



APPLICATION AND ENROLMENT FORM

Welcome to WITT, the Western Institute of Technology at Taranaki.

This application and enrolment form is for **domestic students only**.

You must read the attached Admission and Enrolment Guide before you complete this Application and Enrolment Form, as important conditions of your application and enrolment are in the guide and on this form. Should you need any further help, please contact us on **0800 948 896** or email us at **info@witt.ac.nz**.

New Students: Please complete all sections.

Re-enrolling students: If you have been a WITT student in the past three years please complete the Re-Enrolling students form OR you can just complete sections 1, 2, 3, 11, 13 and 14 of this form.

1. PERSONAL INFORMATION

Have you enrolled at the Western Institute of Technology at Taranaki before?

Yes ☐ No ☐

WITT Student ID (if known):

NZQA or National Student Index Number (NSI) (if known):

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Legal Surname:

Legal First Names:

Preferred Names:

Previous Names:

Gender: Male ☐ Female ☐

Date of Birth: DD MM YYYY

Postal address:

Suburb

Town/City

Postcode

Country

Home Phone:

Work Phone:

Mobile:

Email:

Preferred contact method:

Post ☐

Text ☐

Email ☐

2. PROGRAMMES/COURSES

Please write the full name of the programme you are applying for:

First choice:

NZ2522 NZ Certificate in Infrastructure Works Level 2

Third choice:

Course/ Elective if applicable:

Course Number

Course Name

CIW2.100	Health and Safety for Infrastructure Works
CIW2.101	Traffic Management
CIW2.102	Communications and Quality Assurance
CIW2.103	Worksite Machinery
CIW3.104	Earthworks for Civil Construction

Do you intend to study: part-time ☐ full-time ☐

In what year will you commence studying? YYYY

Which semester will you start in?

One ☐ Two ☐ Other ☐

Which campus do you intend to study at?

New Plymouth ☐ Hawera ☐ NZIHT ☐ Other ☐

Do you intend on applying for Recognition of Prior Learning (RPL)?

Yes ☐ No ☐

If yes, please complete and submit the RPL application form available from <http://www.witt.ac.nz/Study-at-WITT/Student-Resources/>

Do you expect to complete your qualification this year?

Yes ☐ No ☐

3. EMERGENCY CONTACT DETAILS

Please tell us who you would like us to contact in case of emergency.

Full Name of Person:

Phone 1 (required):

Phone 2:

Relationship to you:

Email:

Address:

Suburb

Town/City

Postcode

Country

4. ENTRY REQUIREMENTS

Some programmes have entry requirements - check the programme information sheet or our website www.witt.ac.nz for details.

Please select one of the following and state how you meet the entry requirements:

- ☐ I have met the entry requirements
- ☐ I am still studying to meet the entry requirements
- ☐ I need to discuss my entry requirements (please specify below)
- ☐ Special entry e.g. work and/or life experience (please specify below)

5. CITIZENSHIP

Please indicate your citizenship or resident status. Tick only one box.

- ☐ New Zealand Citizen ☐ Australian Citizen
- ☐ NZ Permanent Resident ☐ Australian Permanent Resident

YOU **MUST** supply verified evidence of NZ citizenship (e.g. Birth Certificate or Passport) or NZ permanent residency.

A verified copy is a photocopy of the original document, which has been signed by a solicitor, or Justice of the Peace (JP) as being a true copy of the original. If you are enrolling in person, original documents will be photocopied, and verified by WITT staff and returned to you.

6. PRIOR ACTIVITY

What was your main activity or occupation in New Zealand on the 1st of October last year? Please tick the box that applies to you:

- ☐ Secondary School Student
- ☐ Not employed or Beneficiary (excluding retired)
- ☐ Wage or Salary earner ☐ College of Education Student
- ☐ Self Employed ☐ Wananga Student
- ☐ University Student ☐ Polytechnic Student
- ☐ Houseperson/Retired ☐ Overseas
- ☐ Private Training Establishment (PTE) Student

7. SECONDARY EDUCATION

Please refer to the programme information sheet and prospectus for detailed entry criteria. You must supply evidence of your achievements from school or another tertiary institute and attach this evidence to the application form (e.g. NQF record of learning, NCEA Results).

Name of the last secondary school you attended:

What was your last year at secondary school [e.g. 2000]?

What is the highest level of achievement you hold from a secondary school? Tick only one box.

