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NEW ZEALAND CITIZENSHIP / RESIDENCY

To qualify as a domestic student, and be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (this includes 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.

You must provide evidence of citizenship or permanent residency by supplying either an original or a certified copy of ONE of the following:

- Birth certificate with place of birth stated as New Zealand, the Cook Islands, Tokelau, Niue or Australia
- Passport of New Zealand, the Cook Islands, Tokelau, Niue or Australia
- Overseas passport with a current resident's visa for New Zealand or Australia, a letter of confirmation from Immigration New Zealand (INZ), or a certificate of identity from INZ if you are a refugee
- A statement of Whakapapa, including date of birth, countersigned by a Kaumātua
- Certificate of citizenship or letter of confirmation from the Department of Internal Affairs

A certified copy is a photocopy of an original document that been sighted and signed as true and accurate by an authorised person. An authorised person is a person listed in the Oaths and Declarations Act 1957 who is authorised to take declarations. This person could be a Barrister or Solicitor of the High Court, a Justice of the Peace (listed in the yellow pages), a Notary Public, a Court Registrar or Deputy Registrar, a Member of Parliament, or a Land Transport Safety Authority, Public Trust, or local authority employee designated for this purpose. When a learner is in a remote community and is unable to access a person listed in the Oaths and Declarations Act 1957, a school principal, minister of religion, a member of the New Zealand Police or general practitioner is acceptable. Alternatively you can bring the original documentation to the Faculty/School where you are enrolling.

PLEASE DO NOT POST ORIGINAL DOCUMENTS.

Where a birth certificate or passport has been provided and there has been a change of name since that document was issued, a marriage certificate, deedpoll document or statutory declaration document will also be needed to confirm current details.

If you have previously accepted a place on a programme at MIT and we have already confirmed and recorded your details from original or verified copies of documentation, these will not be required to be produced again unless there has been a change of name from the original documentation provided.

Tick the box which best describes your citizenship or permanent residence status.

- New Zealand Citizen (including the Cook Islands, Tokelau or Niue)
- New Zealand Permanent Resident
Please specify your **original** country of citizenship _____
- Australian Citizen or Permanent Resident

If none of the above applies to you, please contact Academic Registry on 09 968 8060.

Will you be living in NZ while studying? Yes No

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ETHNIC ORIGIN - Tick only ONE box (i.e. the ethnic group you most identify with)

- | | | |
|--|--|---|
| <input type="checkbox"/> 111 NZ European/Pakeha | <input type="checkbox"/> 123 Greek | <input type="checkbox"/> 421 Chinese |
| <input type="checkbox"/> 211 New Zealand Māori | <input type="checkbox"/> 124 Polish | <input type="checkbox"/> 431 Indian |
| <input type="checkbox"/> 311 Samoan | <input type="checkbox"/> 125 South Slav | <input type="checkbox"/> 441 Sri Lankan |
| <input type="checkbox"/> 321 Cook Island Māori | <input type="checkbox"/> 126 Italian | <input type="checkbox"/> 442 Japanese |
| <input type="checkbox"/> 331 Tongan | <input type="checkbox"/> 127 German | <input type="checkbox"/> 443 Korean |
| <input type="checkbox"/> 341 Niue | <input type="checkbox"/> 128 Australian | <input type="checkbox"/> 444 Other Asian |
| <input type="checkbox"/> 351 Tokelauen | <input type="checkbox"/> 129 Other European | <input type="checkbox"/> 511 Middle Eastern |
| <input type="checkbox"/> 361 Fijian | <input type="checkbox"/> 411 Filipino | <input type="checkbox"/> 521 Latin American |
| <input type="checkbox"/> 371 Other Pacific Peoples | <input type="checkbox"/> 412 Cambodian | <input type="checkbox"/> 531 African |
| <input type="checkbox"/> 121 British/Irish | <input type="checkbox"/> 413 Vietnamese | <input type="checkbox"/> 611 Other |
| <input type="checkbox"/> 122 Dutch | <input type="checkbox"/> 414 Other Southeast Asian | |

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.

1. <input style="width: 90%;" type="text"/>	2. <input style="width: 90%;" type="text"/>
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If you have identified yourself as New Zealand Māori, what is the name of your iwi? You can enter up to three iwi or iwi codes. If unsure, go to the MIT website: www.manukau.ac.nz/iwicodes

Iwi 1. <input style="width: 95%;" type="text"/>
2. <input style="width: 95%;" type="text"/>
3. <input style="width: 95%;" type="text"/>

Note: A statement of Whakapapa is acceptable if you have a justifiable reason for not providing a birth certificate e.g. if the birth was not registered.

