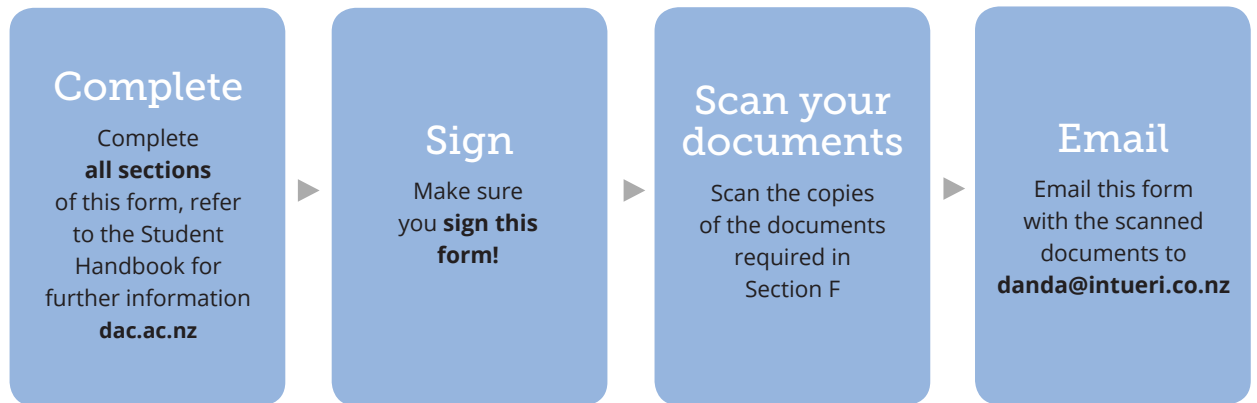


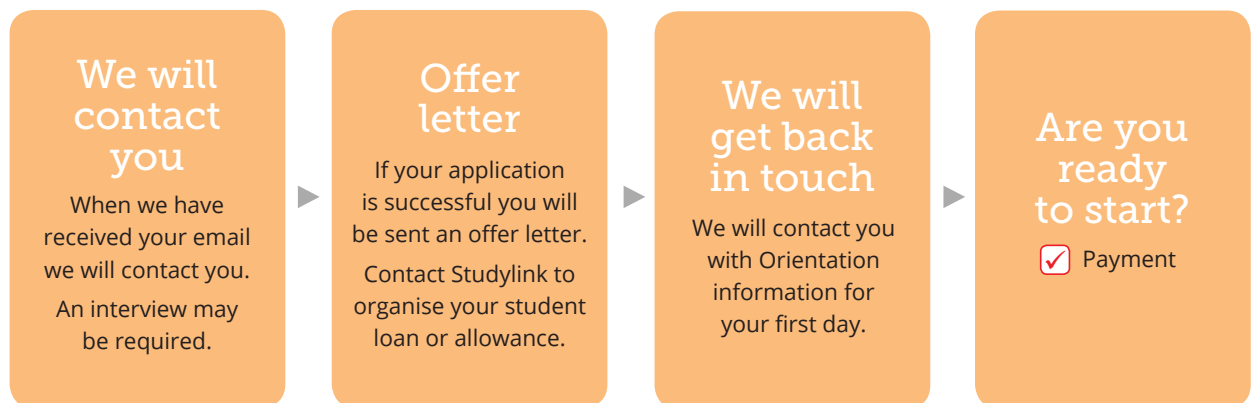
Guidance for Application and Enrolment

Domestic Students

Keep this front page and page 2. This will guide you through your application process



Here's what happens next



Welcome to your future!

USE OF INFORMATION AND PRIVACY STATEMENT

Privacy The purpose of this enrolment form is to get the information from you that we need to offer you a place in a programme of study or a course at **Design & Arts College of New Zealand**. **Design & Arts College of New Zealand** is one trading name of Intueri Education New Zealand Limited which is part of the Intueri Education Group of companies. The information collected will be held by **Design & Arts College of New Zealand** and Intueri's student administration team, both in hard copy and on their computer systems.

Design & Arts College of New Zealand collects and stores information from this form and during your period of study to:

- manage the business of **Design & Arts College of New Zealand** (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 official records and accountability for public funding; and
- supply information to government agencies and other organisations as set out below.

Design & Arts College of New Zealand may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

Design & Arts College of New Zealand supplies personal information it holds about you to government and other 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; Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment); for those who are not New Zealand citizens or permanent residents; Industry Training Organisations; Inland Revenue Department; agencies who support particular students through scholarships, payment of

fees or other awards (if you are a recipient of this form of support); other educational organisations for the purpose of verifying academic records.

