

Waikato Institute for Leadership & Sport Studies



Enrolment Form 2023

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Hamilton 3240

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Welcome to Waikato Institute for Leadership & Sport studies (WILSS)

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 or course at our organisation. We also need to collect information from you which is required by 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. (Amend as necessary for digital enrolment process)
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 6 of the form.

A QUALIFICATION										
1	Please write the name of the qualification you wish to enrol in for 2023:		NZ Certificate in Business (First Line Management) (Level 4)		<i>Office Use</i>					
	Qualification Start Date:		18 September 2023							
	Qualification End Date (if known):		28 June 2024							
2	Have you studied at WILSS before?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
3	Do you intend to study:			Part time	<input type="checkbox"/>	Full time	<input type="checkbox"/>			
B PERSONAL DETAILS										
4	Print your full legal name:									
	Family Name:									
Given Name(s):										
5	Preferred first name:									
	Previous name(s) known by:									
6	If you have previously enrolled at this organisation under another name, what was that name?									
7	Preferred title:	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Other (Specify):

8	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>day month year</i>	9	Gender:	<i>Male</i> <input type="checkbox"/> <i>Female</i> <input type="checkbox"/> <i>Another Gender</i> <input type="checkbox"/>
10	If you know your NSN (National Student Number), please write it here. If you answered Yes to question 2, you MUST fill in this section.		<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"/> <input type="text"/> <input type="text"/>		
11	Citizenship and Residency: You may need to supply evidence of residence or citizenship	Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> <input type="checkbox"/> NZL , go to 12a <i>Australian Citizen</i> <input type="checkbox"/> AUS, go to 12a <i>Other</i> <input type="checkbox"/> 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.): Country of Citizenship: _____ Tick the box if you have New Zealand or Australian Permanent Resident Status: New Zealand Resident Visa Holder <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/>			
12a	During your time studying in this qualification will you be resident in New Zealand or overseas? <i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/>				

