

## Welcome to UCOL, Universal College of Learning.

**This Admission & Enrolment Guide and attached Admission & Enrolment Form is for DOMESTIC STUDENTS only.**

You must read this Admission & Enrolment Guide before filling out the Admission & Enrolment Form. This Admission & Enrolment Guide and the Admission & Enrolment Form contain important terms and conditions of your contract with UCOL. The numbered sections in this Guide match the numbered sections in the Admission & Enrolment Form. If you need any information or help contact UCOL on 0800 46 8265 or email [enquiry@ucol.ac.nz](mailto:enquiry@ucol.ac.nz).

### STEP BY STEP ADMISSION & ENROLMENT AT UCOL

- 1** Use a pen to fill out and sign the attached Admission & Enrolment Form and post or deliver it to UCOL. Avoid frustrating delays; ensure you attach all required documents, e.g. birth certificate, academic records, CV etc.
- 2** UCOL have an Admission & Enrolment policy that aims to make sure you are studying at a level you are prepared for. Please complete all the relevant sections on the Admission & Enrolment Form as directed. UCOL may contact you to come in and talk to our friendly staff.
- 3** Once you gain UCOL admission then your application will proceed through the enrolment process. If you meet UCOL programme entry requirements (if any) or if places on the qualification/courses are limited and if UCOL selects you for one of those places you will receive a UCOL Confirmation Letter and an invoice for fees payable for the qualification/courses you selected.
- 4** You must pay all of your fees before the first day that teaching starts in the programme of study you are enrolled in, otherwise UCOL reserves the right to cancel your enrolment by letter. If you are paying your fees by Student Loan, apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz) or call 0800 88 99 00.
- 5** Once your enrolment is confirmed, and your fees paid (or arranged through StudyLink) you can then attend class, get a Student ID Card, computer logon, car park sticker and books (if any).

### HELP IN COMPLETING THE ADMISSION & ENROLMENT FORM

If you are a new student at UCOL, please complete ALL sections. If you are a returning student and continuing study in the same programme, please complete sections 1, 2, 9 & 11 unless anything has changed. If changed, then please complete the relevant section as well.

## 1 PERSONAL INFORMATION

### National Student Index (NSI) Number

Every student in New Zealand is allocated a unique identifier called a National Student Number, which is stored in the National Student Index (NSI) on the Ministry of Education national database.

Your name, date of birth and residency as entered on this application will be matched with your National Student Index Number to confirm your identity.

### Name

If you do not have an active NSI Number, then UCOL requires a verified copy of your birth certificate, passport or Whakapapa statement (when you are unable to obtain a birth certificate).

A 'verified' copy means that you have taken a photocopy of the original and a JP, lawyer or authorised UCOL staff member has signed the copy stating that it exactly matches the original.

For New Zealand birth certificates please contact 0800 22 52 52 or email [bdm.nz@dia.govt.nz](mailto:bdm.nz@dia.govt.nz).

### Citizenship & Residency Status

Please select what best describes your citizenship and residency status. This is an important question as it affects your enrolment and fees.

"New Zealand Citizen" includes citizens of Tokelau, the Cook Islands and Niue.

Tick "Other" only if you are within one of the following categories (and specify which category on the Admission & Enrolment Form):

- a person with diplomatic status ("Diplomat") or a Diplomat;
- part of a scientific programme under the Antarctica Act 1960 ("Scientist");
- in New Zealand under an exchange scheme approved by the government ("Exchange Student");
- a person with refugee status ("Refugee");
- a person who is military personnel or a family member of that person;
- a dependent of any foreign student who is supported by a scholarship funded by NZAID ("NZAID Dependent").

If you cannot tick one of the boxes then you are an International Student and must complete an International Application and NOT this Admission & Enrolment Form. If you tick NZ Permanent Resident residing in New Zealand, UCOL requires a verified copy of your Residency Visa. Please note, the description of domestic student does change so please check at the UCOL Student Information if you are unsure.

### Residential Address

UCOL needs to know your residential address while studying with us (if known). We also need your permanent home address before studying at UCOL, if different.

## 2 QUALIFICATIONS/COURSES

### Courses (Electives)

If your qualification requires you to choose paper electives, this needs to be done at the time of completing the Admission & Enrolment Form. Elective Sheets for your qualifications are available from UCOL Information Centres or email [enquiry@ucol.ac.nz](mailto:enquiry@ucol.ac.nz) or 0800 46 8265.

