

# Dual 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/study-options/how-to-apply](http://www.ara.ac.nz/study-options/how-to-apply) 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.

Scan and email your completed forms and identity document to [enrolmentsupport@ara.ac.nz](mailto:enrolmentsupport@ara.ac.nz)

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 either
  - identity document from school SMS
  - birth certificate
  - passport
 needs to be provided with this form (see Section 8 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

Legal surname or family name	<input style="width: 100%;" type="text"/>		
Legal given name(s)	<input style="width: 100%;" type="text"/>		
Preferred name	<input style="width: 100%;" type="text"/>		
Have you previously been known by another name?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous family name(s)	<input style="width: 100%;" type="text"/>		
Previous given name(s)	<input style="width: 100%;" type="text"/>		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Diverse
Date of Birth	<input style="width: 100%; text-align: center; color: #ccc;" type="text" value="dd/mm/yyyy"/>		
Have you previously enrolled at this institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ara Student ID (if known)	<input style="width: 50%;" type="text"/>	NSI or NZQA No. (if known)	<input style="width: 50%;" type="text"/>
Citizenship (Nationality)	<input style="width: 100%;" type="text"/>		
Residency Status	<input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> New Zealand Permanent Resident	<input type="checkbox"/> Overseas
	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Australian Permanent Resident	
If you are from overseas, are you in New Zealand on a student visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Madras Street PO Box 540 Christchurch 8140**

**Tel 0800 24 24 76 Fax 03 940 8642 [www.ara.ac.nz](http://www.ara.ac.nz) [info@ara.ac.nz](mailto:info@ara.ac.nz)**

Find us on



## Section 2 Tips

## 2 Your intended programme of study

To complete this section please refer to the Dual Enrolment timetable for programme details.

Programme title

Programme code

Semester

February

July

Location of study

Christchurch

Ashburton

Timaru

Oamaru

## Section 3 Tips

## 3 Your eligibility to meet entry requirements

► Refer to Ara brochures or [www.ara.ac.nz](http://www.ara.ac.nz) for specific entry requirements related to your chosen programme of study

### English language requirements

Is English your first language?  Yes  No

## Section 4 Tips

## 4 Your contact details

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

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

Email

Mobile phone

Home phone

### Current address

Number/flat and street name

Suburb

Town/City

Postcode

### ► Emergency Contact Person

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

### Emergency & Updates contact (Parent or Guardian)

Full name

Phone

Relationship

Email

## Section 5 Tips

## 5 Your ethnicity

► 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.

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**

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

## 6 Your educational background

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

### A) SECONDARY EDUCATION

Name of current secondary school attending

What years have you been attending this school?  to   current

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

- |   |  |
|---|--|
| <input type="checkbox"/> No formal secondary qualification  | <input type="checkbox"/> 14 or more credits at any level |
| <input type="checkbox"/> NCEA Level 1   | <input type="checkbox"/> NCEA Level 2                    |
| <input type="checkbox"/> University Entrance ( <i>minimum requirement to study degree programme in NZ</i> ) | <input type="checkbox"/> NCEA Level 3                    |
| <input type="checkbox"/> Overseas qualification (includes International Baccalaureate and Cambridge Exams)  |  |
| <input type="checkbox"/> Other ( <i>please specify</i> ) <input type="text"/>                               | <input type="checkbox"/> 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?

- |   |  |
|---|--|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Polytechnic/Institute of Technology student             |
| <input type="checkbox"/> University student       | <input type="checkbox"/> Private training establishment student                  |
| <input type="checkbox"/> Wānanga student          | <input type="checkbox"/> Unemployed or beneficiary (excluding retired)           |
| <input type="checkbox"/> Wage or salary worker    | <input type="checkbox"/> Overseas ( <i>please specify</i> ) <input type="text"/> |

### D) STUDY INFORMATION

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

**Section 7 Tips**

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.

## 7 Your learning support

Tertiary study can be academically demanding.