- ☐ No formal secondary qualifications
- ☐ 14 or more credits at any level
- ☐ NCEA Level 1 or School Certificate
- ☐ NCEA Level 2 or 6th Form Certificate
- ☐ NCEA Level 3 or Bursary or Scholarship
- ☐ University Entrance
- ☐ Overseas qualification (includes International Baccalaureate & Cambridge Exams) (please specify below)
- ☐ Other (please specify below) ☐ Not Known

8. TERTIARY STUDY

Will this be the first year you have ever enrolled in a polytechnic, university, college of education, private training establishment or wānanga either in New Zealand or overseas since leaving school?

(Do not include enrolments in community, STAR or hobby classes)

Yes ☐ No ☐

If no, please enter the name of the institution you studied at:

What was the name of the highest qualification you gained?

What was the year of your first tertiary enrolment (e.g. 2000)?

9. LANGUAGE

Is English your first language? Yes ☐ No ☐

If no, what is your first language?

Do you have an English Language Qualification?

Yes ☐ No ☐

If yes, name the qualification:

Date obtained: DD MM YYYY

Score:

YOU MUST supply evidence of your English language qualification and attach this to your application form.

10. ETHNICITY

What ethnic group(s) do you belong to? You may tick more than one box.

- | | |
|---|--|
| <input type="checkbox"/> NZ European/Pakeha | |
| <input type="checkbox"/> New Zealand Māori, please specify iwi/hapu | |
| <input type="text"/> | |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Cook Island Māori |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Niue |
| <input type="checkbox"/> Tokelauen | <input type="checkbox"/> Fijian |
| <input type="checkbox"/> Other Pacific Peoples* | <input type="checkbox"/> British/Irish |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Greek |
| <input type="checkbox"/> Polish | <input type="checkbox"/> South Slav |
| <input type="checkbox"/> Italian | <input type="checkbox"/> German |
| <input type="checkbox"/> Australian | <input type="checkbox"/> Cambodian |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> African |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Middle Eastern | |

*Please specify if 'Other Pacific Peoples' or 'Other':

11. HEALTH AND ACCESSIBILITY DETAILS

Do you live with the effects of injury, long-term mental/physical illness or disability?

Yes ☐ No ☐

Do you have support needs? (if yes you will be contacted)

Yes ☐ No ☐

In the event of an emergency would you need assistance to get out of the building? (if yes you will be contacted)

Yes ☐ No ☐

Please indicate your disability/condition by ticking one or more of the following boxes:

- | | |
|---|---|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Vision/Blind |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Physical/Mobility |
| <input type="checkbox"/> Head Injury | <input type="checkbox"/> Neurological |
| <input type="checkbox"/> Mental/Psychological | <input type="checkbox"/> RSI/OOS/Hand Function |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Learning (e.g. dyslexia) |
| <input type="checkbox"/> Other (please specify) | |

12. EMPLOYMENT (IF APPLICABLE)

Have you been employed previously?

Yes ☐ No ☐

If yes, what are your total years in employment?

Please include your most recent work experience. Or attach C.V.

Company Name

Contact Person

Address

Suburb

Town/City

Postcode

Phone

Your Position

13. FEES

How do you intend to pay your fees?

- | | |
|--|--|
| <input type="checkbox"/> Cheque | <input type="checkbox"/> Student Loan |
| <input type="checkbox"/> EFTPOS | <input type="checkbox"/> Training Incentive allowance (WINZ) |
| <input type="checkbox"/> Direct Credit | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Credit Card | <input type="checkbox"/> Parent/ Guardian |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Māori Pasifika Trades Training* |

*Conditions Apply. See MPTT coordinator for more details

☐ I would like to be considered for a Youth Guarantee Scholarship (available to 16-19yo studying at level 1-3) *Conditions Apply. See www.witt.ac.nz and search for Youth Guarantee for more details.

Credit Card Details

Card Number:

Card Holders Name:

Expiry:

Amount:

If an organisation or company is paying your fees, a letter is required from the organisation/company confirming this. If for any reason the organisation/company does not pay your fees, you will be liable for the full payment.

Organisation/Company Name:

Authorised Contact Person:

Postal Address:

Suburb

Town/City

Postcode

Country

If WITT confirms your enrolment in writing, you must pay **ALL** tuition fees set by WITT, Student Services Levy, course costs and compulsory student service fees (CSSF) in full prior to the start date of the programme you are to study. If any fees are unpaid on the first day of teaching, WITT reserves the right to cancel your enrolment, informing you by letter.

Even if you do not participate in the courses, you are still liable to pay all fees to WITT, unless WITT receives your completed and signed **Withdrawal Form within the relevant Refund Period**. Refer to the admission and enrolment guide for full details.