A certificate of citizenship can be for either New Zealand, the Cook Islands, Niue or Tokelau.

Office Use Only

Documents sighted/verified

Document type

Document number

Country of issue

Date entered

Citizenship country entered

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CONTACT DETAILS**Permanent/home address**

Unit/Flat/Apartment number		
Street address - number and name		
Suburb	Town/city	Postcode
Phone ()	Cellphone	
Email address		

Work/business address (if relevant)

Company name		
Postal address		
Town/city	Postcode	
Phone ()	extn	Cellphone
Email address		

Address while studying (if different from permanent) and current contact numbers

Unit/Flat/Apartment number		
Street address - number and name		
Suburb	Town/city	Postcode
Phone ()	Cellphone	

Emergency Contact

Name		
Phone Home ()	Cellphone	Work ()
Relationship (e.g. friend, brother, mother)		

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SECONDARY ACADEMIC DETAILS

What was the name of the last secondary school you attended? If study was overseas, write "overseas".

When was your last year at secondary school? (eg 1990)

What is your highest school qualification? Tick **ONE** box only.

- 00 No formal secondary qualification
- 11 14 or more credits at any level (your NZQA Record of Learning shows you how many credits you have)
- 12 NCEA Level 1 or School Certificate
- 13 NCEA Level 2 or 6th Form Certificate
- 14 University Entrance
- 15 NCEA Level 3 or Bursary or Scholarship
- 09 Overseas qualification (included international Baccalaureate and Cambridge exams)
Please specify _____
- 98 Other
Please specify _____
- 99 Not Known

First year of tertiary education

Please note: If you have attended a tertiary institution since leaving school e.g. Polytechnic, University, College of Education, Wananga or Private Training Establishment either in NZ or overseas, (not including STAR, community or hobby classes), please write in the year you first enrolled. If this year is your first year please write 2012.

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STATISTICAL INFORMATION

What was your prior activity or occupation as at 1 October 2011? Tick **ONE** box only.

- | | |
|---|---|
| <input type="checkbox"/> 01 Secondary school student | <input type="checkbox"/> 06 Polytechnic student |
| <input type="checkbox"/> 02 Unemployed or other beneficiary
(excluding retired)
e.g. DPB, sickness, ACC | <input type="checkbox"/> 08 Houseperson or retired |
| <input type="checkbox"/> 03 Wage/salary worker | <input type="checkbox"/> 09 Overseas (irrespective of occupation) |
| <input type="checkbox"/> 04 Self-employed | <input type="checkbox"/> 011 Private Training Establishment student |
| <input type="checkbox"/> 05 University student | <input type="checkbox"/> 012 Wananga student |

If you have attended a PTE (Private Training Establishment), write the name and the year of the last one you attended.

PTE name	Year
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SUPPORT

Extra support is available for students with disabilities. Support will need to be negotiated with MIT Disabilities Support. This information that the Ministry of Education requires from you will be kept strictly confidential.

STUDENTS WITH DISABILITIES

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

- | | |
|---|--|
| <input type="checkbox"/> Yes (Go to tick boxes below) ↓ | <input type="checkbox"/> No (Go to number 9) |
|---|--|

Please tick one or more boxes below to describe your condition or disability.

- | | |
|---|---|
| <input type="checkbox"/> 02 Hearing | <input type="checkbox"/> 07 Use of wheelchair or mobility scooter |
| <input type="checkbox"/> 03 Vision | <input type="checkbox"/> 14 Specific learning disability |
| <input type="checkbox"/> 04 Mobility | <input type="checkbox"/> 15 Chronic pain |
| <input type="checkbox"/> 05 Hand function | <input type="checkbox"/> 99 Other (please specify) |
| <input type="checkbox"/> 06 Intellectual disability | <input type="text"/> |

Do you require:

- | | |
|---|--|
| <input type="checkbox"/> 08 Mobility parking | <input type="checkbox"/> 11 NZ sign language interpreter |
| <input type="checkbox"/> 09 Test/examination assistance | <input type="checkbox"/> 12 Notetaker/reader |
| <input type="checkbox"/> 10 Large print/Braille | |

In the event of an emergency, would you need help to evacuate the building?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Please ensure you have completed the following, otherwise this enrolment cannot be processed.

CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Completed all relevant sections on this form? | <input type="checkbox"/> Completed a Student Loan application and lodged with StudyLink (if necessary)? |
| Supply a certified copy of at least one of the following? | <input type="checkbox"/> Read and signed the declaration on page 6? |
| <input type="checkbox"/> New Zealand Birth Certificate (Include marriage certificate if applicable) | <input type="checkbox"/> Attached a purchase order if company paying fees |
| <input type="checkbox"/> Certificate of New Zealand Citizenship | |
| <input type="checkbox"/> New Zealand Passport | |
| <input type="checkbox"/> Whakapapa | |
| <input type="checkbox"/> Overseas passport with current visa showing residency status | |



WITHDRAWING FROM COURSES

APPLYING TO WITHDRAW FROM, TRANSFER OR CANCEL YOUR ENROLMENT

When you have submitted your enrolment form, you are considered enrolled as a student at the institute. You must complete an MIT Withdrawal or Transfer Application (Withdrawal/Transfer) form to officially withdraw, transfer or vary your enrolment in any way. The date of withdrawal will be taken from the date the completed Withdrawal or Transfer Application form is received by MIT.

Note: If you have paid your course fees by student loan, unless you withdraw, the course costs continue on your loan account and the amount borrowed, plus interest, will appear on your Inland Revenue statement next year.

Below is a **BRIEF SUMMARY** from the institute's Cancellations, Withdrawals and Transfers Policy.

CANCELLATIONS, WITHDRAWALS AND TRANSFERS POLICY

CIRCUMSTANCES	REFUNDS	ADMINISTRATION FEE
On-site Delivery Students		
Withdrawal/Transfer form submitted to Institute prior to course start date OR course cancelled.	100% tuition fees plus full non-tuition fees.	Nil
Withdrawal/Transfer form submitted to Institute within one calendar week of the start date or 10% of the course duration, whichever is the lesser.	100% tuition fees plus full non-tuition fees as appropriate.	Nil
Withdrawal/Transfer form submitted to Institute after one calendar week (or 10% of the course duration, whichever is the lesser), but less than two calendar weeks from the start date (or 20% of the course duration, whichever is the lesser).	80% tuition fees. No non-tuition fees refunded.	Up to \$50 (inc GST) per application.
Withdrawal/Transfer form submitted to Institute from the third week after the course start date OR after the course commencement where course less than 0.03 EFTS OR student withdrawn from study following academic or disciplinary procedures.	Nil	N/A
Distance and Flexible Learning Students		
Withdrawal/Transfer form submitted to Institute prior to course start date OR course cancelled OR if did not have any communication with lecturer.	100% tuition fees. Non-tuition fees may be refunded.	Nil
Withdrawal/Transfer form submitted to Institute within the first week following the initial communication with the lecturer.	80% tuition fees. No non-tuition fees refunded.	20% of the course fees up to a maximum of \$50 (inc GST).
Withdrawal/Transfer form submitted to Institute after one week from the initial communication with the lecturer OR student withdrawn from study following academic or disciplinary procedures.	Nil	N/A
On-site and Distance and Flexible Learning Students		
Compassionate Consideration	If approved, the unused proportion of the course fees only. No non-tuition fees refunded.	20% of the course fee up to a maximum of \$50 (inc GST).

COMPASSIONATE CONSIDERATIONS

Applications to withdraw received two calendar weeks after commencement of the course or in the case of Distance Learning students, one calendar week from the initial communication with the lecturer, must be accompanied by appropriate evidence from you, the student, and will be considered only under the following compassionate considerations that affect your study ability • illness • injury • events beyond your control.

DISTANCE LEARNING AND FLEXIBLE LEARNING (WITHDRAWALS AND TRANSFERS).

For further information regarding withdrawals or transfers for Distance Learning and Flexible Learning students, refer to the institute's Cancellations, Withdrawals and Transfers Policy on our website www.manukau.ac.nz or inquire at the Academic Registry, the library or your Faculty/School.

FOR COURSES LESS THAN 0.03 EFTS.

There will be no refund once the course has commenced or after the exam entry cut-off date (where applicable) whichever is the earlier, unless the course is cancelled.

NOTE:

- Some programmes have specified dates, after which you are not permitted to withdraw
- Any fees due to the institute will be deducted from your refund
- For courses where no fees are charged, you will be deemed to have completed the enrolment process once you have attended any part of the course
- Withdrawals will only be accepted within the enrolment period that you are enrolled in

Continued overleaf

MANUKAU INSTITUTE OF TECHNOLOGY

TO TRANSFER TO ANOTHER PROGRAMME, OR TRANSFER COURSES WITHIN A PROGRAMME.

