

"From 2023, Ara Institute of Canterbury Ltd and this programme will become part of Te Pūkenga – New Zealand Institute of Skills and Technology. Please note that these programmes of study are currently under review as part of the reform of vocational education training. The objective is to provide unified programmes for Te Pūkenga that is portable, consistent, and closely aligned with the needs of industry. As the review is ongoing, this information is correct at the time of publishing but the courses outlined may change over time."



Domestic 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 ara.ac.nz/student-services/how-to-apply or you can talk to us directly on **0800 24 24 76** for assistance.

You must complete **every section** of this form.

Email your completed form and verified identity documents to enrolmentsupport@ara.ac.nz or bring your original documents into an Ara campus.

Once we receive your application, we will be in touch by email within seven days.

Section 1 Tips

- 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.
- 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 first name					
Legal middle name					
Preferred name					
Have you previously been known by another name?					
Previous family name(s)					
Previous given name(s)					
Gender	Female	Male	Another gender		
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 Ltd
PO Box 540 Christchurch 8140
Tel 0800 24 24 76
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 on campus

► If you have already worked out your course timetable or timetable selections please write them here. Otherwise we will be in touch when it's time to choose these.

2 Your intended programme of study

Programme name

Pathway, strand or specialisation (if applicable)

Programme code

Level

Study start date

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 of courses you would like to study and/or when they run.

Course Code	Course Occurrence or Timetable Group	Course Title	Start Date

Section 3 Tips

► Refer to Ara brochures or 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:

- verified copies of any relevant secondary or tertiary results to support this application
- 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

Yes

No

If yes, are you studying at high school or a tertiary institute? Please provide the name of your school and year being studied, or name of tertiary provider and programme being studied to meet entry, and when you will complete this.

B) English language requirements: Is English your first language?

Yes

No

If English is not your first language we may need to assess this further. Have you completed any of the following:

achieved Level 3 NCEA and university entrance

completed one of the following qualifications with the language of instruction in English:

Bachelor's degree, graduate certificate etc

all primary education and at least three years' secondary school

five years' secondary school

Please advise which country you completed the above in?

Section 4 Tips

4 Your contact details

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)

I do not give my permission for Ara to contact me with promotional information.

Ara uses email as the primary communication method. Please clearly print 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

to

Emergency contact

Full name

Phone

Relationship to you

Section 5 Tips

5 Your ethnicity

► 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.

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

Māori (please specify Iwi)

NZ European/Pākehā

Cook Islands Māori

Tokelauan

Niuean

Samoaan

Tongan

Fijian

Other Pacific peoples

Australian

Chinese

Japanese

Korean

Cambodian

Vietnamese

Indian

Sri Lankan

Filipino

Indonesian

Other Asian

Other South East Asian

British and Irish

Dutch

German

Greek

Italian

Polish

South Slav

Other European

Middle Eastern

Latin American

African

Other ethnicity (please specify):

Section 6 Tips

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

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*

- | | |
|--|--|
| No formal secondary qualification | 14 or more credits at any level |
| NCEA Level 1 or School Certificate | NCEA Level 2 or Sixth Form Certificate |
| University Entrance (<i>minimum requirement to study degree programme in NZ</i>) | NCEA Level 3 or Bursary or Scholarship |
| Overseas qualification (includes International Baccalaureate and Cambridge Exams) | |
| Other (<i>please specify</i>) | |
| 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) YOUR ACTIVITY ON 1 OCTOBER PRIOR TO THIS ENROLMENT

What was your main activity/occupation in New Zealand on 1 October prior to the date of your programme starting?

- | | |
|--------------------------|---|
| Secondary school student | Polytechnic/Institute of Technology student |
| University student | Private training establishment student |
| Wānanga student | Self employed |
| Wage or salary worker | Unemployed or beneficiary (excluding retired) |
| House person or retired | Overseas (<i>please specify</i>) |

Section 7 Tips

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.

7 Your learning support

Tertiary study can be academically demanding.