Student Loan: Apply directly to Studylink on **0800 88 99 00** or visit **www.studylink.govt.nz**. If your loan application is not approved by Studylink, you are still liable for all fees invoiced to you.



I authorise WITT to direct and accept payment of relevant fees, Student Services Levy, course costs and CSSF from my student loan account

Training Incentive Allowance: Contact your local Work and Income (WINZ) office. You must complete the enrolment first and submit your WITT invoice to WINZ for payment. If your TIA Application is not approved by WINZ, you are still liable for all fees invoiced to you.

14. DECLARATION

I have read the programme information sheet(s) on the programme/course(s) I have listed in this form, available from **www.witt.ac.nz**.

I have checked and completed all required sections of this form.

I have attached copies of my qualifications as indicated in the Secondary Education section (e.g. NQF record of learning, NCEA results, Sixth Form Certificate etc).

I have attached evidence of an English language qualification (ONLY if English is your second language).

I have attached a verified copy of my NZ citizenship or NZ permanent residency.

WITT is obliged, as part of the Education Amendment Act 1990, to obtain from you, and provide to the Ministry of Education, a variety of personal data and statistical information to verify our claim for funding your enrolment. I consent to the personal information which I have provided to WITT being used for purposes related to the matters with which I am involved in my capacity as a student and as required by protocol between external agencies and WITT.

I understand that I have the right to see, and correct if necessary, the information which I have provided. The information given in this form is true and correct and no information which would have a material bearing on my enrolment has been withheld. I understand that books, journals and other teaching materials made available to me by, or at, WITT are for use for my own studies and that copying or use of them for other purposes is an infringement of copyright.

By signing below I agree to abide by all WITT policies pertaining to Information Technology Services. These are published on the WITT intranet.

I promise to abide by and obey the relevant provisions of the WITT Quality Management System [Please ask if you would like to see these documents].

I understand that any works produced while studying at WITT remains the property of WITT as per Policy and Procedure HRM 5.0 Guidelines for intellectual property unless otherwise agreed in writing.

I undertake to pay all fees as they become due and to meet any charges associated with debt recovery.

Refunds: A full refund of fees including any deposit, is payable where WITT cancels a programme or course.

- The amount payable by a student who enrolls in a 17 week programme of study and withdraws prior to the end of the second week of the programme commencement is \$150 or the full fee that was paid if less than \$150.
- The amount payable by a student who enrolls in a 34 week programme of study and withdraws prior to the end of the second week of the programme commencement is \$250 or the full fee that was paid if less than \$250.
- The amount payable by a student who withdraws from one course prior to the end of the second week of the course commencement will be 10% of the full fee that was paid for that course.

Refunds will have the following deductions:

- Any specified charge(s) for course costs and/or consumables.
- Any other fees owing to WITT.

Outside the weeks specified above, no refund of fees is given as of right. Applications for partial fee refunds, however, will be considered in exceptional circumstances. In exceptional circumstances the Chief Financial Officer may authorise a variation of the provisions for refunds. Any student wishing to apply for a variation of this policy, must do so in writing. An application may include a statement of support from the Head of Faculty.

Refunds will be paid to the person/body from whom the fees were received.

Upon graduation, I consent to my name being published in the media as part of a list of WITT Graduates.

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 **www.nsi.govt.nz/ima**.

WITT reserves the right to withdraw or adjust any of the programmes listed, alter start dates or fee schedules and make any other changes as it may deem desirable or necessary, without prior notice. All programmes listed are subject to a sufficient number of enrolments and completion of all approval and accreditation requirements.

I understand I am not fully enrolled until I receive a Confirmation of Enrolment letter from WITT.

For full terms and conditions related to WITT's application and enrolment process, please see the accompanying application and enrolment guide, or contact WITT on **0800 948 896** or email **info@witt.ac.nz**.

I have read, signed and dated the Declaration section.

Parent/ Guardian Signature (if under 18)

Student Signature

Date

DD

MM

YYYY

**For more information or help filling out this form call
0800 WITTWORKS (948 896), visit our website
www.wittworks.ac.nz or email info@witt.ac.nz**

WHAT TO DO NOW?

Please send to:

Western Institute of Technology at Taranaki
Private Bag 2030, New Plymouth 4342, New Zealand

Or drop off at:

WITT Registry
20 Bell Street, New Plymouth



WITT
WESTERN INSTITUTE
OF TECHNOLOGY
AT TARANAKI