


ACADEMIC ACFO.46		OFFICE USE ONLY: <input type="checkbox"/> Verified ID (NSN checked/attached) <input type="checkbox"/> NZQA ROA (Checked/attached) <input type="checkbox"/> VoS StudyLink (with fees) <input type="checkbox"/> Public Trust form (complete/sent) <input type="checkbox"/> Fees Paid ____ / ____ / ____
Revision Date 16 September 2019 Issue Number 09	Learner Enrolment Form	

Tauranga Hair Design Academy

T/A Hair to Train Enrolment Form 2020

9 Anson Street, Tauranga

07 578 5747

5 Totara Street, Mount Maunganui

office@hairtotrain.co.nz

Welcome to Hair to Train. 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 required by 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 government funding purposes. A description of the required documentation is provided on page 6 of the form.

A QUALIFICATION			
1	Name of the Qualification you wish to enrol in for 2020:	NZ2411 - New Zealand Certificate in Hairdressing (Level 3)	Office Use Only: Enrolment Received Date: ____ / ____ / ____ Received by: _____
	Qualification Start Date:		
	Qualification End Date (if known):		
2	Programme and Courses enrolling in for 2020:		
	New Zealand Certificate in Hairdressing (Level 3)		
	Module 1: Introduction to the Salon	Module 6: Elementary Sculpting	
	Module 2: Front Desk Management	Module 7: Elementary Colour	
	Module 3: Salon Technical Assistant	Module 8: Chemistry	
	Module 4: Consultation	Module 9: Personal Self Styling	
	Module 5: Elementary Stylist	Module 10: Health and Safety	
3	Have you studied at Hair to Train before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Do you intend to study:	Part time <input type="checkbox"/>	Full time <input type="checkbox"/>
B PERSONAL DETAILS			
5	Print your full legal name: SURNAME:		
6	FIRST NAME(S):		
7	Preferred First Name:		
8	Previous name(s) known by:		

9	If you have previously enrolled at this organisation under another name, what was that name?					
10	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
11	Date of birth:	<input type="text"/> <input type="text"/> day	<input type="text"/> <input type="text"/> month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> year	12	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse <input type="checkbox"/>
13	If you know your NSN (National Student Number), please write it here. If you answered Yes to question 2, you MUST fill in this section.			<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"/>		
14	Citizenship and Residency: You may need to supply evidence of residence or citizenship	Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> <input type="checkbox"/> NZL , go to 12a <i>Australian Citizen</i> <input type="checkbox"/> AUS, go to 12a <i>Other</i> <input type="checkbox"/> If "Other", Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.): Country of Citizenship: _____ Tick the box if you have New Zealand or Australian Permanent Resident Status: New Zealand Resident Visa Holder <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/>				
14a	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"/>					
14b	Please also specify your fee/assistance status. <i>Domestic Student*</i> <input type="checkbox"/> 00 <i>NZAID Student</i> <input type="checkbox"/> 01 <i>International Fee-Paying Student (including people on current work visa)</i> <input type="checkbox"/> 03 <i>Student on a recognised exchange scheme</i> <input type="checkbox"/> 04 <i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 06 <i>Diplomatic staff or family, or persons associated with Antarctic Programme</i> <input type="checkbox"/> 08 <i>International On-Shore PhD student</i> <input type="checkbox"/> 09 <i>International student doing ITO off-job training</i> <input type="checkbox"/> 12 <i>Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa</i> <input type="checkbox"/> 13 <small>*Note: Always use 00 for New Zealand Citizen; use 00 for New Zealand resident visa holder and Australian Citizen or Australian Permanent Resident residing in New Zealand during the time studying this qualification.</small>					

