**WELCOME TO TOPEC**

**2024 New Student
Registration and Enrolment Form**

This form is to be completed only by applicants who are citizens or permanent residents of New Zealand, the Cook Islands, Tokelau, Niue or Australia.

**PLEASE NOTE:** **International enrolments cannot be accepted.**

**If you are still at school and aged 16 or over,** you are required before you enrol, to provide a letter from your secondary school principal confirming that you are capable of undertaking tertiary study out of school hours, as well as your secondary school study.

**If you are aged under 16** and wish to study full time, you are required to provide a school exemption certificate from the Ministry of Education (MoE). To obtain this exemption, please phone the MoE – 09 632 9515. If you wish to study part time within or out of school hours, you are required to provide a letter from your School confirming that you are capable of undertaking tertiary study as well as your secondary school study.

**All sections** of this form must be completed and all the necessary documentation provided to enable your enrolment to be fully processed.

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 TOPEC, 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.

**YOU MUST SIGN THE STUDENT DECLARATIONS ON PAGE 4 & 5 OF THIS FORM**

**Please complete all sections of this form. Please print clearly using BLOCK LETTERS. For multi-choice boxes, tick the box that applies.**

**1. PERSONAL DETAILS**

**Enter details as shown on your birth certificate or passport. If you do not bring in an original document, you are required to provide verified copies as evidence of your name, date of birth and citizenship status.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

TOPEC Student ID Number (if known) (8 or 9 numbers). If you are new at TOPEC we will create an ID number for you.

**NATIONAL STUDENT INDEX NUMBER (NSN) / NZQA NUMBER**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

**If you know your NSN/NZQA number, please write it here.**

The system, introduced by the Government, allocates every New Zealand tertiary student and NCEA candidate a unique number – NSN. To check information about your NSN, go online at [www.minedu.govt.nz/goto/nsi](http://www.minedu.govt.nz/goto/nsi)

**Please PRINT your legal name in full (as on your proof of New Zealand citizenship/residency).
This legal name will appear on any award.**

|  |
| --- |
| Legal Family Name: |

|  |  |
| --- | --- |
| Legal First Given Name: | Legal Second Given Name: |

|  |
| --- |
| Preferred Names: |

□ Miss □ Mrs □ Ms □ Mr Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Female □ Male □ Gender Diverse

**DATE OF BIRTH**

**If you have changed your name (e.g. by marriage, deed poll) since a previous enrolment at TOPEC, please print your previous name(s). Proof of name change must be provided.**

|  |
| --- |
| Previous Name(s) First Family |

**2. CITIZENSHIP and ETHNIC ORIGIN – Tick only ONE box for EACH (i.e. the citizenship and ethnic group you most identify with)**

|  |
| --- |
| Tick the box which best describes your citizenship? Tick one box onlyNew Zealand Citizen □ Australian Citizen □ NZ Resident Visa or Australian Permanent Resident □ Other □ If other, specify Country of Citizenship (For students with dual citizenship, specify country of citizenship of the passport used to enter NZ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 111 | New Zealand European/ Pakeha |  | 123 | Greek |  | 421 | Chinese |
|  | 211 | New Zealand Māori |  | 124 | Polish |  | 431 | Indian |
|  | 311 | Samoan |  | 125 | South Slav |  | 441 | Sri Lankan |
|  | 321 | Cook Island Māori |  | 126 | Italian |  | 442 | Japanese |
|  | 331 | Tongan |  | 127 | German |  | 443 | Korean |
|  | 341 | Niue |  | 128 | Australian |  | 444 | Other Asian |
|  | 351 | Tokelauan |  | 129 | Other European |  | 511 | Middle Eastern |
|  | 361 | Fijian |  | 411 | Filipino |  | 521 | Latin American |
|  | 371 | Other Pacific Peoples |  | 412 | Cambodian |  | 531 | African |
|  | 121 | British/Irish |  | 413 | Vietnamese |  | 611 | Other |
|  | 122 | Dutch |  | 414 | Other Southeast Asian |  |  |  |

Please specify if “Other Pacific Peoples”, “Other European”, “Other Southeast Asian” or “Other”.

