



# 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 are continuing on with the same study programme, please complete sections 1, 3, 12 and 13 unless other details have changed. If they have changed, please complete any relevant sections.

## 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:

Previous Names:

Preferred Name:

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. EMERGENCY CONTACT DETAILS

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

Full Name of Person:

Phone 1:

Phone 2:

Relationship to you:

Address:

Suburb

Town/City

Postcode

Country

## 3. ENTRY REQUIREMENTS

Some programmes have entry requirements - check the programme brochure or our website [www.witt.ac.nz](http://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)

## 4. 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.

## 5. PROGRAMMES/COURSES

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

**NZ2523**  
**NZ Certificate in Infrastructure Works**  
**(Level 3)**

Course/ Elective if applicable:

Course Number

Course Name

CIW3.300	Safe Work Practices
CIW3.301	Protection and Services
CIW3.302	Communications and Industry Documentation
CIW3.303	Soil and Compaction
CIW3.304	Small Plant and Equipment

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

In what year will you commence studying?     Year

Which semester will you start in?

One ☐ Two ☐ Other ☐

Which campus do you intend to study at?

New Plymouth ☐ Hawera ☐

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 ☐

## 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
- ☐ University Entrance
- ☐ NCEA Level 3 or Bursary or Scholarship
- ☐ 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)?

Year

## 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                             | <input type="checkbox"/> Not Stated        |

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. FEES

IRD Number :

(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 or do not intend to apply).

How do you intend to pay your fees?

- |  |  |
|--|--|
| <input type="checkbox"/> Cheque        | <input type="checkbox"/> Cash                                |
| <input type="checkbox"/> EFTPOS        | <input type="checkbox"/> Student Loan                        |
| <input type="checkbox"/> Direct Credit | <input type="checkbox"/> Training Incentive Allowance (WINZ) |
| <input type="checkbox"/> Credit Card   | <input type="checkbox"/> Employer                            |

### 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:

<input type="text"/>	
<input type="text"/>	
Suburb	
Town/City	Postcode
<input type="text"/>	<input type="text"/>
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](http://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 CSS 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.





# APPLICATION AND ENROLMENT GUIDE

Welcome to WITT – Western Institute of Technology at Taranaki.

This guide is for **domestic students** only.

You must read this Application and Enrolment Guide before filling out the Application and Enrolment Form. This guide contains important terms and conditions of your contract with WITT. If you have any questions or require any assistance, please contact WITT on **0800WITTWORKS (0800 948 896)** or email **info@witt.ac.nz**. The numbered sections in this application and enrolment guide match the numbered sections in the attached form. Please read this guide carefully.

- Use a blue or black pen and block letters to fill out the required sections of the application and enrolment form and return to WITT in person at reception or via post. To avoid any delays in your enrolment, ensure you attach all required documents including a verified copy of your ID (see section 4 of the application and enrolment form).
- Please complete all relevant sections in the application and enrolment form. New students – please complete all sections. Re-enrolling students – if you are continuing with the same programme of study, please complete sections 1, 3, 12 and 13 unless other details have changed. If they have changed, please complete any relevant section/s.
- Once your application and enrolment is accepted, you will receive a Confirmation of Enrolment letter and an invoice for fees payable.
- You must pay all of your fees before the first day that classes begin in your programme of study otherwise WITT reserves the right to cancel your enrolment by letter.
- If you are planning to pay your fees by Student Loan, contact StudyLink on **0800 88 99 00** or apply online at **www.studylink.govt.nz**.
- Once your fees are paid you can then get your Student ID card, computer logon and attend class.

## 1. PERSONAL INFORMATION

**NSI:** The National Student Index Number is your unique learner number and is stored on the Ministry of Education database.

**Name:** WITT requires a verified copy of your NZ citizenship or NZ permanent residency – e.g. Birth Certificate or Passport. 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 at WITT reception, original documents will be photocopied and verified by WITT staff.

For New Zealand birth certificates please contact Births, Deaths and Marriages at Internal Affairs on 0800 22 77 77.