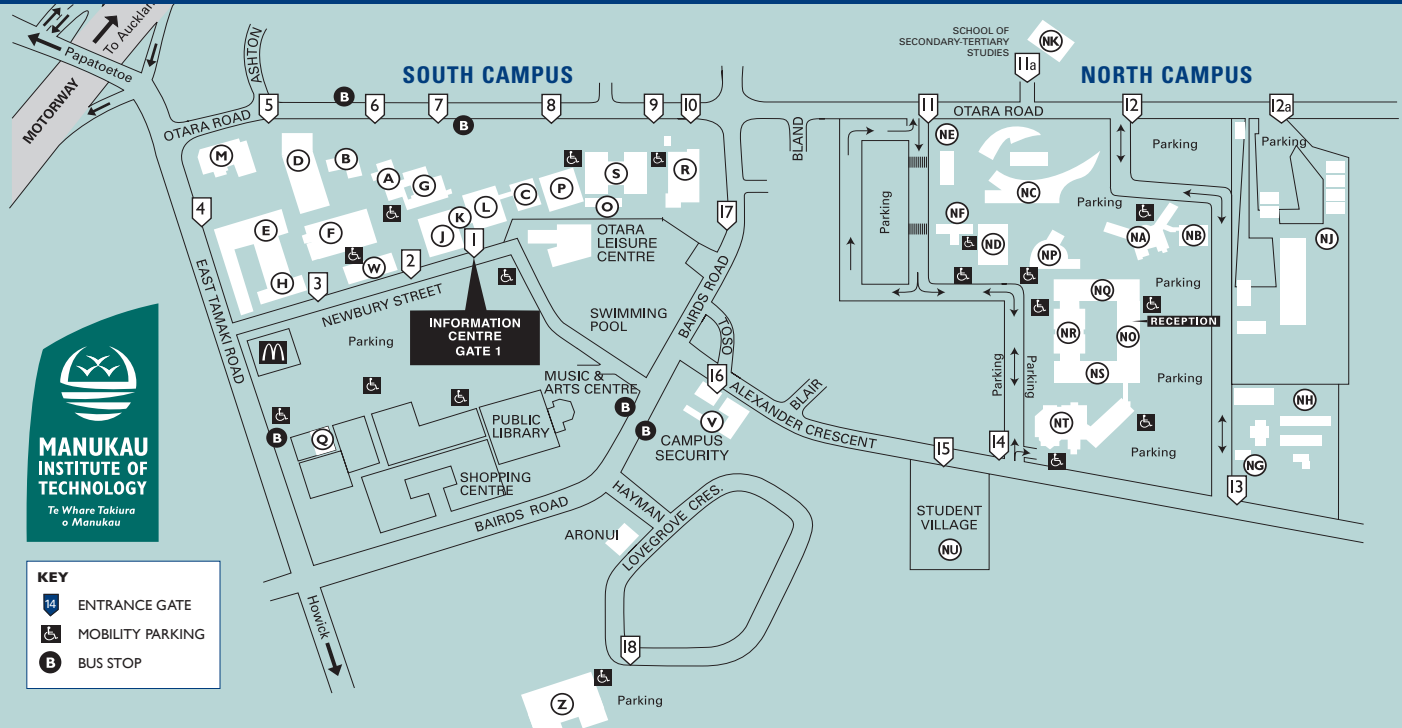
If you wish to transfer from one programme to another (e.g. Diploma to a Degree), you will need prior Faculty approval for both the withdrawal from one programme and acceptance into the other. To do this, or to transfer courses within a programme, complete the Withdrawal/Transfer Application Form and take it to your Faculty/School of enrolment. An administration fee of \$20 per transfer may be payable before the transfer is processed.

You may only transfer courses within two calendar weeks from the course start date and within the current enrolment.

If transferring, you will be liable for any difference in fees. If the form for a transfer is submitted more than two calendar weeks after the commencement of the course you are withdrawing from, you will be liable for full fees for the new course.

For more information of the institute's Cancellations, Withdrawals and Transfers Policy, refer to our website www.manukau.ac.nz or inquire at the Academic Registry, the library or your Faculty/School.

MIT campus map



SOUTH CAMPUS

- A** FACULTY OF NURSING & HEALTH STUDIES
– Administration
- B** FACULTY OF EDUCATION & SOCIAL SCIENCES
School of Foundation Studies
– Administration
Finance
Human Resources
Marketing, PR & Communications
- D** FACULTY OF ENGINEERING & TRADES
Administration for:
Distance Learning (ITQ)
Fabrication, Welding, Refrigeration
& Air Conditioning (Full-time programmes)
School of Automotive &
Vehicle Technology
School of Mechanical Engineering & Trades
Short Courses (CAM, CNC,
Split Systems, Autocad)
- E** FACULTY OF ENGINEERING & TRADES
Automotive, Maintenance & Reliability Centre,
Motor Body Repair
- F** FACULTY OF ENGINEERING & TRADES
Fabrication, Refrigeration & Welding
- G** Cafeteria
Staff Services
Student Life Chaplains
- H** FACULTY OF ENGINEERING & TRADES
Manufacturing Technology
- JKL** Academic Registry
– Academic Records
– International Administration
– Student Finance
Cashiers
Information Centre
International Marketing & Recruitment
Main Reception
Schools and Community Liaison Staff
STAR & Gateway Office
Student Life
– Student Support
– Māori
– Pasifika
– International
– Youth (Youth Guarantee/SSTS)