Government agencies use the data supplied by tertiary education organisations to: administer the tertiary education system, including funding and student loans; develop policy advice for government; conduct statistical analysis and research.

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 or permitted by law, **Design & Arts College of New Zealand** releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation.

In signing this enrolment form you authorise such disclosure on the understanding that **Design & Arts College of New Zealand** 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 request to see any information held about you and request that any errors in that information be amended or noted, in accordance with the Privacy Act 1993, which describes when information may be withheld. To do so, contact the **Design & Arts College of New Zealand** College Director.

If you withhold information or provide incomplete, false or misleading information **Design & Arts College of New Zealand** may decline or cancel your enrolment.



WITHDRAWAL & REFUND POLICIES

Note: All withdrawals must be in writing

Courses 3 months / 13 weeks or more	Courses 5 weeks or more but less than 3 months	Courses 3 days or more and less than 5 weeks
If a student withdraws up until the end of the tenth working day the student will receive a full refund of fees less administration costs of 10% or \$500 whichever is the lesser	If a student withdraws within the first 10% of the course the student will receive a full refund less a deduction for costs incurred of up to 25% of fees paid	If a student withdraws within the first 10% of the course the student will receive a refund of at least 50% of fees paid
If a student withdraws after the end of the tenth working day there will be no refund of fees	If a student withdraws after the first 10% of the course there will be no refund of fees	If a student withdraws after the first 10% of the course there will be no refund of fees
If an enrolment is terminated as a result of disciplinary action there will be no refund of fees	If an enrolment is terminated as a result of disciplinary action there will be no refund of fees	If an enrolment is terminated as a result of disciplinary action there will be no refund of fees
In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded	In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded	In the unlikely event that a course has to be cancelled after commencement the portion of fees that are unused will be refunded
Any fees refunded will be paid to the trustee of a student's new education provider if the student agrees, otherwise to StudyLink if the student has a student loan, otherwise directly to the student or any other party nominated by the student	Any fees refunded will be paid to the trustee of a student's new education provider if the student agrees, otherwise directly to the student or any other party nominated by the student	Any fees refunded will be paid to the trustee of a student's new education provider if the student agrees, otherwise directly to the student or any other party nominated by the student

Fees paid will be refunded in full should the course fail to start for any reason.

Please note: For the purposes of the withdrawal period, your first day is the first day you are required to attend your course. This may differ from the advertised course start date.

REASONS FOR TERMINATION

Enrolment in a Programme of study or any particular paper or course may be terminated for any of the following reasons:

- the person fails to satisfy any requirement or condition specified in Programme regulations
- insufficient enrolments received resulting in the Programme or course not being commercially viable
- the Programme or school ceasing to be funded by the Tertiary Education Commission
- evidence that information supplied in support of the person's application for enrolment was untrue or misleading
- the person fails to provide any information that their Application and Enrolment Form states was required to be updated, including contact address, medical conditions, criminal charges or convictions
- in accordance with the Student Disciplinary Policy
- fees or course costs are not paid in full and on time.



Intueri Education New Zealand Limited

Application and Enrolment Form

Domestic Students

Christchurch Campus
52-54 Oxford Terrace
Christchurch Central 8011

A PROGRAMME / COURSE

- New Zealand Certificate in Fashion Level 4 (NZ2630)
- Certificate in MakeUp Design & Production Level 4 (PC1852)
- Diploma in Communication Arts & Design Level 6 (PC3170)
- New Zealand Diploma in Fashion Level 5
- New Zealand Diploma in Graphic Design Level 5

Start date:

End date:

Have you studied at Design & Arts College of New Zealand before? (please tick) No Yes

If Yes, enter your Design & Arts College of New Zealand Student Number:

B PERSONAL DETAILS

Title: (please tick) Ms Miss Mrs Mr Other (please specify)

Legal surname:

Legal first name/s:

Preferred first name:

Previous name(s) known by:

Date of birth: (DD/MM/YY)

Gender: (please tick) Female Male

Home address:

Postcode:

Email:

Telephone / Mobile:

OFFICE USE

D&A Student ID

Cross Credits / RPL to be considered

DOCUMENTATION COMPLETE

APPROVED TO ENROL

ENTERED IN SMS

Signature

Signature

Signature

Date

Date

Date

EMERGENCY CONTACT (1)

Contact Name:

Relationship:

Telephone:

Email:

EMERGENCY CONTACT (2)

Contact Name:

Relationship:

Telephone:

