Dual Enrolment Application

Ara
Institute of Canterbury
Ara rau, taumata rau

Thank you for applying to Ara.

We recommend that you read our Admission & Enrolment Guide before completing this form.

The guide is available online at **www.ara.ac.nz/student-services/how-to-apply** or you can talk to us directly on **0800 24 24 76** for assistance or to check how your application is progressing.

You must complete **every section** of this form.

Scan and email your completed forms and identity document to **enrolmentsupport@ara.ac.nz**

Once we receive your application, we will be in touch by email.

Section 1 Tips

> *Please only use a blue or black pen*

> *Please print your **legal name** in full.*

> *If you are not commonly called by your legal name please fill in a preferred name*

> *A **verified** copy of either*
- *identity document from school SMS*
- *birth certificate*
- *passport needs to be provided with this form (see Section 10 for details)*

> *If you have enrolled at Ara before you will have a Student ID number and if you have studied in NZ you may have an NSI or NZQA number. If not applicable enter N/A*

> *Residency indicates the country which you are entitled to permanently reside in.*

> *If you select any other option except New Zealand citizen, you will need to indicate the country of which you hold citizenship (citizenship by birth or granted citizenship). If you are not a New Zealand citizen or permanent resident you may be liable for an international student fee, this is higher than the domestic fee.*

1 Your name and details

Legal surname or family name

Legal given name(s)

Preferred name

Have you previously been known by another name?

Previous family name(s)

Previous given name(s)

Gender ☐ Female ☐ Male ☐ Diverse

Pronouns ☐ He/Him/His ☐ She/Her/Hers ☐ They/Them/Theirs

Date of Birth

Ara Student ID (if known)

NSI or NZQA No. (if known)

Citizenship (Nationality)

Refugee status ☐ Yes ☐ No

Residency Status ☐ New Zealand Citizen ☐ New Zealand Permanent Resident ☐ Australian Citizen ☐ Australian Permanent Resident ☐ Overseas

If you are from overseas, are you in New Zealand on a student visa? ☐ Yes ☐ No

Section 2 Tips

2 Your intended programme of study

To complete this section please refer to the Dual Enrolment timetable for programme details.

Programme title

Programme code

Location of study ☐ Ara City campus (Madras St) ☐ Ara Woolston campus (Ensors Rd) ☐ Timaru

Section 3 Tips

*> Refer to Ara brochures or **www.ara.ac.nz** for specific entry requirements related to your chosen programme of study*

3 Your eligibility to meet entry requirements

English language requirements

Is English your first language? ☐ Yes ☐ No

Section 4 Tips

Your correct contact information helps us keep you informed of your application status.

4 Your contact details

Ara uses email as the primary communication method. Please provide a current personal email address below.

Email

Mobile phone

Home phone

Current address

Number/flat and street name

Suburb

Town/City

Postcode

> Emergency Contact Person
Who should we contact in an emergency? (If you are under 18 please include guardian details)

Emergency & Updates contact (Parent or Guardian)

Full name

Phone

Relationship

Email

Section 5 Tips

> If you select NZ Māori and wish to state the iwi you belong to you may specify more than one iwi. If you do not know your iwi or would prefer not to state your iwi please leave this field blank.

5 Your ethnicity

Identify your main ethnicity as '1'. You may choose up to six ethnicities; identify these as '2', '3', 4, 5, 6

☐ NZ Māori *(please specify Iwi)*

☐ NZ European/Pākehā
☐ Cook Island Māori
☐ Tokelauan
☐ Niuean
☐ Samoan
☐ Tongan
☐ Fijian
☐ Other Pacific people
☐ Australian
☐ Chinese
☐ Japanese
☐ Korean
☐ Cambodian
☐ Vietnamese
☐ Indian
☐ Sri Lankan
☐ Filipino
☐ Other Asian
☐ Other South East Asian
☐ British/Irish
☐ Dutch
☐ German
☐ Greek
☐ Italian
☐ Polish
☐ South Slav
☐ Other European
☐ Middle Eastern
☐ Latin American
☐ African
☐ Other *(please specify):*

Section 6 Tips

6 Your educational background

The Ministry of Education requires information about your educational background.

> *Please note: educational institutes are required to report statistical information to the Ministry of Education on an annual basis*

Which secondary school do you attend?

What year did you start there? y y y y

What is the highest level of achievement you hold from a secondary school? *Please tick **one** box only*

- ☐ No formal secondary qualification (yet)
- ☐ 14 or more credits (at any level)
- ☐ NCEA Level 1
- ☐ NCEA Level 2
- ☐ NCEA Level 3

What year will you be in at school during your Dual Enrolment?

