




## Re-enrolment Form

Please use this form if you were previously enrolled and you are continuing with the SAME programme of study this year.  
For further information, please contact Enquiries and Enrolments Centre on Freephone: 0800 162 100 or www.northtec.ac.nz

**NOTE: Please ensure you sign and date the declaration on page 2**

**If this form is printed with your current details, please check and amend if required:**

Are you currently (this year) a NorthTec staff member? Yes  No

Name:

Home  
Address:

Postal Code:

Term  
Address:  
*(If different from above)*

Postal Code:

Home Phone:

Mobile Phone:

Work Phone:

Term Phone:

Date of Birth:

Gender:

Email:

NZQA/NSN No:

**Programme of study for current year:** *(attach signed course selection sheet or list papers/courses in the spaces below)*

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### Emergency Contact Details

Name:

Address:

Postal Code:

Phone No:

Mobile Phone:

Relationship:

### Completion

Do you expect to complete the academic requirements in order to complete your programme of study this year? Yes  No

How do you intend to pay for your study?

Student loan  Self  Employer  Fees free

Training Incentive Allowance (T.I.A.)  Other *(please specify)* \_\_\_\_\_

Continued

## STUDENT DECLARATION AND CONDITIONS

**Privacy** - NorthTec collects and stores information from this form to comply with the requirements of the Ministry of Education and other Government agencies. The information is also used for internal processes such as student selection, surveys, marketing and administration. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records and providing information on student progress.

When required by law, NorthTec releases information to Government agencies. You will find details of the agencies that may be supplied with information in the NorthTec Registration Guide.

In signing this Registration Form you authorise such disclosure on the understanding that NorthTec will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Registry.

Please note that your name, date of birth and residency as entered on this Registration Form 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://www.nsi.govt.nz/ima>

**Fees** - In signing this Registration Form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NorthTec's policy on withdrawal and refund of fees may be obtained from the Registry.

**Rules** - In signing this Registration Form you undertake to comply with the statutes, regulations, rules and policies of NorthTec. (Refer to the Academic Calendar on [www.northtec.ac.nz](http://www.northtec.ac.nz))

**Health and Safety** - In signing this Registration Form you undertake to disclose, prior to enrolment, all health information that might affect your ability to complete the programme or the health and safety of yourself or others. If you do not disclose all relevant information staff will be unable to advise you appropriately and you may enrol on a programme that you are unable to complete.

**Declaration - I declare that to the best of my knowledge all the information supplied on and with this Registration 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.**

**Signature:**

**Date:**

If you are under 18 years of age a parent/guardian must sign below to acknowledge acceptance of this declaration.

**Signature:**

**Date:**

### Further Information/Disclaimer

For further information, please contact our Enquiries and Enrolments Centre on Freephone 0800 162 100.

- NorthTec reserves the right to cancel or postpone any course for any reason.
- NorthTec does not guarantee that these courses/programmes are suitable to any individual student and their particular requirements.
- Each prospective student should make their own investigation as to whether the course/ programme is suitable for their requirements.
- Fees differ for International Students.
- Fees must be paid in full either personally, by StudyLink or your employer before the commencement of your study.

### Office Use Only

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Checked by: \_\_\_\_\_ Input into Artna by: \_\_\_\_\_

Documentation complete or waiting: \_\_\_\_\_

Academic Approval: \_\_\_\_\_

Invoice No#: \_\_\_\_\_ EA