Domestic Student Enrolment Form (ENR01a v1)

Head Office
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Welcome to AGI Education. Please read the instructions below carefully before you complete this enrolment form.

Complete ALL sections and return by post or email to one of the above addresses.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by government agencies for statistical and administrative reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice question
- Signing the form
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 6 of the form.

A. PROGRAMME

1	Please tick the qualification you wish to enrol in:	☐ NZ Diploma in Healthcare, Aging and Disability Services (Applied Practice) (Level 5) ☐ Diploma in Mental Health and Addiction (Applied Practice) (Level 6)
2	Do you intend to study?	☐ *Full-time* ☐ *Part-time*
3	Which intake are you wishing to study in?	Month: Year:
4	Have you studied with AGI before?	☐ *Yes* ☐ *No*

B. PERSONAL DETAILS

5	**Legal** Family Name: (please attach NZ Birth Certificate or Passport to support)	
	Legal Given Name(s):	
6	Preferred name: (If different from above)	
	Previous name(s) known by:	
7	If you have previously enrolled with us under another name, what was that name?	

8	Preferred title:	*Ms* ☐	*Miss* ☐	*Mrs* ☐	*Mr* ☐	*Other (Specify):*
9	Date of birth: ☐☐ ☐☐ ☐☐☐☐ *Day month year*			Gender:	*Male* ☐ *Female* ☐ *Diverse* ☐	
10	If you know your NSN (National Student Number), please write it here.	☐☐☐-☐☐☐-☐☐☐☐				

11 Citizenship / Residency

Tick the box which best describes your citizenship:

NZ Citizen ☐ *Go to 12*
Australian Citizen ☐ *Go to 12*
Other ☐

If "Other",
Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):

Country of Citizenship: _____

Tick the box if you have New Zealand or Australian Permanent Resident Status:
New Zealand Resident Visa Holder ☐
Australian Permanent Resident ☐

12 Ethnicity:
What ethnic group(s) do you belong to?
You may tick up to three boxes, which apply to you.

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

If *"Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian"* or *"Other" please specify what specific ethnicity below.*

_____

13 Iwi:

If you identified as New Zealand Māori in question 12, what is the name of your Iwi?

You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.

Iwi: *Hapu:*
Rohe (Iwi home area):

Iwi: *Hapu:*
Rohe (Iwi home area):

Iwi: *Hapu:*
Rohe (Iwi home area):

14 Main Activity Prior to Study

What was your MAIN activity or occupation on 1 October last year?

Secondary School Student	☐ *01*	*Non-employed of Beneficiary (excl retired)*	☐ *02*
Wage of Salary Worker	☐ *03*	*Self Employed*	☐ *04*
University Student	☐ *05*	*Polytechnic Student*	☐ *06*
House person or Retired	☐ *08*	*Overseas (irrespective of occupation)*	☐ *09*
Private Training Establishment Student	☐ *11*	*Wānanga Student*	☐ *12*

15	Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential. *If yes, how would you describe your impairment, disability or long term medical condition:*	*Yes* ☐	*No* ☐
16	Do you suffer from any allergies? *If yes, please describe:*	*Yes* ☐	*No* ☐
17	Have you ever / or do you currently suffer from any mental health issues that we should be aware of? *If yes, please describe:*	*Yes* ☐	*No* ☐

C. ACADEMIC INFORMATION

18	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. What was your final year at secondary school? ☐☐☐☐ *(please put approximate year if you are not sure)* What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the NZ Qualifications Framework. Your NZQA Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box. *No formal secondary qualification* ☐ *00* *14 or more credits at any level* ☐ *11* *NCEA Level 1 or School Certificate* ☐ *12* *NCEA Level 2 or 6th Form Certificate* ☐ *13* *University Entrance* ☐ *14* *NCEA Level 3 or Bursary or Scholarship* ☐ *15* *Overseas qualification (inclInternational Baccalaureate & Cambridge Exams)* ☐ *09* *Other* ☐ *98* *Not known* ☐ *99* Please specify if "Overseas qualification" or "Other".
19	Tertiary Study:	Will this be the first time you have ever enrolled in a University, Institute of Technology Polytechnic, Institute of Technology College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school? Do not include enrolments in community classes. *No* ☐ *Yes* ☐ If you answered "*No*", please enter the name of the organisation you studied at and the year of your first enrolment: Organisation Name: Year: ☐☐☐☐