Email:

We may contact these people if we are concerned about your welfare

FEE STATUS

What is your fee/assistance status? (please tick one box)

Domestic Student	<input type="checkbox"/> 00	Visiting military personnel, diplomatic staff or family, or persons associated with Antarctic programme	<input type="checkbox"/> 08
NZAID Student	<input type="checkbox"/> 01	International On-Shore PhD student	<input type="checkbox"/> 09
International Fee-Paying Student (including people on current work visa)	<input type="checkbox"/> 03	International student doing ITO off-job training	<input type="checkbox"/> 12
Student on a recognised exchange scheme	<input type="checkbox"/> 04	Refugee or protected person whose application for residence is being processed or a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa	<input type="checkbox"/> 13
Foreign Research Based Post-Graduate	<input type="checkbox"/> 06		

Note: Tick 00 if you are a New Zealand Citizen, or you are a New Zealand resident, New Zealand Permanent resident, Australian Citizen or Australian Permanent Resident and you are residing in New Zealand during the time studying for this qualification.

How will you be paying for your study? Student Loan Personal payment Other

CITIZENSHIP AND RESIDENCY

You will need to supply evidence of residence or citizenship (See section D)

Which best describes your citizenship or permanent residency status? (please tick one box)

New Zealand Citizen	<input type="checkbox"/> NZL	New Zealand Permanent Resident	<input type="checkbox"/> NZLP
Australian Citizen	<input type="checkbox"/> AUS	Australian Permanent Resident	<input type="checkbox"/> AUSP
Other	<input type="checkbox"/>	Dual	<input type="checkbox"/>

If Other, please specify your country of citizenship:

If Dual, please specify the country of the passport used to enter NZ:

During your time studying will you be resident in New Zealand or overseas? (please tick) New Zealand Overseas

ETHNICITY

What ethnic group(s) do you belong to? (You may tick up to three groups which apply to you)

NZ European/Pakeha <input type="checkbox"/> 111	Other Pacific Peoples* <input type="checkbox"/> 371	Australian <input type="checkbox"/> 128	Sri Lankan <input type="checkbox"/> 441
New Zealand Maori <input type="checkbox"/> 211	British/Irish <input type="checkbox"/> 121	Other European* <input type="checkbox"/> 129	Japanese <input type="checkbox"/> 442
Samoan <input type="checkbox"/> 311	Dutch <input type="checkbox"/> 122	Filipino <input type="checkbox"/> 411	Korean <input type="checkbox"/> 443
Cook Island Maori <input type="checkbox"/> 321	Greek <input type="checkbox"/> 123	Cambodian <input type="checkbox"/> 412	Other Asian* <input type="checkbox"/> 444
Tongan <input type="checkbox"/> 331	Polish <input type="checkbox"/> 124	Vietnamese <input type="checkbox"/> 413	Middle Eastern <input type="checkbox"/> 511
Niuean <input type="checkbox"/> 341	South Slav <input type="checkbox"/> 125	Other Southeast Asian* <input type="checkbox"/> 414	Latin American <input type="checkbox"/> 521
Tokelauen <input type="checkbox"/> 351	Italian <input type="checkbox"/> 126	Chinese <input type="checkbox"/> 421	African <input type="checkbox"/> 531
Fijian <input type="checkbox"/> 361	German <input type="checkbox"/> 127	Indian <input type="checkbox"/> 431	Other* <input type="checkbox"/> 611
*If Other; Other Pacific Peoples; Other European; Other Southeast Asian; Other Asian: (please specify)			<input type="checkbox"/> 999

IWI

If you identified as New Zealand Maori, what is the name of your Iwi(s)?

Iwi	Rohe (Iwi home area)
Iwi	Rohe (Iwi home area)

HEALTH

Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and /or participate in school activities? (please tick) Yes No

If yes, please provide a report from a registered health professional so we can assess our ability to support you during your study.

PRIOR ACTIVITY

What was your MAIN activity or occupation in October last year? (please tick one box only)

Secondary school student <input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02
Wage or salary worker <input type="checkbox"/> 03	Self-employed <input type="checkbox"/> 04
University student <input type="checkbox"/> 05	Polytechnic student <input type="checkbox"/> 06
House-person or retired <input type="checkbox"/> 08	Overseas (irrespective of occupation) <input type="checkbox"/> 09
Wananga student <input type="checkbox"/> 12	Private training establishment student <input type="checkbox"/> 11
Other <input type="checkbox"/> 99	If Other, please specify:

LEGAL

Do you have any criminal convictions or pending court cases? (please tick) Yes No

If yes, please provide the details:

C | ACADEMIC INFORMATION

HIGH SCHOOL

Where did you attend school? (please tick) New Zealand Overseas

What was the name of the last high school you attended?

