



Institute of Canterbury
Ara rau, taumata rau

Youth Admission & Enrolment

Thank you for applying to Ara.

We recommend that you read our Admission & Enrolment Guide before completing this form.

The guide is available online at www.ara.ac.nz/enrol or you can talk to us directly on **0800 24 24 76** for assistance or to check how your application is progressing.

You must complete **every section** of this form.

Once we receive your application, we will be in touch by email.

Section 1 Tips

- ▶ Please only use a blue or black pen
- ▶ Please print your **legal name** in full.
- ▶ If you are not commonly called by your legal name please fill in a preferred name
- ▶ A **verified** copy of your birth certificate or passport needs to be provided with this form (see Section 9 for details)
- ▶ If you have enrolled at Ara before you will have a Student ID number and if you have studied in NZ you may have an NSI or NZQA number. If not applicable enter N/A
- ▶ Residency indicates the country which you are entitled to permanently reside in.
- ▶ If you select any other option except New Zealand citizen, you will need to indicate the country of which you hold citizenship (citizenship by birth or granted citizenship). If you are not a New Zealand citizen or permanent resident you may be liable for an international student fee, this is higher than the domestic fee.

1 Your name and details

Title Miss Mrs Ms Mr Other (please specify your title)

Legal surname or family name

Legal given name(s)

Preferred name

Have you previously been known by another name?

Previous family name(s)

Previous given name(s)

Gender Female Male

Date of Birth

Have you previously enrolled at this institution? Yes No

Ara Student ID (if known) NSI or NZQA No. (if known)

Citizenship (Nationality)

Residency Status New Zealand Citizen New Zealand Permanent Resident
 Australian Citizen Australian Permanent Resident Overseas

If you are from overseas, are you in New Zealand on a student visa? Yes No

Madras Street PO Box 540 Christchurch 8140

Tel 0800 24 24 76 Fax 03 940 8642 www.ara.ac.nz info@ara.ac.nz

Find us on



Section 2 Tips

> If you don't know your programme code check our website for full details

2 Your intended programme of study

To complete this section please refer to the Youth Pathways brochure and Ara website.

Programme name and specialisation or stream (if applicable)

Programme code

Study start date

Location of study

Christchurch

Ashburton

Timaru

Oamaru

Applying for

Dual enrolment

Youth Guarantee (YG)

Section 3 Tips

> Refer to ara brochures or www.ara.ac.nz for specific entry requirements related to your chosen programme of study

3 Your eligibility to meet entry requirements

English language requirements

Is English your first language?

Yes

No

Section 4 Tips

Your correct contact information helps us keep you informed of your application status.

Please provide your:

> Residential home address **before** studying at Ara

> Your residential term address **while** studying at Ara (if different from above)

> Please note: If you do not know what your new address will be when completing this form, please notify Ara as soon as you have your new address details.

> Emergency Contact Person

Who should we contact in an emergency? (If you are under 18 please include guardian details)

4 Your contact details

Ara uses email as the primary communication method. Please provide a current personal email address below.

Email

Mobile phone

Home phone

Current address (prior to study)

Number/flat and street name

Suburb

Town/City

Postcode

Address during study (if different from above)

Number/flat and street name

Suburb

Town/City

Postcode

The date your new address will be valid from

Emergency contact

Full name

Phone

Email

Relationship

Section 5 Tips

> If you select NZ Māori and wish to state the iwi you belong to you may specify more than one iwi. If you do not know your iwi or would prefer not to state your iwi please leave this field blank.

5 Your ethnicity

Identify your main ethnicity as '1'. You may choose up to three ethnicities; identify these as '2', '3'

NZ Māori (please specify iwi)

NZ European/Pākehā

Chinese

Other Asian

Other European

Cook Island Māori

Japanese

Other South East Asian

Middle Eastern

Tokelauan

Korean

British/Irish

Latin American

Niuean

Cambodian

Dutch

African

Samoan

Vietnamese

German

Other (please specify):

Tongan

Indian

Greek

Fijian

Sri Lankan

Italian

Other Pacific people

Filipino

Polish

Australian

Indonesian

South Slav

Section 6 Tips

6 Your educational background

This information regarding your educational background is required by the Ministry of Education.

A) SECONDARY EDUCATION

Name of last secondary school attended
(write overseas if applicable)

What years did you attend this school? to current

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

- No formal secondary qualification
- NCEA Level 1
- University Entrance *(minimum requirement to study degree programme in NZ)*
- Overseas qualification (includes International Baccalaureate and Cambridge Exams)
- Other *(please specify)*
- 14 or more credits at any level
- NCEA Level 2
- NCEA Level 3
- Not known

B) TERTIARY EDUCATION

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

If NO, what qualification were you studying?

If NO, what year was your first year of tertiary study?

C) PRIOR ACTIVITY

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

- Secondary school student
- University student
- Wānanga student
- Wage or salary worker
- Polytechnic/Institute of Technology student
- Private training establishment student
- Unemployed or beneficiary (excluding retired)
- Overseas *(please specify)*

D) DUAL ENROLMENT STUDENTS ONLY

What year will you be studying in at school? Year 11 Year 12 Year 13

Will this be the first year you have ever enrolled with Ara?

