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.

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

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### 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 if you have not enrolled with Ara before (see Section 11 for details)
- If you have enrolled at this institution 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) and provide a verified copy of your passport. 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.

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### 1 Your name and details

<table>
<thead>
<tr>
<th>Title</th>
<th>Miss</th>
<th>Mrs</th>
<th>Ms</th>
<th>Mr</th>
<th>Other (please specify your title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal surname or family name</td>
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<td>Legal first name</td>
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<td>Legal middle name</td>
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<td>Preferred name</td>
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<td>Have you previously been known by another name?</td>
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<td>Previous family name(s)</td>
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<td>Previous given name(s)</td>
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<tr>
<td>Gender</td>
<td>Female</td>
<td>Male</td>
<td>Diverse</td>
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<td>Date of Birth</td>
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<tr>
<td>Have you previously enrolled at this institution?</td>
<td>Yes</td>
<td>No</td>
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<td>Ara Student ID (if known)</td>
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<td>NSI or NZQA No. (if known)</td>
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<td>Citizenship (Nationality)</td>
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<td>Residency Status</td>
<td>New Zealand Citizen</td>
<td>New Zealand Permanent Resident</td>
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<td></td>
<td>Australian Citizen</td>
<td>Australian Permanent Resident</td>
<td>Overseas</td>
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<tr>
<td>If you are from overseas, are you in New Zealand on a student visa?</td>
<td>Yes</td>
<td>No</td>
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</table>
2 Your intended programme of study

Programme name and specialisation or stream and location (if applicable)

Programme code  Level  Study start date (dd/mm/yyyy)

Location of study  Christchurch  Ashburton  Timaru  Oamaru  Online/distance/extramural

Will you be studying  Full time  Part time

Do you expect to complete your programme this year?  Yes  No

During your time at Ara will you be living in New Zealand or overseas?  NZ  Overseas

Do you intend to apply for credit recognition?  Yes  No

This includes Recognition of Prior Learning (RPL), Cross Credit (CC) and Credit Transfer (CT).

Course Selection

Some Ara programmes allow you to make choices between courses you would like to study and/or when they run. If you wish to make your preferred selection now, please contact us for a timetable.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Learner Group Code</th>
<th>Course Title</th>
<th>Start Date</th>
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</table>

Section 3 Tips

A) Please select one of the following to demonstrate how you will meet the entry requirements:

- I have provided evidence (attached) to show how I meet entry requirements (which may include academic requirements, alternative requirements, additional requirements and English requirements)
- I am still studying to meet the entry requirements
- I would like to discuss the entry requirements in relation to my eligibility to enter the programme

B) English language requirements: Is English your first language?  Yes  No

* See Section 11 for detail of evidence required.
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 dd/mm/yyyy

Emergency contact
Full name
Phone Relationship to you

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
- Cook Island Māori
- Tokelauan
- Nuean
- Samoan
- Tongan
- Fijian
- Other Pacific people
- Australian
- Chinese
- Japanese
- Korean
- Cambodian
- Vietnamese
- Indian
- Sri Lankan
- Filipino
- Indonesian
- Other Asian
- Other South East Asian
- British/Irish
- Dutch
- German
- Greek
- Italian
- Polish
- South Slav
- Other European
- Middle Eastern
- Latin American
- African
- Other (please specify):
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? Y Y Y Y to Y Y Y Y

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 or School Certificate
☐ University Entrance (minimum requirement to study degree programme in NZ)
☐ Overseas qualification (includes International Baccalaureate and Cambridge Exams)
☐ Other (please specify)
☐ 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? Y Y Y Y

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
☐ Polytechnic/Institute of Technology student
☐ University student
☐ Private training establishment student
☐ Wānanga student
☐ Self employed
☐ Wage or salary worker
☐ Unemployed or beneficiary (excluding retired)
☐ House person or retired
☐ Overseas (please specify)

7 Your learning support

Tertiary study can be academically demanding.

Would you like information about the learning resources and services available to you? Yes ☐ No ☐

8 Disability support

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
☐ Blind
☐ Vision impairment
☐ Deaf
☐ Hearing impairment
☐ Mental health conditions (anxiety, personality disorder, etc)
☐ Physical impairment
☐ Specific learning disability (dyslexia, dysgraphia, etc)
☐ Temporary impairment
☐ 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 ☐
If Ara confirms your enrolment in writing you must pay ALL tuition fees and student services levies as set by Ara, in full prior to the start date of your programme of study. If any fees are unpaid on the first day of teaching Ara reserves the right to cancel your enrolment in writing. Even if you do not participate in the courses you have enrolled in, you are still liable to pay all fees to Ara, unless Ara receives your completed signed Enrolment Amendment Form within the relevant refund period. If you do not have the details or authorisation yet, please arrange to get these to us before the start of the programme.

