

# Aromaflex Academy

## Enrolment Form 2009

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**Welcome to Aromaflex Academy. Please read the instructions below carefully before you complete this Enrolment form.**

### INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our Academy. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by 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 funding purposes. A description of the required documentation is provided on page 5 of the form.

A QUALIFICATION			
1	Please write the name of the qualification you wish to enrol for 2009:		<i>Office Use</i>
	Qualification Start Date:		
	Qualification End Date (if known):		
2	Have you studied at Aromaflex Academy before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your ID number?		
3	Do you intend to study:	<i>Part time</i> <input type="checkbox"/>	<i>Full time</i> <input type="checkbox"/>
4	Please enter the names(s) of the courses you wish to enrol in for 2009:		
B PERSONAL DETAILS			
4	Print your full legal name:		
	<i>Family Name:</i>		
	<i>Given Name(s):</i>		
5	Preferred first name:		

	Previous name(s) know by:					
6	If you have previously enrolled at this 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	9	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		<small>day month year</small>				
10	If you know your NSN (National Student 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	<b>Citizenship and Residency:</b>  You may need to supply evidence of residence or citizenship		Tick the box which best describes your citizenship or permanent residency status. <i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP <i>Other</i> <input type="checkbox"/> Please specify if "Other":  <hr/> (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)			
			If you ticked "Other", please also specify your fee/assistance status. <i>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate)</i> <input type="checkbox"/> 01 <i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 03 <i>Exchange Scheme approved by Ministry of Education</i> <input type="checkbox"/> 04 <i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 06 <i>Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08			
			During your time studying in this qualification will you be resident in New Zealand or overseas? <i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/>			
12	<b>Ethnicity:</b> What ethnic group(s) do you belong to?  You may tick up to three boxes, which apply to you.		<i>European/Pakeha or New Zealand European</i> <input type="checkbox"/> 01 <i>Fijian</i> <input type="checkbox"/> 36 <i>New Zealand Maori</i> <input type="checkbox"/> 20 <i>Other Pacific Island</i> <input type="checkbox"/> 37 <i>Samoan</i> <input type="checkbox"/> 31 <i>Chinese</i> <input type="checkbox"/> 51 <i>Cook Island Maori</i> <input type="checkbox"/> 32 <i>Indian</i> <input type="checkbox"/> 52 <i>Tongan</i> <input type="checkbox"/> 33 <i>Other Asian</i> <input type="checkbox"/> 68 <i>Niue</i> <input type="checkbox"/> 34 <i>Other</i> <input type="checkbox"/> 89 <i>Tokelauen</i> <input type="checkbox"/> 35  Please specify if "Other Pacific Island", "Other Asian" or "Other".  <hr/>			
13	<b>Iwi:</b> If you identified as New Zealand Maori in question 13, what is the name of your Iwi?  You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.		<b>Iwi:</b> <i>Rohe (Iwi home area):</i>  <b>Iwi:</b> <i>Rohe (Iwi home area):</i>  <b>Iwi:</b> <i>Rohe (Iwi home area):</i>			

14	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2008?          You may tick only one box.</p> <table border="0"> <tr> <td><input type="checkbox"/> 01</td> <td><i>Secondary school student</i></td> <td><input type="checkbox"/> 02</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> </tr> <tr> <td><input type="checkbox"/> 03</td> <td><i>Wage or salary worker</i></td> <td><input type="checkbox"/> 04</td> <td><i>Self-employed</i></td> </tr> <tr> <td><input type="checkbox"/> 05</td> <td><i>University student</i></td> <td><input type="checkbox"/> 06</td> <td><i>Polytechnic student</i></td> </tr> <tr> <td><input type="checkbox"/> 07</td> <td><i>College of Education Student</i></td> <td><input type="checkbox"/> 08</td> <td><i>House-person or retired</i></td> </tr> <tr> <td><input type="checkbox"/> 09</td> <td><i>Overseas (irrespective of occupation)</i></td> <td><input type="checkbox"/> 11</td> <td><i>Private training establishment student</i></td> </tr> <tr> <td><input type="checkbox"/> 12</td> <td><i>Wananga student</i></td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> 01	<i>Secondary school student</i>	<input type="checkbox"/> 02	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 03	<i>Wage or salary worker</i>	<input type="checkbox"/> 04	<i>Self-employed</i>	<input type="checkbox"/> 05	<i>University student</i>	<input type="checkbox"/> 06	<i>Polytechnic student</i>	<input type="checkbox"/> 07	<i>College of Education Student</i>	<input type="checkbox"/> 08	<i>House-person or retired</i>	<input type="checkbox"/> 09	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 11	<i>Private training establishment student</i>	<input type="checkbox"/> 12	<i>Wananga student</i>		
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15	<p><b>Disability:</b>          Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p><i>If yes, how would you describe your impairment, disability or long term medical condition:</i></p> <p>Have you been hospitalised for any mental or psychological disorders. If yes, please explain..</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>																								