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

If YES, please specify:

- Medical (*please specify*)
- Other (*please specify*)

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

## Section 8 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)
  - Lawyer
  - Registrar or Deputy Registrar of the Courts
  - Ara staff member
  - High school principal or delegate

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

## 8 Your checklist

### Have you completed the following:

- Completed all sections of this Enrolment form
- Read, signed and dated the Acknowledgement and Declaration (Section 10)
- Attached a verified\* copy of school SMS identity document showing your legal name, gender, citizenship and NSN number OR your birth certificate OR passport proving your identity, plus permanent residency, visa and change of legal name certificate (eg marriage certificate)
- Attached the High School Endorsement form
- Attached the NZQA Record of Achievement

## Section 9

## 9 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 10 Tips

> Please read and then sign and date below

## 10 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/how-to-apply/terms-and-conditions>

- In signing this form I give permission for Ara support staff to contact my whānau, parent/guardian, caregiver and or school about matters pertaining to my attendance, academic progress, behaviour or wellbeing.  
 I agree
- By submitting this application, if I accept a place for this programme I agree to read, understand, and comply with the Ara Terms and Conditions of Enrolment; Ara Policies and Procedures; and the published programme rules of Ara Institute of Canterbury - including but not limited to Personal Information and Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities.  
 I agree
- I understand and agree that Ara Institute of Canterbury will collect, store, use and disclose personal information for the purpose of conducting its normal and proper business. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, Education Act 1989 and any other relevant legislation.
- I understand that Ara collects information from a variety of tools designed solely for the purposes of supporting my learning. I am able to have access to this information if I wish and I also understand that this information may be shared with any other Tertiary Education Organisations with whom I enrol.
- I consent to the disclosure of personal information as described above.  
 I agree
- I declare that to the best of my knowledge all of the information supplied for this application is true and complete. I acknowledge that the submission of fraudulent, forged or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I am the person named on this form.  
 I agree

Student signature

Date

Signature of parent/guardian

Date

Name of parent/guardian

Phone

Relationship to applicant

> 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

Scan and email your completed forms and identity document to [enrolmentsupport@ara.ac.nz](mailto:enrolmentsupport@ara.ac.nz)

# High School Endorsement Form



School	<input type="text"/>
Name of contact at school	<input type="text"/>
Student name	<input type="text"/>
Course name	<input type="text"/>

Select your course location:

<input type="checkbox"/> Ara Woolston campus, Ensors Road	<input type="checkbox"/> SIT, Waterloo Road	<input type="checkbox"/> Timaru	<input type="checkbox"/> Haeata Community campus, Breezes Road
<input type="checkbox"/> Ara City campus, Madras Street	<input type="checkbox"/> Oamaru	<input type="checkbox"/> Ashburton	

The proposed integrated learning programme (Ara and school combined) is full time and by the end of the programme includes the required number and range of credits to enable achievement of:

<input type="checkbox"/> NCEA Level 1	<input type="checkbox"/> NCEA Level 2	<input type="checkbox"/> NCEA Level 3
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Additional information  
i.e. learning needs, individual requests.

\_\_\_\_\_ (school) accepts that this enrolment with Ara will mean a dual enrolment at both Ara and respective secondary school as set out by the Ministry of Education.

Signed (Principal/Delegate)

Name

Date

## Principal endorsement Using a Shared EFT model

- Each secondary school with students that will "be absent from school during school hours as part of a dual enrolment programme" are required to sign this document which approves the student's programme of study/training and acknowledges the school will seek reduced funding for the student from the Ministry of Education.
- This funding cannot be used for learners under 16 years old.

## International students

Providing visa requirements are met, international students are eligible to participate in a dual enrolment programme. However, fee-paying international students cannot utilise STP funding for costs associated with the course. Instead, part of their international fee can be used. This means that these students aren't officially recorded as STP-funded students but they can complete the programme providing there is an agreement between the tertiary provider and the school.

If an international student's parents are in New Zealand - for example on a work or student visa - the student will (in most cases) be regarded as a domestic student for primary and secondary school. This means they won't need to pay international fees and they will be eligible to utilise STP funding (as their school would be funded via regular operation grants and staffing entitlements).

Based on current tertiary education policy, this type of student would not be eligible for free tertiary education (i.e. via other YG funding streams). The Education Act 1989 Section 31L also notes that a Lead Provider (or Provider Group) must not approve the entry of an international student into a Secondary-Tertiary Programme if to do so would result in the provider excluding from entry to the programme, any domestic student who has applied for entry into the programme and is otherwise eligible to participate.