**Address and Phone numbers:** WITT requires your postal address and at least one contact phone number while you are studying with us.

If these contact details change, please inform WITT in person at reception, via phone on 0800 948 896 or at **info@witt.co.nz**.

**Preferred contact method:** Please tell us how you would prefer WITT to contact you.

## 2. EMERGENCY CONTACT DETAILS

Please nominate one person WITT can contact in case of an emergency.

## 3. ENTRY REQUIREMENTS

Some programmes have entry requirements. Please check the prospectus, Programme Information Sheet or **www.witt.ac.nz** for details.

Please select one of the entry criteria pathways:

**I have met entry requirements:** you have met all of the required entry criteria

**I am still studying to meet the entry requirements:** you are currently studying towards the required entry requirements and expect to complete and pass before your selected WITT programme entry date.

**I need to discuss my entry requirements (please specify below):** you would like to be contacted by WITT to discuss your entry.

**Special entry eg work and/or life experience (please specify below):** you believe you have the experience to meet entry requirements and would like to be contacted by WITT to discuss your entry.

## 4. CITIZENSHIP

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

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 at WITT reception, original documents will be photocopied, verified by WITT staff and returned to you.

## 5. PROGRAMMES/COURSES

**Please write the full name of the programme you are applying for.**

**Select which campus you would like to study at:**

**New Plymouth:** 20 Bell Street, New Plymouth

**Hawera:** Horizon House, 6 Princes Street, Hawera

Please note select programmes only are available at our Hawera campus.

**Courses/Electives:** If your programme requires you to select course electives, please specify the course number and name. For more information, please refer to the Programme Information Sheet or **www.witt.ac.nz**.

**Part-time:** Study of 48 credits or less in a full year

**Full-time:** Study of 96 credits in a full year

**Which semester will you start in?**

**One:** February – July

**Two:** July – November

**Other:** summer semester (when available)

For specific semester start and end dates, refer to the current Academic Calendar available at **www.witt.ac.nz**.

**RPL:** RPL (Recognition of Prior Learning) refers to when you apply to gain credit/s towards programmes offered at WITT on the basis of previous formal or informal learning obtained elsewhere. You can apply for RPL based on experience, independent study or credits obtained at the same or other teaching institutions.

For further information please contact WITT on **0800 948 896** or **info@witt.ac.nz**.

## 6. PRIOR ACTIVITY

**What was your main activity or occupation in New Zealand on the 1st October prior to the start date of your programme at WITT?** E.g. – if your course starts in 2015, what was your main activity or occupation on 1st October 2014? Tick one box only.

## 7. SECONDARY EDUCATION

Please specify the highest level of academic achievement you gained while at secondary school. If your qualifications are from overseas, please provide the country and name of the qualification. You must provide a copy of your NCEA/ NZQA results.

## 8. TERTIARY STUDY

Tertiary study refers to study at Institutes of Technology, Polytechnics, Universities, Private Training Establishments or Wānanga in New Zealand or overseas since leaving secondary school. Do not include enrolments in community, STAR or hobby classes.



## 9. LANGUAGE

If English is not your first language please specify.

If you have an English Language Qualification please provide the name, date obtained and your score. You must supply evidence and attach it to your application and enrolment form.

## 10. ETHNICITY

**NZ Māori:** If you ticked NZ Māori, please specify your iwi (up to three).

**Other Pacific Peoples or Other:** Please specify.

## 11. HEALTH AND ACCESSIBILITY DETAILS

WITT's Disability Support Coordinator is notified of students who identify as having a disability, illness or injury and will be in contact. To chat to our friendly Disability Support Coordinator, contact **0800 948 896** or email **info@witt.ac.nz**.

## 12. FEES

Your Inland Revenue Department (IRD) number is required for Student Loan and Tax purposes.

Once you receive a Confirmation of Enrolment Letter from WITT, you must pay all fees (programme fees and all, if any, Student Services fees, additional course costs and compulsory student service fee [CSSF] in full prior to the first day that classes begin or WITT reserves the right to cancel your enrolment by letter.