## RPL

Recognition of Prior Learning (RPL) is when you apply to UCOL to credit your prior learning towards the qualification you are enrolling in at UCOL. Your prior learning may be from courses studied at UCOL or elsewhere, or may be from your life experience, or on-the-job training. If you tick "yes", please request a Recognition of Prior Learning Application Form from UCOL Information Centres. UCOL will decide if your application for RPL is successful. There may be an administration fee for this.

## 3 ADMISSION INFORMATION

UCOL has an Admission Policy that aims to make sure you are studying at a level you are prepared for. To achieve this UCOL needs you to provide some information about your qualifications, or achievements and experiences when you send in your application form.

You may also include any additional information that you feel will help your application, including CV, references, training records or previous employment. UCOL may contact you to come in and talk to our friendly staff.

## 4 SECONDARY SCHOOL EDUCATION

Please indicate the highest level of academic achievement you gained while at secondary school. If your qualifications are from overseas please state the country and name of qualification gained. You MUST provide a verified copy of your NCEA/NZQA results.

## 5 TERTIARY STUDY

Tertiary study is study at a Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wananga in New Zealand or overseas since leaving secondary school. Do not include enrolments in STAR, community or hobby classes.

## 6 ETHNICITY

### NZ Maori

If you ticked NZ Maori, please indicate your iwi (up to three if applicable). A full list of iwi is available from UCOL Information Centres and on UCOL's website [www.ucol.ac.nz](http://www.ucol.ac.nz).

## 7 PRIOR ACTIVITY

What was your main activity or occupation on the 1st October immediately prior to the start date of your programme of study at UCOL? For example, if your course starts in 2016, what were you doing on the 1st October 2015? Select one only.

## 8 DISABILITY DETAILS

This information is required for the Tertiary Education Commission and helps us to provide better services to our students.

UCOL's Disability/Accessibility Coordinator is notified of students who identify themselves as having a disability. Please contact our friendly Disability/Accessibility Coordinator about your needs and discuss support strategies by calling 0800 468 265.

## 9 FEES

Once you receive UCOL's Confirmation Letter you must pay ALL fees (tuition fees as set by UCOL and all, if any, Student Services Levy, course costs and Student Association (if any) in full prior to the First Date Teaching Started\* of your programme of study or UCOL reserves the right (at its sole option) by letter to cancel your enrolment.

Even if you do not participate you are still liable to pay all fees to UCOL unless UCOL receives your Change of Details/Circumstances form completed and signed by you within the relevant Refund Period (refer to Further Terms of Enrolment at UCOL in this Guide).

You can pay your fees by cheque, cash, EFTPOS, credit card, direct credit or make a secure online payment on our website <https://sws.ucol.ac.nz> using your Mastercard or Visa

If you direct credit, UCOL bank details are ANZ Palmerston North Branch, account number 01 0745 0039831 02. Please put your surname and student ID in the reference field so we can identify your payment.

Anyone can pay your fees on your behalf (e.g. your employer) but if they fail to do so then you are still liable to pay all fees. If someone else is to pay your fees, please provide their contact details with your Admission & Enrolment Form so that we may contact that person to confirm payment.

If you are enrolling in a qualification that takes more than one academic year to complete, you must enrol on a yearly basis and fee information for each year will be available before you enrol.

If you have any problems paying your fees, please contact UCOL's Student Information Team to see if there is anything that can be done to help. We also offer financial and budgeting advice through our Student Experience Team. You must also pay all debt collection costs incurred by UCOL in recovering any unpaid fees from you.

### StudyLink

If you are paying your fees by Student Loan, please organise this well in advance to allow time for processing and approval by StudyLink. Your fees must be paid before the First Date Teaching Started\* of your programme or UCOL reserves the right to cancel your enrolment.

If you are refused a Student Loan you must still pay all fees in full, unless you withdraw in the manner required by UCOL within the relevant UCOL Refund Period (refer to Further Terms of Your Enrolment with UCOL in this Guide). For further information or to obtain a StudyLink Loan Application Form, please call StudyLink on 0800 88 99 00 or visit their website at [www.studylink.govt.nz](http://www.studylink.govt.nz).

Please contact StudyLink if you have any queries regarding recent changes to eligibility of loans and allowances.