**Optional:** If you identify yourself with additional ethnic groups you may enter two other numbers.

|  |
| --- |
| 1. 2. |

If you have identified yourself as New Zealand Māori, what is the name of your iwi? You can enter up to three iwi.

|  |
| --- |
| Iwi 1. |
|  2. |
|  3. |

**3. CONTACT DETAILS**

**Permanent/Home Address**

|  |
| --- |
| Street address – number and name |
| Suburb Town/City Postcode |
| Phone ( ) Cell phone |
| Email address |

**Work/Business address (if relevant)**

|  |
| --- |
| Company name |
| Postal Address |
| Town/City Postcode |
| Phone ( ) ext Cell phone |
| Email address |

**Address while studying (if different from permanent) and current contact numbers**

|  |
| --- |
| Street address – number and name |
| Suburb Town/City Postcode |
| Phone ( ) Cell phone |
| Email address |

**Emergency Contacts**

|  |
| --- |
| Name |
| Phone: Home ( ) Cell phone Work ( ) |
| Relationship (e.g. friend, brother, mother) |
|  |
| Name |
| Phone: Home ( ) Cell phone Work ( ) |
| Relationship (e.g. friend, brother, mother) |

**4. SECONDARY ACADEMIC DETAILS**

**What was the name of the last secondary school you attended? If study was overseas, write “overseas”.**

|  |
| --- |
|  |

**When was your last year at secondary school? \_\_\_\_\_\_\_\_\_\_\_\_**

**What is your highest school qualification? Tick ONE box only.**

|  |  |  |
| --- | --- | --- |
|  | 00 | No formal secondary qualification |
|  | 11 | 14 or more credits at any level (your NZQA Record of Learning shows you how many credits you have) |
|  | 12 | NCEA Level 1 or School Certificate |
|  | 13 | NCEA Level 2 or 6th Form Certificate |
|  | 14 | University Entrance |
|  | 15 | NCEA Level 3 or Bursary or Scholarship |
|  | 09 | Overseas qualification (included international Baccalaureate and Cambridge exams) |
|  |  | Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 98 | Other |
|  |  | Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 99 | Not Known |

Please note: If you have attended a tertiary institution since leaving school e.g. Polytechnic, Institute of Technology, University, College of Education, Wananga or Private Training Establishment either in New Zealand or overseas, (not including STAR, community or hobby classes), please write in the year you first enrolled. If this year is your first year please write 2022.

**If you have attended another tertiary provider, write the name and the year of the last one you attended.**

|  |
| --- |
| Name Year |

**5. STATISTICAL INFORMATION**

**What was your activity or occupation in New Zealand at 1 October last year? Tick ONE box only.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 01 | Secondary School student |  | 06 | Polytechnic/Institute of Technology student |
|  | 02 | Unemployed or other beneficiary (excluding retired) |  | 08 | House person or retired |
|  |  | e.g. DPB, sickness, ACC |  | 09 | Overseas (irrespective of occupation) |
|  | 03 | Wage/Salary worker |  | 11 | Private Training Establishment student |
|  | 04 | Self-employed |  | 12 | Wananga student |
|  | 05 | University student |  |  |  |

**6. SUPPORT**

**Extra support is available for students with disabilities. Support will need to be negotiated with TOPEC Student Support.**

**STUDENTS WITH DISABILITIES**

**Do you live with long term illness, disability or injury?** YES ❑ NO ❑

|  |
| --- |
| **Please tick one or more boxes below to describe your condition or disability.** |
|  | 02 | Hearing |  | 07 | Use of Wheelchair or mobility scooter |
|  | 03 | Vision |  | 14 | Specific learning disability |
|  | 04 | Mobility |  | 15 | Chronic pain |
|  | 05 | Hand function |  | 99 | Other (please specify) |
|  | 06 | Intellectual disability |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  |  | No |  |