Even if you do not participate or attend your course, you are still liable to pay all fees to WITT unless you complete and lodge your Withdrawal/Leaving/Application for Refund form signed by you, the appropriate WITT Head of Faculty and WITT librarian within the relevant refund period. For full terms and conditions please see WITT's Withdrawals, Transfers and Refunds policy and procedure.

You can pay your fees by cheque, cash, EFTPOS (at WITT reception), Student Loan, Direct Credit, Training Incentive Allowance (WINZ), Credit Card or have your employer pay your fees on your behalf (conditions apply).

If you direct credit, WITT bank account details are TSB Bank New Plymouth, account number 153953 0512826 00. Please put your surname and Student ID in the reference field so we can identify your payment.

Anyone can pay your fees on your behalf (e.g. your employer) but if they fail to do so then you are still liable to pay all fees. If someone else is to pay your fees, please provide their contact details and evidence (e.g. a letter) with your application and enrolment form.

If you are enrolling into a programme that takes more than one academic year to complete, you must re-enrol on a yearly basis. Fees information for each year will be available before you enrol.

If you are experiencing difficulties in paying your fees, please contact our Finance Department on 0800 948 896 to discuss what options may be available to you. We also offer financial and budgeting advice, please contact 0800 948 896 to speak to our Budget Advisor. If debt collection is required to recover unpaid fees from you, you are liable to pay all costs incurred by WITT.

**Studylink:** If you are paying your fees by Student Loan, please arrange this well in advance of the start date of your programme to allow time for processing and approval by Studylink. Your fees must be paid before the first day of classes or WITT reserves the right to cancel your enrolment by letter.

If your application for a Student Loan is refused, you are still liable to pay all fees in full unless you withdraw in the way required by WITT within the specified refund timeframe. For further information or to apply for a Student Loan, please contact Studylink on **0800 88 99 00** or visit their website at **www.studylink.govt.nz**.

**WINZ:** If you are paying your fees by Training Incentive Allowance (TIA), you must apply to Work and Income New Zealand (WINZ). For further information or to apply for a Training Incentive Allowance, please contact WINZ on **0800 559 009** or visit their website at **www.workandincome.govt.nz**.

You need to bring your TIA application form to WITT reception so that we can verify your study details. If you receive a WITT Confirmation of Enrolment Letter, WITT will send an invoice to you, which you will need to give to WINZ with your TIA application for payment.

WINZ will then advise you how much of your fees, if any, they are willing to pay. You may wish to apply to Studylink for a student loan to cover any difference. Please arrange this well in advance of the start date of your programme to allow time for processing and approval by WINZ.

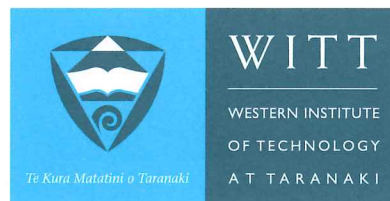
If your application for a TIA is refused, you are still liable to pay all fees in full unless you withdraw in the way required by WITT within the specified refund timeframe. It is important that you read and understand this guide and the application and

## 13. DECLARATION

enrolment form before signing and returning the form to WITT. This is because when WITT receives your application and enrolment form you have a contract to study the programme/courses on your form (subject to your right to withdraw as stated in this guide and the application and enrolment form) if WITT sends you a Confirmation of Enrolment letter. WITT reserves the right to end your enrolment by letter if we do not receive full payment of your fees by the first day of teaching for your programme.

Additionally, in some programmes/courses selected by WITT, WITT must be satisfied that you intend to complete the programme/courses. If WITT is not satisfied, WITT reserves the right to end your enrolment by letter.

**If you are under 18 years of age at the start date of your programme/courses, you will also need a parent/guardian to sign your application and enrolment form.**



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**



## 13. 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](http://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 certified 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 in every particular 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 refund 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 HOF.

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](http://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](mailto:info@witt.ac.nz).

I have read, signed and dated the Declaration section.

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](http://www.wittworks.ac.nz) or email [info@witt.ac.nz](mailto: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