Yes No If you answered NO, please enter the year of your first enrolment

► Please note: educational institutes are required to report statistical information to the Ministry of Education on an annual basis

Section 7 Tips

7 Your learning support

Tertiary study can be academically demanding.

Would you like Learning Services to contact you to discuss learning and study strategies? Yes No

Do you live with the effects of disability, illness or injury? Yes No

If YES, please indicate which of the following apply to you:

- Autistic Spectrum Disorder
- Deaf
- Physical impairment
- Medical *(please specify)*
- Other *(please specify)*
- Blind
- Hearing impairment
- Specific learning difficulty
- Vision impairment
- Mental health
- Temporary impairment

Are you deaf with NZ Sign Language as your first language? Yes No

In an emergency would you require help to leave the building? Yes No

This information will remain confidential.

Learning Services will use this information to discuss with you the most appropriate learning support to meet your specific needs.

Section 8 Tips

8 Your feedback is appreciated

How did you hear about the programme you are applying for

Advertising

- Ara Website
- Internet search
- Social Media (eg Facebook/Twitter)
- TV
- Radio
- Print, Newspaper, Magazines
- Outdoor (Billboard, Bus Back, Poster)
- Other *(please specify)*
- I do not give my permission for Ara to contact me with promotional information.

In Person

- School Visit
- Careers Advisor
- An industry contact
- Ara Staff
- Family

Events

- Ara Open Day
- Ara Information Session
- Have a Go Day
- Careers Expo
- Industry Expo

This information will help us to understand and communicate more easily with potential students. Ara would like to contact you with information about events and activities.

Section 9 Tips

► *A **verified copy** is a photocopy of your original document, signed as being a true and accurate copy by one of the positions listed below.

- Justice of the Peace (see Yellow Pages)
- Solicitor
- Registrar or Deputy Registrar of the Courts
- Ara Admissions & Enrolments staff member

The following needs to be included to be considered a verified copy:

- the words "original sighted"
- name and signature of person sighting original
- stamp or handwritten name of institution/organisation name

Section 10

9 Your checklist

Have you completed the following:

- Read the Admissions & Enrolment Guide and understood the terms and conditions of your admission and enrolment (www.ara.ac.nz/enrol)
- Completed all required sections of this Youth Admissions & Enrolment form
- Read, signed and dated the Acknowledgement and Declaration (Section 10)
- Attached a verified* copy of your birth certificate or passport proving your identity, plus permanent residency, visa and change of legal name certificate (eg marriage certificate)
- Kept a photocopy of this Youth Admission & Enrolment form for your records
- Completed Parent/Guardian Consent form
- Completed High School Endorsement form (for Dual Enrolment programme)

10 Photo, Video, Student Work and Testimonial Release

I, grant Ara the right and my permission to use:

- photos and/or video footage of me
- testimonials that have been written by or about me
- work I have produced, eg photos

This may include the use of any of the following: printed material, including brochures, advertising posters, displays and news stories; Ara website and other electronic promotional media; any other media items aimed at promoting Ara.

Testimonials may be developed into a full testimonial story (of which you will have final approval) or small quotes may be used. I have read and fully understand the terms of this release.

Student signed

Date

Section 11 Tips

► Please read and then sign and date below

► You can read the Terms & Conditions of Enrolment at www.ara.ac.nz/terms-and-conditions

► If the applicant is under 18 years of age at the date they are due to commence study the parent/guardian must complete the additional information

11 Your acknowledgement and declaration

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see <http://www.ara.ac.nz/about-us/policies> and <http://www.ara.ac.nz/study-options/application-and-enrolment/terms-and-conditions>

I hereby apply for admission and enrolment at Ara and I understand and agree that my admission and enrolment is subject to:

- Ara granting me direct, or when I do not meet direct admission requirements, Ara granting me Special Admission
- Ara sending me either a formal offer of place or a letter confirming my enrolment
- Ara receiving payment of all fees payable by me on or before the due date as outlined in my invoice
- I understand that Ara alone may, by letter to me, end my enrolment if Ara is not satisfied that I intend to complete the programme/courses I am enrolled in

In signing this admission and enrolment form, I:

- give permission for Ara staff to contact my whānau, parent/guardian or caregiver as necessary.
- undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery
- undertake to comply with the policies and published programme rules of Ara with regard to attendance, academic integrity and progress, conduct and use of information systems
- confirm that I have read, understand and undertake to comply with the Ara Terms and Conditions of Enrolment, Ara Policies - including, but not limited to, Personal Information & Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities
- understand that Ara collects information from the Literacy and Numeracy assessment tool with the purpose of supporting my learning. I am able to have access to this information if I wish and I also understand that this information will be shared with any other tertiary education organisation with whom I enrol
- authorise disclosure of information on the understanding that Ara 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.

Declaration

I declare that to the best of my knowledge all the information supplied on, and with, this admission & enrolment form is true and complete. I agree to abide by the conditions outlined above and in the Ara Policies and Procedures and Terms and Conditions of Enrolment. I consent to the disclosure of personal information as described above and in Section 9 Privacy (Personal Information) in Ara Terms and Conditions. I confirm I am the person named on this form.

Signature

Date

Signature of parent/guardian

Date

Name of parent/guardian

Phone

Relationship to applicant