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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 permit 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/Department 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 (ie the ethnic group you most identify with)

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

Please specify if "Other Pacific people", "Other European", "Other South-East 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 NZ 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

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 Home ()

Cellphone

Emergency Contact

Name

Phone Home ()

Cellphone

Work ()

Relationship (e.g. friend, brother, mother)

SECONDARY ACADEMIC DETAILS

What was the name of the last secondary school you attended? Write "overseas" if applicable.

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 2010.

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STATISTICAL INFORMATION

Prior activity or occupation as at 1 October 2009. 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"/> 07 College of Education student |
| <input type="checkbox"/> 03 Wage/salary worker | <input type="checkbox"/> 08 Houseperson or retired |
| <input type="checkbox"/> 04 Self-employed | <input type="checkbox"/> 09 Overseas (irrespective of occupation) |
| <input type="checkbox"/> 05 University student | <input type="checkbox"/> 011 Private Training Establishment 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?

- Yes No (Go to item 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?

- Yes No

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YOUR IRD NUMBER

IRD Number:

--	--	--	--	--	--	--	--	--	--

Please fill in your IRD number. If you have a student loan or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. For more information on how to become eligible for interest free student loans, visit www.ird.govt.nz/studentloans

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PROGRAMME TO BE STUDIED

What programme are you applying for? e.g. (Degree/Diploma/Certificate/Certificate of Achievement or other).

Programme code

Name of programme

Do you expect to complete the academic requirements for any qualification this year?

Yes

No

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COURSE/CLASS ENROLMENT

Enter details from the relevant brochure where possible. If you require assistance, please phone us on 0800 11 10 30 or visit our website www.manukau.ac.nz/shortcourses

Please note:
Only complete this section if you know which courses you are taking for your programme.

Enter details from the relevant brochure where possible. If you require assistance, please contact your Faculty/Department.

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

PRIVACY

PERSONAL INFORMATION PRIVACY ACT 1993

Manukau Institute of Technology ("MIT") observes the principles governing the release of personal information as set out in the Privacy Act 1993.

The Institute'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. 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.

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 leaver, MIT may also advise your secondary school when you first enrol (including details of what programme you have enrolled in) and when you complete a 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 <http://www.nsi.govt.nz>

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

DECLARATION

- 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 at the institute's library. You should note in particular: Statute 8 on student discipline, Statute 11 Academic Regulations, Policy 031 Computer User Regulations of Manukau Institute of Technology and 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 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. Attendance at any class without the full fees having been paid is in breach of institute policy and the institute may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the institute's policy.
- I acknowledge that MIT reserves the right to cancel my enrolment (subject to the terms and conditions set out in the MIT General Academic Regulations and the Admission and Enrolment Policy) where I have made insufficient progress on the course. I further acknowledge that non-attendance may constitute insufficient progress.
- 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.

COMPULSORY

Please ensure you read, sign and date the declaration.

If you are unsure of the Faculty/Department please check the programme brochure or freephone MIT Short Course Information 0800 11 10 30.

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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.

Please do not fax this form. Faxed copies will not be accepted.

PLEASE RETURN THIS FORM TO THE FACULTY/DEPARTMENT OFFERING YOUR PROGRAMME

Faculty/Department of

Or send to Freepost 73362, C/- Information Centre, Manukau Institute of Technology, Private Bag 94006, Manukau 2241

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/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 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 the 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.

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 department.

Please note: There is a separate Withdrawal or Transfer Application Form that will be included in all Distance Learning and Flexible Learning packages when you enrol.

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.

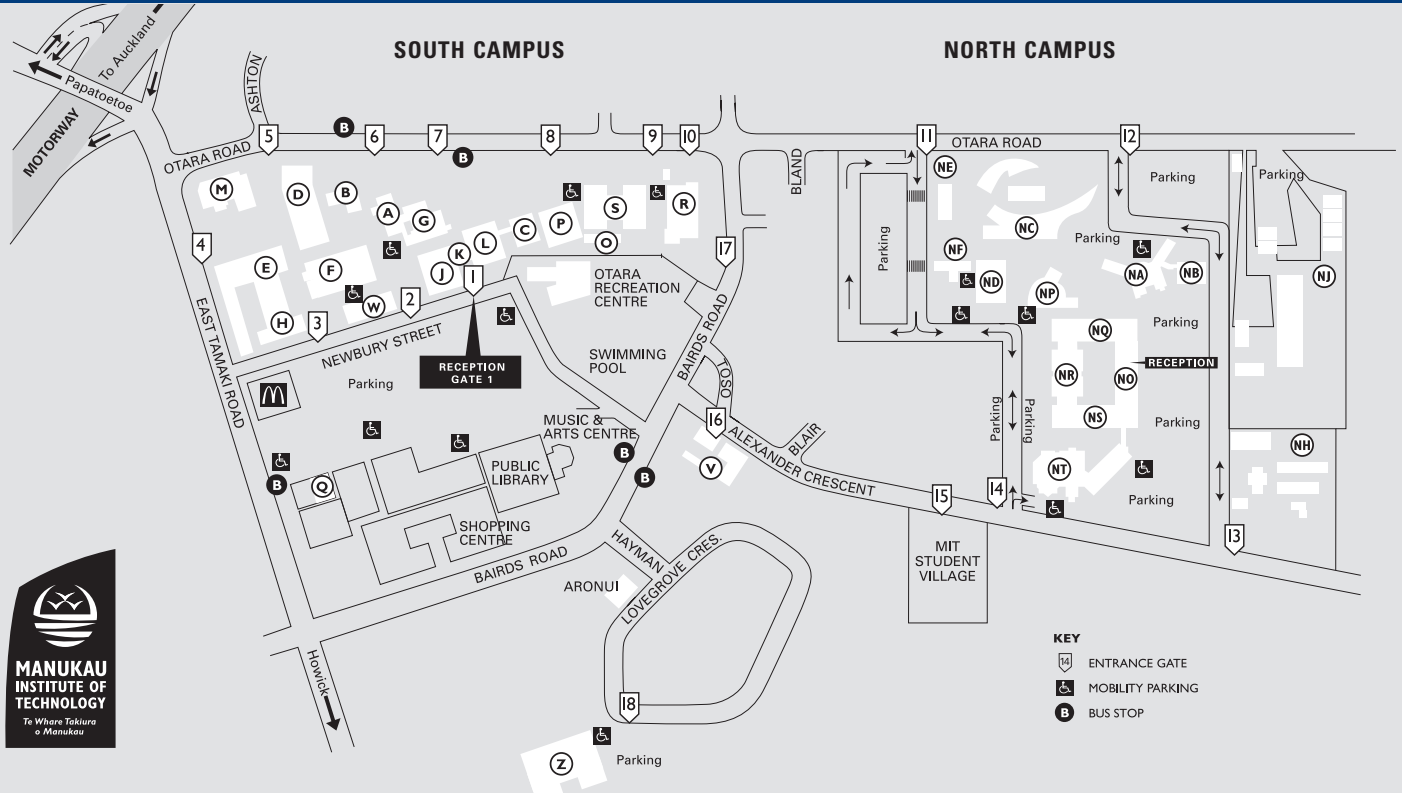
If you wish to transfer from one programme to another (e.g. Diploma to a Degree), you will need prior departmental approval for both the withdrawal from one programme and acceptance into the other. To do this, or to transfer courses within a programme, complete the Withdrawal/Transfer Application Form and take it to your department 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 department.

