

# Registration Guide 2022



NorthTec is the registered trading name of Northland Polytechnic

## Guide to Registration and Terms and Conditions

Remember ... there are 3 ways to Register.

1. Go to our website [www.northtec.ac.nz](http://www.northtec.ac.nz) and click on 'APPLY NOW' at the top of the page
2. Fill in the attached form and, together with any attachments, post to:  
NorthTec Registry, Private Bag 9019, Whangārei Mail Centre, 0148.
3. Visit us at one of our campuses or Learning Centres.

Please read this Guide carefully. It is intended to help you through the process of registration.

For assistance freephone 0800 162 100.

### CHECKLIST TOWARDS ENROLMENT

*Once you have completed your Registration Form, use this checklist to ensure that you have completed all sections and attached all required documents.*

- Question 3: Documents to verify your Full Legal Name
- Question 12: Documents to verify Citizenship
- Question 18: Evidence of school grades (if applicable)
- Question 23: Signatures (Student Declaration and Conditions)
- Completed all sections
- Tear off completed Registration Form, attach documents, and return to:

NorthTec Registry, Private Bag 9019,  
Whangārei Mail Centre, 0148

Please note: When you complete and submit a Registration Form, you are **NOT FULLY ENROLLED** until:

- you have received formal written notification that your application has been successful
- you have returned the 'offer of place' acceptance document to confirm your place on your programme of study. You will receive this 'offer of place' with your formal notification.

### QUESTION 1 - QUALIFICATION YOU WISH TO ENROL IN

Please write the full name of the qualification you will be studying e.g. New Zealand Diploma in Business.

PLEASE NOTE: Programmes are offered subject to final approval and/or sufficient enrolments being received.

### QUESTION 1A - PLACE OF STUDY

Please tick the campus or learning centre that you intend to study at:

**Extramural includes:**

- by correspondence
- distance learning (web-based/on-line)

**Other includes:**

- any other site of delivery not listed above

### QUESTION 3 - PRINT YOUR FULL LEGAL NAME

You must use the same name that is on your legal identification e.g. birth certificate or passport, (or provide proof that it has changed e.g. marriage certificate/deed poll papers). Please copy exactly from your birth certificate or passport.

The Ministry of Education requires us to establish your identity by collecting and verifying (proving) your full legal name.

If this is the first time you have registered with NorthTec (or you have never supplied documents in the past) you need to provide a **verified copy of evidence of your full legal name and age**. If you have enrolled with us before, and your name has changed since your last enrolments, you will need to send us **verified documentation** to confirm that change. A verified copy of an original document is acceptable.

A verified copy is a photocopy that has been confirmed and signed by an authorised person who has sighted the original document. An authorised person is listed in the Oaths and Declarations Act of 1957. Examples include: Barrister or solicitor of the High Court, Justice of the Peace (JP), Court Registrar or Deputy Registrar, Notary Public or Member of Parliament. When a learner is in a remote community, a School Principal, Minister of the Church, General Practitioner or member of the New Zealand Police is acceptable.

Alternatively you can take the **original documents** and Registration Form to any NorthTec Campus or Learning Centre and a copy will be taken for you.

The following are examples of acceptable documents: (**Do not send originals**)

- Birth Certificate, Passport or Certificate of Citizenship (with place of birth stated as New Zealand, Cook Islands, Tokelau, Niue, or Australia). If you need to obtain a birth certificate, contact Births, Deaths and Marriages on 0800 22 52 52. If you have a credit card, you can order copies of certificates at that number.
- Overseas Passport with residency stamp, work permit or student permit for international students.
- Certificate of Identity (from the New Zealand Immigration Service).
- Marriage Certificate or Deed Poll declaration (for change of legal name only).
- Statement of Whakapapa: A verified copy of a whakapapa statement is acceptable **only** when a birth certificate cannot be obtained. Both the learner and a kaumātua must sign the whakapapa as evidence of identity and citizenship, and include date of birth. Please request a template from Registry.

**Note: Your enrolment cannot be confirmed until we have sighted complete documentary evidence of your full legal name, date of birth and citizenship.**

### QUESTION 8 - NZQA or NATIONAL STUDENT NUMBER

Have you ever had a NZQA ID number (New Zealand Qualification Authority Identification Number), or ROL Number (Record of Learning Number), or NCEA (National Certificate of Education Achievement)? If you have, fill in this box. If you are unsure of your ROL number leave the box blank. NorthTec will then register your name with the MOE (Ministry of Education) and request a NSN (National Student Number).

