



Ara

Institute of Canterbury

Ara rau, taumata rau

Admission & Enrolment Form

Thank you for applying to Ara.

We recommend that you read our Admission & Enrolment Guide before completing this form.

The guide is available online at www.ara.ac.nz/enrol or you can talk to us directly on **0800 242476** for assistance or to check how your application is progressing.

You must complete **every section** of this form.

Once we receive your application, we will be in touch by either letter, phone or email.

Section 1 Tips

- ▶ Please only use a blue or black pen
- ▶ Please print your **legal name** in full.
- ▶ If you are not commonly called by your legal name please fill in a preferred name
- ▶ A **verified** copy of your birth certificate or passport needs to be provided with this form (see Section 10 for details)
- ▶ If you have enrolled at this institution before you will have a Student ID number and if you have studied in NZ you may have an NSI or NZQA number. If not applicable enter N/A
- > Residency indicates the country which you are entitled to permanently reside in.
- > If you select any other option except New Zealand citizen, you will need to indicate the country of which you hold citizenship (Citizenship by birth or granted citizenship). If you are not a New Zealand citizen or permanent resident you may be liable for an international student fee, this is higher than the domestic fee.

1 Your name and details

Title	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Mr	<input type="text"/>	Other (please specify your title)
Legal surname or family name	<input type="text"/>					
Legal given name(s)	<input type="text"/>					
Preferred name	<input type="text"/>					
Have you previously been known by another name?	<input type="text"/>					
Previous family name(s)	<input type="text"/>					
Previous given name(s)	<input type="text"/>					
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male				
Date of Birth	<input type="text" value="dd/mm/yyyy"/>					
Have you previously enrolled at this institution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Ara Student ID (if known)	<input type="text"/>	NSI or NZQA No. (if known)	<input type="text"/>			
Citizenship (Nationality)	<input type="text"/>					
Residency Status	<input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> New Zealand Permanent Resident	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Australian Permanent Resident	<input type="checkbox"/> Overseas	
If you are from overseas, are you in New Zealand on a student visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

Ara

Madras Street PO Box 540 Christchurch 8140

Tel 0800 242476 Fax 03940 8642

www.ara.ac.nz info@ara.ac.nz

Section 2 Tips

► If you don't know your start date please enter the intended month and year you will start your study

► If you are seeking Credit Recognition you will need to complete an Application for Credit Recognition form which is available from our website or the Admissions Team.

2 Your intended programme of study

Programme name and specialisation or stream and location (if applicable)

Programme code

Level

Study start date

Will you be studying

Full time

Part time

Do you expect to complete your programme this year?

Yes

No

During your time at Ara will you be living in New Zealand or overseas?

NZ

Overseas

Do you intend to apply for credit recognition?

Yes

No

This includes Recognition of Prior Learning (RPL), Cross Credit (CC) and Credit Transfer (CT).

Course Selection

Some Ara programmes allow you to make choices between courses you would like to study and/or when they run. If you wish to make your preferred selection now, please contact us for a timetable.

Course Code	Learner Group Code	Course Title	Start Date

Section 3 Tips

► Refer to Ara brochures or www.Ara.ac.nz for specific entry requirements related to your chosen programme of study

► You will need to attach as part of this application:

a) verified copies of any relevant secondary or tertiary results to support this application

b) Additional supporting documentation such as CV, referee statements, portfolio, etc

* See Section 10 for detail of evidence required.

3 Your eligibility to meet entry requirements

A) Please select one of the following to demonstrate how you will meet the entry requirements:

I have provided evidence (attached) to show how I meet entry requirements (which may include academic requirements, alternative requirements, additional requirements and English requirements)

I am still studying to meet the entry requirements

I would like to discuss the entry requirements in relation to my eligibility to enter the programme

B) English language requirements: Is English your first language?

Yes

No

Section 4 Tips

Your correct contact information helps us keep you informed of your application status.

Please provide your:

> Residential home address **before** studying at Ara

> Your residential term address **while** studying at Ara (if different from above)

> Please note: If you do not know what your new address will be when completing this form, please notify Ara as soon as you have your new address details.

> Emergency Contact Person

Who should we contact in an emergency? (If you are under 18 please include guardian details)

Section 5 Tips

> Identify your main ethnicity as 1. You may choose up to 3 ethnicities in total (Identify these as 2, 3)

> If you select NZ Māori and wish to state the iwi you belong to you may specify more than one iwi. If you do not know your iwi or would prefer not to state your iwi please leave this field blank.

4 Your contact details

Ara will communicate with you in relation to preparation for, and support of your study with us.