What was your last year at high school?

What is the highest level of achievement you hold from a high school? (please tick one of the boxes below if in New Zealand or if Overseas please specify here*)

NEW ZEALAND

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

OVERSEAS

*

TERTIARY STUDY

Will this be the first year you have enrolled at a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Yes No

If you answered 'No', please enter the name of the organisation/s you studied at:

What was the first year of enrolment?

NZQA HISTORY

If you are registered with NZQA and have an NZQA Record of Learning Number / National Student Number (NSN), please write it here:

--

D STUDENT CHECKLIST

We are required to ensure that you have received, read and understood important information about your programme before we consider your application. **Available on the website www.dac.ac.nz**

I have received, read and understood:		please tick
1	Programme/course regulations – including the requirements for passing the programme and being awarded the qualification	<input type="checkbox"/>
2	The programme/course entry criteria – including portfolio requirements, if applicable	<input type="checkbox"/>
3	Attendance requirements – including contact time, self-directed learning hours, work experience and any other requirements	<input type="checkbox"/>
4	Programme/course fees – including tuition fees, compulsory course costs, course related costs, service fees and charges and any other additional costs	<input type="checkbox"/>
5	Recognition of Prior Learning and Cross Credit Policy	<input type="checkbox"/>
6	Fee protection policy	<input type="checkbox"/>
7	Programme/course withdrawal and fee refund policy and procedure	<input type="checkbox"/>
8	School's process and procedure for receiving and responding to complaints and NZQA and DRS complaints processes	<input type="checkbox"/>
9	Student discipline and appeals processes and procedures	<input type="checkbox"/>
10	The code of conduct for students in this school	<input type="checkbox"/>
11	Use of information systems policy	<input type="checkbox"/>

I acknowledge that:		please tick
1	Design & Arts College of New Zealand is a Category 2 Provider. NZQA is Confident in Design & Arts College of New Zealand's Educational Performance and Capability in Self-assessment.	<input type="checkbox"/>
2	From time to time my work and/or photograph may be uploaded to Facebook or similar Social Media sites as part of promoting our school and programmes. I will never be tagged and Design & Arts College of New Zealand will not post my surname. For specific events where we have engaged a photographer or film crew I will be asked to sign a release prior to involvement.	<input type="checkbox"/>
3	I must notify Design & Arts College of New Zealand of any changes to my personal details e.g. Contact Number, Address.	<input type="checkbox"/>
4	I will check my emails at least twice a week for school emails and respond to these in a timely manner	<input type="checkbox"/>

E DECLARATION AND SIGNATURE

INFORMATION PROVIDED

I declare that to the best of my knowledge all the information supplied on, and with, this application and enrolment form is true and complete.

I understand that non-disclosure of relevant information and/or provision of false information may invalidate my enrolment application, and if the enrolment application is accepted, may lead to termination of my enrolment.

I understand that it is my responsibility to disclose any significant changes to information on the form, including health related issues and criminal convictions, and that failure to disclose could result in termination of enrolment.

DISCLOSURE OF INFORMATION

I consent to the disclosure of personal information as described in "Use of information and Privacy Statement". Refer to page 2.

CRIMINAL CONVICTIONS

I have disclosed any criminal convictions.

HEALTH RELATED ISSUES

I have disclosed any health related issues.

DESIGN & ARTS COLLEGE OF NEW ZEALAND POLICIES AND PROCEDURES

I agree to comply with the published rules and policies of Design & Arts College of New Zealand and that failure to do so may result in termination of my enrolment.

CONTACT

I give consent to be contacted by my postal address, email and telephone number with any school related communication.

CANCELLATION OF COURSE

I understand that in the unlikely event of a course being cancelled I will be informed a minimum of 7 days prior to the course start date.

FEES

I understand that in signing this form, I undertake to pay all fees as they become due.

I have read and understand the "Withdrawal and Refund Policy". Refer to page 2.

Signature of Student:

Date:

Signature of Design & Arts College of New Zealand:

Date:

F SEND YOUR DOCUMENTATION TO danda@intueri.co.nz

Documents that you should send with this enrolment form:

- Completed Application and Enrolment Form
- Evidence of meeting programme/course entry requirements, including a portfolio, if required
- Passport (copy of the original ID photo and signature pages) OR a copy of your Birth Certificate as evidence of name and domestic student status