20	Prior Education	Highest Tertiary Qualification achieved: *Certificate* ☐ *Diploma* ☐ *Adv Diploma or Associate Degree* ☐ *Bachelor Degree of Higher* ☐ *Miscellaneous Education / Other* ☐	
D. CONTACT INFORMATION			
21	Home Address and contact details:	*Home Address* Street Address: Suburb: Town/City: Post Code:	*Postal Address (if different from home address)* Postal Address: Suburb: Town/City: Post Code:
		Phone: ( )	Mobile: ( )
		Email:	
22	Next of Kin / Emergency Contact	Name:	
		Relationship:	
		Phone: ( )	Mobile: ( )

E. DOCUMENTATION

To qualify as a **domestic student**, and be entitled to the Government tuition subsidy, 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 **or**
- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship).

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 our Marketing team, 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.

On occasion, more than one National Student Number is created for an individual or data entry errors are made. The Ministry regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.

For further information please see: http://nsi.education.govt.nz/home.aspx

F. CONDITIONS OF ENROLMENT

Enrolment is subject to availability of places. If AGI Education reserves a place for a student and offers enrolment, then subject to payment, these Conditions of Enrolment form part of a binding contract between AGI Education and the student. These conditions shall be governed by and construed in accordance with the laws of New Zealand.

Education Code of Practice - AGI Education has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) and subsequent amendments published by the Ministry of Education, and managed by the Code Administrator, New Zealand Qualification Authority.
Copies of the Codes are available on request from AGI Education or you can find them here: https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf

Privacy – SRA collects and stores information from this form to:

- manage the business of SRA (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation[1] 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 SRA will observe the 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 Enrolments Officer.

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

Supply of information to government agencies and other organisations
SRA supplies data collected on this form to government agencies, including:

- the Ministry of Education
- the Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

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.

- Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.
- The government agencies above 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.
- In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.
- When required by law, SRA releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

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. SRA's policy on withdrawal and refund of fees may be obtained from the Marketing team or Student Services team.

Quality Assurance
NZQA assesses the standard of education for tertiary education organisations through a regular system of external evaluation and review (EER). Through periodic EER, tertiary education organisations are held accountable to their students, employers, funders, quality assurance bodies and other interested parties.
Please go to http://www.nzqa.govt.nz and search AGI Education to see our latest EER report from NZQA.

Programme / Timetable Changes

- AGI Education reserves the right to cancel or postpone any programme and shall not be liable for any claim other than the proportion of programme which the cancelled portion bears. At least 2 weeks' notice will be given.
- AGI Education reserves the right to cancel or postpone any programme components (modules) and shall not be liable for any claim other than the proportion of component (module) fee which the cancelled portion bears. Modules are opened subject to the number of enrolments and/or any other factors. At least 2 weeks' notice will be given.
- AGI Education reserves the right to change the timetable/schedule of programmes and shall not be liable for any claim in terms of the impact this may have on the student. Changes to timetables are dependent upon number of enrolments and/or any other factors. At least 2 weeks' notice will be given.

Liability
To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, AGI Education's liability, whether arising as a result of any breach of the Conditions of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to AGI Education. Under no circumstances will AGI Education be liable for indirect or consequential loss or damage of any kind (including loss of profits).

Complaints Procedure
AGI Education has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within AGI Education, it can be taken to the Chief Executive or sent in writing to the Chief Executive. If it is still not resolved, then the complaint can be taken to NZQA or iStudent. NZQA is a government organisation, and they can provide an independent assessment of the complaint. iStudent is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS), which was set up to resolve financial and contractual disputes.

- NZQA – for concerns and complaints about a provider breaching the Code OR
- iStudent Complaints – for concerns and complaints about money or contracts.

NZQA - you can submit your complaint query on the NZQA website (www.nzqa.govt.nz) OR send an email to qadrisk@nzqa.govt.nz
iStudent Complaints - you can contact them through their website - www.istudent.org.nz

Disciplinary Procedure
If students contravene AGI Education rules and regulations (as published on the AGI Education website) including breaching the Conditions of Enrolment (as published in this enrolment form) with AGI Education, the student will be issued with warning(s) following the AGI Education discipline procedure:

- 1st offence will result in a verbal warning, confirmed in writing.
- 2nd offence will result in a written warning,
- 3rd offence will result in a final written warning.
- If the student then continues to break AGI Education rules and regulations they will be expelled, and their enrolment with AGI Education will be terminated.