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: <http://nsi.education.govt.nz/home.aspx>

### QUESTION 10 - COMPLETION

If your programme of study is one year or less, and you are expecting to complete the qualification this year, tick Yes. If your programme will take you longer than one year to complete, or if you do not expect to finish in this year of enrolment, tick No.

### QUESTION 11 - PAYMENTS

Please tell us how you intend paying for your study. If you are applying for a Student Loan through StudyLink, they can be contacted by phoning 0800 88 99 00 or Freepost 113907, StudyLink Centre, Private Bag 11070, Palmerston North, 4442 or [www.studylink.govt.nz](http://www.studylink.govt.nz)

If you intend to enrol on a NorthTec course, full or part-time, it is your obligation to inform your WINZ Case Manager if you are currently in receipt of a benefit, as you may not be entitled to continue to receive WINZ income assistance. The contact phone number is 0800 559 009.

Fees are payable before your programme of study official start date. NorthTec regards all students as valued clients, but also has a responsibility to students who have paid their fees. Non-payment

of fees is regarded seriously and NorthTec will take steps to obtain the required payment, including prohibiting students from class, not releasing academic results, and referring unpaid debts to a debt collection agency for recovery action.

**Note:** Applicants who have not provided evidence of their status as a domestic student could be invoiced at full cost fees.

### QUESTION 12 - CITIZENSHIP AND RESIDENCY

Please tick the box that best describes your citizenship or residency status. This question asks which country you are allowed to live in, i.e. if you were born in New Zealand tick NZ Citizen. If you were born in another country, and can prove you are a resident of NZ, tick NZ Permanent Resident.

### QUESTION 15 - ETHNICITY

Which ethnic group or groups do you belong to? You may tick or write the codes for up to 3 groups that you have a family connection to.

Your first choice (Selection 1) should be the group you most identify with.

- |                       |                           |
|-----------------------|---------------------------|
| 111 NZ European       | 121 British/Irish         |
| 122 Dutch             | 123 Greek                 |
| 124 Polish            | 125 South Slav            |
| 126 Italian           | 127 German                |
| 128 Australian        | 129 Other European        |
| 211 New Zealand Māori | 311 Samoan                |
| 321 Cook Island Māori | 331 Tongan                |
| 341 Niuean            | 351 Tokelauan             |
| 361 Fijian            | 371 Other Pacific Peoples |
| 411 Filipino          | 412 Cambodian             |
| 413 Vietnamese        | 414 Other Southeast Asian |
| 421 Chinese           | 431 Indian                |
| 441 Sri Lankan        | 442 Japanese              |
| 443 Korean            | 444 Other Asian           |
| 511 Middle Eastern    | 521 Latin American        |
| 531 African           | 611 Other                 |
| 999 Not Stated        |                           |

### QUESTION 15A - IWI CODES

Refer to Iwi codes on opposite page

## QUESTION 15A - Iwi

If you identified as 'New Zealand Māori' in the Ethnicity section, the Ministry of Education requires that you specify your Iwi. This list of Iwi codes has been compiled by Statistics New Zealand. Please select up to three Iwi codes from this list and enter the four digit code(s) in the Iwi section.

### 01 Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region

0101 Te Aupōuri  
0102 Ngāti Kahu  
0103 Ngāti Kuri  
0104 Ngāpuhi  
0105 Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa  
0106 Te Rarawa  
0107 Ngāi Takoto  
0108 Ngāti Wai  
0109 Ngāti Whātua (not Ōrākei or Kaipara)  
0110 Te Kawerau ā Maki  
0111 Te Uri-o-Hau  
0112 Te Roroa  
0113 Ngāti Whātua o Kaipara  
0114 Ngāti Whātua o Ōrākei  
0115 Ngāi Tai ki Tāmaki  
0116 Ngāti Hine (Te Tai Tokerau)  
0117 Te Paatu  
0118 Ngāti Manuhiri  
0119 Ngāti Rēhua