Email

Mobile phone Home phone

Current address (prior to study)

Number/flat and street name

Suburb

Town/City Postcode

Address during study (if different from above)

Number/flat and street name

Suburb

Town/City Postcode

The date your new address will be valid from

Emergency contact

Full name

Phone Relationship to you

5 Your ethnicity

- | | | |
|--|---|---|
| <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> NZ Māori (please specify iwi) <input type="text"/> | |
| <input type="checkbox"/> Australian | <input type="checkbox"/> Other European | <input type="checkbox"/> British/Irish |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> Dutch |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Samoan | <input type="checkbox"/> German |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Tongan | <input type="checkbox"/> Greek |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Fijian | <input type="checkbox"/> Italian |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Niuean | <input type="checkbox"/> South Slav |
| <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> Other Pacific people | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Latin America |
| <input type="checkbox"/> Indonesian | <input type="checkbox"/> Other Asian | <input type="checkbox"/> African |
| <input type="checkbox"/> Other (please specify) <input type="text"/> | | |

Section 6 Tips

► Please note: educational institutes are required to report statistical information to the Ministry of Education on an annual basis.

6 Your educational background

This information regarding your educational background is required by the Ministry of Education.

A) SECONDARY EDUCATION

Name of last secondary school attended (write overseas if applicable)

What years did you attend this school? to

What is the highest level of achievement you hold from a secondary school? *Please tick **one** box only*

- | | |
|--|---|
| <input type="checkbox"/> No formal secondary qualification | <input type="checkbox"/> 14 or more credits at any level |
| <input type="checkbox"/> NCEA Level 1 or School Certificate | <input type="checkbox"/> NCEA Level 2 or Sixth Form Certificate |
| <input type="checkbox"/> University Entrance (minimum requirement to study degree programme in NZ) | <input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship |
| <input type="checkbox"/> Overseas qualification (includes International Baccalaureate and Cambridge Exams) | |
| <input type="checkbox"/> Other (please specify) | <input type="text"/> |
| <input type="checkbox"/> Not known | |

B) TERTIARY EDUCATION

Will this be your first year of tertiary study? Yes No

If NO, please enter the name of the tertiary institute you last studied at

If NO, what qualification were you studying?

If NO, what year was your first year of tertiary study?

C) PRIOR ACTIVITY

What was your main activity/occupation in New Zealand on 1 October prior to the date of your programme starting?

- | | |
|---|---|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Polytechnic/Institute of Technology student |
| <input type="checkbox"/> University student | <input type="checkbox"/> Private training establishment student |
| <input type="checkbox"/> Wānanga student | <input type="checkbox"/> Self employed |
| <input type="checkbox"/> Wage or salary worker | <input type="checkbox"/> Unemployed or beneficiary (excluding retired) |
| <input type="checkbox"/> House person or retired | <input type="checkbox"/> Overseas (please specify) <input type="text"/> |

Section 7 Tips

This information will remain confidential.

Learning Services will use this information to discuss with you the most appropriate learning support to meet your specific needs.

7 Your learning support

Tertiary study can be academically demanding.

Would you like Learning Services to contact you to discuss learning and study strategies? Yes No

Do you live with the effects of disability, illness or injury? Yes No

If YES, please indicate which of the following apply to you:

- | | | |
|---|---|---|
| <input type="checkbox"/> Autistic spectrum disorder | <input type="checkbox"/> Blind | <input type="checkbox"/> Vision impairment |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Physical impairment | <input type="checkbox"/> Specific learning difficulty | <input type="checkbox"/> Temporary impairment |
| <input type="checkbox"/> Medical (please specify) | <input type="text"/> | |
| <input type="checkbox"/> Other (please specify) | <input type="text"/> | |

Are you deaf with NZ Sign Language as your first language? Yes No

In an emergency would you require help to leave the building? Yes No

Section 8 Tips

This information will help us to understand and communicate more easily with potential students.

Ara would like to contact you with information about events and activities.

8 Your feedback is appreciated

How did you hear about the programme you are applying for

Advertising

- Ara Website
- Internet search
- Social media (eg Facebook/Twitter)
- TV
- Radio
- Print, newspaper, magazine
- Outdoor (billboard, bus back, poster)
- Other (please specify)
- I do not give my permission for Ara to contact me with promotional information.

In Person

- School visit
- Careers Advisor
- An industry contact
- Ara staff
- Family
- Online advertisement

Events

- Ara Open Day
- Ara Information Session
- Have a Go Day
- Careers Expo
- Industry Expo

Section 9 Tips

> If Ara confirms your enrolment in writing you must pay ALL tuition fees and student services levies as set by Ara, in full prior to the start date of your programme of study. If any fees are unpaid on the first day of teaching Ara reserves the right to cancel your enrolment in writing.

> Even if you do not participate in the courses you have enrolled in, you are still liable to pay all fees to Ara, unless Ara receives your completed signed Enrolment Amendment Form within the relevant refund period.

> If you do not know your IRD number, please write 'I don't know' and we will contact you at another time to provide it.