15	<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>NZ European/Pakeha</td><td><input type="checkbox"/></td><td>111</td> <td>Filipino</td><td><input type="checkbox"/></td><td>411</td> </tr> <tr> <td>New Zealand Māori</td><td><input type="checkbox"/></td><td>211</td> <td>Cambodian</td><td><input type="checkbox"/></td><td>412</td> </tr> <tr> <td>Samoan</td><td><input type="checkbox"/></td><td>311</td> <td>Vietnamese</td><td><input type="checkbox"/></td><td>413</td> </tr> <tr> <td>Cook Island Māori</td><td><input type="checkbox"/></td><td>321</td> <td>Other Southeast Asian</td><td><input type="checkbox"/></td><td>414</td> </tr> <tr> <td>Tongan</td><td><input type="checkbox"/></td><td>331</td> <td>Chinese</td><td><input type="checkbox"/></td><td>421</td> </tr> <tr> <td>Niue</td><td><input type="checkbox"/></td><td>341</td> <td>Indian</td><td><input type="checkbox"/></td><td>431</td> </tr> <tr> <td>Tokelauan</td><td><input type="checkbox"/></td><td>351</td> <td>Sri Lankan</td><td><input type="checkbox"/></td><td>441</td> </tr> <tr> <td>Fijian</td><td><input type="checkbox"/></td><td>361</td> <td>Japanese</td><td><input type="checkbox"/></td><td>442</td> </tr> <tr> <td>Other Pacific Peoples</td><td><input type="checkbox"/></td><td>371</td> <td>Korean</td><td><input type="checkbox"/></td><td>443</td> </tr> <tr> <td>British/Irish</td><td><input type="checkbox"/></td><td>121</td> <td>Other Asian</td><td><input type="checkbox"/></td><td>444</td> </tr> <tr> <td>Dutch</td><td><input type="checkbox"/></td><td>122</td> <td>Middle Eastern</td><td><input type="checkbox"/></td><td>511</td> </tr> <tr> <td>Greek</td><td><input type="checkbox"/></td><td>123</td> <td>Latin American</td><td><input type="checkbox"/></td><td>521</td> </tr> <tr> <td>Polish</td><td><input type="checkbox"/></td><td>124</td> <td>African</td><td><input type="checkbox"/></td><td>531</td> </tr> <tr> <td>South Slav</td><td><input type="checkbox"/></td><td>125</td> <td>Other</td><td><input type="checkbox"/></td><td>611</td> </tr> <tr> <td>Italian</td><td><input type="checkbox"/></td><td>126</td> <td>Not Stated</td><td><input type="checkbox"/></td><td>999</td> </tr> <tr> <td>German</td><td><input type="checkbox"/></td><td>127</td> <td></td><td></td><td></td> </tr> <tr> <td>Australian</td><td><input type="checkbox"/></td><td>128</td> <td></td><td></td><td></td> </tr> <tr> <td>Other European</td><td><input type="checkbox"/></td><td>129</td> <td></td><td></td><td></td> </tr> </table> <p>If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.</p> <hr/>	NZ European/Pakeha	<input type="checkbox"/>	111	Filipino	<input type="checkbox"/>	411	New Zealand Māori	<input type="checkbox"/>	211	Cambodian	<input type="checkbox"/>	412	Samoan	<input type="checkbox"/>	311	Vietnamese	<input type="checkbox"/>	413	Cook Island Māori	<input type="checkbox"/>	321	Other Southeast Asian	<input type="checkbox"/>	414	Tongan	<input type="checkbox"/>	331	Chinese	<input type="checkbox"/>	421	Niue	<input type="checkbox"/>	341	Indian	<input type="checkbox"/>	431	Tokelauan	<input type="checkbox"/>	351	Sri Lankan	<input type="checkbox"/>	441	Fijian	<input type="checkbox"/>	361	Japanese	<input type="checkbox"/>	442	Other Pacific Peoples	<input type="checkbox"/>	371	Korean	<input type="checkbox"/>	443	British/Irish	<input type="checkbox"/>	121	Other Asian	<input type="checkbox"/>	444	Dutch	<input type="checkbox"/>	122	Middle Eastern	<input type="checkbox"/>	511	Greek	<input type="checkbox"/>	123	Latin American	<input type="checkbox"/>	521	Polish	<input type="checkbox"/>	124	African	<input type="checkbox"/>	531	South Slav	<input type="checkbox"/>	125	Other	<input type="checkbox"/>	611	Italian	<input type="checkbox"/>	126	Not Stated	<input type="checkbox"/>	999	German	<input type="checkbox"/>	127				Australian	<input type="checkbox"/>	128				Other European	<input type="checkbox"/>	129			
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16	<p>Iwi:</p> <p>If you identified as New Zealand Māori in question 15, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p> <p>Note: please use the 2019 Iwi codes published on STEO website</p>	<p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p>																																																																																																												
17	<p>Prior activity:</p>	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2017? You may tick only one box.</p> <table border="0"> <tr> <td>Secondary school student</td><td><input type="checkbox"/></td><td>01</td> <td>Non-employed or beneficiary (excluding retired)</td><td><input type="checkbox"/></td><td>02</td> </tr> <tr> <td>Wage or salary worker</td><td><input type="checkbox"/></td><td>03</td> <td>Self-employed</td><td><input type="checkbox"/></td><td>04</td> </tr> <tr> <td>University student</td><td><input type="checkbox"/></td><td>05</td> <td>Polytechnic student</td><td><input type="checkbox"/></td><td>06</td> </tr> <tr> <td>House-person or retired</td><td><input type="checkbox"/></td><td>08</td> <td>Overseas (irrespective of occupation)</td><td><input type="checkbox"/></td><td>09</td> </tr> <tr> <td>Private Training Establishment student</td><td><input type="checkbox"/></td><td>11</td> <td>Wānanga student</td><td><input type="checkbox"/></td><td>12</td> </tr> </table>	Secondary school student	<input type="checkbox"/>	01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/>	02	Wage or salary worker	<input type="checkbox"/>	03	Self-employed	<input type="checkbox"/>	04	University student	<input type="checkbox"/>	05	Polytechnic student	<input type="checkbox"/>	06	House-person or retired	<input type="checkbox"/>	08	Overseas (irrespective of occupation)	<input type="checkbox"/>	09	Private Training Establishment student	<input type="checkbox"/>	11	Wānanga student	<input type="checkbox"/>	12																																																																														
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18	<p>¹Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>If yes, how would you describe your impairment, disability or long term medical condition:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																																																																																												