## WINZ

If you are paying your fees by Training Incentive Allowance (TIA), you are applying to Work and Income New Zealand (WINZ). TIA Application Forms are available from WINZ.

You need to bring your TIA Application Form into one of the UCOL Information Centres, so that we can verify your study details. If you receive a UCOL Confirmation Letter, UCOL will send an invoice to you, which you need to give to WINZ with your TIA application for payment.

WINZ will then advise you how much of your fees they are prepared to pay (if any). You may wish to apply to StudyLink to pay any difference. Please organise this well in advance to allow time for processing and approval by WINZ. You must make your own enquiries with WINZ, but please don't wait until your enrolment has been confirmed.

If you are refused a TIA you must still pay all fees in full unless UCOL receives your completed signed Change of Details/Change of Circumstances Form within the relevant UCOL Refund Period (refer to Further Terms of Your Enrolment with UCOL in this Guide).

## 10 CHECKLIST

Please use the checklist to ensure you have completed the Admission & Enrolment Form and attached all verified relevant documents.

## 11 ACKNOWLEDGEMENT & DECLARATION

It is important that you read and understand this Guide and the Admission & Enrolment Form before signing and sending the Admission & Enrolment Form to UCOL. This is because when UCOL receives your Admission & Enrolment Form you have a contract to study the qualification/courses on your Admission & Enrolment Form (subject to your right to withdraw as stated in this Guide and Admission & Enrolment Form) if UCOL sends you an enrolment Confirmation Letter. Furthermore UCOL may, if UCOL alone decides, by letter, end your enrolment if UCOL does not receive payment of the fees by the First Date Teaching Started\* of your programme.

Additionally, in some qualifications/courses selected by UCOL, UCOL must be satisfied that you intend to complete the qualification/courses. If UCOL is not satisfied, UCOL may, at its sole discretion, by letter, end your enrolment.

**If you are under 18 years old when you sign the Admission & Enrolment form you will also need a parent/guardian to sign your Admission & Enrolment Form. If a guardian signs this form then the guardian agrees to pay your fees if required by UCOL. In signing this form the guardian also agrees on your behalf to the Further Terms of Enrolment with UCOL.**

Please refer to the back of this Admission & Enrolment Guide as it contains Further Terms of your Enrolment with UCOL.

\*The First Date Teaching Started is the date that a student is advised by UCOL to commence study at UCOL for their chosen course(s)(may include course and/or UCOL orientation).

# FURTHER TERMS OF YOUR ENROLMENT WITH UCOL

## Enrolment at UCOL

- Your admission & enrolment at UCOL is subject to you meeting UCOL admission and entry requirements (if any) and where places are limited, UCOL selecting you for one of those places. Your enrolment is also subject to UCOL receiving all of the fees from you on or before the First Date Teaching Started\* on your programme of study. This payment date is for UCOL's sole benefit so UCOL, at its sole discretion, may waive this requirement. Further, in some courses as decided by UCOL your continued enrolment is subject to UCOL being satisfied that you intend to complete your programme of study.
- You agree to give UCOL promptly any information UCOL requires relating to your enrolment or continued enrolment at UCOL.
- If you change your mind and if you want to change your qualification/courses or if you do not want to study at UCOL you must fill out, sign and UCOL's Student Information must receive your signed completed Change of Details/Circumstances form. This is the ONLY way you can withdraw. If UCOL does not receive your signed, completed Change of Details/Circumstances Form within the relevant UCOL Refund Period then you will be required to pay all of the Tuition Fees, Student Services Levy, and any other fees for the qualification courses enrolled in and the Student Association fee (if any) even if you do not participate. If UCOL receives the completed signed Changes of Details/Circumstances form within the relevant UCOL Refund Period you will be entitled to a partial refund.