- ☐ Year 11
- ☐ Year 12
- ☐ Year 13

Have you ever studied at Ara or any other polytechnic?

- ☐ Yes
- ☐ No

Name

Year enrolled

Prior activity

What was your main activity/occupation in New Zealand on 1 October, prior to the date of your programme starting?

- ☐ Secondary school student
- ☐ Other *(please specify)*

Section 7 Tips

This information will remain confidential.

Learning services will use this information to communicate to you the services and resources available to support your specific needs.

7 Your learning support

Tertiary study can be academically demanding.

Would you like information about the learning resources and services available to you? ☐ Yes ☐ No

Section 8

8 Health and Safety

In an emergency would you require help to leave the building? ☐ Yes ☐ No

Section 9 Tips

This information will remain confidential and not affect your right to study.

Disability Services will use this information to discuss with you the most appropriate support to meet your specific needs.

9 Accessibility and disability support

Do you describe yourself as disabled, Deaf, neurodivergent, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

☐ Yes ☐ No

☐ Prefer not to disclose

If YES, please indicate which of the following apply to you:

☐ Neurodivergent (Autism, ADHD etc)
☐ Blind
☐ Low vision
☐ Deaf
☐ Hard of hearing
☐ Mental health conditions (depression, personality disorder, etc)
☐ Physical impairment
☐ Specific learning disability (dyslexia, dysgraphia, etc)
☐ Temporary impairment
☐ Intellectual disability
☐ Brain injury
☐ Medical *(please specify)*
☐ Other *(please specify)*

Are you Deaf with NZ Sign Language as your first language? ☐ Yes ☐ No

If you answered YES to the first question in this section, please tick below the type of support or equipment you currently use.

☐ Access to assistive technology (e.g. for reading, writing and communication)
☐ Accessible format resources for course content
☐ Mobility and transport (e.g. navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan
☐ New Zealand Sign Language Interpreter
☐ Support with reading, writing and communicating in learning sessions, exams and assessments
☐ Other learning or disability support

☐ No, I do not need support at this time

Section 10 Tips

> *By completing this section and signing the form in section 12 I am agreeing to Ara using my photos, video, testimonials or work on their website or in other promotional material.*

10 Photo, Video, Student Work and Testimonial Release

I, _____ grant Ara the right and my permission to use:

- photos and/or video footage of me
- testimonials that have been written by or about me
- work I have produced, eg photos

This may include the use of any of the following: printed material, including brochures, advertising posters, displays and news stories; Ara website and other electronic promotional media; any other media items aimed at promoting Ara.

Testimonials may be developed into a full testimonial story (of which you will have final approval) or small quotes may be used. I have read and fully understand the terms of this release.

Section 11

11 Tōku Ara: My Learning Journey

Please answer the following questions to share your reasons for choosing the Ara Dual Enrolment Pathway and how it fits with your learning and life goals.

1 **Why do you want to join the Ara Dual Enrolment Pathway?**

Why do you want to take part? What do you hope to achieve?

2 **What interests you about this programme?**

What draws you to this area of study? How does it fit with your strengths or passions?

3 **Do you have any experience related to this field?**

How has your past learning, hobbies or experiences prepared you for this course?

4 **What are your future career or study goals?**

What do you want to do after this programme? How does this course help you get there?

5 **How will this fit with your other school and life commitments?**

Think about your current subjects, extracurricular activities, part-time work or family responsibilities.

Section 12 Tips

12 Your acknowledgement and declaration

> *Please read and then sign and date below*

To view Ara Policies and Procedures and Terms and Conditions of Enrolment see **Ara Policy Library - https://www.ara.ac.nz/about-us/policy-library/** and **https://www.ara.ac.nz/student-services/how-to-apply/terms-and-conditions**

- In signing this form I give permission for Ara support staff to contact my whānau, parent/guardian, caregiver and or school about matters pertaining to my attendance, academic progress, behaviour or wellbeing.

  ☐ I agree

- By submitting this application, if I accept a place for this programme I agree to read, understand, and comply with the Ara Terms and Conditions of Enrolment; Ara Policies and Procedures; and the published programme rules of Ara – including but not limited to Personal Information and Privacy Principles, Ara Fee Payment and Ara Student Rights and Responsibilities.

  ☐ I agree

- I understand and agree that Ara will collect, store, use and disclose personal information for the purpose of conducting its normal and proper business. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 2020, Education and Training Act 2020 and any other relevant legislation.
- I understand that Ara collects information from a variety of tools designed solely for the purposes of supporting my learning. I am able to have access to this information if I wish and I also understand that this information may be shared with any other Tertiary Education Organisations with whom I enrol.
- I consent to the disclosure of personal information as described above.

