



**Welcome** to the Catholic Institute of Aotearoa New Zealand, known as **TCI**. We are a registered Private Training Establishment, with a Category One rating. We exist primarily to provide qualifications to people who work in and with the Catholic church as teachers, leaders, pastoral ministers, chaplains, governors, managers and administrators and those wanting to know more about the Catholic faith. We are committed to quality teaching and learning, contemporary content, flexible and accessible delivery and formation that is attractive, relevant and authentically Catholic. We look forward to your company in 2019.

**Please** complete all sections of the form, attach any additional documents and **sign and date the back page**.

**Section A Personal Information and Contact Details**

We need this information to identify you as a unique person, understand your circumstances and ensure payment details are correct. Please give us your full legal name.

Full legal name .....

Preferred first name..... Previous last name .....

Date of birth..... Gender..... National Student Number (if known) .....

Residential address (where you live): .....

.....

Postal address (if different above): .....

.....

Invoice address (if someone else is paying your fees):.....

Email ..... Phone .....

If you have previously studied at TCI please state the year(s): .....

**Section B Eligibility to Study with TCI**

We need this information to ensure that you qualify as a domestic student. TCI is not able to enrol international students or students who are not resident in New Zealand during their study.

To qualify as a **domestic student** 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.

**CITIZENSHIP AND RESIDENCY** Tick which box describes your citizenship:

New Zealand Citizen  Australian Citizen  Other

If "Other" please specify your country of citizenship .....

Do you have New Zealand Permanent Residency Status  or Australian Permanent Residency Status ?

**DOCUMENTATION** You must provide evidence of citizenship or permanent residency and, 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 or Australia.
- New Zealand or Australian passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with permanent residency stamp.

You can bring the original documentation to TCI, alternatively please provide a **certified** copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace, Barrister or Solicitor, Notary Public, Court Registrar 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.

**Section C Ethnicity**

We need this information for New Zealand government statistical analysis

Which ethnic group(s) do you belong to? Tick up to three (3) boxes:

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

If you identified as New Zealand Māori, what is the name of your iwi and rohe (iwi home area)? You may enter more than one iwi.

Iwi 1 ..... Rohe 1 .....

Iwi 2 ..... Rohe 2 .....

Iwi 3 ..... Rohe 3 .....

**Section D Existing Qualifications**

We need this information for New Zealand government statistical analysis and to determine your eligibility for fees-free study

**Secondary School:** What was the name of the last NZ **Secondary School** you attended? State “overseas” if applicable.

Secondary School Name: .....

Location: ..... What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? Tick only one box.

- |                                      |                             |   |                             |
|--------------------------------------|-----------------------------|---|-----------------------------|
| No formal secondary qualifications   | <input type="checkbox"/> 00 | NCEA Level 3 or Bursary or Scholarship  | <input type="checkbox"/> 15 |
| 14 or more credits at any level      | <input type="checkbox"/> 11 | Overseas qualification (includes International Baccalaureate & Cambridge Exams) * | <input type="checkbox"/> 09 |
| NCEA Level 1 or School Certificate   | <input type="checkbox"/> 12 | Other *   | <input type="checkbox"/> 98 |
| NCEA Level 2 or 6th Form Certificate | <input type="checkbox"/> 13 | Not known   | <input type="checkbox"/> 99 |
| University Entrance                  | <input type="checkbox"/> 14 |   |                             |

\* Please specify if “Overseas qualification” or “Other” .....

**Tertiary Study:** Will this be the **first** year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wānanga, either in New Zealand or overseas, since leaving school? Do not include enrolments in STAR, community or hobby classes. Yes  No

If you answered “No”, please enter the year of your **first** enrolment: .....

What is the highest level of study you have completed since leaving school? .....

**Occupation** (your main activity or occupation as at 1 October 2018 – tick **one** box only)

- |   |                             |  |                             |
|---|-----------------------------|--|-----------------------------|
| Secondary school student                        | <input type="checkbox"/> 01 | Polytechnic student                    | <input type="checkbox"/> 06 |
| Non-employed or beneficiary (excluding retired) | <input type="checkbox"/> 02 | House-person or retired                | <input type="checkbox"/> 08 |
| Wage or salary worker                           | <input type="checkbox"/> 03 | Overseas (irrespective of occupation)  | <input type="checkbox"/> 09 |
| Self-employed                                   | <input type="checkbox"/> 04 | Private training establishment student | <input type="checkbox"/> 11 |
| University student                              | <input type="checkbox"/> 05 | Wānanga student                        | <input type="checkbox"/> 12 |

**Health:** Do you live with the effects of significant injury, long-term illness, or disability? Yes  No

If “Yes”, how would you describe your impairment, disability, or long-term medical condition? The information you supply is confidential. ....