## Acknowledgement & Declaration

In completing, signing and UCOL receiving the Admission & Enrolment Form, you agree that:

- If UCOL confirms your enrolment you will pay to UCOL all of the fees (including tuition fees, Student Services Levy, course costs and any Student Association fees) for qualifications/courses that you are enrolled in before the First Date Teaching Started\* on your programme of study. If UCOL does not receive payment in full by the due date, UCOL may, if UCOL alone decides, at its sole discretion, by letter to you cancel your enrolment.
- You are aware of all fees and all materials, books, special clothing, safety equipment, tools and other items that may be required to be bought or provided by you for your programme of study.
- You will abide by all UCOL statutes, policies, and code of conduct (including all new or amended statutes and policies).
- You understand and consent to the provisions relating to the collection, use, storage and disclosure of information about you. You agree that these provisions apply during and after your enrolment at UCOL.
- Even after you have been sent an enrolment Confirmation Letter your continued enrolment is conditional upon UCOL being satisfied that you intend to complete the qualification/courses. UCOL may, by letter, end your enrolment if UCOL is not satisfied that you are keeping your commitment to complete the qualification/courses you are enrolled in (subject to your right to withdraw in the way required by UCOL). If UCOL ends your enrolment because this condition is not satisfied or waived by UCOL, UCOL may, at UCOL's sole discretion, retain payment of all fees by you or if not already paid require payment from you of all fees.
- Even after UCOL has confirmed your enrolment in writing, UCOL may still cancel or postpone or change the content of the qualification/courses you are enrolled in or cancel your enrolment under the Education Act 1989 or as otherwise permitted by law.
- If you are enrolling in a qualification/courses where UCOL requires you to supply further information (e.g. health, police check, etc) you agree to promptly supply that information. You understand your enrolment on that qualification/courses is conditional on UCOL being satisfied with the content of the information UCOL receives.
- When you enrol in a qualification that will take you more than one year to complete, the tuition fees and other fees payable for your second and successive year(s) will be set by UCOL before you enrol in that second and successive year(s).

## Your Details/Circumstances Change

After UCOL receives the Admission & Enrolment Form, if your details or circumstances change you must obtain, complete, sign and give to UCOL a Change of Details/Circumstances form. This form is available from UCOL's Student Information Centres or [www.ucol.ac.nz](http://www.ucol.ac.nz).

This form must be completed, signed and received by UCOL if you:

- Wish to withdraw from and/or change your qualification/courses; and/or
- Change your name, contact details, residency or citizenship (attach verified documents); and/or
- Wish to enrol in any additional courses.

## Withdrawing from Qualification/Courses

The date of your withdrawal is the date that UCOL's Student Information receives your completed and signed Change of Details/Circumstances form, which is the date inserted by UCOL on the top of the form. This is not the date you post the form. YOU ARE RESPONSIBLE for ensuring that UCOL's Student Information receives your completed and signed Change of Details/Circumstances form. You cannot withdraw by telling someone. If you withdraw after the end of the relevant Refund Period and if you have not paid all of your fees you must still pay all of your fees. UCOL may use a debt collection agency or take legal action to recover all unpaid fees. You must also pay all costs UCOL incurs in recovering any unpaid amounts from you.

## Changing Qualification/Courses

You can only change your qualification/courses by completing, signing and UCOL Student Information receiving a completed signed Change of Details/Circumstances form. If you wish to enrol in different UCOL qualification/courses you must also fill out an Admission & Enrolment Form for those qualifications/courses. If you change qualifications/courses after the relevant UCOL Refund Period then you must also pay the full fees for the qualification/courses you withdraw from and for the new qualification/courses you enrol in.

## Variation and Cancellation of Qualification/Courses – Cancellation of Enrolment

At any time, even after UCOL has sent you a Confirmation Letter UCOL may, at UCOL's sole discretion:

- Cancel or postpone any qualification/courses you are enrolled in, whether partially completed by you or not. If UCOL cancels any qualification/courses UCOL will supply a full refund of all fees for qualification/courses it cancels, which you were enrolled in and which you have not undertaken. If UCOL postpones any qualification/courses then if the new paper start date does not suit you, you can receive a full refund of all fees for the enrolment period and not undertake the paper. Where UCOL cancels or postpones any qualification/courses UCOL will not pay you any compensation.
- Change paper content; or end your enrolment if UCOL, at its sole discretion is not satisfied that you intend to complete the qualification/courses you are enrolled in with those qualification/courses solely determined by UCOL. If UCOL cancels your enrolment as permitted by the Education Act or otherwise by law you will not receive any refund of any fees.
- By letter to you, cancel your enrolment if any fees payable for your programme of study have not been received by the First Date Teaching Started\* on your programme of study (this clause is for the sole benefit of UCOL and may be waived by UCOL).