> If you do not have the details or authorisation yet, please arrange to get these to us before the start of the programme.

9 Your fee payment

If you are enrolling in a programme of study leading to the award of a qualification, full details of your fees will be included in the Letter of Offer.

If you are enrolling in a short course, payment can be made immediately using the credit card payment form, or online banking details attached.

How do you intend to pay your fees (*please tick one*)

Cheque EFTPOS Cash Credit card Direct credit

Funded study (Youth Guarantee, tertiary taster, scholarship)

Student loan if you are paying by student loan please provide us with your Inland Revenue Department (IRD) number

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Apply directly to StudyLink on 0800 88 99 00 or 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 Ara to direct and accept payment of the relevant tuition fees, student services levy, and course costs from my student loan account.

Signature

Training Incentive Allowance (TIA)

Contact your local Work and Income office. You must complete the enrolment first and submit your Ara invoice to Work and Income for payment. If your TIA application is not approved by WINZ and you wish to continue with your enrolment, you are liable for all fees invoiced to you.

Organisation/Company Paying

Please attach a letter from the organisation/company paying your fees to that effect. If for any reason the organisation/company does not pay your fees you are still liable for all fees invoiced to you.

Organisation/Company name

Authorised contact person

Postal address

Phone number

Letter or purchase order number attached from company/organisation confirming payment of fees (as above)

Section 10 Tips

> *A **verified** copy is a photocopy of your original document, signed as being a true and accurate copy by one of the positions listed below:

- Justice of the Peace (see Yellow Pages)
- Solicitor
- Registrar or Deputy Registrar of the Courts
- Ara Admission & Enrolment staff member.

The following needs to be included on the copy to be considered a verified copy:

- the words "original sighted"
- name and signature of person sighting the original document
- institution/organisation stamp or handwritten institution/organisation name.

10 Your checklist

Have you completed the following:

- Read the Admission & Enrolment Guide and understood the terms and conditions of your admission and enrolment (www.Ara.ac.nz/enrol)
- Completed all required sections of this Admission & Enrolment form
- Read, signed and dated the Acknowledgement and Declaration (Section 11)
- Attached a **verified*** copy of your birth certificate or passport proving your identity, plus permanent residency, visa and change of legal name certificate (eg marriage certificate)
- Attached any additional documentation required to support your application such as your academic record, CV, police check, health declaration, references, portfolio requirements, etc
- Attached a copy of your highest academic achievement or equivalent at secondary school (eg NZQA Record of Achievement or other Tertiary Institution Academic Transcript)
- Completed the fees details, and understood you must pay all fees in full prior to the start of your programme or Ara reserves the right to cancel your enrolment
- Kept a photocopy of this Admission & Enrolment form for your records

11 Your acknowledgement and declaration

► Please read and then sign and date below

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see:

<http://www.Ara.ac.nz/about-us/policies>

<http://www.Ara.ac.nz/study-options/application-and-enrolment/terms-and-conditions>

I hereby apply for admission and enrolment at Ara and I understand and agree that my admission and enrolment is subject to:

- Ara granting me direct, or when I do not meet direct admission requirements, Ara granting me Special Admission
- Ara sending me either a formal offer of place or a letter confirming my enrolment
- Ara receiving payment of all fees payable by me on or before the due date as outlined in my invoice
- I understand that Ara alone may, by letter to me, end my enrolment if Ara is not satisfied that I intend to complete the programme/courses I am enrolled in

In signing this Admission and Enrolment Form, I:

- undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery
- undertake to comply with the policies and published programme rules of Ara with regard to attendance, academic integrity and progress, conduct and use of information systems
- confirm that I have read, understand and undertake to comply with the Ara Terms and Conditions of Enrolment, Ara Policies – including, but not limited to, Personal Information & Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities
- understand that Ara collects information from the Literacy and Numeracy assessment tool with the purpose of supporting my learning. I am able to have access to this information if I wish and I also understand that this information will be shared with any other tertiary education organisation with whom I enrol
- authorise disclosure of information on the understanding that Ara will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

Declaration

I declare that to the best of my knowledge all the information supplied on, and with, this Admission & Enrolment Form is true and complete. I agree to abide by the conditions outlined above and in the Ara Policies and Procedures and Terms and Conditions of Enrolment. I consent to the disclosure of personal information as described above and in Section 9 Privacy (Personal Information) in Ara Terms and Conditions. I confirm I am the person named on this form.

Signature	<input type="text"/>	Date	<input type="text" value="dd/mm/yyyy"/>
Signature of parent/guardian <small>If the applicant is under 18 years of age at the date they are due to commence study</small>	<input type="text"/>	Date	<input type="text" value="dd/mm/yyyy"/>
Name of parent/guardian	<input type="text"/>	Phone	<input type="text"/>
Relationship to applicant	<input type="text"/>		