Emergency contact (name and phone number): .....

**Section E Your New Qualification**

We need this information to ensure your intended course of study is available to you in your preferred location and that your expected completion date is achievable.

**QUALIFICATION** – Indicate which qualification you are applying for:

- NZ Certificate in Christian Studies – Religious Education
- NZ Certificate in Christian Studies – Christian Ministry
- Certificate of Personal Interest
- NZ Diploma in Christian Studies - Christian Leadership
- NZ Diploma in Christian Studies - Religious Education
- NZ Diploma in Christian Studies - Theological Studies
- NZ Diploma in Christian Studies - Pastoral Ministry

If you are enrolling in the New Zealand Diploma in Christian Studies, please provide details that you have completed a NZQA level 5 qualification in this academic field, which is the pre-requisite for entrance into this diploma.

What year do you expect to complete your current qualification at TCI? .....

**COURSES FOR 2019**

Please enter the individual papers for which you wish to enrol in 2019. State exact start dates and teaching location (see example below). If you are studying through Distance Education please state this.

| Course Code     | Course Title   | Course Start Date            | Teaching Location<br>ie. town/suburb or Distance Education | TCI Office Use Only |
|-----------------|--|------------------------------|--|---------------------|
| <i>eg SC501</i> | <i>eg Understanding the Old Testament (Example only)</i> | <i>eg 1<sup>st</sup> Feb</i> | <i>eg Auckland</i>   |                     |
|                 |  |                              |  |                     |
|                 |  |                              |  |                     |
|                 |  |                              |  |                     |
|                 |  |                              |  |                     |
|                 |  |                              |  |                     |
|                 |  |                              |  |                     |
|                 |  |                              |  |                     |

**If you are enrolling in the NZ Certificate in Christian Studies – Religious Education at TCI as a trainee teacher:**

What is your final year of teacher training? .....

Which teacher training qualification are you enrolled in? Primary  Secondary

Which teacher training establishment are you enrolled at? .....

**Section F Checklist**

Just to be sure that you’ve covered all the bases needed for swift and successful enrolment

Have you:

- Answered every question on this form?
- Selected the course and qualification you wish to enrol in?
- Attached certified proof of NZ or Australian citizenship or permanent residency?
- Signed the declaration at the end of the form?**

**This enrolment cannot be processed until all the questions have been answered.**

List all documents you have attached to this form. Staple documents securely to the back of this form. Please ensure that your documents match your current name. ....

## Section G Declaration

### The things you need to know before signing the enrolment form

**Privacy** – The Catholic Institute of Aotearoa New Zealand Te Pūtahi Katorika ki Aotearoa (TCI) collects and stores information from this form to:

- Manage the business of TCI (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that TCI will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Registrar.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires TCI to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.privacy.org.nz/the-privacy-act-and-codes/privacy-act-and-codes-introduction/>

#### Information sharing

TCI supplies data collected on this form to government agencies, including:

- the Ministry of Education
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances)

Those agencies use the data collected from tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research.

TCI may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

The Ministry of Education 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.

When required by law, TCI releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

#### Consent

In addition, TCI is asking students for their consent to release names and academic information to Catholic diocesan offices for the purposes of using the data to administer records for the Catholic schools Certification, conduct research/analysis required for planning PD, resources and needs of schools and parishes.

Consent is also requested to survey relevant employers to determine whether our graduate outcomes are fit for purpose.

**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. TCI's policy on withdrawal and refund of fees is included in the Disclosure of Information to Students and part of the enrolment information.

**Policies** – In signing this enrolment form you undertake to comply with TCI's published rules and policies with regard to attendance, withdrawal, academic integrity and progress, conduct and use of information systems.

#### Declaration

I acknowledge that I have received and read the information entitled **Disclosure of Information to Students 2019** as required by section 234B of the Education Act prior to my enrolment at TCI (<http://tci.ac.nz/admissions-enrolment/enrolment>).

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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

|                        |                            |       |                |
|------------------------|----------------------------|-------|----------------|
| <b>Office use only</b> | _____                      | _____ | ____/____/____ |
|                        | Signature on behalf of TCI | Name  | Date           |

**Return this form to: The Registrar or a.king@tci.ac.nz**  
**TCI**  
**PO Box 12243**  
**Wellington 6144**

For advice on courses or enrolment, go to: <http://www.tci.ac.nz/admissions-enrolment/contacts-for-courses>