

# Enrolment Form 2024

Welcome to the New Zealand School of Acupuncture and Traditional Chinese Medicine (NZSATCM). Please read the instructions below carefully before you complete this enrolment form.

## Instructions

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons.

Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.

Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 5 of the form.

## A: Qualification and Course Selection

- A1 Have you studied at NZSATCM before:  Yes  No
- A2 You intend to study:  Full-time  Part-time
- A3 Please tick the qualification you intend to enrol for:
- PC4462 Bachelor of Health Science (Acupuncture)
  - PC4462 Bachelor of Health Science (Acupuncture) – health stream
  - PC4561 Graduate Certificate in Health Science (Tuina Massage Therapy)
  - PC4563 Graduate Certificate in Health Science (Chinese Herbal Medicine)
  - PC4562 Graduate Diploma in Health Science (Chinese Herbal Medicine)
- A4 Complete a separate course selection form for the qualification you enrol for.

## B: Personal Details

B1: Print your full legal name:

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Previous name(s): \_\_\_\_\_

If you have previously enrolled at NZSATCM under another name, what was that name?

\_\_\_\_\_

B2: Preferred title:  Mr  Ms  Other (*specify*) \_\_\_\_\_

B3: Gender:  Male  Female  Another gender

B4: Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day) (month) (year)

B5: Home address: \_\_\_\_\_

B6: Mobile: \_\_\_\_\_

B7: Email: \_\_\_\_\_

B8: Address while studying (*if different from home address*): \_\_\_\_\_

B9: Next of kin: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mobile: \_\_\_\_\_

B10: If you know your NSN (National Student Number), please write it here: \_\_\_\_\_  
*If you answered Yes to question A1, you MUST fill in this section.*

B11: Citizenship and Residency (*you may need to supply evidence of residence or citizenship*):

Tick the box which best describes your citizenship:

New Zealand citizen (*NZL, go to B12*)

Australian citizen (*AUS, go to B13*)

Other

If "Other", please specify your country of citizenship (*for students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand*):

\_\_\_\_\_

B12: During your time studying in this qualification, will you be resident in New Zealand or overseas?

in New Zealand     overseas

B13: Please also specify your fee/assistance status:

00: Domestic student

01: NZAID student

03: International fee-paying student (including people on current work visa)

04: Student on a recognised exchange scheme

06: Foreign research-based postgraduate

08: Diplomatic staff or family, persons associated with Antarctic Programme

09: International onshore PhD student

12: International student doing ITO off-job training

13: Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa

**Note:** Always 00 for New Zealand Citizen; 00 for New Zealand resident, New Zealand permanent resident, and Australian citizen or Australian permanent resident residing in New Zealand during the time studying this qualification.

B14: Ethnicity: What ethnic group(s) do you belong to? (*you may tick up to three boxes which apply to you*)

111: NZ European/Pakeha

211: New Zealand Māori

411: Filipino

121: British/Irish

311: Samoan

412: Cambodian

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 122: Dutch           | <input type="checkbox"/> 321: Cook Island Māori     | <input type="checkbox"/> 413: Vietnamese      |
| <input type="checkbox"/> 123: Greek           | <input type="checkbox"/> 331: Tongan                | <input type="checkbox"/> 414: Other S-E Asian |
| <input type="checkbox"/> 124: Polish          | <input type="checkbox"/> 341: Niuean                | <input type="checkbox"/> 421: Chinese         |
| <input type="checkbox"/> 125: South Slav      | <input type="checkbox"/> 351: Tokelauan             | <input type="checkbox"/> 431: Indian          |
| <input type="checkbox"/> 126: Italian         | <input type="checkbox"/> 361: Fijian                | <input type="checkbox"/> 441: Sri Lankan      |
| <input type="checkbox"/> 127: German          | <input type="checkbox"/> 371: Other Pacific Peoples | <input type="checkbox"/> 442: Japanese        |
| <input type="checkbox"/> 128: Australian      |   | <input type="checkbox"/> 443: Korean          |
| <input type="checkbox"/> 129: Other European  |   | <input type="checkbox"/> 444: Other Asian     |
| <input type="checkbox"/> 511: Middle Eastern  | <input type="checkbox"/> 521: Latin American        | <input type="checkbox"/> 531: African         |
| <input type="checkbox"/> 611: Other ethnicity | <input type="checkbox"/> 999: Not stated            |   |

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other": \_\_\_\_\_

B15: Name of your Iwi if you identified as New Zealand Māori in B9  
(you may enter more than one Iwi. If you do not know your Iwi, please enter 'don't know')

Iwi: \_\_\_\_\_  
Rohe (Iwi home area): \_\_\_\_\_

Iwi: \_\_\_\_\_  
Rohe (Iwi home area): \_\_\_\_\_

Iwi: \_\_\_\_\_  
Rohe (Iwi home area): \_\_\_\_\_

B16: Prior activity: What is your current MAIN activity or occupation in New Zealand?  
(You may tick only one box)

- |   |  |
|---|--|
| <input type="checkbox"/> 01: Secondary school student               | <input type="checkbox"/> 02: Non-employed or beneficiary (excluding retired) |
| <input type="checkbox"/> 03: Wage or salary worker                  | <input type="checkbox"/> 04: Self-employed                                   |
| <input type="checkbox"/> 05: University student                     | <input type="checkbox"/> 06: Polytechnic student                             |
| <input type="checkbox"/> 08: House-person or retired                | <input type="checkbox"/> 09: Overseas (irrespective of occupation)           |
| <input type="checkbox"/> 11: Private Training Establishment student | <input type="checkbox"/> 12: Wānanga student                                 |