### 02 Hauraki (Coromandel) Region

0201 Ngāti Hako  
0202 Ngāti Hei  
0203 Ngāti Maru (Hauraki)  
0204 Ngāti Paoa  
0205 Patukirikiri  
0206 Ngāti Porou ki Harataunga ki Mataora  
0207 Ngāti Pūkenga ki Waiau  
0208 Ngāti Rāhiri Tumutumu  
0210 Ngāti Tamaterā  
0211 Ngāti Tara Tokanui  
0212 Ngāti Whanaunga

### 03 Waikato/Te Rohe Pōtae (Waikato/King Country) Region

0301 Ngāti Haua (Waikato)  
0302 Ngāti Maniapoto  
0303 Raukawa (Waikato)  
0304 Waikato  
0305 Ngāti Te Ata  
0306 Ngāti Hikairo  
0307 Rereahu  
0308 Ngāti Tiipa  
0309 Ngāti Korokī Kahukura  
0310 Ngāti Tamaoho  
0311 Te Ākitai-Waiohua

### 04 Te Arawa/Taupō (Rotorua/Taupō) Region

0401 Ngāti Pikiao (Te Arawa)  
0402 Ngāti Rangiteaorere (Te Arawa)  
0403 Ngāti Rangitīhi (Te Arawa)  
0404 Ngāti Rangiwewehi (Te Arawa)  
0405 Tapuika (Te Arawa)  
0406 Ngāti Tarāwhai (Te Arawa)  
0407 Tūhourangi (Te Arawa)  
0408 Uenuku-Kōpako (Te Arawa)  
0409 Waitaha (Te Arawa)  
0410 Ngāti Whakaue (Te Arawa)  
0411 Ngāti Tūwharetoa (ki Taupō)  
0412 Ngāti Tahu-Ngāti Whaoa (Te Arawa)  
0413 Ngāti Mākino  
0414 Ngāti Keroa / Ngāti Tuarā  
0415 Ngāti Rongomai (Te Arawa)

### 05 Tauranga Moana/Mātaatua (Bay of Plenty) Region

0501 Ngāti Pūkenga  
0502 Ngāi Te Rangī  
0503 Ngāti Ranginui  
0504 Ngāti Awa  
0505 Ngāti Manawa  
0506 Ngāi Tai (Tauranga Moana/Mātaatua)  
0507 Tūhoe  
0508 Whakatōhea  
0509 Te Whānau-ā-Apanui

0510 Ngāti Whare  
0511 Ngā Pōtiki ā Tamapahore  
0512 Te Upokorehe  
0513 Ngāti Tūwharetoa ki Kawerau

### 06 Te Tairāwhiti (East Coast) Region

0601 Ngāti Porou  
0602 Te Aitanga-a-Māhaki  
0603 Rongowhakaata  
0604 Ngāi Tāmanuhiri  
0605 Te Aitanga ā Hauiti

### 07 Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region

0701 Rongomaiwahine (Te Māhia)  
0702 Ngāti Kahungunu ki Te Wairoa  
0703 Ngāti Kahungunu ki Heretaunga  
0704 Ngāti Kahungunu ki Wairarapa  
0706 Rangitāne (Te Matau-a-Māui/Hawke's Bay/Wairarapa)  
0707 Ngāti Kahungunu ki Te Whanganui-a-Orotu  
0708 Ngāti Kahungunu ki Tamatea  
0709 Ngāti Kahungunu ki Tamakinui a Rua  
0710 Ngāti Pāhauwera  
0711 Ngāti Rākaipaaka  
0712 Ngāti Hineuru  
0713 Maungaharuru Tangitū  
0714 Rangitāne o Tamaki nui ā Rua  
0715 Ngāti Ruapani ki Waikaremoana  
0716 Te Hika o Pāpūma

### 08 Taranaki (Taranaki) Region

0801 Te Atiawa (Taranaki)  
0802 Ngāti Maru (Taranaki)  
0803 Ngāti Mutunga (Taranaki)  
0804 Ngā Rauru  
0805 Ngā Ruahine  
0806 Ngāti Ruanui  
0807 Ngāti Tama (Taranaki)  
0808 Taranaki  
0809 Tangāhoe  
0810 Pakakohi