C ACADEMIC INFORMATION			
16	Secondary School:	<p>What was the name of the last secondary school you attended? State "overseas", if applicable.</p> <p>_____</p>	Office Use
		<p>What was your last year at secondary school?      <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>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.</p> <p><i>No formal secondary qualification or less than 12 credits at level 1.</i>      <input type="checkbox"/> 00</p> <p><i>School certificate in one or more subjects or 12 or more credits at level 1 or NCEA level 1</i>      <input type="checkbox"/> 01</p> <p><i>Sixth Form Certificate in one or more subjects or 12 or more</i>      <input type="checkbox"/> 02</p> <p><i>University Entrance or a National Certificate at level 2</i>      <input type="checkbox"/> 03</p> <p><i>Higher School Certificate or 12 to 39 credits at level 3 or higher</i>      <input type="checkbox"/> 04</p> <p><i>Entrance qualification from Bursary exam or 40 or more credits at level 3 or higher</i>      <input type="checkbox"/> 05</p> <p><i>A or B Bursary or NCEA at level 3</i>      <input type="checkbox"/> 07</p> <p><i>University Scholarship</i>      <input type="checkbox"/> 08</p> <p><i>Overseas qualification (includes International Baccalaureate)</i>      <input type="checkbox"/> 09</p> <p><i>Other</i>      <input type="checkbox"/> 98      <i>Not known</i>      <input type="checkbox"/> 99</p> <p>Please specify if "Overseas qualification" or "Other".</p> <p>_____</p>	
17	Tertiary Study:	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, 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.</p> <p>No      <input type="checkbox"/>      Yes      <input type="checkbox"/></p> <p>If you answered "No", please enter the name of the institution you studied at and the year of your first enrolment:</p> <p>Name: _____</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>	
		<p>Do you expect to complete the academic requirements of your course/s in order to graduate from your qualification this year?</p> <p>No      <input type="checkbox"/>      Yes      <input type="checkbox"/></p>	

<b>D IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF</b>	
<b>18</b>	<p>Do you currently have or will you have a Student Loan this year?</p> <p><input type="checkbox"/> - <b>No</b> – please go to the next section</p> <p><input type="checkbox"/> - <b>Yes</b> – <b>please complete your IRD number</b> (see notes for more information on interest write-off)</p> <p>□□□-□□□-□□□</p> <p><b>Interest Write-offs</b></p> <p>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.</p> <p>If you choose to provide your IRD number on the enrolment form this 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.</p> <p>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.</p> <p>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.</p>
<b>E DOCUMENTATION</b>	
	<p>To qualify as a <b>domestic student</b>, 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:</p> <ul style="list-style-type: none"> <li>▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.</li> <li>▪ New Zealand passport.</li> <li>▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua.</li> <li>▪ Certificate of citizenship or letter of confirmation.</li> <li>▪ Overseas passport with residency stamp.</li> </ul> <p>You can bring the original documentation to the enrolment desk, 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), Solicitor, Minister of the Church, General Practitioner or School Principal for example..</p> <p><b>International</b> students must bring their passport with them when they enrol.</p> <p><b>Please note</b> 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 '<a href="http://www.nsi.govt.nz/ima">http://www.nsi.govt.nz/ima</a>.</p>
<b>19</b>	<p>Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.</p>

<b>F BANK ACCOUNT</b>				
<b>20</b>	Please provide details of your bank account.			
	□□ □□□□ □□□□□□□-□□□			
	<i>Bank</i>	<i>Branch</i>	<i>Account Number</i>	<i>Suffix</i>
	Name of Bank:			
Name of Branch:		Town/City:		
<b>G CONTACT DETAILS</b>				
<b>21</b>	Address and contact details:	<i>Home Address:</i>	<i>Postal Address: (if different from home address)</i>	
		<i>Phone:</i>	<i>Mobile:</i>	
		<i>Fax:</i>	<i>Email:</i>	
	Next of Kin:	<i>Name:</i>	<i>Phone:</i>	
<b>DECLARATION</b>				
<p><b>Privacy</b> – The Institute 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), 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, and for internal reporting. 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, the Institute 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 Academy 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 Enrolments Officer.</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 Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.  <a href="http://www.privacy.org.nz/people/peotop.html">http://www.privacy.org.nz/people/peotop.html</a></p> <p><b>Fees</b> – 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. The Institute’s policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.</p> <p><b>Rules</b> – In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.</p> <p><b>Declaration</b> – 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>_____ / ____ / ____</p> <p><i>Signature</i> <span style="float: right;"><i>Date</i></span></p>				
<b>➤ Please make sure that you sign your enrolment form above ◀</b>				
<i>Office Use Only</i>		<i>Version 4.1 Designed by Meta Office with Take2 Users in Mind</i>		