## Refunds

You may be eligible for a partial refund of your tuition fee if you are studying and withdraw\*\* from a course\*\*\*:

- One month after the first date teaching started\*, or
- The date at which 10% of teaching has been provided, measured from the first date teaching started. Whichever is the earlier.

The exact date you have to complete any withdrawal and be eligible for a refund is noted on your tax invoice.

**You will not receive a refund for any course costs.**

**\*The First Date Teaching Started is the date that a student is advised by UCOL to commence study at UCOL for their chosen course(s)(may include course and/or UCOL orientation).**

**\*\*Withdraw means you filling out the UCOL Change of Details/Circumstances form, dating it, signing it and UCOL Student Information receiving it within the time required for a partial refund.**

**\*\*\*A course is defined as the smallest component of a qualification that contributes credit towards the completion of the qualification.**

If you receive a UCOL Confirmation Letter and if you withdraw in the manner required by filling out the UCOL Change of Details/Circumstances form, signing it, dating it, and UCOL Student Information receiving it within the time required then a partial refund is available. All tuition fees include a non-refundable administrative portion of \$45 (GST inclusive).

If UCOL ends your enrolment because UCOL is not satisfied that you intend to participate or complete the qualification/courses you are enrolled in then, unless UCOL decides otherwise, you will not receive any refund of any fees including tuition fees, student services levy, any course costs and any Student Association fee.

## Privacy

In submitting an Admission & Enrolment Form to UCOL, you authorise the collection, holding and disclosure referred to below before, during and after your enrolment and acknowledge that:

- UCOL collects and stores information about you relating to your studies. Some of this information is and will be provided by you. Some of it will be collected by UCOL during your enrolment with us.
- You authorise UCOL to disclose such information to other organisations including the Ministry of Education (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission, Industry Training Organisations (funding and academic outcomes), the Nursing Council, Professional Registration Boards, Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student interest rebate), AS@U (UCOL's Student Association), Department of Immigration and any agencies or others who support particular students through scholarships and prizes, payment of fees or other awards (if you receive this assistance).
- UCOL may use such information for marketing purposes, to select students for qualifications, to manage internal processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records or otherwise.
- You also authorise UCOL to release information about you to Government agencies including but not limited to the New Zealand Police, Department for Courts and Department of Corrections, Accident Compensation Corporation and the Department of Immigration. If your guardian has signed the Enrolment Form then you authorise UCOL to release whatever information we wish to that guardian.
- Under the Privacy Act 1993 you may ask UCOL to provide you with copies of the information it holds about you. If you disagree with any such information you may ask to have it corrected.
- You acknowledge that any information collected by UCOL from you regarding Literacy & Numeracy may be disclosed by UCOL to external agencies and used for internal purposes.

## Limitation of Liability

You agree that if UCOL is unable to perform its obligations by reason of any event beyond our reasonable control, then UCOL is released from its obligations to the extent that we are prevented or delayed from performing our obligations.

You agree, to the extent permitted at law, UCOL's total liability to you (including the provision of any refunds as set out in this Guide), however it arises, if established, is limited to the amount of the tuition fees that you pay to us for the enrolment period in which the liability arises.

## Disputes and Complaints

In sending UCOL the Admission & Enrolment Form, you agree to abide by our statutes and policies for resolving disputes and complaints. You also agree that you have had an opportunity to read our statutes and policies prior to submitting your application. If you would like a copy, please refer to UCOL's Information Centres or phone us on 0800 46 8265.

## Professional Occupational Registration

You agree that if entry into a profession/occupation is regulated by law, then UCOL makes no representation about entry into the profession/occupation in respect of your study at UCOL. Entry into that profession/occupation is subject to the applicable law, regulations and rules of the profession/occupation concerned.

## Representations

If UCOL sends you a Confirmation Letter you acknowledge that you alone have decided to study towards the qualification/courses stated in the Admission & Enrolment Form. You are not relying on UCOL's judgement or any oral statements that a qualification/paper is suitable for any particular purpose (including any purpose you make known to UCOL on your Admission & Enrolment Form or otherwise), unless UCOL has informed you, in writing, that a qualification/paper is suitable for a particular purpose. You also agree, to the fullest extent permitted by law that no oral statement made to you by or on behalf of UCOL is binding unless UCOL records that statement in writing.