- JKL continued**
– Disabilities Co-ordinator
– Career Centre
- M** FACULTY OF CONSUMER SERVICES
Baking & Patisserie – Administration
- O** Copy Print Centre
- P** FACULTY OF ENGINEERING & TRADES
Manukau Centre for Mechatronics
Administration for:
Modern Apprenticeships
School of Electrical Engineering & Trades
Short Courses (refer D block for exceptions)
Manukau Centre of Mechatronics
- Q** FACULTY OF EDUCATION & SOCIAL SCIENCES
Employment Programmes – Administration
Photography Studio
- R** FACULTY OF ENGINEERING & TRADES
School of Building & Construction
- S** Health & Counselling Centre
Student Life Learning Support Centre
Library
- V** Campus Security
Facilities Management
- W** FACULTY OF ENGINEERING & TRADES
Mechanical & Civil Engineering
- Z** FACULTY OF CREATIVE ARTS
Manukau School of Visual Arts
School of Creative Writing
School of Performing Arts
- ARONUI**
Visual Arts Exhibition Building
- OTARA LEISURE CENTRE**
FACULTY OF EDUCATION
& SOCIAL SCIENCES
School of Sport

NORTH CAMPUS

- NA** DILWORTH CENTRE
Chief Executive's Office
Leadership Team
- NB** Information, Communications
& Technology Services (ICTS)
Legal & Contracts
- NC** TE TARI MĀTAURANGA MĀORI
Administration for:
Kaumātua, Kuia,
Ngā Kete Wānanga Marae,
Te Tari Mātauranga Māori Office
- ND** FACULTY OF EDUCATION
& SOCIAL SCIENCES
Administration for:
Adult Literacy Education
Education & Social Sciences
School of Sport & Recreation
- NE** Children's Education Centre
- NF** FACULTY OF EDUCATION
& SOCIAL SCIENCES
- NG** Grounds Staff
- NH** FACULTY OF ENGINEERING & TRADES
Administration for:
School of Horticulture & Landscaping
Poly-Emp Employment &
Advisory Services
- NJ** FACULTY OF ENGINEERING & TRADES
Administration for:
School of Building & Construction
School of Plumbing & Gasfitting
- NK** SCHOOL OF
SECONDARY-TERTIARY STUDIES
- NO** FACULTY OF BUSINESS
Administration for:
Accounting & Management
Business Administration
Communications & Marketing
Computing Information &
Technology
Tourism & Travel
Cafe Espresso
Short Courses - Business &
Computing
Student Study Hall

- NP** Bennetts Bookshop
Cafeteria
Pasifika Development Office
Student Life Experience
- NQ** FACULTY OF BUSINESS
Communications & Marketing
FreeB Computing (Room - NQ122)
The University of Auckland
at Manukau
- NR** FACULTY OF BUSINESS
Accounting & Management
Centre for Excellence in Learning and
Teaching (CELT)
Computing & Information
Technology
Southern Cross University
Postgraduate Programmes
- NS** FACULTY OF BUSINESS
Business Administration
- NT** THE FACULTY OF CONSUMER
SERVICES (CHATS)
Administration for:
School of Beauty
School of Culinary & Hospitality
The Palm Room Restaurant
FACULTY OF BUSINESS
Communications & Marketing
Tourism & Travel
RICOH Centre
- NU** STUDENT VILLAGE

OTHER LOCATIONS

- AUCKLAND CITY CLASSROOMS**
246 Queen Street, Auckland
- BUSINESS AND INDUSTRY RELATIONS**
Level 1, Colliers House,
52 Highbrook Drive,
Highbrook Business Park,
East Tamaki, Manukau
- FLORISTRY**
Floramax Flower Auction
House,
3 Monahan Road,
Mt Wellington
- MOTORSPORT**
159A & C
Manukau Road, Pukekohe
- 277 NEWMARKET CAMPUS**
Level 4,
277 Broadway, Newmarket
- NEW ZEALAND MARITIME SCHOOL**
Level 3, 2 Commerce Street,
Auckland
- PLUMBING & GASFITTING**
9B Mahunga Drive, Mangere