  ☐ I agree

- I declare that to the best of my knowledge all of the information supplied for this application is true and complete.

> *If the applicant is under 18 years of age at the date they are due to commence study the parent/guardian must complete the additional information*

I acknowledge that the submission of fraudulent, forged or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I am the person named on this form.

☐ I agree

Student signature _____ Date _____

Under 18?

In signing this form I give permission for Ara support staff to contact my whanau, parent/guardian, caregiver about matters pertaining to my attendance, academic progress, behaviour or wellbeing.

Parent/Guardian Financial Responsibility Declaration

For learners who are under 18 years of age at the commencement of their programme: Parent/Guardian Declaration and Acceptance of Financial Responsibility

I confirm that I am the parent or legal guardian of the applicant named in this enrolment application.

I have read and understand the terms and conditions of enrolment. By signing this application, I consent to the applicant's enrolment and agree to be jointly and severally liable with the applicant for the payment of all tuition fees, administrative fees, charges, penalties, collection costs, and any other amounts payable to Ara Institute of Canterbury arising from the applicant's enrolment, study, or use of services.

I acknowledge that Ara may seek recovery of any outstanding amounts from either the applicant, myself, or both of us.

I undertake to notify Ara promptly of any change to my contact details.

Name of parent/guardian _____ Signature _____

Relationship to applicant _____ Date _____

Section 13 Tips

13 Your checklist

> **A ***verified*** copy is a photocopy of your original document, signed as being a true and accurate copy by one of the positions below.*
> - *Justice of the Peace*
> - *Lawyer*
> - *Registrar or Deputy Registrar of the Courts*
> - *Ara staff member*
> - *High school principal or delegate*

The following needs to be included to be considered a verified copy:
- *the words "original sighted"*
- *name and signature of person sighting original*
- *stamp or handwritten name of institution/ organisation name*

Have you completed the following:

☐ All sections of this Dual Enrolment form

☐ Read, signed and dated the Acknowledgement and Declaration (Section 12)

☐ Attached verified* copy of school SMS identity document showing your legal name, gender, citizenship, date of birth and NSN number or your birth certificate OR passport proving your identity, plus permanent residency, visa and change of legal name certificate

☐ Returned your application documents to your school Careers Advisor or support person, so they can can attach your verified identity document and high school endorsement form before submitting your application to Ara **enrolmentsupport@ara.ac.nz**

High School Endorsement Form

Ara Institute of Canterbury
Ara rau, taumata rau

School

Name of contact at school

Endorsed course

The proposed integrated learning programme (Ara and school combined) is full-time. By the end of the programme it will result in the required number and range of credits to enable achievement of:

☐ NCEA Level 1 ☐ NCEA Level 2 ☐ NCEA Level 3

Does the student have a record of regular school attendance? ☐ Yes ☐ No

Comments

Does this student have a record of consistent and responsible behaviour at school? ☐ Yes ☐ No

Comments

Does the student require learning or any other form of support in order for them to be able to succeed in a vocational training environment? Include anything relevant, e.g. specific learning disorders (dyslexia, dysgraphia etc), mental health challenges, diagnosis of ASD, ADHD, or ODD etc or physical challenges. ☐ Yes ☐ No

Please list

Does the student have learning supports in place at school? e.g. regularly works with a teacher aide/learning support, reader/writer for assessments, NZSL interpreter. ☐ Yes ☐ No

Please list

Is the learner approved for Special Assessment Conditions (SAC)? ☐ Yes ☐ No

Please list

By signing this form _____ (school) confirms that it agrees:

☐ the learner has received appropriate support to determine this is the right programme for them

☐ the learner's timetable has been structured to accommodate this programme

☐ this enrolment with Ara will mean a dual enrolment at both Ara and respective secondary school, as set out by the Ministry of Education.

Principal endorsement – Using a Shared EFT Model

- Each secondary school with learners that will "be absent from school during school hours as part of a dual enrolment programme" are required to sign this document which approves the learner's programme of study/training and acknowledges the school will seek reduced funding for the learner from the Ministry of Education.
- This funding cannot be used for learners under 16 years of age.

International students

International learners who are studying at secondary school as a 'domestic' learner can utilise STP funding *(please check visa conditions).*

International fee-paying learners cannot utilise STP funding but can undertake STP study if the school funds the learner from their international fee. Providers must not allocate places to an international learner if doing so would exclude an eligible domestic student.

Principal/Delegate name	
Signed (Principal/Delegate)	
Date	