Would you like information about the learning resources and services available to you? Yes No

Section 8 Tips

This information will remain confidential.

Disability Services will use this information to discuss with you the most appropriate support to meet your specific needs.

8 Disability support

Do you live with the effects of disability, illness or injury? Yes No

If YES, please indicate which of the following apply to you:

- | | | |
|-----------------------------------|--|---|
| Autistic spectrum disorder | Blind | Vision impairment |
| Deaf | Hearing impairment | Mental health conditions (anxiety, personality disorder, etc) |
| Physical impairment | Specific learning disability (dyslexia, dysgraphia, etc) | Temporary impairment |
| Medical (<i>please specify</i>) | | |
| Other (<i>please specify</i>) | | |

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

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 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*)

EFTPOS Cash Credit card (*see section 10*) Direct credit (*see section 10*)

Funded study (Youth Guarantee, tertiary taster, scholarship, fees free)

Student loan

Apply directly to StudyLink on 0800 88 99 00 or 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 or purchase order number 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

10 Paying your fees

If you are paying by EFTPOS or cash, you can do so at the Ara Student Finance counter at any of our campuses.

Paying by Direct Credit

If you've indicated on your form that you're paying your fees you need to:

- go into your online banking site and pay your fees into Ara BNZ account: **02-0800-0911670-003**
- make sure you include the following payment information:
 - Particulars - student name
 - Code - invoice number (if known)
 - Reference - Ara Student ID number (if known)

Paying by Credit Card

Ara accepts American Express, Mastercard and Visa.

- Pay by credit card in person at the Student Finance office OR
- Phone our Contact Centre on **0800 24 24 76**

You will need to provide:

- Ara student ID number
- surname or family name
- given name(s)
- card type (American Express/Mastercard/Visa)
- name on credit card
- 16-digit credit card number
- card's expiry date
- course details

Section 11 Tips

► Please read, tick all three "I agree" boxes, and then sign and date below

11 Your acknowledgement and declaration

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see:

ara.ac.nz/about-us/policies

ara.ac.nz/student-services/how-to-apply/terms-and-conditions-of-enrolment

- By submitting this application, if I accept a place for this programme I agree to read, understand, and comply with the Ara Terms and Conditions of Enrolment; Ara Policies and Procedures; and the published programme rules of Ara Institute of Canterbury Ltd - including but not limited to Personal Information and Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities.

I agree

- I understand and agree that Ara Institute of Canterbury Ltd will collect, store, use and disclose personal information for the purpose of conducting its normal and proper business. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 2020, Education and Training Act 2020 and any other relevant legislation.
- I understand that Ara collects information from a variety of tools designed solely for the purposes of supporting my learning. I am able to have access to this information if I wish and I also understand that this information may be shared with any other Tertiary Education Organisations with whom I enrol.
- I consent to the disclosure of personal information as described above.

I agree

- I declare that to the best of my knowledge all of the information supplied for this application is true and complete. I acknowledge that the submission of fraudulent, forged or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I am the person named on this form.

I agree

Signature

Date

Under 18?

If you're under 18 when your programme starts, please have your parent/guardian complete this section .

Signature

of parent/guardian

Date

Name of

parent/guardian

Phone

Relationship to
applicant

Section 12 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)
- Lawyer
- 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.

12 Your checklist

Have you completed the following:

Read the Admission & Enrolment Guide and understood the terms and conditions of your admission and enrolment - ara.ac.nz/student-services/how-to-apply/terms-and-conditions-of-enrolment

Completed **all sections** of this Admission & Enrolment form

Read, signed, dated and ticked all three boxes under "Your 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) if you're new to Ara or these details have changed

Attached any additional documentation required to support your application such as your academic record, CV, references, portfolio requirements, etc.

Note: we require your academic transcripts to be **verified*** copies if the qualification shown is not also listed on your NZQA Record of Achievement

Attached a copy of your highest achievement at secondary school or equivalent.

Note: we will access your NZQA Record of Achievement directly from NZQA; you do not need to provide this to us.

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