

## Form 6.2.1 Application/Enrolment Form (Domestic Students)

### Kia Ora! Welcome to International College of Auckland

This form is for domestic students to complete, applying for "Diploma in Electrical Engineering Level-7".

A domestic student is citizen resident of New Zealand, the Cook Islands, Tokelau, Niue or Australia.

If you have any queries about your application please call us on 09-3099558 or email enrol@ica.ac.nz. ICA marketing team will be glad to help.

#### Personal Information

Last Name

Given Name(s)

Preferred First Name

If you have changed your name (e.g. by marriage or deed poll), please include certified proof.

Previous Name(s)

Female  Male Date of Birth   
dd / mm / yyyy

Are you applying for the first time at ICA?

Yes  No If No, ICA Student ID Number (if known)

Name of programme you are applying for

Specialisation

Full Time  Part Time

Email:

#### Ethnic Group (tick up to 3 boxes)

- |                                                |                                             |                                            |
|------------------------------------------------|---------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> African               | <input type="checkbox"/> German             | <input type="checkbox"/> New Zealand Maori |
| <input type="checkbox"/> Australian            | <input type="checkbox"/> Greek              | <input type="checkbox"/> Niuean            |
| <input type="checkbox"/> British/Irish         | <input type="checkbox"/> Indian             | <input type="checkbox"/> Polish            |
| <input type="checkbox"/> Cambodian             | <input type="checkbox"/> Italian            | <input type="checkbox"/> Samoan            |
| <input type="checkbox"/> Chinese               | <input type="checkbox"/> Japanese           | <input type="checkbox"/> South Slav        |
| <input type="checkbox"/> Cook Island Maori     | <input type="checkbox"/> Korean             | <input type="checkbox"/> Sri Lankan        |
| <input type="checkbox"/> Dutch                 | <input type="checkbox"/> Latin American     | <input type="checkbox"/> Tokelauan         |
| <input type="checkbox"/> Fijian                | <input type="checkbox"/> Middle Eastern     | <input type="checkbox"/> Tongan            |
| <input type="checkbox"/> Filipino              | <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> Vietnamese        |
| <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Other Asian        |                                            |
| <input type="checkbox"/> Other Southern Asian  | <input type="checkbox"/> Other European     |                                            |

If other, please specify the ethnic group you identify with:

## Citizenship

To qualify as a domestic student, and to be entitled to the Government tuition subsidy and ICA zero fee scheme, you must be a New Zealand citizen (including students from the Cook Islands, Tokelau, or Niue who has New Zealand citizenship) or a permanent residency visa of New Zealand or a citizen or permanent resident of Australia residing in New Zealand.

Please provide citizenship or permanent residency evidence. It is required to provide original documentation or a certified copy of the original document.

Where there has been a change of name in the provided document since its time of issue, a marriage certificate, dissolution of marriage certificate or statutory declaration document will also be needed in order to confirm current details.

If you are applying to ICA for the first time you need to supply proof of citizenship and eligibility for study. Certified documentation is essential.

Please tick one of the boxes below. In the right hand column next to the box you have ticked, please tick and supply a certified copy of one of the relevant documents with this application form.

If you are New Zealand Citizen, then provide one of the following evidence

New Zealand birth certificate

New Zealand passport

Certificate of NZ citizenship

A statement of Whakapapa stating your full name and date of birth and countersigned by a kaumatua

Birth certificate with place of birth stated as Cook Island, Niue or Tokelau

If you have New Zealand Permanent Resident/ residency visa then provide following evidence

Passport with a current residency permit

If you are Australian Citizen, then provide one of the following evidence

Australian birth certificate - only if you were born before August 1986

Australian passport

Certificate of Australian citizenship

If you have Australian Permanent Residents then provide following evidence

Passport with a current residency permit

Refugee Status

Immigration New Zealand document confirming refugee status. (Should evidence of New Zealand permanent residence also be required then a passport with a current residency permit or a letter from Immigration New Zealand confirming permanent resident status will need to be provided)

**Contact Details**

Your preferred address for all ICA correspondence.

Postal Address	
Town/City	Post Code
Mobile	Phone
	Fax

Your address while studying (if different from above)

Street address	
Town/City	Post Code
Mobile	Phone
	Fax

Work/Business address (if applicable).

Company name	
Postal address	
Town/city	Post Code

**Emergency Contact**

Name		Address	
Home Phone		Work Phone	
Mobile Phone		Relationship	

**Statistical Information****The Ministry of Education requires this data to be collected before your application can be processed**

Is this the first year you have enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga in New Zealand or overseas since leaving school?