### 09 Whanganui/Rangitikei (Wanganui/Rangitikei) Region

0901 Ngāti Apa (Rangitikei)  
0902 Te Ati Haunui-a-Pāpārangi  
0903 Ngāti Haua (Taumarunui)  
0904 Ngāti Hauiti (Rangitikei)  
0905 Ngāti Whitikaupeka (Rangitikei)  
0906 Ngāi Te Ohuake (Rangitikei)  
0907 Ngāti Tamakōpiri (Rangitikei)  
0908 Ngāti Rangī (Ruapehu, Whanganui)  
0909 Uenuku (Ruapehu, Waimarino)  
0910 Tamahaki (Ruapehu, Waimarino)  
0911 Tamakana (Ruapehu, Waimarino)

### 10/11 Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region

1001 Te Atiawa (Te Whanganui-a-Tara/Wellington)  
1002 Muaūpoko  
1003 Rangitāne (Manawatū)  
1004 Ngāti Raukawa (Horowhenua/Manawatū)  
1005 Ngāti Toarangatira (Te Whanganui-a-Tara/Wellington)  
1006 Te Atiawa ki Whakarongotai  
1007 Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)  
1008 Ngāti Kauwhata  
1009 Ngāti Tukorehe

1101 Te Atiawa (Te Waipounamu/South Island)  
1102 Ngāti Koata  
1103 Ngāti Kuia  
1104 Kāti Māmoe  
1105 Moriori  
1106 Ngāti Mutunga (Wharekauri/Chatham Islands)  
1107 Rangitāne (Te Waipounamu/South Island)  
1108 Ngāti Rārua  
1109 Ngāi Tahu / Kāi Tahu  
1110 Ngāti Tama (Te Waipounamu/South Island)  
1111 Ngāti Toarangatira (Te Waipounamu/South Island)  
1112 Waitaha (Te Waipounamu/South Island)  
1113 Ngāti Apa ki Te Rā Tō

### 20/23 Iwi Not Named, but Waka or Iwi Confederation Known

2001 Tainui, iwi not named  
2002 Te Arawa, iwi not named  
2003 Tākitimu, iwi not named  
2004 Aotea, iwi not named  
2005 Mātaatua, iwi not named  
2006 Mahuru, iwi not named  
2007 Māmari, iwi not named  
2008 Ngātokimatawhaorua, iwi not named  
2009 Nukutere, iwi not named  
2010 Tokomaru, iwi not named  
2011 Kurahaupō, iwi not named  
2012 Muriwhenua, iwi not named  
2013 Hauraki / Pare Hauraki, iwi not named  
2014 Tūranganui a Kiwa, iwi not named  
2015 Te Taihū o Te Waka a Māui, iwi not named  
2016 Tauranga Moana, iwi not named  
2017 Horouta, iwi not named  
2018 Mōkai Pātea, iwi not named  
2101 Te Atiawa, region not known  
2102 Ngāti Haua, region not known  
2103 Ngāti Maru, region not known  
2104 Ngāti Mutunga, region not known  
2105 Rangitāne, region not known  
2106 Ngāti Raukawa, region not known  
2107 Ngāti Tama, region not known  
2108 Ngāti Toa, region not known  
2109 Waitaha, region not known  
2110 Ngāti Apa, region not known  
2111 Ngāi Tai, region not known  
2112 Ngāti Kahungunu, region not known  
2113 Ngāti Tūwharetoa, region not known  
2201 Hapū Affiliated to More Than One Iwi  
2301 Te Tai Tokerau/Tāmaki-makaurau Region, Iwi not named  
2302 Hauraki Region, Iwi not named  
2303 Waikato/Te Rohe Pōtae Region, Iwi not named  
2304 Te Arawa/Taupō Region, Iwi not named  
2305 Tauranga Moana/Mātaatua Region, Iwi not named  
2306 Te Tai Rāwhiti Region, Iwi not named  
2307 Te Matau-a-Māui/Wairarapa Region, Iwi not named  
2308 Taranaki Region, Iwi not named  
2309 Whanganui/Rangitikei Region, Iwi not named  
2310 Manawatū/Horowhenua/Te Whanganui-a-Tara Region, Iwi not named  
2311 Te Waipounamu/Wharekauri Region, Iwi not named

### 50/99 Other

5000 Do not know name of Iwi  
5555 Refused to Answer  
6000 Unidentifiable response  
8888 Response outside scope  
9999 Not Stated

## QUESTION 17 and 17A - SECONDARY SCHOOL STUDY

The Ministry of Education requires us to collect information on the last New Zealand secondary school you attended as well as the last year you attended school.