12b		<p>Please also specify your fee/assistance status.</p> <ul style="list-style-type: none"> • Domestic Student* <input type="checkbox"/> 00 • NZAID Student <input type="checkbox"/> 01 • International Fee-Paying Student (including people on current work visa) <input type="checkbox"/> 03 • Student on a recognised exchange scheme <input type="checkbox"/> 04 • Foreign Research Based Post-Graduate** <input type="checkbox"/> 06 • Diplomatic staff or family, or persons associated with Antarctic Programme <input type="checkbox"/> 08 • International On-Shore PhD student <input type="checkbox"/> 09 • International student doing ITO off-job training <input type="checkbox"/> 12 • Refugee or protected person, yet to be granted a resident visa; the immediate family ^[1], also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person <input type="checkbox"/> 13 • 2021 Resident Visa pathway, children aged 25 years or under on 1 January 2022 and residing in New Zealand, of a person on an eligible work visa for the 2021 Resident Visa ^[2] <input type="checkbox"/> 14 			
13	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes, which apply to you.</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>New Zealand European</i> <input type="checkbox"/> 111</p> <p><i>Māori</i> <input type="checkbox"/> 211</p> <p><i>Samoan</i> <input type="checkbox"/> 311</p> <p><i>Cook Islands Maori</i> <input type="checkbox"/> 321</p> <p><i>Tongan</i> <input type="checkbox"/> 331</p> <p><i>Niuean</i> <input type="checkbox"/> 341</p> <p><i>Tokelauan</i> <input type="checkbox"/> 351</p> <p><i>Fijian</i> <input type="checkbox"/> 361</p> <p><i>Other Pacific Peoples</i> <input type="checkbox"/> 371</p> <p><i>British and Irish</i> <input type="checkbox"/> 121</p> <p><i>Dutch</i> <input type="checkbox"/> 122</p> <p><i>Greek</i> <input type="checkbox"/> 123</p> <p><i>Polish</i> <input type="checkbox"/> 124</p> <p><i>South Slav</i> <input type="checkbox"/> 125</p> <p><i>Italian</i> <input type="checkbox"/> 126</p> <p><i>German</i> <input type="checkbox"/> 127</p> <p><i>Australian</i> <input type="checkbox"/> 128</p> <p><i>Other European</i> <input type="checkbox"/> 129</p> </td> <td style="width: 50%; vertical-align: top;"> <p><i>Filipino</i> <input type="checkbox"/> 411</p> <p><i>Cambodian</i> <input type="checkbox"/> 412</p> <p><i>Vietnamese</i> <input type="checkbox"/> 413</p> <p><i>Other Southeast Asian</i> <input type="checkbox"/> 414</p> <p><i>Chinese</i> <input type="checkbox"/> 421</p> <p><i>Indian</i> <input type="checkbox"/> 431</p> <p><i>Sri Lankan</i> <input type="checkbox"/> 441</p> <p><i>Japanese</i> <input type="checkbox"/> 442</p> <p><i>Korean</i> <input type="checkbox"/> 443</p> <p><i>Other Asian</i> <input type="checkbox"/> 444</p> <p><i>Middle Eastern</i> <input type="checkbox"/> 511</p> <p><i>Latin American</i> <input type="checkbox"/> 521</p> <p><i>African</i> <input type="checkbox"/> 531</p> <p><i>Other Ethnicity</i> <input type="checkbox"/> 611</p> <p><i>Not Stated</i> <input type="checkbox"/> 999</p> </td> </tr> </table> <p>If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.</p> <hr/>		<p><i>New Zealand European</i> <input type="checkbox"/> 111</p> <p><i>Māori</i> <input type="checkbox"/> 211</p> <p><i>Samoan</i> <input type="checkbox"/> 311</p> <p><i>Cook Islands Maori</i> <input type="checkbox"/> 321</p> <p><i>Tongan</i> <input type="checkbox"/> 331</p> <p><i>Niuean</i> <input type="checkbox"/> 341</p> <p><i>Tokelauan</i> <input type="checkbox"/> 351</p> <p><i>Fijian</i> <input type="checkbox"/> 361</p> <p><i>Other Pacific Peoples</i> <input type="checkbox"/> 371</p> <p><i>British and Irish</i> <input type="checkbox"/> 121</p> <p><i>Dutch</i> <input type="checkbox"/> 122</p> <p><i>Greek</i> <input type="checkbox"/> 123</p> <p><i>Polish</i> <input type="checkbox"/> 124</p> <p><i>South Slav</i> <input type="checkbox"/> 125</p> <p><i>Italian</i> <input type="checkbox"/> 126</p> <p><i>German</i> <input type="checkbox"/> 127</p> <p><i>Australian</i> <input type="checkbox"/> 128</p> <p><i>Other European</i> <input type="checkbox"/> 129</p>	<p><i>Filipino</i> <input type="checkbox"/> 411</p> <p><i>Cambodian</i> <input type="checkbox"/> 412</p> <p><i>Vietnamese</i> <input type="checkbox"/> 413</p> <p><i>Other Southeast Asian</i> <input type="checkbox"/> 414</p> <p><i>Chinese</i> <input type="checkbox"/> 421</p> <p><i>Indian</i> <input type="checkbox"/> 431</p> <p><i>Sri Lankan</i> <input type="checkbox"/> 441</p> <p><i>Japanese</i> <input type="checkbox"/> 442</p> <p><i>Korean</i> <input type="checkbox"/> 443</p> <p><i>Other Asian</i> <input type="checkbox"/> 444</p> <p><i>Middle Eastern</i> <input type="checkbox"/> 511</p> <p><i>Latin American</i> <input type="checkbox"/> 521</p> <p><i>African</i> <input type="checkbox"/> 531</p> <p><i>Other Ethnicity</i> <input type="checkbox"/> 611</p> <p><i>Not Stated</i> <input type="checkbox"/> 999</p>
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14	<p>Iwi:</p> <p>If you identified as Māori in question 13, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p> <p>Note: please use the Iwi codes published in SDR Manual appendices.</p>	<p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (Iwi home area):</i></p>			

¹ 'Immediate family' is used as defined by the Domestic Tertiary Students Notice (2)(c) as including the partner and any child in New Zealand of a person recognised as a refugee or protected person, or if the person recognised is a dependent child, their parents and any siblings in New Zealand. Refer to www.education.govt.nz/our-work/legislation/definition-of-domestic-student/

² This category of domestic tertiary student will apply for the 2022 and 2023 calendar years only. The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to www.education.govt.nz/our-work/legislation/definition-of-domestic-student/

