

DOCUMENTATION

To be treated 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 or
- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship).

You must provide evidence of citizenship or permanent residency. 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 certificate of identity.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- A New Zealand certificate of citizenship.
- Overseas passport with residency stamp.

You can bring the original documentation LBT's Head Office, alternatively please provide a certified copy to your tutor. This means a photocopy, photograph or scanned copy 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.

On occasion, more than one National Student Number is created for an individual. The Ministry regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections. For further information please see: [National Student Number \(NSN\): for schools – Education in New Zealand](#)

STUDENT DECLARATION

Privacy – Land Based Training collects and stores information from this form to:

- manage the business of Land Based Training (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that Land Based Training will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that Land Based Training holds about you and request to correct any errors in that information. To do so, contact Quality on quality@landbasedtraining.co.nz

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information. The Privacy Act requires Land Based Training to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of Information to Government Agencies and Other Organisations

Land Based Training supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from Land Based Training to:

- Administer the tertiary education system, including allocating funding and the administration of Fees-Free and Fees-Free Trades Training initiatives
- Develop policy advice for government.
- Conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 2022. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

Data storage – data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

When required by law, Land Based Training releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

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. Land Based Training's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Land Based Training regarding attendance, academic integrity and progress, conduct and use of information systems.

Student Images Release – I hereby give Land Based Training permission to use my image in any publicity, promotion or marketing material.

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.

Student Name: _____

Signature: _____

Date: _____

Name of parent/caregiver (if student under 16): _____

Signature: _____

Date: _____

ID: _____ Fees Free: Maybe Y N RPLs: Y N StudyLink: Y N

2024 Student Enrolment Form

NZQA Provider Number 8405

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 organisation. We also need to collect information from you, which is a requirement of the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical and registration reasons.

Checklist:

- Complete **all** sections of this form
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions
- Signing the form where all indicated
- 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 this form.

PROGRAMME SITE/VENUE INFORMATION

Site/Venue Name: _____

QUALIFICATION DETAILS

Start Date: _____ End Date: _____

Please enter the name/s of the programme/certificates enrolling into for in 20_____

1 Code: _____ Qualification: _____

2 Code: _____ Qualification: _____

Have you studied with LBT before? Yes No Do you intend to study? Part Time Full Time

STUDENT DETAILS

NZQA / NSI No: - -

Legal Name: _____
(First Name) (Middle Name) (Surname)

Also known as / or previous name: _____

Residential Address: _____ Postal: _____

City: _____ Post Code: _____

Contact Phone Numbers: Home: _____ Cell: _____

Email: _____

Date of Birth: _____ / _____ / _____ Gender: Male / Female / Diverse (circle one)

Place of Birth: Country: _____ Town / City: _____

Parents

Name: Mother: _____ Father: _____

How will you be paying for your programme? *Fees (if applicable)*

Student Loan Privately / Self Scholarship Other: _____

I.R.D Number _____

NEXT OF KIN DETAILS

Name: _____
(First Name) (Middle Name) (Surname)

Relationship to You: _____ Contact Phone Number: _____

Residential Address: _____

City: _____



CITIZENSHIP / RESIDENCY / ETHNICITY / LANGUAGE

Please tick the box which best describes your citizenship: *You may need to supply evidence of residence or citizenship?*

- New Zealand Citizen
 Australian Citizen
 Other – *Please attached evidence of your residency or citizenship*

If “Other”, please specify your country of citizenship: _____
 (For students with dual citizenship, specify the country of citizenship of the passport used to entre New Zealand)

Ethnicity: Please select your ethnicity from the list below?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> NZ European - 111 | <input type="checkbox"/> Fijian - 361 | <input type="checkbox"/> Italian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Māori - 211 | <input type="checkbox"/> Other Pacific People - 371 | <input type="checkbox"/> German | <input type="checkbox"/> Chinese - 421 |
| <input type="checkbox"/> Samoan - 311 | <input type="checkbox"/> British/Irish | <input type="checkbox"/> Australian | <input type="checkbox"/> Indian - 431 |
| <input type="checkbox"/> Cook Island Maori - 321 | <input type="checkbox"/> Dutch | <input type="checkbox"/> Other European | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> Tongan - 331 | <input type="checkbox"/> Greek | <input type="checkbox"/> Other Asian - 444 | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Niuean - 341 | <input type="checkbox"/> Korean | <input type="checkbox"/> Other - 611 | <input type="checkbox"/> Other Ethnicity |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> African | <input type="checkbox"/> Filipino - 411 | <input type="checkbox"/> Not Stated |
| <input type="checkbox"/> Latin American | <input type="checkbox"/> Polish | <input type="checkbox"/> Cambodian | |
| <input type="checkbox"/> Tokelauan - 351 | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> South Slav | |

If you have ticked “other or other Pacific People/Other European/ Other Southeast Asian or Other”, please specify: _____

Iwi Affiliation:

If you identified as New Zealand Māori, what is the name of your Iwi?