### 9 Your feedback is appreciated

#### How did you hear about the programme you are applying for

**Advertising**
- Ara Website
- Internet search
- Social media (e.g., Facebook/Twitter)
- TV
- Radio
- Print, newspaper, magazine
- Outdoor (billboard, bus back, poster)
- Other (please specify)

**In Person**
- School visit
- Careers Advisor
- An industry contact
- Ara staff
- Family
- Online advertisement

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

### 10 Your fee payment

If you are enrolling in a programme of study leading to the award of a qualification, full details of your fees will be included in the Letter of Offer. If you are enrolling in a short course, payment can be made immediately using the credit card payment form, or online banking details attached.

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

- Cheque
- EFTPOS
- Cash
- Credit card (see section 10)
- Direct credit (see section 10)

- **Funded study** (Youth Guarantee, tertiary taster, scholarship, fees free)
- **Student loan**
  
  Apply directly to Study Link on 0800 88 99 00 or [www.studylink.govt.nz](http://www.studylink.govt.nz)
  
  If your loan application is not approved by Study Link you are still liable for all fees invoiced to you.

  I authorise Ara to direct and accept payment of the relevant tuition fees, student services levy, and course costs from my student loan account.

  Signature

- **Training Incentive Allowance (TIA)**
  
  Contact your local Work and Income office. You must complete the enrolment first and submit your Ara invoice to Work and Income for payment. If your TIA application is not approved by WINZ and you wish to continue with your enrolment, you are liable for all fees invoiced to you.

- **Organisation/Company Paying**
  
  Please attach a letter or purchase order number from the organisation/company paying your fees to that effect. If for any reason the organisation/company does not pay your fees you are still liable for all fees invoiced to you.

  Organisation/Company name

  Authorised contact person

  Postal address

  Phone number

  Letter or purchase order number attached from company/organisation confirming payment of fees (as above)
11 Paying your fees

If you are paying by cheque, EFTPOS, or cash, you can do so at the Ara Student Finance counter at any of our campuses.

Paying by Direct Credit
If you’ve indicated on your form that you’re paying your fees you need to:
- go into your online banking site and pay your fees into Ara BNZ account: 02-0800-0911670-003
- make sure you include the following payment information:
  - particulars - student name
  - code - invoice number (if known)
  - reference - Ara Student ID number (if known)

Paying by Credit Card
Ara accepts American Express, Mastercard and Visa
- Pay by credit card in person at the Student Finance office or
- Phone our Contact Centre on 0800 24 24 76

You will need to provide:
- Ara student ID number
- surname or family name
- given name(s)
- card type (American Express/Mastercard/Visa)
- name on credit card
- 16-digit credit card number
- card’s expiry date
- course details

12 Your checklist

Have you completed the following:

- [ ] Read the Admission & Enrolment Guide and understood the terms and conditions of your admission and enrolment (www.ara.ac.nz/study-options/how-to-apply)
- [ ] Completed all required sections of this Admission & Enrolment form
- [ ] Read, signed, dated and ticked all three boxes under “Your acknowledgement and declaration” (Section 13)
- [ ] 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) where required
- [ ] Attached any additional documentation required to support your application such as your academic record, CV, police check, health declaration, references, portfolio requirements, etc.
  **Note:** we require your academic transcripts to be verified copies if the qualification shown is not also listed on your NZQA Record of Achievement
- [ ] Attached a copy of your highest achievement at secondary school or equivalent.
  **Note:** we will access your NZQA Record of Achievement directly from NZQA, you do not need to provide this to us.
- [ ] Completed the fees details, and understood you must pay all fees in full prior to the start of your programme or Ara reserves the right to cancel your enrolment
- [ ] Kept a photocopy of this Admission & Enrolment form for your records

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Section 11 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 Admission & Enrolment staff member

The following needs to be included on the copy to be considered a verified copy:
- the words “original sighted”
- name and signature of person sighting the original document
- institution/organisation stamp or handwritten institution/organisation name.
To view Ara Policies and Procedures and Terms and Conditions of Enrolment see:
http://www.ara.ac.nz/about-us/policies
http://www.ara.ac.nz/study-options/how-to-apply/terms-and-conditions

• 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

Signature
Date dd/mm/yyyy

Signature
Date dd/mm/yyyy

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 sign this form and complete the additional information.