## Application of Further Terms

These Further Terms of Enrolment and the terms in the Admission & Enrolment Form (including the Acknowledgement & Declaration) apply from the date that UCOL receives your signed Admission & Enrolment Form and proof of identity, during the time that you are a student and when you are no longer a student.

FOR OFFICE USE ONLY: NSN Status \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Welcome to UCOL, Universal College of Learning, a polytechnic established under the Education Act 1989.**

This Admission & Enrolment Form is for **domestic students only**.

You must read the attached Admission & Enrolment Guide before you complete this Admission & Enrolment Form as important terms and conditions of your admission and enrolment are in the guide and on this form. Should you need any further help please contact us on **0800 46 8265** or email **enquiry@ucol.ac.nz**

**New Students:** Please complete all sections

**Re-Enrolling Students:** Please complete sections 1, 2, 9 and 11 if you are continuing in the same programme, unless anything has changed. If changed then please complete the relevant section as well.

## 1 PERSONAL INFORMATION

Have you previously enrolled at UCOL, Manawatu Polytechnic, Wanganui Regional Community Polytechnic or Wairarapa Community Polytechnic before?

Yes  No

If Yes, your Student ID

National Student Index (NSI) Number (if known)

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Date of Birth:

Day                  Month                  Year

Preferred Name(s)

Legal First Name(s)

Legal Surname

If you have previously enrolled at UCOL, Manawatu Polytechnic, Wanganui Regional Community Polytechnic or Wairarapa Community Polytechnic under a different name, what was that name?

Legal Gender:  Male  Female

Preferred Gender (optional):

Title:  Mr  Ms  Mrs  Miss

Other, please specify

Citizenship & Residency Status:

- New Zealand Citizen  
 Australian Citizen/Permanent Resident  
 New Zealand Permanent Resident  
 Other, please specify

Please supply us with current contact information so that we can keep you informed of your application status.

Mailing Address while studying at UCOL

|                |
|----------------|
| Street Address |
| Suburb         |
| Town/City      |
| Postcode       |

Mailing Address before studying at UCOL

|                |
|----------------|
| Street Address |
| Suburb         |
| Town/City      |
| Postcode       |

Home Phone

Work Phone

Fax

Mobile

Email

Do you have a preferred contact method?

Post  Email  Text (mobile)  Any

During your time studying at UCOL, will you be living in New Zealand or overseas?

New Zealand  Overseas

Emergency Contact Person:

|                     |
|---------------------|
| Contact             |
| Relationship to you |
| Phone               |

## 2 QUALIFICATIONS/COURSES

Please write the full name of the qualification you are applying for:

## 2 QUALIFICATIONS/COURSES (continued)

Courses / Electives if applicable:

| Course No | Course / Elective Name | Start Date |
|-----------|------------------------|------------|
|           |                        |            |
|           |                        |            |
|           |                        |            |
|           |                        |            |

Please complete all questions in this section.

Do you intend to study  Full time  Part time

In what year will you commence studying?

Which semester will you start in?

One  Two  Other

Which UCOL campus will you be studying at?

Palmerston North  Whanganui  
 Wairarapa  Auckland  
 Online  Other

Do you intend applying for Recognition of Prior Learning (RPL)?

Yes  No

If yes, please complete and submit an RPL Application Form available from UCOL's Information Centres.

What year do you expect to complete your qualification?

   

## 4 SECONDARY SCHOOL EDUCATION

Name of last secondary school attended:

Which years did you study from at your last secondary school?     to

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

- No formal secondary qualification  
 14 or more credits at any level  
 NCEA Level 1 or School Certificate  
 NCEA Level 2 or Sixth Form Certificate  
 University Entrance  
 NCEA Level 3 or Bursary or Scholarship  
 Overseas qualification (includes International Baccalaureate and Cambridge Exams)  
 Other - specify

## 5 TERTIARY STUDY

Will this be your first year of tertiary study?

Yes  No

If no, please enter the name of the tertiary institute you last studied at?

What was the first year of your enrolment?

   

What qualification did you achieve?

## 3 ADMISSION INFORMATION

UCOL may require further information to make an admission decision, Please refer to the UCOL Admission Guide.

1. Please tell us why you want to study at UCOL, including any reasons that will help to support your application.

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Please continue on a separate sheet if necessary

2. Please attach a copy of your CV that gives details of any relevant work, industry, life experience in support of your application.

