

P O Box 642
Palmerston North

Phone: 06 358 0188
Email: enrol@pnsd.ac.nz

Fax: 06 358 0188
Web: www.pnsd.ac.nz

Welcome to the Palmerston North School of Design. Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at Palmerston North School of Design. We also need to collect information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical, registration and monitoring reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education and Tertiary Education Commission funding purposes. A description of the required documentation is provided on page 4 of the form.

A QUALIFICATION			
1	Please write the name of the qualification in which you wish to enrol in 2012:	Drawing and Design: An Introduction to Today's Technology	Office Use
	Start Date for this period of enrolment:	7 th February 2012 or	
	Planned Finish Date for this period of enrolment:	2 nd November 2012 or	
	Do you intend to study:	Part time <input type="checkbox"/> Full time <input checked="" type="checkbox"/>	
2	Have you studied at Palmerston North School of Design before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your ID number?		
3	Please enter the name(s) of the courses into which you wish to enrol in 2012:		
	Year One Compulsory courses (Tick courses)		Year Two Compulsory courses (Tick courses)
	Generic computing 1		Generic computing 2
	Computer aided design 1		Computer aided design 2
	Design - computer graphics 1		Generic design 2
	Generic design 1		Design - graphic communication 2
	Design - graphic design 1		Applied art 2
	Design - graphic communication 1		Work and study skills 2
	Applied art 1		Self management 2
	Architectural drawing 1		Cultural identity 2
Optional Module		Optional Module	
Fashion Design		Fashion Design	
B PERSONAL DETAILS			
4	Print your full legal name:	Family Name	
		Given Name(s)	
5	Preferred first name:		
6	If you have previously enrolled at this or any other tertiary institution under another name, what was that name?		
7	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
		Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>
		Other (Specify):	
8	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 19 <input type="text"/> <input type="text"/>	9 Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
		day month year	

