

Short Course Enrolment Form

Please complete all sections of this form.

Please print clearly in pen using BLOCK LETTERS.



1

PERSONAL DETAILS

Please print clearly in pen using BLOCK LETTERS.

MIT Student ID Number (if known)

NSN / NZQA Record of Learning Number (if known)

Legal family name

Legal first given name

DATE OF BIRTH

DAY / MONTH / YEAR

Preferred Title

☐ Miss

☐ Mrs

☐ Ms

☐ Mr

☐ Dr

Other (please state)

Gender

☐ Female

☐ Male

☐ Gender Diverse

Tell us which gender you identify with (optional):

If you have changed your name (e.g. by marriage, deed poll) since a previous enrolment at MIT, please print your previous name(s). Proof of name change must be provided.

Previous family name

Previous first name

2

NEW ZEALAND CITIZENSHIP / RESIDENCY - Please tick the box which best describes your status.

NZL ☐ New Zealand CitizenNZP ☐ New Zealand Permanent ResidentPlease specify your **original** country of citizenshipAUS ☐ Australian CitizenAUS ☐ Australian Permanent Resident

If none of these apply to you, please contact MIT International.

During your time in studying, will you be a resident in New Zealand or overseas?

☐ New Zealand☐ Overseas

3

ETHNIC ORIGIN - Tick only ONE box (i.e. the ethnic group you most identify with)☐ 111 New Zealand European/Pakeha☐ 122 Dutch☐ 414 Other Southeast Asian☐ 211 New Zealand Māori☐ 123 Greek☐ 421 Chinese☐ 311 Samoan☐ 124 Polish☐ 431 Indian☐ 321 Cook Island Māori☐ 125 South Slav☐ 441 Sri Lankan☐ 331 Tongan☐ 126 Italian☐ 442 Japanese☐ 341 Niuean☐ 127 German☐ 443 Korean☐ 351 Tokelauan☐ 128 Australian☐ 444 Other Asian☐ 361 Fijian☐ 129 Other European☐ 511 Middle Eastern☐ 371 Other Pacific Peoples☐ 411 Filipino☐ 521 Latin American☐ 121 British/Irish☐ 412 Cambodian☐ 531 African☐ 413 Vietnamese☐ 611 Other

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

Optional: If you identify yourself with additional ethnic groups you may enter two other numbers from above in these boxes.

If you have identified yourself as New Zealand Māori, what is the name of your iwi? You may enter more than one iwi.

Iwi:

Iwi:

Iwi:

4

CONTACT DETAILS

Unit/Flat/Apartment No.

Street address (No. and name)

Suburb

Town/city

Postcode

Phone ()

Cellphone

Email address

Employers name (if relevant)

Postal address

Phone ()

Facsimile ()

Emergency Contact Name

Phone Home ()

Cellphone

Work ()

Relationship to student (optional)

5

STUDENTS WITH MEDICAL CONDITIONS AND DISABILITIES

Do you live with the effects of long term illness, disability or injury?

☐ No

☐ Yes

If yes, please specify:

If yes, would you need help to evacuate the building in the event of an emergency?

☐ No

☐ Yes

This form is used for Short Course enrolments (with EFTS value less than or equal to 0.03 Or Non-formal Courses) which require a Level 1 Validation Only.

Enter details from the relevant brochure where possible.

Please note:
Only complete this section if you know which courses you are requesting.

6

COURSE/CLASS ENROLMENT

COURSE / CLASS ENROLMENT DETAILS				SHADED SECTION OFFICE USE ONLY							
COURSE TITLE	DATE	TIME	PROGRAMME CODE	COURSE CODE	OCCURRENCE						
						-		-			
						-		-			
						-		-			
						-		-			
						-		-			

7

POLICY AND PAYMENT OF FEES

Fees should be paid in full or arrangements made for payment at the time of enrolment or by the start of the course.

Confirmation of enrolment will be provided in the form of a receipt. Students who have not paid all of their fees will not be eligible to receive course results or be able to enrol in any other course at MIT.

Indicate how you will be paying (please tick).

☐ Direct Credit

☐ Internet Banking

☐ Company Payment (see below)

Other (please state)

☐ MIT Staff

Direct Credit or Internet Banking - Bank details are Westpac Bank 03-1509-0187933-00.

Payment may be made by direct credit or internet banking through the learner portal.

Please use your student ID number, name and if applicable company ID number as payment reference.

Write the student's name, student ID (if known), address and programme or course name on the back of the cheque.