15	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2022 – that is before you began your study. You may tick only one box.</p> <p> <i>Secondary school student</i> <input type="checkbox"/> 01 <i>Non-employed or beneficiary (excluding retired)</i> <input type="checkbox"/> 02 <i>Wage or salary worker</i> <input type="checkbox"/> 03 <i>Self-employed</i> <input type="checkbox"/> 04 <i>University student</i> <input type="checkbox"/> 05 <i>Polytechnic student</i> <input type="checkbox"/> 06 <i>House-person or retired</i> <input type="checkbox"/> 08 <i>Overseas (irrespective of occupation)</i> <input type="checkbox"/> 09 <i>Private Training Establishment student</i> <input type="checkbox"/> 11 <i>Wānanga student</i> <input type="checkbox"/> 12 </p>
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16	<p>Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability?</p> <p>The information you supply may be used to offer individual disability support.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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C ACADEMIC INFORMATION

17	Secondary School:	<p>What was the name of the last secondary school you attended? State “overseas”, if applicable.</p> <hr/>	<i>Office Use</i>
		<p>What was your last year at secondary school? <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>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 Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box.</p> <p> <i>No formal secondary qualifications</i> <input type="checkbox"/> 00 <i>14 or more credits at any level</i> <input type="checkbox"/> 11 <i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12 <i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13 <i>University Entrance</i> <input type="checkbox"/> 14 <i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15 <i>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</i> <input type="checkbox"/> 09 <i>Other</i> <input type="checkbox"/> 98 <i>Not Known</i> <input type="checkbox"/> 99 </p> <p>Please specify if “Overseas qualification” or “Other”.</p> <hr/>	

18	Tertiary Study:	<p>Will this be the first time you have ever enrolled in a University, Subsidiaries of Te Pūkenga (<i>Institutes of Technology or Polytechnic</i>), 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.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:</p> <p>Name:</p> <hr/> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <hr/> <p>What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
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D DOCUMENTATION

19 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](#)

20	Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.	
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E CONTACT DETAILS			
21	Home Address and contact details:	<i>Home Address:</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>	<i>Postal Address: (if different from home address)</i> <i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>
		<i>Phone: ()</i>	<i>Mobile:</i>
		<i>Email:</i>	
22	Address While Studying:	<i>Address while Studying (if different from home address):</i>	
		<i>Street Address:</i> <i>Suburb:</i> <i>Town/City:</i> <i>Post Code:</i>	
		<i>Phone: ()</i>	<i>Mobile:</i>
		<i>Email:</i>	
	Next of Kin:	<i>Name:</i>	<i>Phone: ()</i>

F DECLARATION

Privacy – Waikato Institute for Leadership & Sport Studies collects and stores information from this form to:

- manage the business of WILSS (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education and Training Act 2020 and other legislation^[3] relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that WILSS will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that WILSS holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information.

The Privacy Act requires Waikato Institute for Leadership & Sport Studies to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of information to government agencies and other organisations

Waikato Institute for Leadership & Sport Studies supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- 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 (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular 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 WILSS to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives
- 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 2020.

When required by law, WILSS 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. Waikato Institute for Leadership & Sport Studies policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

³ This includes legislation governing the maintenance of official records and for accountability for public funding.

<p>Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Waikato Institute for Leadership & Sport Studies regarding attendance, academic integrity, and progress, conduct and use of information systems.</p>		
<p>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.</p> <p>_____ / ____ / _____</p> <p><i>Signature</i> <i>Date</i></p>		
<p>➤ Please make sure that you sign your enrolment form above ◀</p>		
<p>Office Use Only</p>		
<p>Documentation</p> <p>_____</p> <p>____/____/____</p>	<p>Approved</p> <p>_____</p> <p>____/____/____</p>	<p>Entered</p> <p>_____</p> <p>____/____/____</p>

Additional information sheet about who will mentor/coach/supervise you in your organisation and collect evidence about your competency during the course.



Students Name: _____

What is the name of the organisation where you will be working and being assessed during the course?
You can be in a paid or volunteer role in this organisation.

What is your position in the above organisation?

Who will be your Mentor/Coach/Supervisor in this organisation?

What is your Mentor/Coach/Supervisor's position in this organisation?

One final random question:

If you volunteer in your community, list your volunteer role(s) below.