 No       Yes

If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment:

Name	Year
------	------

What was your main activity in New Zealand in the year before starting this programme/s at ICA?  
(select only one)

<input type="checkbox"/>	Student of a Secondary School
<input type="checkbox"/>	Student of a Polytechnic
<input type="checkbox"/>	Student of a University
<input type="checkbox"/>	Student of a Wananga
<input type="checkbox"/>	Student of a PTE
<input type="checkbox"/>	

Name of PTE

<input type="checkbox"/>	Wage/Salary worker
<input type="checkbox"/>	Self employed
<input type="checkbox"/>	Unemployed or other beneficiary
<input type="checkbox"/>	House person/retired
<input type="checkbox"/>	Overseas

**Previous Education**

If you have no qualifications, please tick here

Please attach either your NZQA record of learning, your original academic transcript or a certified copy of either document. ICA reserves the right to contact any institution holding relevant academic records to confirm information supplied.

Enter your National Student Number here

**Secondary School/High School**

Write "overseas" if applicable.

Secondary school/high school attended

When was your last year at secondary school/high school?

If you are still at school, what subjects are you studying and at what level?

Subjects	Level

**Tertiary Studies**

Qualification	Institution	Start Date	End date	
				<input type="checkbox"/> Completed
				<input type="checkbox"/> In progress
				<input type="checkbox"/> Completed
				<input type="checkbox"/> In progress
				<input type="checkbox"/> Completed
				<input type="checkbox"/> In progress
				<input type="checkbox"/> Completed
				<input type="checkbox"/> In progress

**Work Experience Section**

Experience Details	Company	Start Date	End date	
				<input type="checkbox"/> Current Job
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## Recognition of Prior Learning

ICA acknowledges that Skills, Knowledge, and Understanding gained inside and/or outside formal education or training should be recognized.

Diploma of Electrical Engineering (Level-7) Guidelines on RPL as given below:

RPL addresses previous qualifications and relevant experience including:

- Cross credits
- Assessment of prior learning
- Credit transfers

If you want to apply for RPL, Please tick here

**(Please complete Form 6.3)**

## Support

The information you supply is confidential and will not affect your application. Extra support may be available for students with certified medical conditions, disabilities/impairments or learning difficulties. In order to be considered for this support, students must provide the information below. Please note, an offer of place on a programme made prior to an assessment for your declared disability does not mean that support is available. We are unable to guarantee any support without an assessment. If you have any queries please contact us.

Do you live with the effects of an injury, long-term illness or disability, or do you identify as being Deaf?

No  Yes

Please specify the type of your injury, illness or impairment

Blind  Deaf  Hearing  Mental health  
 Physical  Mobility  Specific learning  Temporary impairment  
 Speech  Medical  Vision  Other, please specify

Would you like to be contacted by our staff to be considered for support?

No  Yes

Do you need a NZ Sign Language Interpreter or notetaker for classes or exams?

No  Yes

In the event of an emergency, would you need help to evacuate the building?

No  Yes

## Fee Payment

Confirmation of enrolment - will be provided in the form of a receipt.

Fee payments: are due seven days prior to the course start date.

Student Loan: if paying by Student loan, please telephone Studylink for advice prior to the start of your programme on 0800 88 99 00 or visit [www.studylink.govt.nz](http://www.studylink.govt.nz)

## Zero Fee Policy

Our Zero Fees Scheme means we pay your tuition fees, so all you have to pay for are the direct material costs for your course

Please read zero fee scheme policy and provide consent (ICAForm 6.2.1b)

## IRD Number

Provide your IRD Number is voluntary and is used for a Student Loan interest write-off. For more information on interest-free student loans, visit [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans).

## Payment of Fees, Withdrawal, Refund and Cancellation Policy.

Fees must be paid seven days prior to the course start date (this being the due date shown on the tax invoice/statement) or a loan application must be in progress.

The current ICA admissions, enrolments and fee policy relating to fee refunds for New Zealand citizens and permanent residents is listed below.

## Declaration

- ➔ I declare that the information provided by me is complete and correct. I also undertake that any further information I provide to ICA will also be complete and accurate.
- ➔ I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- ➔ I agree to abide by all ICA status, regulations and policies as may be amended from time to time.
- ➔ I undertake to make prompt payment of fees as notified on the receipt confirming my enrolment
- ➔ I understand that payment must be received within the due time and that, failing this, formal recovery action may be taken to recover unpaid fees. Furthermore, I understand that I will be liable for all costs relating to such recovery.

Signature

Date