B17: Disability: Do you live with the effects of significant injury, long term illness, or disability?  
(the information you supply is confidential)

- Yes       No

If yes, how would you describe your impairment, disability or long-term medical condition?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### C: Academic information

C1: Secondary school: What was the name of the last secondary school you attended?  
(state "overseas", if applicable)

\_\_\_\_\_

C2: What was your last year at secondary school?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(day)      (month)      (year)

C3: What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a 'traditional' award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have (tick only one box)

- |  |   |
|--|---|
| <input type="checkbox"/> 00: No formal secondary qualifications  | <input type="checkbox"/> 11: 14 or more credits at any level                    |
| <input type="checkbox"/> 12: NCEA L1 <b>or</b> School Certificate  | <input type="checkbox"/> 13: NCEA L2 <b>or</b> 6 <sup>th</sup> Form Certificate |
| <input type="checkbox"/> 14: University Entrance   | <input type="checkbox"/> 15: NCEA L3 <b>or</b> Bursary <b>or</b> Scholarship    |
| <input type="checkbox"/> 09: Overseas qualification (includes International Baccalaureate & Cambridge Exams) |   |
| <input type="checkbox"/> 98: Other   | <input type="checkbox"/> 99: Not known  |

Please specify if 'Overseas qualification' or 'Other': \_\_\_\_\_

C4: Tertiary study: Will this be the first time you have ever enrolled in a University, Subsidiaries of New Zealand Institute of Skills and Technology (Polytechnic), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school? Do not include enrolments in community classes.

- Yes       No

If you answered 'No', please enter the name of the organisation you studied at and the year of your first enrolment:

Name: \_\_\_\_\_

Year: \_\_\_\_\_

C5: What year do you expect to complete the academic requirements of your tertiary study to graduate with your qualification?

Year: \_\_\_\_\_

C6: Prior achievement: Please list all of the tertiary qualifications you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your NZQA record of achievement.

<u>Tertiary education organisation</u>	<u>Qualification</u>	<u>Month &amp; year of completion</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

## D: Documentation

To be treated as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be:

- a citizen of New Zealand (including 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 **or**
- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship).

If you are studying overseas full-time and face-to-face at a campus or delivery site of a New Zealand tertiary education organisation (TEO), you may also qualify as a domestic student if

- you are a permanent resident of New Zealand or a citizen or permanent resident of Australia **and**
- you are studying in an approved country **and**
- the overseas study is Level 7 or above on the New Zealand Qualification Framework.

The 29 approved countries are in the Asia, Latin America and Middle East regions. A full list is available on the [Education New Zealand website](#).

You must provide evidence of citizenship or permanent residency. To do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A certificate of identity
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua
- A New Zealand certificate of citizenship
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy, photograph or scanned copy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

**International** students must bring their passport with them when they enrol.

**Please note** that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programmes with official government information such as the New Zealand Birth Register, to verify the information provided.

On occasion, more than one National Student Number is created for an individual. The Ministry regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections. For further information, please see: [National Student Number \(NSN\): for schools: Education in New Zealand](#).

D1: Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

## **E: Cancellation and Refunds**

A learner may cancel their enrolment in a programme or withdraw after the commencement of his/her studies, due to health and family reasons, or changes in personal circumstances.

For any learner who has paid to attend a course of three months or more, the School ensures the learner's fees are paid into a trust, to be available for refund if he/she withdraws within the first 8 working days.

If the learner withdraws within the first 8 working days, the full amount is paid to the learner less an amount equal to the lower of the following amounts: 10 per cent of any amount paid; or \$500. Learner who withdraws before the course commences will be entitled to a refund less any amounts allowed to be retained by NZSATCM as noted above.

Refund is paid directly to the learner or their funding agency such as StudyLink. Fees are not transferable to other institutions or learners.

After 7 days (for domestic learner) and 10 working days (for international learner) of the course commencement, NZSATCM will not refund the tuition fee. Specifically, no refunds will be made where:

- The learner is withdrawn from the course because of misbehaviour, poor attendance or a breach of general rules and regulations as detailed in the learner's handbook
- The learner leaves before they complete the course at NZSATCM
- (for international learners) The learner returns home for any reason other than their serious illness as certified by a qualified medical practitioner.

All applications for refund must be made in writing, and, in the case of voluntary withdrawal, by completing a withdrawal application form. Decisions on refund after 7 days of the course commencement are at the discretion of the Academic Committee. No refund will be made if the learner provides NZSATCM with false or misleading information or documents.

## F: Declaration

F1: Privacy - NZSATCM collects and stores information from this form to:

- manage the business of NZSATCM (including internal reporting and administrative processes)
  - comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records
  - supply information to government agencies and other organisations as set out below.
- In signing this enrolment form, you authorise such disclosure on the understanding that NZSATCM will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Operations Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires NZSATCM to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act: <http://www.privacy.org.nz/privacy-act>

F2: Supply of information to government agencies and other organisations

NZSATCM supplies data collected on this form to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- agencies which support students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).
- Those agencies use the data collected from tertiary education organisations to:
  - administer the tertiary education system, including allocating funding
  - develop policy advice for government
  - conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, NZSATCM releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

**Fees** – In signing this enrolment form, you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NZSATCM's policy on withdrawal and refund of fees is in section E of this form.

**Rules** – In signing this enrolment form, you undertake to comply with the published rules and policies of NZSATCM with regard to attendance, academic integrity and progress, conduct and use of information systems.

F3: Declaration

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Learner's name: \_\_\_\_\_

Learner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only		
Documentation	Approved	Entered
<hr/>	<hr/>	<hr/>
	____/____/____	____/____/____
____/____/____		