The Chief Executive can instantly expel students without warning if they seriously break the rules and regulations of AGI Education and/or the laws of New Zealand.
Please note that Attendance and Academic issues are part of the disciplinary process.
The student will not be entitled to a refund of their fees if their enrolment with AGI Education is terminated for Attendance or Disciplinary reasons.

Rules
In signing this enrolment form you undertake to comply with the published rules and policies of SRA with regard to attendance, academic integrity and progress, conduct, use of information systems, withdrawals and refunds.

[1] *This includes legislation governing the maintenance of official records and for accountability for public funding.*

Withdrawal / Refund Information

Withdrawal / Termination from the programme

1. Students must notify AGI Education of withdrawal from a programme using any of the following ways:
   a. in writing on the official AGI Education Request for Withdrawal Form These are available from reception or can be downloaded from our website www.kauriacademy.ac.nz and either emailed (studentinfo@aka.ac.nz) OR submitted physically to a member of our Student Services / Marketing team.
   b. in writing in an email or any other way to a member of our Student Services / Marketing team (studentinfo@aka.ac.nz); OR
   c. verbally to a member of our Student Services / Marketing team
   d. The withdrawal date will be the date the notification was received by AGI Education or the withdrawal date indicated by the student in their notification (whichever is the latter).
2. A student will be treated as withdrawn if;
   a. the student fails to attend or participate in the programme in the first 10 working days from the Offer of Place commencement date (or extension date where approved prior) OR
   b. the student attends or participates in the programme within the first 10 working days from the Offer of Place commencement date (or extension date where approved prior) but stops attending or participating in the programme before the end of this period.
   c. 2.b does not apply where a student attends or participates in the programme after the end of the period defined.
3. AGI Education reserves the right to terminate a student's enrolment in the event of:
   a. Academic or disciplinary non-compliance
   b. Attendance non-compliance
      i. Non-attendance for more than 5 consecutive days without contact or approved leave, after the first 10 working days from the Offer of Place commencement date (or extension date where approved prior).
      ii. Failure to meet AGI Education's Attendance Requirements.
   c. Failure to obtain or extend an appropriate visa for study.
4. Terminations will be notified to the student via personal email once actioned.
5. Immigration New Zealand will be notified of all withdrawals / terminations.

Refund Information

6. Students who withdraw in accordance with AGI Education's Withdrawal Policy and are deemed eligible for a refund as per *Withdrawal/Refund Information* - 7., will have their refund paid within 5 working days from the date of the notification of withdrawal. This timeframe is subject to the student providing the required documentation (for the refund to be paid by Public Trust) within 2 working days of a documentation request from AGI Education.
7. Refund timeframes and refund criteria will be calculated in accordance with the AGI Education Refund Calculation Table. (See Table 1.1)
8. All refunds are made in New Zealand dollars, unless otherwise permitted by Public Trust.
9. All refunds will be paid to the student OR a nominated person approved and requested in writing by the student. This is also subject to Public Trust requirements.

Refunds of fees when withdrawal occurs prior to and within the first 10 working days from the Offer of Place commencement date (or extension date where approved prior).

10. The student will be entitled to a full refund, less up to 25% of the total monies paid, based on the actual costs incurred by AGI Education.

Refunds of fees when withdrawal occurs after 10 working days from the Offer of Place commencement date (or extension date where approved prior).

11. A withdrawal due to exceptional circumstances may, at the sole discretion of the Chief Executive be grounds for a refund of fees.
    a. The Chief Executive may require documentary evidence in support of the application for the refund. Exceptional circumstances may include:
       - serious illness or disability of the student.
       - death of a student or close family member (parent, sibling, spouse or child);
       - political, civil or natural event that prevents arrival of the student
    b. If refund is approved under exceptional circumstances, AGI Education will at a minimum deduct any fees which have been paid or incurred by AGI Education including, but not limited to:
       - tuition utilized
       - resource fees
       - the student's Recruitment Agent fees
       - the cost of any additional services that were completed prior to withdrawal

    An application can be made in writing to the Chief Executive. A response will be sent within 10 working days of receipt of request for consideration of exceptional circumstances. Refunds will be paid within 5 working day of the decision by the Chief Executive to permit a refund under exceptional circumstances.
12. Any excess fees or other funds will be managed by Public Trust as follows:

    Refunds to Consolidated (Unclaimed Funds)

    Scenario 1:

    The student pays a deposit or full fees but does not start the course or withdraws within the refund period. Funds can be transferred to consolidated 12 months from payment receipt date as the student has had 12 months to claim their fees

    Scenario 2:

    The student has withdrawn after the refund period or finished the course and there is a balance of fees left on their account. Funds can be transferred to consolidated 12 months from the course end date.