|  |  |  |
| --- | --- | --- |
| **PRIVACY** |  | **DECLARATION** |
| **PERSONAL INFORMATION PRIVACY ACT 2020** |  |  |
| TOPEC is committed to protecting the privacy of all our stakeholders, including students, employers, their families and our staff involved in education delivery. We will protect the privacy of our stakeholders by meeting the information privacy principles outlined in The Privacy Act 2020 summarised below: 1. We will only collect the information we need 2. Where possible, we will only get information directly from the person 3. We will be clear about what the information will be used for 4. We will use fair and reasonable ways of collecting information 5. We will keep your information safe and secure 6. You can access your information, where appropriate 7. You can correct your information if you think it is wrong 8. We will make sure information is accurate before we use it 9. We will only keep information as long as we need it 10. We will only use information for the purpose we collected 11. We will only share personal information if we have good reason such as when: a. we have the permission from you b. a law requires us to do so c. It is one of the purposes for which we gathered the information d. we disclose it in a form that does not identify you 12. We will only send personal information overseas if the organisation outside of New Zealand meets the criteria. 13. We only use individual identifiers (such as National Student Number (NSN) number) where it is necessary You have the right to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is wrong. If you’d like to ask for a copy of your information, or to have it corrected, please contact us at grover@topec.co.nz, 027 043 1884 or PO Box 859, New Plymouth. |  | * I declare that the information provided by me on this form is true and correct.
* 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 TOPEC statutes, regulations and policies as may be amended from time to time. Copies are available from your TOPEC course leader. In particular, you should note the TOPEC Academic Regulations, Computer User Regulations and the regulations applying to your programme of study.
* I have read and accept the Private and Policy statements printed on this form.
* I acknowledge that all TOPEC courses and programmes will proceed subject to enrolment numbers and TOPEC has the right to cancel an offering of a course or programme prior to its commencement if there are insufficient enrolments.
* I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. TOPEC may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the TOPEC Academic Regulations.
* I acknowledge that TOPEC reserves the right to cancel my enrolment (as set out in the TOPEC Student Regulations) where I have made insufficient progress on the course. I further acknowledge that non-attendance may constitute insufficient progress.
* I understand that TOPEC may need to validate the information provided on this form and attachments.
* I authorise to TOPEC to collect information for this purpose from any agency holding the source of this information.
 |
| Applicant signature |  | DAY / MONTH / YEAR / /  |

**If you are signing on behalf of the student you must have the necessary authorisation through legal guardianship or power of attorney.**

**Please return this form with associated documents to TOPEC** – email: claire@topec.co.nz

 **or**

**TOPEC TOPEC**

**11 Hydro Road or PO Box 859**

**New Plymouth, Taranaki New Plymouth, Taranaki**

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| **Programme Enrolment** |
| Please select the programme you wish to enrol in for 2024 |
| **New Zealand Certificate in Outdoor Experiences (NZCOE) Level 3 40cr**Entry criteria: Aged 16+ and have* NCEA Level 1 or equivalent NZQF unit standards or
* Able to demonstrate an ability to succeed in tertiary study
 |
|  Part – time: Thursday and Fridays Duration: 30 weeks |
| Start: 22/02/2024 End: 8/11/2024 |
| Learner signature: |
|  Full – time: TBA Duration: 10 weeks |
| Start: TBC End: TBC |
| Learner signature: |
|  |
| **New Zealand Certificate in Outdoor Leadership (NZCOL) Level 4 60cr**Entry criteria: Aged 16+ and have* NZCOE L3 or equivalent NZQF unit standards or
* Demonstrate equivalent knowledge
 |
|  Part – time: Monday – Wednesday lunchtime Duration: 40 weeks |
| Start: 19/02/2024 End: 11/12/2024 |
| Learner signature: |
|  Full – time: TBA Duration: 20 weeks |
| Start: TBC End: TBC |
| Learner signature: |
|  |
| **Micro Credential Leadership (Level 3) TBC 11cr**Entry criteria: Aged 16+ and have NCEA Level 1 or equivalent NZQF unit standards  |
| Day/s: Duration:  |
| Start: End:  |
| Learner signature: |
|  |
| **Micro Credential Leader Facilitation (Level 3) TBC 9cr**Entry criteria: Aged 16+ and have NCEA Level 1 or equivalent NZQF unit standards  |
| Day/s: Duration:  |
| Start: End:  |
| Learner signature: |
|  |
| **Micro Credential Pest Destruction and Bush Survival (Level 3) TBC 15cr**Entry criteria: Aged 16+ and have NCEA Level 1 or equivalent NZQF unit standards  |
| Day/s: Duration:  |
| Start: End:  |
| Learner signature: |