MIT campus map



SOUTH CAMPUS

- A** DEPARTMENT OF NURSING & HEALTH STUDIES
– Administration
- B** FACULTY OF EDUCATION & SOCIAL SCIENCES
School of Foundation Studies
– Administration
- C** Business and Industry Relations
– Business Links
– Customised Training
Finance
Human Resources
Marketing & Communications
- D** FACULTY OF ENGINEERING & TRADES
Administration
Modern Apprenticeships
Distance Learning
- E** FACULTY OF ENGINEERING & TRADES
Automotive Maintenance & Reliability
Centre Motor Body Repair
- F** FACULTY OF ENGINEERING & TRADES
Fabrication, Refrigeration,
Welding & Plumbing
- G** Cafeteria
Staff Services
- H** FACULTY OF ENGINEERING & TRADES
Manufacturing Technology
- JKL** DEPARTMENT OF CONSUMER SERVICES
School of Hairdressing
FACULTY OF EDUCATION & SOCIAL SCIENCES
ESOL, IELTS Testing Centre
Academic Registry
– Academic Records
– International Administration
– Student Finance
MIT Career Centre
Schools & Community Liaison Staff
Careers Centre/NZDF

- Information Centre
International Marketing & Recruitment
Learning Technology Centre
Main Reception
Payments
STAR/Gateway Administrator
Student Life
– Disabilities Co-ordinator
– International Student Support
– Māori Student Support
- M** DEPARTMENT OF CONSUMER SERVICES
Baking & Patisserie – Administration
- O** Copy Print Centre
Pasifika Development Office
- P** FACULTY OF ENGINEERING & TRADES
School of Electrical Engineering & Trades
– Administration
School of Mechanical Engineering & Trades
– Administration
Short Courses
- Q** FACULTY OF EDUCATION & SOCIAL SCIENCES
Employment Programmes – Administration
Photography Studio
- R** FACULTY OF ENGINEERING & TRADES
School of Construction
- S** Health & Counselling Centre
Library, Learning Support Centre
- V** Facilities Management
- W** FACULTY OF ENGINEERING & TRADES
Mechanical & Civil Engineering
- Z** MANUKAU SCHOOL OF VISUAL ARTS
ARONUI
Visual Arts Exhibition Building
OTARA RECREATION CENTRE
School of Sport & Recreation

NORTH CAMPUS

- Dilworth Centre**
Chief Executive's Office, Leadership Team
- NB** Information, Communications & Technology
Services (ICTS)
- NC** MĀORI EDUCATION
Ngā Kete Wānanga Marae
– Administration
- ND** FACULTY OF EDUCATION & SOCIAL SCIENCES
Social Sciences – Administration
School of Sport & Recreation
– Administration
- NE** Children's Education Centre
- NF** Student Common Room, Student
Experience
Student Services, StudyLink
- NH** FACULTY OF ENGINEERING & TRADES
School of Horticulture & Landscaping
– Administration
Poly-Emp Employment & Advisory
Services
- NJ** FACULTY OF ENGINEERING & TRADES
Main administration offices for:
School of Construction
School of Plumbing & Gasfitting
School of Horticulture & Landscaping
- NO** FACULTY OF BUSINESS
Main administration offices for:
School of Communications & Marketing
School of Accounting & Management
School of Computing Information &
Technology
School of Business Services / Sales &
Service
Cafe Espresso, Study Hall
- NP** Academic Development Centre
Bennetts Bookshop, Cafeteria

- NO** FACULTY OF BUSINESS
School of Communications &
Marketing
The University of Auckland at
Manukau
- NR** FACULTY OF BUSINESS
Southern Cross University Post
Graduate Programmes
School of Accounting & Management
School of Computing & Information
Technology
- NS** FACULTY OF BUSINESS
School of Business Services
- NT** DEPARTMENT OF CONSUMER SERVICES
School of Beauty
School of Culinary & Hospitality
– Administration
The Palm Room Restaurant
FACULTY OF BUSINESS
RICOH Centre
School of Communications & Marketing/
Tourism & Travel