOPEC") observes the principles governing the release of personal information as set out in the Privacy Act 1993 ("the Act"). Personal information is defined in the Act as "information about an identifiable individual"; it may include, but is not limited to, information such as your name, age, postal and email address, telephone numbers, IRD, course of study, bank account and credit card details.

TSB TOPEC's primary purpose in the collection and storage of your personal information as a student is to provide you with the course of study for which you are enrolled, and to comply with various legislative reporting requirements. TSB TOPEC may also collect and use your personal information for other purposes related to your course of study including corresponding with you for academic and administrative matters, publishing any award/s conferred on you by TSB TOPEC during graduation, and sending you information about TSB TOPEC courses and programmes that may be of interest to you. TSB TOPEC may also seek personal information from other educational institutions and/or government agencies or other authorities for the purpose of verifying and maintaining information relating to your academic records.

Personal information collected on this form and at other times during and relating to your enrolment at TSB TOPEC may be disclosed to TSB TOPEC academic and administrative staff where relevant to their duties, to other educational institutions for the purpose of verifying and maintaining academic records, and to Government agencies or other authorities as permitted or required by law. If you are a recent school/Private Training Establishment (PTE) leaver, TSB TOPEC may also advise your school/PTE when you first enrol (including details of what programme you have enrolled in) and when you complete a TSB TOPEC qualification.

Please note that your name, date of birth and residency status 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 go online at www.minedu.govt.nz/goto/nsi.

You have the right to access and have corrected, personal information about you which has been collected by us.

Applicant
signature

DECLARATION

- I declare that the information provided by me on this form is true and correct.
- I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- I agree to abide by all TSB TOPEC statutes, regulations and policies as may be amended from time to time. Copies are available from your TSB TOPEC course leader. In particular, you should note the TSB TOPEC Academic Regulations, Computer User Regulations and the regulations applying to your programme of study.
- I have read and accept the Private and Policy statements printed on this form.
- I am a citizen/permanent resident of New Zealand or Australia or the Cook Islands or Niue, or Tokelau.
- I acknowledge that all TSB TOPEC courses and programmes will proceed subject to enrolment numbers and TSB TOPEC has the right to cancel an offering of a course or programme prior to its commencement if there are insufficient enrolments.
- I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. TSB TOPEC may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the TSB TOPEC Academic Regulations.
- I acknowledge that TSB TOPEC reserves the right to cancel my enrolment (as set out in the TSB TOPEC Student Regulations) where I have made insufficient progress on the course. I further acknowledge that non-attendance may constitute insufficient progress.
- I understand that TSB TOPEC may need to validate the information provided on this form and attachments.
- I authorise to TSB TOPEC to collect information for this purpose from any agency holding the source of this information.

DAY / MONTH / YEAR

If you are signing on behalf of the student you must have the necessary authorisation through legal guardianship or power of attorney.

Please do not fax this form. Faxed copies will not be accepted.

Please return this form with associated documents to TSB TOPEC - email claire@tsbtopec.co.nz

TSB TOPEC

11 Hydro Road

New Plymouth, Taranaki

Or

TSB TOPEC

PO Box 859,

New Plymouth, Taranaki

STUDENT COPY: PLEASE TEAR OFF AND RETAIN

Please ensure you have completed the following, otherwise this enrolment cannot be processed.

CHECKLIST

Completed all relevant sections on this form?

Supplied a certified copy of at least one of the following?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | New Zealand Birth Certificate (include marriage certificate if applicable) |
| <input type="checkbox"/> | Certificate of New Zealand Citizenship |
| <input type="checkbox"/> | New Zealand Passport |
| <input type="checkbox"/> | Overseas passport with current visa showing residency status |

CHECKLIST**APPLYING TO WITHDRAW FROM, TRANSFER OR CANCEL YOUR ENROLMENT**

When you have submitted your enrolment form, you are considered enrolled as a student in the academy. You must complete a Withdrawal or Transfer Application (Withdrawal/Transfer) form to officially withdraw or transfer or vary your enrolment in any way. The date of withdrawal will be taken from the date the completed Withdrawal or Transfer Application form is received by TSB TOPEC.