Company name and address (Company order form required if fees not being paid by a company cheque)

Company Order no. (copy required)Contact person

8

WITHDRAWAL / TRANSFER AND CANCELLATION OF COURSES

To withdraw/transfer from a course, you must complete a withdrawal or transfer application form. The Withdrawal and Transfer application form must be submitted to MIT in writing before the course commencement in order for all fees to be refunded. There will be no refund after the course commencement or after the examination entry cut-off date (whichever is the earliest) for courses less than 0.03 EFTS and Non Formal courses. We reserve the right to cancel a course if there are insufficient enrolments prior to course commencement. If we cancel or postpone your course, all fees will be refunded in full or credited to a course of your choice.

9

PRIVACY AND STUDENT DECLARATION (ALL STUDENTS MUST READ AND SIGN)

Manukau Institute of Technology Limited ("MIT") observes the principles governing the release of personal information as set out in the Privacy Act 2020 ("the Act"). Personal information is defined in the Act as "information about an identifiable individual"; it may include, but is not limited to, information such as your name, age, postal and email addresses, telephone numbers, image, IRD number, course of study, bank account and credit card details.

MIT's primary purpose in the collection and storage of your personal information as a student is to provide you with the course of study for which you are enrolled, and to comply with various legislative reporting requirements under the Education and Training Act 2020 and other legislation relating to maintenance of official records and accountability for public funding. MIT may also collect and use your personal information for other purposes related to your course of study including corresponding with you for academic and administrative matters, publishing any award/s conferred on you by MIT during graduation, and sending you information about MIT courses and programmes that may be of interest to you. MIT may also seek personal information from other educational institutions and/or government agencies or other authorities for the purpose of verifying and maintaining information relating to your academic records, to comply with MIT's reporting requirements and/or for statistical or research purposes relating to MIT's programmes.

MIT contracts out certain aspects of MIT's support services/IT administration to external contractors which may mean that MIT's external contractors may have access to your personal information e.g. specific IT contractors that MIT may use to maintain its IT systems. MIT's contractors are required to sign confidentiality agreements and as such are only authorized to use or access personal information in order to deliver the functions/services that MIT has requested.

Personal information collected on this form and at other times during and relating to your enrolment at MIT may be disclosed to MIT academic and administrative staff where relevant to their duties, to other educational institutions for the purpose of verifying and maintaining academic records, and to Government agencies or other authorities as permitted or required by law. If you are a recent school/Private Training Establishment (PTE) leaver, MIT may also advise your school/PTE when you first enrol (including details of what programme you have enrolled in) and when you complete an MIT qualification.

Please note that your name, date of birth and residency status 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 go online at www.minedu.govt.nz/goto/nsi.

You have the right to access and have corrected, personal information about you which has been collected by us.

- I declare that the information provided by me on this form is true and correct.
- I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- I agree to abide by all MIT statutes, regulations and policies as may be amended from time to time. Copies are available on the MIT website manukau.ac.nz. In particular, you should note the MIT Student Regulations and other regulations applying to your programme of study.
- I have read and accept the Privacy and Policy statements printed on this form.
- I am a citizen/permanent resident of New Zealand or Australia or the Cook Islands or Niue, or Tokelau.
- I acknowledge that all MIT courses and programmes will proceed subject to enrolment numbers and MIT has the right to cancel or postpone an offering of a course or programme prior to its commencement if there are insufficient enrolments.
- I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. MIT may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the MIT Student Regulations.
- I acknowledge that MIT may refuse to permit or may cancel my enrolment, on any of the grounds set out in the Student Regulations. This includes, but is not limited to, where I am found not to be of good character (including, but not limited to: having a bad debt history; a criminal conviction; or a history of breaching MIT regulations or policies); have been guilty of misconduct or a breach of discipline; am enrolled for full-time instruction in another institution or secondary school; or have made insufficient progress in my studies. I further acknowledge that MIT may withdraw my enrolment from a course where I have not attended in the first three weeks.
- I understand that MIT may need to validate the information provided on this form and attachments.
- I authorise MIT to collect information for this purpose from any agency holding the source of this information.

PLEASE RETURN THIS FORM TO:

Freepost 73362,
C/- Ask Me! Student Service Centre,
Manukau Institute of Technology,
Private Bag 94006,
Manukau 2241,
Auckland

Freephone 0800 86 85 85

COMPULSORY

Please ensure you read, sign and date the declaration.

FOR OFFICE USE ONLY

AMOUNT PAYABLE

\$

ENROLMENT DATE

DOCUMENTTYPE & NUMBER

SIGHTED BY

ADMINISTRATOR'S SIGNATURE

FORMS/LETTERS ISSUED

Applicant Signature

DAY / MONTH / YEAR

If you are signing on behalf of the student, you must have the necessary authorisation through legal guardianship or power of attorney.