

# 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](http://www.ara.ac.nz/enrol) or you can talk to us directly on **0800 24 24 76** 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 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 if you have not enrolled with Ara before. (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) and provide a verified copy of your passport. 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  Miss  Mrs  Ms  Mr  Other (please specify your title)

Legal surname or family name

Legal given name(s)

Preferred name

Have you previously been known by another name?

Previous family name(s)

Previous given name(s)

Gender  Female  Male

Date of Birth

Have you previously enrolled at this institution?  Yes  No

Ara Student ID (if known)  NSI or NZQA No. (if known)

Citizenship (Nationality)

Residency Status  New Zealand Citizen  New Zealand Permanent Resident  
 Australian Citizen  Australian Permanent Resident  Overseas

If you are from overseas, are you in New Zealand on a student visa?  Yes  No

**Ara Institute of Canterbury**

**Madras Street PO Box 540 Christchurch 8140**

**Tel 0800 24 24 76 Fax 03 940 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

dd/mm/yyyy

Location of study

Christchurch

Ashburton

Timaru

Oamaru

Online/distance/extramural

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](http://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**

> 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 uses email as the primary communication method. Please provide a current personal email address below.

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

Identify your main ethnicity as '1'. You may choose up to three ethnicities; identify these as '2', '3'

NZ Māori (please specify iwi)

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

**Section 6 Tips**

## 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 ( <i>minimum requirement to study degree programme in NZ</i> ) | <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 ( <i>please specify</i> ) <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 ( <i>please specify</i> ) <input type="text"/> |

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

**Section 7 Tips**

## 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 |

Medical (*please specify*)

Other (*please specify*)

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

*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.*

**Section 8 Tips**

## 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

*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.*

## 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**

Apply directly to StudyLink on 0800 88 99 00 or [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 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](http://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) where required
- 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 10 Privacy (Personal Information) in Ara Terms and Conditions. I confirm I am the person named on this form.

Signature

Date

dd/mm/yyyy

Signature of parent/guardian

Date

dd/mm/yyyy

Name of parent/guardian

Phone

Relationship to applicant

► If the applicant is under 18 years of age at the date they are due to commence study the parent/guardian must complete the additional information

# Credit Card Payment Form

*Note: This slip will be destroyed once your enrolment has been processed.*

Ara Student ID

Legal surname or family name

Legal given name(s)

Paying By Credit Card

American Express

Master Card

Visa

Name on Credit Card

Credit Card number

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Expiry date

Amount

Course code/s

## INTERNET BANKING

On this Admission and Enrolment form if you have indicated that you are paying your fees by internet banking, you need to go to your online banking site and pay your fees into:

**Ara BNZ Account  
02-0800-0911670-003**

**Make sure you include the following details in the deposit reference boxes:**

Particulars - student name

Code - invoice number (if known)

Reference -Ara student ID number (if known)

## FOR ADMINISTRATION PURPOSES ONLY

Enrolment form completed

Date received

Staff member

