

IMPORTANT – PLEASE READ CAREFULLY

DECLARATION & COMPLIANCE WITH THE PRIVACY ACT 1993

Fees

In signing this registration/enrolment form you undertake to pay all fees and charges as they become due, and to meet any late fees and collection charges associated with debt recovery. CPIT's policy on withdrawal and refund of fees is set out in its academic policies and procedures and Student Handbook which may be obtained from the Enrolments counter.

Privacy

CPIT collects and stores information from this form to comply with the requirements of the Ministry of Education (funding and student statistical returns) and other third parties, including Inland Revenue Department, Work & Income New Zealand and StudyLink. In signing this registration/enrolment form you authorise such disclosure to third parties on the understanding that CPIT will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. Please refer to the Enrolment Guide or Student Handbook for full details. CPIT collects and stores information from this form to keep you advised about programmes, courses and services available at CPIT.

National Student Index Number

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 www.nsi.govt.nz/ima

Rules

In signing this registration/enrolment form you undertake to comply with CPIT's academic policies and procedures and other rules and regulations. Should CPIT receive insufficient numbers for the programme to run, you accept CPIT will be obliged to cancel the programme and will not be liable for any non-fee related costs incurred by you. Your signature is also evidence that you accept the Confidentiality Clause with regards to your unique identifier (Student ID number) in CPIT's Terms & Conditions of Enrolment policy.

Declaration

I accept this offer of enrolment and intend to complete the programme/course(s) I am enrolling in.

I declare that to the best of my knowledge all the information supplied on and with this registration/enrolment form is true and complete. I agree to abide by the conditions outlined in the Enrolment Guide and Student Handbook and I consent to the disclosure of personal information as described above. I understand that if I have supplied false information or do not comply with the rules and regulations of CPIT, my enrolment may be cancelled. I authorise the CPIT to seek personal information relevant to Student Allowances and Student Loans from other agencies and to disclose such information to other agencies. I undertake to protect my PIN and password from improper use; in particular, I declare I will not disclose my PIN and password to any third party.

Signature Date

CHECKLIST

We want to ensure your registration/enrolment is processed quickly. Failure to answer any of these questions will result in your registration/enrolment being delayed.

- Have you: Completed all sections of this form? Applied for your loan if applicable
 Read the Enrolment Guide Signed the Declaration
 Provided verified evidence of citizenship or permanent residency?

A verified copy is a photocopy of your original document signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, a New Zealand Police Officer, Kaumatua, or a Notary Public. You can find a list of Justices of the Peace in the yellow pages of the telephone book.

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
 New Zealand or Australian 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
 Overseas passport with student permit (for international students only)

MARKETING INFORMATION

How did you first hear about the programme(s) you are currently enrolled in? (Tick as many as apply.)

- Newspaper: The Press The Star Other newspaper (please specify) _____
 Radio: The Edge MoreFM LiteFM/The Breeze Other radio (please specify) _____
 Television Cinema Letter/flyer in the mail Magazine (please specify) _____
 Internet (CPIT website) Other media (please specify) _____

Which of the following have contributed to your decision to study at CPIT? (Tick as many as apply.)

- At school: Notice/poster Careers Advisor Teacher CPIT Staff visiting school
 Events/Expo: Careers Expo Mall display Event at CPIT Other event (please specify) _____
 Referral source: Employer WINZ Case Manager CPIT staff Friend (attended CPIT)
 Other friend Parent/Guardian Other person (please specify) _____

FOR OFFICE USE ONLY

Signature (Enrolment Officer) Date

Registration/Enrolment Form



This registration/enrolment form is for all new students and for students who last enrolled before 1991. Information supplied on this form is required to complete an enrolment at CPIT and for Ministry of Education statistics. We will not be able to complete the processing of your enrolment until this form is fully completed, the necessary documentation has been provided and all fees are paid.

Please complete ALL sections of this form, referring to the Enrolment Guide for assistance.

PERSONAL DETAILS

CPIT Student ID (if known) National Student Identity (NSI) or NZQA No. (if known)

Legal Surname Title

Legal first names Gender

Preferred name Date of Birth

Previous name (if different)

Home address (Results will be sent to your home address unless otherwise advised)

Alternative address (while studying)

Phone number Home Work Phone Number Home Work

Mobile Fax Email

Please advise your preferred method of contact - eg phone/email

IRD NUMBER

If you have a student loan or anticipate applying for one this year, please fill in your Inland Revenue number. IRD Number

This information will be forwarded to the Ministry of Education who will then provide it, along with your full time or part time study status to the Inland Revenue Department. They will use this information to assess your eligibility for your student loan interest write-off.

CITIZENSHIP

It is a Ministry of Education requirement that you MUST provide a verified copy of your birth certificate, passport or other evidence of permanent residency to verify your status as a domestic student. Please refer to the Enrolment Guide.

