

WELCOME TO TSB TOPEC

2022 New Student

Registration and Enrolment Form

This form is to be completed only by applicants who are citizens or permanent residents of New Zealand, the Cook Islands, Tokelau, Niue or Australia.

PLEASE NOTE: International enrolments cannot be accepted.

If you are still at school and aged 16 or over, you are required before you enrol, to provide a letter from your secondary school principal confirming that you are capable of undertaking tertiary study out of school hours, as well as your secondary school study.

If you are aged under 16 and wish to study full time, you are required to provide a school exemption certificate from the Ministry of Education (MoE). To obtain this exemption, please phone the MoE – 09 632 9515. If you wish to study part time within or out of school hours, you are required to provide a letter from your School confirming that you are capable of undertaking tertiary study as well as your secondary school study.

All sections of this form must be completed and all the necessary documentation provided to enable your enrolment to be fully processed.

YOU MUST SIGN THE STUDENT DECLARATION ON PAGE 4 & 5 OF THIS FORM

Please complete all sections of this form. Please print clearly using **BLOCK LETTERS**. For multi-choice boxes, tick the box that applies.

1. PERSONAL DETAILS

Enter details as shown on your birth certificate or passport. If you do not bring in an original document, you are required to provide verified copies as evidence of your name, date of birth and citizenship status.

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TSB TOPEC Student ID Number (if known) (8 or 9 numbers). If you are new at TSB TOPEC we will create an ID number for you.

NATIONAL STUDENT INDEX NUMBER (NSN) / NZQA NUMBER

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If you know your NSN/NZQA number, please write it here.

The system, introduced by the Government, allocates every New Zealand tertiary student and NCEA candidate a unique number – NSN. To check information about your NSN, go online at www.minedu.govt.nz/goto/nsi

Please **PRINT** your legal name in full (as on your proof of New Zealand citizenship/residency).
This legal name will appear on any award.

Legal Family Name:

Legal First Given Name:	Legal Second Given Name:
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Preferred Names:

Miss Mrs Ms Mr Other (please state) _____

Female Male Gender Diverse

DATE OF BIRTH

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If you have changed your name (e.g. by marriage, deed poll) since a previous enrolment at TSB TOPEC, please print your previous name(s).
Proof of name change must be provided.

Previous Name(s)	First	Family
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2. CITIZENSHIP and ETHNIC ORIGIN – Tick only ONE box for EACH (i.e. the citizenship and ethnic group you most identify with)

Tick the box which best describes your citizenship? Tick one box only

New Zealand Citizen Australian Citizen NZ Permanent Residency Other

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

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian" or "Other".

Optional: If you identify yourself with additional ethnic groups you may enter two other numbers.

1.	2.
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If you have identified yourself as New Zealand Maori, what is the name of your iwi? You can enter up to three iwi.

Iwi 1.
2.
3.

3. CONTACT DETAILS

Permanent/Home Address

Unit/Flat/Apartment number		
Street address – number and name		
Suburb	Town/City	Postcode
Phone ()	Cell phone	
Email address		

Work/Business address (if relevant)

Company name		
Postal Address		
Town/City	Postcode	
Phone ()	ext	Cell phone
Email address		

Address while studying (if different from permanent) and current contact numbers

Unit/Flat/Apartment number		
Street address – number and name		
Suburb	Town/City	Postcode
Phone ()	Cell phone	
Email address		

Emergency Contacts

Name		
Phone: Home ()	Cell phone	Work ()
Relationship (e.g. friend, brother, mother)		

Name		
Phone: Home ()	Cell phone	Work ()
Relationship (e.g. friend, brother, mother)		

4. SECONDARY ACADEMIC DETAILS

What was the name of the last secondary school you attended? If study was overseas, write "overseas".

When was your last year at secondary school? _____

What is your highest school qualification? Tick ONE box only.

<input type="checkbox"/>	00	No formal secondary qualification
<input type="checkbox"/>	11	14 or more credits at any level (your NZQA Record of Learning shows you how many credits you have)
<input type="checkbox"/>	12	NCEA Level 1 or School Certificate
<input type="checkbox"/>	13	NCEA Level 2 or 6 th Form Certificate
<input type="checkbox"/>	14	University Entrance
<input type="checkbox"/>	15	NCEA Level 3 or Bursary or Scholarship
<input type="checkbox"/>	09	Overseas qualification (included international Baccalaureate and Cambridge exams) Please specify _____
<input type="checkbox"/>	98	Other Please specify _____
<input type="checkbox"/>	99	Not Known

Please note: If you have attended a tertiary institution since leaving school e.g. Polytechnic, Institute of Technology, University, College of Education, Wananga or Private Training Establishment either in New Zealand or overseas, (not including STAR, community or hobby classes), please write in the year you first enrolled. If this year is your first year please write 2022.

If you have attended another tertiary provider, write the name and the year of the last one you attended.

Name	Year
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5. STATISTICAL INFORMATION

What was your activity or occupation as at 1 October last year? Tick ONE box only.

<input type="checkbox"/>	01	Secondary School student	<input type="checkbox"/>	06	Polytechnic/Institute of Technology student
<input type="checkbox"/>	02	Unemployed or other beneficiary (excluding retired) e.g. DPB, sickness, ACC	<input type="checkbox"/>	08	House person or retired
<input type="checkbox"/>	03	Wage/Salary worker	<input type="checkbox"/>	09	Overseas (irrespective of occupation)
<input type="checkbox"/>	04	Self-employed	<input type="checkbox"/>	11	Private Training Establishment student
<input type="checkbox"/>	05	University student	<input type="checkbox"/>	12	Wananga student

6. SUPPORT

Extra support is available for students with disabilities. Support will need to be negotiated with TSB TOPEC Student Support.