10	If you have an a National Student Index number (also known as the "NSN" or NZQA Record of Learning number), please write it here:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																																																																									
11	<p>Citizenship and Residency:</p> <p>You may need to supply evidence of residency status or citizenship</p>	<p>Tick the box which describes your citizenship.</p> <p><i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS</p> <p><i>Other</i> <input type="checkbox"/></p> <p>If you answered "Other" please specify your citizenship and whether you are a New Zealand Permanent Resident :</p> <p>Citizenship: _____</p> <p>(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p> <p><i>New Zealand Permanent Resident:</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>If you ticked "Other" and you are <u>not</u> a NZ Permanent Resident, please also specify your fee/assistance status.</p> <p><i>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate)</i> <input type="checkbox"/> 01</p> <p><i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 03</p> <p><i>Exchange Student approved by Ministry of Education</i> <input type="checkbox"/> 04</p> <p><i>Foreign Research Based Post-Graduate and International Doctoral Students (prior to 19 April 2005)</i> <input type="checkbox"/> 06</p> <p><i>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08</p> <p><i>International On-Shore PhD Student (enrolled after 19 April 2005)</i> <input type="checkbox"/> 09</p> <p><i>International ITO Off-Job Trainee</i> <input type="checkbox"/> 12</p> <p><i>Refugee who is required by NZIS to undertake a prescribed course of study to satisfy permanent residency status</i> <input type="checkbox"/> 13</p> <hr/> <p>During your enrolment in this qualification will you be resident in New Zealand or overseas?</p> <p><i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/></p>																																																																									
12	<p>Ethnicity:</p> <p>What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes which apply to you.</p>	<table border="0"> <tr> <td><i>NZ European/Pakeha</i></td> <td><input type="checkbox"/> 111</td> <td><i>Filipino</i></td> <td><input type="checkbox"/> 411</td> </tr> <tr> <td><i>New Zealand Māori</i></td> <td><input type="checkbox"/> 211</td> <td><i>Cambodian</i></td> <td><input type="checkbox"/> 412</td> </tr> <tr> <td><i>Samoan</i></td> <td><input type="checkbox"/> 311</td> <td><i>Vietnamese</i></td> <td><input type="checkbox"/> 413</td> </tr> <tr> <td><i>Cook Island Māori</i></td> <td><input type="checkbox"/> 321</td> <td><i>Other Southeast Asian *</i></td> <td><input type="checkbox"/> 414</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/> 331</td> <td><i>Chinese</i></td> <td><input type="checkbox"/> 421</td> </tr> <tr> <td><i>Niue</i></td> <td><input type="checkbox"/> 341</td> <td><i>Indian</i></td> <td><input type="checkbox"/> 431</td> </tr> <tr> <td><i>Tokelauen</i></td> <td><input type="checkbox"/> 351</td> <td><i>Sri Lankan</i></td> <td><input type="checkbox"/> 441</td> </tr> <tr> <td><i>Fijian</i></td> <td><input type="checkbox"/> 361</td> <td><i>Japanese</i></td> <td><input type="checkbox"/> 442</td> </tr> <tr> <td><i>Other Pacific Peoples *</i></td> <td><input type="checkbox"/> 371</td> <td><i>Korean</i></td> <td><input type="checkbox"/> 443</td> </tr> <tr> <td><i>British/Irish</i></td> <td><input type="checkbox"/> 121</td> <td><i>Other Asian *</i></td> <td><input type="checkbox"/> 444</td> </tr> <tr> <td><i>Dutch</i></td> <td><input type="checkbox"/> 122</td> <td><i>Middle Eastern</i></td> <td><input type="checkbox"/> 511</td> </tr> <tr> <td><i>Greek</i></td> <td><input type="checkbox"/> 123</td> <td><i>Latin American</i></td> <td><input type="checkbox"/> 521</td> </tr> <tr> <td><i>Polish</i></td> <td><input type="checkbox"/> 124</td> <td><i>African</i></td> <td><input type="checkbox"/> 531</td> </tr> <tr> <td><i>South Slav</i></td> <td><input type="checkbox"/> 125</td> <td><i>Other *</i></td> <td><input type="checkbox"/> 611</td> </tr> <tr> <td><i>Italian</i></td> <td><input type="checkbox"/> 126</td> <td><i>Not Stated</i></td> <td><input type="checkbox"/> 999</td> </tr> <tr> <td><i>German</i></td> <td><input type="checkbox"/> 127</td> <td></td> <td></td> </tr> <tr> <td><i>Australian</i></td> <td><input type="checkbox"/> 128</td> <td></td> <td></td> </tr> <tr> <td><i>Other European *</i></td> <td><input type="checkbox"/> 129</td> <td></td> <td></td> </tr> </table> <p>* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>		<i>NZ European/Pakeha</i>	<input type="checkbox"/> 111	<i>Filipino</i>	<input type="checkbox"/> 411	<i>New Zealand Māori</i>	<input type="checkbox"/> 211	<i>Cambodian</i>	<input type="checkbox"/> 412	<i>Samoan</i>	<input type="checkbox"/> 311	<i>Vietnamese</i>	<input type="checkbox"/> 413	<i>Cook Island Māori</i>	<input type="checkbox"/> 321	<i>Other Southeast Asian *</i>	<input type="checkbox"/> 414	<i>Tongan</i>	<input type="checkbox"/> 331	<i>Chinese</i>	<input type="checkbox"/> 421	<i>Niue</i>	<input type="checkbox"/> 341	<i>Indian</i>	<input type="checkbox"/> 431	<i>Tokelauen</i>	<input type="checkbox"/> 351	<i>Sri Lankan</i>	<input type="checkbox"/> 441	<i>Fijian</i>	<input type="checkbox"/> 361	<i>Japanese</i>	<input type="checkbox"/> 442	<i>Other Pacific Peoples *</i>	<input type="checkbox"/> 371	<i>Korean</i>	<input type="checkbox"/> 443	<i>British/Irish</i>	<input type="checkbox"/> 121	<i>Other Asian *</i>	<input type="checkbox"/> 444	<i>Dutch</i>	<input type="checkbox"/> 122	<i>Middle Eastern</i>	<input type="checkbox"/> 511	<i>Greek</i>	<input type="checkbox"/> 123	<i>Latin American</i>	<input type="checkbox"/> 521	<i>Polish</i>	<input type="checkbox"/> 124	<i>African</i>	<input type="checkbox"/> 531	<i>South Slav</i>	<input type="checkbox"/> 125	<i>Other *</i>	<input type="checkbox"/> 611	<i>Italian</i>	<input type="checkbox"/> 126	<i>Not Stated</i>	<input type="checkbox"/> 999	<i>German</i>	<input type="checkbox"/> 127			<i>Australian</i>	<input type="checkbox"/> 128			<i>Other European *</i>	<input type="checkbox"/> 129		
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13	<p>Iwi:</p> <p>If you identified as New Zealand Māori in question 12, what is the name of your iwi (tribe or tribes) and rohe?</p> <p>You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know". A list of rohe and iwi can be found at Te Puni Kōkiri http://www.tkm.govt.nz/</p>	<p>Iwi:</p> <p>Rohe (iwi home area):</p> <p>Iwi:</p> <p>Rohe (iwi home area):</p> <p>Iwi:</p> <p>Rohe (iwi home area):</p>	Office Use																																																																								
14	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2011? You may tick only one box.</p> <table border="0"> <tr> <td><i>Secondary school student</i></td> <td><input type="checkbox"/> 01</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> <td><input type="checkbox"/> 02</td> </tr> <tr> <td><i>Wage or salary worker</i></td> <td><input type="checkbox"/> 03</td> <td><i>Self-employed</i></td> <td><input type="checkbox"/> 04</td> </tr> <tr> <td><i>University student</i></td> <td><input type="checkbox"/> 05</td> <td><i>Polytechnic or Institute of Tech. student</i></td> <td><input type="checkbox"/> 06</td> </tr> <tr> <td><i>House-person or retired</i></td> <td><input type="checkbox"/> 08</td> <td><i>Overseas (irrespective of occupation)</i></td> <td><input type="checkbox"/> 09</td> </tr> <tr> <td><i>Private training establishment student</i></td> <td><input type="checkbox"/> 11</td> <td><i>Wānanga student</i></td> <td><input type="checkbox"/> 12</td> </tr> </table>		<i>Secondary school student</i>	<input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 02	<i>Wage or salary worker</i>	<input type="checkbox"/> 03	<i>Self-employed</i>	<input type="checkbox"/> 04	<i>University student</i>	<input type="checkbox"/> 05	<i>Polytechnic or Institute of Tech. student</i>	<input type="checkbox"/> 06	<i>House-person or retired</i>	<input type="checkbox"/> 08	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 09	<i>Private training establishment student</i>	<input type="checkbox"/> 11	<i>Wānanga student</i>	<input type="checkbox"/> 12																																																				
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15	Disability (the completion of this section is not compulsory): Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential. If "Yes", how would you describe your impairment, disability, or long term medical condition:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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C ACADEMIC INFORMATION