¹ The completion of this section is not compulsory

C ACADEMIC INFORMATION		
19	Secondary School:	<p>What was the name of the last secondary school you attended? State "overseas", if applicable.</p> <hr/> <p><i>Office Use</i></p> <hr/> <p>What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></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 Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box.</p> <p><i>No formal secondary qualifications</i> <input type="checkbox"/> 00</p> <p><i>14 or more credits at any level</i> <input type="checkbox"/> 11</p> <p><i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12</p> <p><i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13</p> <p><i>University Entrance</i> <input type="checkbox"/> 14</p> <p><i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15</p> <p><i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i> <input type="checkbox"/> 09</p> <p><i>Other</i> <input type="checkbox"/> 98</p> <p><i>Not Known</i> <input type="checkbox"/> 99</p> <p>Please specify if "Overseas qualification" or "Other".</p> <hr/>
20	Tertiary Study:	<p>Will this be the first time you have ever enrolled in a University, Institute of Technology Polytechnic, Institute of Technology 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 enrolments in community classes.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment:</p> <p>Name: _____</p> <hr/> <p>Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p>What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?</p> <p>Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>

21	Prior Achievement:	Please list all of the tertiary qualifications you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your NZQA record of achievement.		
		Tertiary education organisation	Qualification	Month and year of completion

D DOCUMENTATION

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

If you are studying overseas full-time and face-to-face at a campus or delivery site of a New Zealand tertiary education organisation (TEO), you may also qualify as a domestic student if:

- you are a permanent resident of New Zealand or a citizen or permanent resident of Australia **and**
- you are studying in an approved country **and**
- the overseas study is level 7 or above on the New Zealand Qualification Framework.

The 29 approved countries are in the Asia, Latin America and Middle East regions. A full list is available on the [Education New Zealand website](#).

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 to the enrolment desk, alternatively please provide a certified copy. 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.

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 form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with official government information such as the New Zealand Birth Register, to verify the information provided.

On occasion, more than one National Student Number is created for an individual or data entry errors are made. 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: <http://nsi.education.govt.nz/home.aspx>

22	Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.
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E BANK ACCOUNT			
23	Please provide details of your bank account for the deposit of items such as Travel Allowances (<i>Youth Guarantee students only</i>).		
	<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"/>
	Bank	Branch	Account Number
	Suffix		
	Name of Bank:		
	Name of Branch:	Town/City:	
F CONTACT DETAILS			
24	Home Address and contact details:	Home Address:	Postal Address: (<i>if different from home address</i>)
		Street Address:	Street Address:
		Suburb:	Suburb:
		Town/City:	Town/City:
		Post Code:	Post Code:
	Phone: ()	Mobile:	
	Fax: ()		
	Email:		
25	Address While Studying:	Address while Studying (<i>if different from home address</i>):	
		Street Address:	
		Suburb:	
		Town/City:	
	Post Code:		
	Phone: ()	Mobile: ()	
	Email:		
26	Next of Kin:	Name:	
		Phone: ()	Relationship:

DECLARATION

Privacy – Hair to Train collects and stores information from this form to:

- manage the business of Hair to Train (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation² relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that Hair to Train 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. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Hair to Train to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<http://www.privacy.org.nz/privacy-act>

Supply of information to government agencies and other organisations

Hair to Train supplies data collected on this form to government agencies, including:

- the Ministry of Education
- 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 and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- 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 tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- 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 1975. 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 1993.

When required by law, Hair to Train 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. Hair to Train'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 Hair to Train with regard to attendance, academic integrity and progress, conduct and use of information systems.

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 Signature

____/____/____
Date

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

OFFICE USE ONLY – COMPLETE:

Application/Letter of Offer Processed

Enrolment Documentation complete

Entered into SMS

____/____/____

____/____/____

____/____/____

² This includes legislation governing the maintenance of official records and for accountability for public funding.