Iwi Rohe (Iwi home area): _____

Iwi Rohe (Iwi home area): _____

Is English your first language? Yes No

If no, what is your first language? _____

PRIOR ACTIVITY

What was your MAIN activity or occupation in New Zealand as at 1 October 2022? *Tick one box only*

- | | |
|---|--|
| <input type="checkbox"/> Secondary School Student - 01 | <input type="checkbox"/> Polytechnic student - 06 |
| <input type="checkbox"/> Non-employed or beneficiary (excluding retired) - 02 | <input type="checkbox"/> House-person or retired - 08 |
| <input type="checkbox"/> Wage or salary worker - 03 | <input type="checkbox"/> Overseas (irrespective of occupation) - 09 |
| <input type="checkbox"/> Self-employed - 04 | <input type="checkbox"/> Private Training Establishment Student (PTE) - 11 |
| <input type="checkbox"/> University Student - 05 | <input type="checkbox"/> Wānanga Student – 12 |

How long have you been paid employment at any time? *(please tick only one)*

Full-time work for one year or more	<input type="checkbox"/>	Full-time work for less than one year	<input type="checkbox"/>
Part-time work only	<input type="checkbox"/>	Never worked in paid employment	<input type="checkbox"/>

DISABILITY

Do you live with the effects of significant injury, long term illness, food allergy, or disability? Yes No

If yes, how would you describe your impairment, disability, food allergy, or long term medical condition:

The information you supply may be used to offer individual disability support.

ACADEMIC INFORMATION

Name the last secondary school you attended (state overseas if applicable): _____

What was your last year at secondary school (e.g. 2000)? _____

What is / will be the highest level of achievement you hold from secondary school? *tick one box only*

- | | |
|---|---|
| <input type="checkbox"/> No formal secondary qualifications - 00 | <input type="checkbox"/> NCEA L3 or Bursary or Scholarship - 15 |
| <input type="checkbox"/> 14 or more credits at any level - 11 | <input type="checkbox"/> Other - 98 |
| <input type="checkbox"/> NCEA L1 or School Certificate - 12 | <input type="checkbox"/> Not Known - 99 |
| <input type="checkbox"/> NCEA L2 or 6 th Form Certificate - 13 | <input type="checkbox"/> Overseas qualification (includes International Baccalaureate & |
| <input type="checkbox"/> University Entrance - 14 | <input type="checkbox"/> Cambridge Exams) - 09 |

Please specify if ‘other’

TERTIARY STUDY

Will this be the first time you have ever enrolled in a University, Subsidiaries of the Te Pūkenga (Institute of Technology Polytechnic), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school? *Do not include enrolment in community classes.*

Please tick

Yes No

If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment

Name: _____

First Year of Enrolment: _____

Declaration of Prior Achievement: Please list below any qualifications or certificates that you have achieved to date. This must also include any qualifications recently completed and yet to be confirmed.

Year Achieved	Qualification/Certificate
_____	_____
_____	_____
_____	_____

What year do you expect to complete the academic requirements of our course(s) in order to graduate with your qualification?

Year: _____

RECRUITMENT INFORMATION

How did you find out about Land Based Training? _____

Why did you choose to study with Land Based Training? _____

ADMINISTRATION TO COMPLETE

Programme:

- Youth Guarantee
 DQ 1-2
 DQ 3-7
 ILN (KEY)
 Other
 Eligibility confirmed
 Enrolled into (SMS)

Enrolment Details:

- NSI *Printout*
 RoA *Printout*
 Qualification Check *Printout*
 Birth Certificate/Passport *(verified copy required)*
 MOE Exemption Certificate *If required*

Name of person confirming eligibility and SMS data entry: _____

Signature: _____ Date: _____