16	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. _____	<i>Office Use</i>
		What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box. <i>No formal secondary qualifications</i> <input type="checkbox"/> 00 <i>14 or more credits at any level</i> <input type="checkbox"/> 11 <i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12 <i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13 <i>University Entrance</i> <input type="checkbox"/> 14 <i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15 <i>Overseas qualification (includes International Baccalaureate & Cambridge Exams) *</i> <input type="checkbox"/> 09 <i>Other *</i> <input type="checkbox"/> 98 <i>Not known</i> <input type="checkbox"/> 99	
		* Please specify if "Overseas qualification" or "Other". _____	
17	Tertiary Study:	Will this be the first year you have ever enrolled in a University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes. No <input type="checkbox"/> Yes <input type="checkbox"/> If you answered "No", please enter the name of the institution you studied at and year of your first enrolment. Name _____ Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		What year do you expect to complete the academic requirements necessary to graduate from your qualification? Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

D IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

18 Do you currently have or will you have a Student Loan this year?
 No Please go to the next section
 Yes Please enter your IRD number here (see below for more information on interest write-off)

IRD number: --

Interest Free Student Loans and other Interest Write-offs
 If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.
 On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free student loans, visit www.ird.govt.nz/studentloans.
 If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.
 Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.
 Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can't be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

E DOCUMENTATION

19 To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including 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 and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to Palmerston North School of Design, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

International students must bring their passport with them when they enrol.