OR if a CV is not available

3. List your employment or other relevant history e.g voluntary work or training (if any) within the last five years.

|  |
|--|
|  |
|  |
|  |

You may attach extra information to support your application.

## 6 ETHNICITY

What ethnic group(s) do you belong to?  
You may tick up to 3 boxes.

- |  |   |
|--|---|
| <input type="checkbox"/> European/Pakeha or NZ European  | <input type="checkbox"/> Other European             |
| <input type="checkbox"/> NZ Maori (Please see Iwi below) | <input type="checkbox"/> Chinese                    |
| <input type="checkbox"/> Australian                      | <input type="checkbox"/> Indian                     |
| <input type="checkbox"/> Cook Island Maori               | <input type="checkbox"/> Japanese                   |
| <input type="checkbox"/> Fijian                          | <input type="checkbox"/> Sri Lankan                 |
| <input type="checkbox"/> Niuean                          | <input type="checkbox"/> Other Asian                |
| <input type="checkbox"/> Samoan                          | <input type="checkbox"/> Cambodian                  |
| <input type="checkbox"/> Tokelauan                       | <input type="checkbox"/> Filipino                   |
| <input type="checkbox"/> Tongan                          | <input type="checkbox"/> Korean                     |
| <input type="checkbox"/> Other Pacific people            | <input type="checkbox"/> Vietnamese                 |
| <input type="checkbox"/> British/Irish                   | <input type="checkbox"/> Other Southeast Asian      |
| <input type="checkbox"/> Dutch                           | <input type="checkbox"/> African                    |
| <input type="checkbox"/> German                          | <input type="checkbox"/> Latin America              |
| <input type="checkbox"/> Greek                           | <input type="checkbox"/> Middle Eastern             |
| <input type="checkbox"/> Italian                         | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Polish                          |   |
| <input type="checkbox"/> South Slav                      |   |

If you identified as New Zealand Maori, please specify Iwi

## 7 PRIOR ACTIVITY

What was your main activity or occupation in New Zealand on the 1st October prior to the date of your programme starting?

Please tick only one box.

- |  |
|--|
| <input type="checkbox"/> Secondary School student                        |
| <input type="checkbox"/> Self-employed                                   |
| <input type="checkbox"/> Private Training Establishment student          |
| <input type="checkbox"/> Non-employed or beneficiary (excluding retired) |
| <input type="checkbox"/> University student                              |
| <input type="checkbox"/> House-person or retired                         |
| <input type="checkbox"/> Overseas - specify: <input type="text"/>        |
| <input type="checkbox"/> Wage or salary worker                           |
| <input type="checkbox"/> Polytechnic/Institute of Technology student     |
| <input type="checkbox"/> Wananga student                                 |

## 8 DISABILITY DETAILS

Do you live with the effects of an injury, long-term illness or impairment?  Yes  No

If yes, please indicate your condition/disability by ticking the boxes that apply to you.

- |   |   |
|---|---|
| <input type="checkbox"/> Deaf                                     | <input type="checkbox"/> Blind                        |
| <input type="checkbox"/> Speech                                   | <input type="checkbox"/> Specific learning disability |
| <input type="checkbox"/> Hearing impairment                       | <input type="checkbox"/> Mobility                     |
| <input type="checkbox"/> Psychological/<br>Psychiatric disability | <input type="checkbox"/> Vision impaired              |
| <input type="checkbox"/> Medical - specify: <input type="text"/>  |   |
| <input type="checkbox"/> Other - specify: <input type="text"/>    |   |

Reasonable additional support is available for students with medical conditions, disabilities and/or learning difficulties.

## 9 FEES

If UCOL confirms your enrolment in writing you must pay ALL fees (tuition fees as set by UCOL, Student Services Levy, course costs and Student Association fees (if any)) in full prior to the start date of your programme of study. If any fees are unpaid on the first day of teaching UCOL reserves the right to cancel your enrolment by letter to you.

Even if you do not participate in the courses you are still liable to pay all fees to UCOL, unless UCOL receives your completed signed Change of Details/Circumstances Form within the relevant Refund Period.

How do you intend to pay your fees? (please tick one)

- |  |                                      |                               |
|--|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Cheque        | <input type="checkbox"/> EFTPOS      | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Direct Credit | <input type="checkbox"/> Credit Card |                               |
| <input type="checkbox"/> Student Loan  |                                      |                               |

Apply directly to StudyLink on 0800 88 99 00 or [www.studylink.govt.nz](http://www.studylink.govt.nz) If your loan application is not approved by StudyLink you are still liable for all fees invoiced to you. You authorise UCOL to direct and accept payment of the relevant tuition fees, Student Services Levy and Student Association fees(if any) from your student loan account.