- NZ Citizen NZ Permanent Resident Australian Citizen or Permanent Resident Other

If Other, write down your country of citizenship

(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)

ETHNICITY

With which of the following ethnic groups do you identify? (You may tick or specify up to three boxes.)

- NZ European/Pakeha Niuean Chinese Other Pacific Island
- New Zealand Māori Samoan Australian Other Asian
- Cook Island Māori Tokelauan British Other
- Fijian Tongan Indian

For New Zealand Māori, please identify your Iwi. (You may list more than one.)

EMERGENCY CONTACT DETAILS

In an emergency, who do you want us to contact? (optional)

Name Mobile

Phone number Day Night Address

Relationship to You

DISABILITY DETAILSDo you have a medical condition you want the Institute to be aware of? YES NOIf YES, please specify

Do you have an impairment, long term injury, specific learning disability, chronic illness, mental health condition, or are you deaf?

 YES NO

If YES, please tick one of the following categories. (Please contact Disability Services if you require support.)

 Mobility Vision Hearing Learning Speech Other Please specifyIn an emergency, do you need help to evacuate the building? YES NO**STATISTICAL INFORMATION**What is the last secondary school you attended? In what year did you leave?
(State "overseas" if applicable)

What is the highest level of achievement you hold from secondary school? (Tick one box only)

No formal or secondary qualification Higher School Certificate

NCEA 1 or School Certificate NCEA 3 or Bursary or Scholarship

NCEA 2 or Sixth Form Certificate Overseas qualification (includes International Baccalaureate and Cambridge Exams)

University Entrance Other (Please specify if none of the above)

What was your MAIN activity or occupation as at 1 October last year? (Tick one box only)

Secondary school student University student Wananga student

Registered unemployed or other beneficiary (excluding retired, eg DPB, sickness) Polytechnic student Private training establishment student

Wage or salary earner College of Education student Overseas (irrespective of occupation)

Self employed House person or retired

Will this be the first year you have ever enrolled in an Institute of Technology, University, Polytechnic, College of Education, Private Training Establishment or Wananga, either in New Zealand or overseas since leaving school? Do not include enrolments in community, STAR, or hobby classes.

 YES NO If you answered NO, please enter the year of your first enrolment **STUDENT SUPPORT**Do you wish to be contacted by one of the following support staff? YES NO

Kaiawhina Māori Learning Advisor

International Student Advisor

Is ENGLISH your first language? YES NO If NO, what is your first language? **PROGRAMME DETAILS**What formal qualification(s)/award(s) are you studying towards at CPIT?Do you expect to complete this qualification this year? YES NOWill you be living in New Zealand whilst studying? YES NO**COURSE SELECTION**

Course Code	Occurrence A-Z	Fee	Date	Day	Time
<i>Example: SLAC101 B</i>					
1			eg. 29/4/01	Tue	eg. 8.30 - 4.00
2					
3					
4					
5					

Course Code	Occurrence A-Z	Fee	Date	Day	Time
<i>Example: SLAC101 B</i>					
6			eg. 29/4/01	Tue	eg. 8.30 - 4.00
7					
8					
9					
10					

For course management or funding reasons CPIT reserves the right to cancel any course.

Note: Enrolment on a course is subject to availability of places. Your enrolment cannot be finalised until all documentation is complete and your fees have been paid.

Total Course Fee	<input type="text"/>	<i>Please continue on a separate sheet if required</i>
CPIT Foundation Fee	<input type="text"/>	
Exam/Assess Fees	<input type="text"/>	
Total	<input type="text"/>	

CPIT FOUNDATION

The CPIT Foundation is an independent trust set up to invest in people and projects which enhance the skills, knowledge and expertise of Canterbury's tertiary sector. In particular, the Trust runs an annual grants programme for staff, students and projects associated with CPIT, as well as investing in other initiatives which promote education and enterprise in the region. The CPIT Foundation is a registered charitable trust administered by a board of trustees, comprising independent and CPIT Council appointees.

 Please tick here if you would like to make a \$1 donation to the CPIT Foundation and include this in your above payment.**PAYMENT OF FEES**

Confirmation of enrolment will be provided in the form of an invoice or receipt.

Fee payments: Fees must be paid in full before the start of your study, as specified in CPIT's Enrolment Guide and Student Handbook.**Payment by an employer:** A cheque or purchase order signed by an employer or other organisation must accompany the registration/enrolment form.**Student loan:** If paying by student loan, please lodge an application with StudyLink prior to the start of your study. Please phone 0800 88 99 00 for advice.How will you pay for your study? Amount This should equal your total above. Skill NZ Work & Income assistance applied for - eg Training Incentive (*this is NOT a Student Loan or Allowance*) Cheque Mastercard Visa American Express Student Loan (*Intending or have lodged application with StudyLink*)**NB:** If cheque enclosed is not your own – please write your name on the reverse of the cheque.Credit card no. Card expiry date Cardholder's name Cardholder's signature