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 the National Student Index web site <http://nsi.education.govt.nz/home.aspx>

20 Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

F BANK ACCOUNT

21 Please provide details of your bank account for the deposit of items such as Travel Allowances.

| -

Bank Branch Account Number Suffix

Name of Bank: _____

Name of Branch: _____ Town/City: _____

G CONTACT DETAILS			
22	Address and contact details:	<i>Permanent Address:</i> <i>Post Code:</i>	<i>Term Time Address: (if different from permanent address)</i> <i>Post Code:</i>
		<i>Phone:</i>	<i>Alternative Phone:</i>
		<i>Mobile:</i>	<i>Email:</i>
		<i>Fax:</i>	
		<i>What is your postal address?</i> <i>Permanent Address</i> <input type="checkbox"/> <i>Term Time Address</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/> If you ticked "Other" please write your postal address below. <i>Post Code:</i>	
Next of Kin:	<i>Name and address:</i>	<i>Phone:</i>	
		<i>Relationship to You:</i>	

DECLARATION	
<p>Privacy – Palmerston North School of Design collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns, monitoring), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, for internal reporting, and to measure the relevance of Palmerston North School of Design's qualifications. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.</p> <p>In addition, when required by statute, Palmerston North School of Design releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).</p> <p>In signing this enrolment form you authorise such disclosure on the understanding that the Palmerston North School of Design will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Managing Director.</p> <p>NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Palmerston North School of Design to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site www.privacy.org.nz/privacy-act.</p> <p>Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Palmerston North School of Design's policy on withdrawal and refund of fees may be obtained from the Head of School.</p> <p>Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Palmerston North School of Design with regard to attendance, withdrawal, academic progress, standard of dress, health and safety, and behaviour.</p> <p>Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.</p> <p>_____ / ____ / ____ <i>Signature</i> <i>Date</i></p>	

➤ Please make sure that you sign your enrolment form above ◀

Office Use Only		<i>Designed by Meta Office with Take2 Users In Mind</i>
<i>Documentation</i>	<i>Approved</i>	<i>Entered</i>
_____ / ____ / ____	_____ / ____ / ____	_____ / ____ / ____
<i>Take2 Student ID</i>	<i>NSN</i>	<i>Other ID</i>
_____	_____	_____

H ENTRY PROFILE		
<p>Palmerston North School of Design wishes to provide relevant and effective training. We collect information from students to help us do this. At the time of enrolment we collect information about what you were doing prior to enrolment. This is your "entry profile". Later we will collect feedback from you on what you think of our organisation and your experience of studying with us and, after you have finished your studies, we will collect information on your employment and further training.</p> <p>It would be appreciated if you could complete the questions below to provide us with entry profile data. The data is treated confidentially and we do not contact any organisations named by you.</p>		
23	Education and Training	<p>What is the most recent study you have done since leaving school?</p> <p>Name of Qualification: _____</p> <p>Where did you study the qualification: _____</p> <p>Did you complete this qualification: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Did you study part time or full time: Part time <input type="checkbox"/> Full time <input type="checkbox"/></p>
24	Employment	<p>What is the most recent employment?</p> <p>Position: _____</p> <p>Employer: _____</p> <p>Did you work part time or full time: Part time <input type="checkbox"/> Full time <input type="checkbox"/></p>
25	Marketing	<p>How did you learn about the courses at Palmerston North School of Design?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

CHECKLIST: ITEMS TO BE PROVIDED WITH APPLICATION
<p>Course Pre-entry requirements</p> <p><input type="checkbox"/> 300 word essay – Why you would benefit from this course including a brief outline of your career plan</p> <p>also required</p> <p><input type="checkbox"/> Verified photocopies of documents proving student eligibility (Section E)</p> <p><input type="checkbox"/> Academic records (Do not send originals)</p> <p><input type="checkbox"/> One reference</p> <p>and</p> <p><input type="checkbox"/> Prepare a portfolio of work to be presented at interview or complete a design project supplied by Palmerston North School of Design</p>