- Training Incentive Allowance

Contact your local Work and Income office. You must complete the enrolment first and submit your UCOL invoice to Work and Income for payment. If your TIA application is not approved by WINZ, you are still liable for all fees invoiced to you.

- Organisation/Company Paying

Please attach a letter from the organisation/company paying your fees to that effect. If for any reason the organisation/company does not pay your fees, then you are still liable and must pay all fees yourself.

Organisation/Company Name

  

Authorised Contact Person

Postal Address

  

Telephone Number

Order Number

## 10 CHECKLIST

Have you checked the following?

- Read the Admission & Enrolment Guide and understood the terms and conditions of your admission and enrolment
- Completed all required sections of this Admission & Enrolment Form
- Read, signed and dated the Acknowledgement & Declaration
- Attached a verified copy of your birth certificate or passport. This will include permanent residency visa and/or change of legal name certificate where relevant.
- Attached any additional documentation to support your application to UCOL such as academic record, CV, police check, health declaration, references etc. (if required)
- Completed the fees details, and understood you must pay all fees in full prior to the start date of your programme or UCOL reserves the right to cancel your enrolment
- Kept a copy of this Admission & Enrolment Form for your records

## 11 ACKNOWLEDGEMENT & DECLARATION

I hereby apply for admission and enrolment at UCOL and I understand and agree to the following:

- a) As soon as UCOL receives my Admission & Enrolment Form and proof of my identity, I have a conditional contract to study at UCOL. I can only withdraw from that contract by UCOL receiving a signed completed UCOL Change of Details/Circumstances Form as set out in this Admission & Enrolment Form and Guide.
- b) That my admission and enrolment at UCOL is subject to:
  - i) UCOL granting me admission (although in some cases my continued enrolment may be subject to satisfaction of other admission criteria (including the results of Police and health checks being entirely satisfactory to UCOL)).
  - ii) UCOL sending me a Confirmation Letter
  - iii) UCOL receiving payment of all fees payable by me on or before the First Date Teaching Started\* although UCOL alone may waive this requirement without notice to me.
  - iv) For some qualifications/courses chosen by UCOL, UCOL alone deciding that I intend to complete the qualification/courses I am enrolled in. I understand that UCOL alone may, by letter to me, end my enrolment if UCOL is not satisfied that I intend to complete the qualifications/courses I am enrolled in.
- c) That if I receive a UCOL Confirmation Letter I will (subject to my right to withdraw as set out in this Admission & Enrolment Form and in the Guide) participate in the qualification/courses I am enrolled in and use my best efforts to successfully complete those qualification/courses.
- d) That the information I have given UCOL is true, and complete in all respects.
- e) That I have read and understand the terms of my conditional admission and conditional enrolment at UCOL and if confirmed the terms of my enrolment as set out in the UCOL Admission & Enrolment Guide and this Admission & Enrolment Form.
- f) UCOL can use any photographs/videos and/or recordings taken of me for the purpose of marketing and media during and after my enrolment at UCOL. I agree to sign other documents required by UCOL for this purpose.
- g) That I have read, I understand and I agree to the Acknowledgement & Declaration section of the Admission & Enrolment Guide and this Admission & Enrolment Form.

Signature

Signature of

Parent/Guardian

(if applicant is under 18 years of age at the date of signing this Admission & Enrolment Form)

Date

|                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Day                  |                      | Month                |                      | Year                 |                      |

Date

|                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Day                  |                      | Month                |                      | Year                 |                      |

**Please mail completed form to:**

UCOL Information Centre  
Private Bag 11022  
Palmerston North  
Freepost 460

**Or drop it into one of our Information Centres:**

Cnr of Princess and King Streets, Palmerston North  
143-159 Chapel Street, Masterton  
16 Rutland Street, Wanganui

**Contact us:**

0800 GO UCOL  
0800 46 8265  
Website: [www.ucol.ac.nz](http://www.ucol.ac.nz)  
Email: [enquiry@ucol.ac.nz](mailto:enquiry@ucol.ac.nz)