STUDENTS WITH DISABILITIES

Do you live with long term illness, disability or injury? YES NO

Please tick one or more boxes below to describe your condition or disability.

<input type="checkbox"/>	02	Hearing	<input type="checkbox"/>	07	Use of Wheelchair or mobility scooter
<input type="checkbox"/>	03	Vision	<input type="checkbox"/>	14	Specific learning disability
<input type="checkbox"/>	04	Mobility	<input type="checkbox"/>	15	Chronic pain
<input type="checkbox"/>	05	Hand function	<input type="checkbox"/>	99	Other (please specify)
<input type="checkbox"/>	06	Intellectual disability	<input style="width: 100%;" type="text"/>		

In the event of an emergency, would you need help to evacuate the building?

Yes No

PRIVACY

PERSONAL INFORMATION PRIVACY ACT 2020

TSB TOPEC is committed to protecting the privacy of all our stakeholders, including students, employers, their families and our staff involved in education delivery.

We will protect the privacy of our stakeholders by meeting the information privacy principles outlined in The Privacy Act 2020 summarised below:

1. We will only collect the information we need
 2. Where possible, we will only get information directly from the person
 3. We will be clear about what the information will be used for
 4. We will use fair and reasonable ways of collecting information
 5. We will keep your information safe and secure
 6. You can access your information, where appropriate
 7. You can correct your information if you think it is wrong
 8. We will make sure information is accurate before we use it
 9. We will only keep information as long as we need it
 10. We will only use information for the purpose we collected
 11. We will only share personal information if we have good reason such as when:
 - a. we have the permission from you
 - b. a law requires us to do so
 - c. It is one of the purposes for which we gathered the information
 - d. we disclose it in a form that does not identify you
 12. We will only send personal information overseas if the organisation outside of New Zealand meets the criteria.
 13. We only use individual identifiers (such as National Student Number (NSN) number) where it is necessary
- You have the right to ask for a copy of any personal information we hold about you and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at grover@tsbtopec.co.nz, 027 043 1884 or PO Box 859, New Plymouth.

Applicant signature

DECLARATION

- I declare that the information provided by me on this form is true and correct.
- I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- I agree to abide by all TSB TOPEC statutes, regulations and policies as may be amended from time to time. Copies are available from your TSB TOPEC course leader. In particular, you should note the TSB TOPEC Academic Regulations, Computer User Regulations and the regulations applying to your programme of study.
- I have read and accept the Private and Policy statements printed on this form.
- I am a citizen/permanent resident of New Zealand or Australia or the Cook Islands or Niue, or Tokelau.
- I acknowledge that all TSB TOPEC courses and programmes will proceed subject to enrolment numbers and TSB TOPEC has the right to cancel an offering of a course or programme prior to its commencement if there are insufficient enrolments.
- I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. TSB TOPEC may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the TSB TOPEC Academic Regulations.
- I acknowledge that TSB TOPEC reserves the right to cancel my enrolment (as set out in the TSB TOPEC Student Regulations) where I have made insufficient progress on the course. I further acknowledge that non-attendance may constitute insufficient progress.
- I understand that TSB TOPEC may need to validate the information provided on this form and attachments.
- I authorise to TSB TOPEC to collect information for this purpose from any agency holding the source of this information.

DAY / MONTH / YEAR / /

If you are signing on behalf of the student you must have the necessary authorisation through legal guardianship or power of attorney.

Please return this form with associated documents to TSB TOPEC – email: claire@tsbtopec.co.nz

or

TSB TOPEC

11 Hydro Road

New Plymouth, Taranaki

or

TSB TOPEC

PO Box 859

New Plymouth, Taranaki

Programme Enrolment	
Please select the programme you wish to enrol in for 2022	
New Zealand Certificate in Outdoor Experiences (NZCOE) Level 3	40cr
Entry criteria: Aged 16+ and have <ul style="list-style-type: none"> • NCEA Level 1 or equivalent NZQF unit standards or • Able to demonstrate an ability to succeed in tertiary study 	
<input type="checkbox"/> Part – time: Thursday and Fridays	Duration: 30 weeks
Start: 17/02/2022	End: 04/11/2022
Learner signature:	
<input type="checkbox"/> Full – time: TBA	Duration: 10 weeks
Start: TBC	End: TBC
Learner signature:	
New Zealand Certificate in Outdoor Leadership (NZCOL) Level 4	60cr
Entry criteria: Aged 16+ and have <ul style="list-style-type: none"> • NZCOE L3 or equivalent NZQF unit standards or • Demonstrate equivalent knowledge 	
<input type="checkbox"/> Part – time: Monday – Wednesday lunchtime	Duration: 40 weeks
Start: 14/02/2022	End: 07/12/2022
Learner signature:	
<input type="checkbox"/> Full – time: TBA	Duration: 20 weeks
Start: TBC	End: TBC
Learner signature:	
Training Scheme Leadership (Level 3)	3cr
Entry criteria: Aged 16+ and have NCEA Level 1 or equivalent NZQF unit standards	
Day/s:	Duration:
Start:	End:
Learner signature:	
Training Scheme Leader Facilitation (Level 3)	12cr
Entry criteria: Aged 16+ and have NCEA Level 1 or equivalent NZQF unit standards	
Day/s:	Duration:
Start:	End:
Learner signature:	
Training Scheme Pest Destruction and Bush Survival (Level 3)	16cr
Entry criteria: Aged 16+ and have NCEA Level 1 or equivalent NZQF unit standards	
Day/s:	Duration:
Start:	End:
Learner signature:	