    Once in Consolidated they are held for a further 6 years and if no claim on the funds, after 6 years the funds are released to NZ Treasury.
13. In the event that AGI Education withdraws an Offer of Place, or is unable to provide the programme, all tuition fees will be refunded.
14. In the unlikely event that AGI Education:
    a. ceases to provide a programme as contracted with a student, due to a requirement by an education quality assurance agency OR
    b. ceases to be a signatory or provider

    Students will be entitled to a full refund of fees for any undelivered tuition/services.
    c. If AGI Education ceases to provide a programme as contracted with a student, on its own accord, students will be entitled to a full refund of fees less 20%.

Table 1.1

	AGI Education REFUND CALCULATION TABLE					
	Programme length of less than 5 weeks		**Programme length from 5 and 12 weeks**		**Programme length of 13 weeks or more**	
Timeframe	Prior to and within the first **2** days of the programme	After more than **2** days	Prior to and within the first **5** days of the programme	After more than **5** days	Prior to and within the first **10 working** days	After more than **10 working** days
Refund Criteria	50% of total fees paid	No refund	75% of total fees paid	No refund	Full refund, less up to 25% of the total monies paid, based on the actual costs incurred by AGI Education.	No refund
Other	• Weeks refers to Calendar weeks • Any costs incurred from additional services eg. External exams, requested by the student that have been rendered and/or completed are the liability of the student, and are subject to the cancellation/refund policies of the service where applicable. • Where a student withdraws from a programme before fees are paid, the student is responsible for payment of outstanding fees as notified. **NO refund** will be paid if the student's enrolment is terminated by AGI Education due to Academic, Attendance – outlined in Withdrawal/Refund Information - 3 bi and bii or Disciplinary non-compliance.					

Student Fee Protection Policy

Section 236A of the Education Act 1989 requires student fees (over $500 in total) to be placed in an approved trust account to provide security for the repayment of prepaid fees in the event programmes are terminated early. Accordingly, student fees paid in advance are held in the SRA's Public Trust account. Fees are drawn down after commencement in stages as the course is completed.

In the event a programme is terminated, and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the programme.

G. CONTRACT FOR TUITION

AGI Education agrees to:

1. Provide a study place on condition that the student meets the conditions of this agreement.
2. Adhere to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)
3. Provide a pleasant, safe, healthy and well-equipped learning environment.
4. Provide quality teaching delivered by skilled tutors with appropriate qualifications.
5. Review learning goals and progress to ensure current programmes meet student needs.
6. Provide academic support as required to ensure student needs are met.
7. Keep accurate records of student achievements and report them regularly to the student.
8. Keep accurate records of student attendance.
9. Provide internal guidance and support in academic, personal and welfare matters, or help the student to gain external assistance if requested.
10. Respect the student's rights and privacy and provide in the Programme Handbook and orientation clear guidelines for study and behaviour.
11. Protect the student's personal information in accordance with NZ law, in particular the Privacy and Consumer Guarantee Acts.
12. Provide access to extra-curricular activities on a regular basis.

The student agrees to:

1. Accept the study place under the terms and conditions stated in this agreement.
2. Notify AGI Education immediately if contact details change in any way.
3. Respect the institutes premises, equipment and resources.
4. Demonstrate commitment to studying and meeting programme requirements. This includes submission of assessments on time, and completion of Self-directed Learning Activities.
5. Accept the right of AGI Education to make changes to programmes and timetables as deemed necessary.
6. Discuss your progress and undertake student support provisions as required and needed.
7. Attend classes regularly (at least 90%) and follow AGI Education's processes for notifying absences.
8. Actively participate in class.
9. Advise AGI Education about any disability or additional needs prior to enrolment and seek advice from AGI Education about any serious study or personal problem.
10. Observe the right to treat staff and other students with respect; and work constructively with them to achieve study goals.
11. Become involved in AGI Education's extra-curricular activities as suitable.
12. Strive to become an active participant and citizen of AGI Education and New Zealand.

H. DECLARATION

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 of Enrolment described in this enrolment form.
I agree to abide by the Contract for Tuition.
I consent to the disclosure of personal information as described in the Conditions of Enrolment.

_____ _____/_____/_____
Applicant Signature Date

I declare that I have personally interviewed this student and have sighted and confirmed the accuracy of all the attached documentation.

_____ _____/_____/_____
SRA Representative Signature Date