You must supply these details, otherwise we will be unable to confirm your enrolment.

## QUESTION 18 - MARKS, GRADES, UNIT STANDARDS AND PREVIOUS EMPLOYMENT EXPERIENCE

(only required for programmes longer than 2 weeks full-time).

To carry out the selection process, it is advisable to supply us with a copy of your school grades and NZQA record of learning. If you are a mature student, and you do not have copies, a current Curriculum Vitae is acceptable.

## QUESTION 19 - TERTIARY STUDY

Tertiary study is study taken after you have left secondary school (but excludes STAR, community or hobby courses). If you have enrolled in tertiary study before, answer 'Yes' to the question asked and complete the remainder of the section. If you have completed more than one qualification, please provide details on a separate sheet and attach to the form, together with copies of these qualifications.

## QUESTION 20 - PRIOR ACTIVITY

The Ministry of Education requires us to report on your MAIN occupation or activity in New Zealand on 1 October of the year prior to your first year of study with NorthTec.

## QUESTION 21 - DISABILITIES/HEALTH

The Ministry of Education requires us to report on the numbers of students with disabilities who enrol with us. If you tell us that you have a disability, we may be able to assist you with your studies. For enquiries, contact Registry on (09) 470 3893 or 0800 808 856 ext 3893 who will put you in contact with our Student Success team for more information.

## QUESTION 22 - EMERGENCY CONTACT DETAILS

NorthTec needs to have the name, address and phone numbers of a person who can be called in case there is an emergency. This can be your partner, family member or a close friend.

## QUESTION 23 - STUDENT DECLARATION AND CONDITIONS

Students 18 years of age and older must date and sign the declaration to accept the conditions of registration.

Students under 18 years of age are required to obtain a parent/guardian to sign and date the declaration on the student's behalf.

Students under 16 years of age, at the time of enrolment, need to provide Ministry of Education documentation to exempt attendance at secondary school (MOE Exemption).

## PRIVACY ACT (IN RELATION TO STUDENT DECLARATION)

NorthTec is required to collect and maintain student personal information in a way that is consistent with the principles outlined in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

### NOTE:

The information collected during the registration process will only be released to any of the following potential users on a "need to know" basis. You have the right to see and correct, if necessary, the information provided.

1. The personal information collected at the time of your final enrolment will be held on the student administration database and will be made available only to staff of NorthTec, i.e. those responsible for:
  - the selection of applicants
  - your enrolment
  - establishing and maintaining your academic records
  - providing tuition, appropriate academic advice and support
  - providing student services
  - maintaining order and discipline
  - graduation
  - library services
  - institutional research
  - marketing

If you wish to be excluded from any printed graduation material or advertisement, please advise the Academic Registrar in writing.

2. Some personal information from this database may be made available to the following external organisations upon legitimate request, or when required by law:
  - The Ministry of Education
  - Tertiary Education Commission (TEC)
  - New Zealand Qualifications Authority
  - Ministry of Social Development (Student Loans & Allowances)
  - IRD (Student Loans)
  - Department of Immigration (for non-New Zealand citizens/permanent residents)
  - Agencies that support particular students through scholarships and prizes, payment of fees and other awards (e.g. tribal trusts)
  - Industry Training Organisations
  - Education and Training Support Agency
  - Special Education Services (for Manaaki Tauiira applicants)
  - Other tertiary institutions (conjoint programmes or transfer of academic records)
  - Ministry of Foreign Affairs and Trade (Ministry funded international students)
  - Foreign institutions (for exchange students)
  - Professional registration/licensing agencies (e.g. Teacher Registration Board)
  - New Zealand Vice Chancellors' Committee
  - The media (if lists of graduates are published)
  - NZ Police, Department of Justice, Inland Revenue Department, National Students Services Centre, Work and Income New Zealand and Accident Compensation Corporation (for approved data matching and the maintenance of law and order as defined in the Privacy Act)
  - Employers, provided that a privacy waiver has been signed by you, the student
  - Your last Secondary School.