

# Raffles

College of Design and Commerce

## Enrolment Form 2009/2010

Revised as of 26 May 2009

317-319 New North Road  
PO Box 52040 Kingsland, Auckland

Phone: (09) 3691906  
Email: [info@raffles.ac.nz](mailto:info@raffles.ac.nz)

Fax: (09) 3691907

**WELCOME TO RAFFLES COLLEGE OF DESIGN AND COMMERCE. PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY BEFORE YOU COMPLETE THIS ENROLMENT FORM.**

### INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our College. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration 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 questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 4 of the form.

### A QUALIFICATION

<b>1</b>	Please tick the box of the qualification you wish to enrol for 2009/2010:	<input type="checkbox"/> National Diploma in Computing Level 5 (NZ\$7,313) 1 year <input type="checkbox"/> National Diploma in Computing Level 6 (NZ\$7,313) 1 year <input type="checkbox"/> Diploma in Design Level 7 incorporating the Bachelor of Design majoring in Graphic Design (RCDC Sydney) (NZ\$24,759)** 3 years <i>upon completion of 2 years, learners will be awarded with a Diploma in Graphic Design Level 5</i> <input type="checkbox"/> Diploma in Digital Animation Level 6 (NZ\$15,750) 2 years <input type="checkbox"/> Diploma in Visual Arts Level 6 (with a Digital Photography Major) incorporating the Certificate in Photographic Arts and Digital Technology Level 4 (NZ\$16,876)* 2 years <input type="checkbox"/> New Zealand Diploma in Business Level 6 (NZ\$4,875) 18 months <input type="checkbox"/> National Certificate in Early Childhood Education and Care Level 5 (NZ\$4,699) 1 year <input type="checkbox"/> Certificate in System Engineering Level 6 (NZ\$4,900) 6 months  <small>ALL Tuition fee excludes course related costs                      * Excludes cost of photographic equipment                      **A Transnational fee of NZ\$2500 must be paid to Raffles University on the commencement of the 3<sup>rd</sup> year of your course to apply for the Bachelor qualification. Please note that this cost is not applicable for student loan.</small>	Office Use
----------	---	--	---------------

### START DATES\*

8 Feb 10

26 April 10

12 July 10

4 Oct 10

*\*Diploma in Digital Animation, Diploma in Visual Arts Level 6 (with a Digital Photography Major) and National Certificate in Early Childhood Education and Care courses start only in **February** and **July***

**PLEASE BE AWARE THAT UPON YOUR ACCEPTANCE FOR THE COURSE, YOU WILL BE REQUIRED TO PAY \$80 TUITION FEES DEPOSIT**

<b>2</b>	Have you studied at Raffles College of Design & Commerce before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your ID number?		
<b>3</b>	Would you like to apply for credit for prior studies towards your course at Raffles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### B PERSONAL DETAILS

<b>4</b>	Print your full legal name:	
<b>5</b>	Preferred first name:	
	Previous name(s) known by:	

6	If you have previously enrolled at this institution under another name, what was that name?																																						
7	Preferred title:	<i>Ms</i> <input type="checkbox"/>	<i>Mrs</i> <input type="checkbox"/>	<i>Mr</i> <input type="checkbox"/>	<i>Other (Specify):</i>																																		
8	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> 19	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	9	Gender:	<i>Male</i> <input type="checkbox"/>		<i>Female</i> <input type="checkbox"/>	<input type="checkbox"/>																													
10	If you know your NSN (National Student number), please write it here:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																																					
11	<b>Citizenship and Residency:</b>  You may need to supply evidence of residence or citizenship	Tick the box which best describes your citizenship or permanent residency status. <i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>New Zealand Permanent Resident</i> <input type="checkbox"/> NZP <i>Other</i> <input type="checkbox"/> Please specify if "Other": <hr/> (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)																																					
		If you ticked "Other", please also specify your fee/assistance status. <i>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate):</i> <i>Full Fee Paying Foreign Student</i> <input type="checkbox"/> 01 <i>Exchange Scheme approved by Ministry of Education</i> <input type="checkbox"/> 03 <i>Foreign Research Based Post-Graduate</i> <input type="checkbox"/> 04 <i>Military Personnel, Diplomatic Staff or Family, or</i> <input type="checkbox"/> 06 <i>Persons Associated with Operation Deep Freeze</i> <input type="checkbox"/> 08																																					
		During your time studying in this qualification will you be resident in New Zealand or overseas? <i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/>																																					
12	<b>Ethnicity:</b> What ethnic group(s) do you belong to?  You may tick up to three boxes, which apply to you.	<table border="0"> <tr> <td><i>European/Pakeha or New Zealand European</i></td> <td><input type="checkbox"/> 01</td> <td><i>Fijian</i></td> <td><input type="checkbox"/> 36</td> </tr> <tr> <td><i>New Zealand Maori</i></td> <td><input type="checkbox"/> 20</td> <td><i>Other Pacific Island</i></td> <td><input type="checkbox"/> 37</td> </tr> <tr> <td><i>Samoan</i></td> <td><input type="checkbox"/> 31</td> <td><i>Chinese</i></td> <td><input type="checkbox"/> 51</td> </tr> <tr> <td><i>Cook Island Maori</i></td> <td><input type="checkbox"/> 32</td> <td><i>Indian</i></td> <td><input type="checkbox"/> 52</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/> 33</td> <td><i>Other Asian</i></td> <td><input type="checkbox"/> 68</td> </tr> <tr> <td><i>Niue</i></td> <td><input type="checkbox"/> 34</td> <td><i>Other</i></td> <td><input type="checkbox"/> 89</td> </tr> <tr> <td><i>Tokelauen</i></td> <td><input type="checkbox"/> 35</td> <td></td> <td></td> </tr> </table> Please specify if "Other Pacific Island", "Other Asian" or "Other". <hr/>										<i>European/Pakeha or New Zealand European</i>	<input type="checkbox"/> 01	<i>Fijian</i>	<input type="checkbox"/> 36	<i>New Zealand Maori</i>	<input type="checkbox"/> 20	<i>Other Pacific Island</i>	<input type="checkbox"/> 37	<i>Samoan</i>	<input type="checkbox"/> 31	<i>Chinese</i>	<input type="checkbox"/> 51	<i>Cook Island Maori</i>	<input type="checkbox"/> 32	<i>Indian</i>	<input type="checkbox"/> 52	<i>Tongan</i>	<input type="checkbox"/> 33	<i>Other Asian</i>	<input type="checkbox"/> 68	<i>Niue</i>	<input type="checkbox"/> 34	<i>Other</i>	<input type="checkbox"/> 89	<i>Tokelauen</i>	<input type="checkbox"/> 35		
<i>European/Pakeha or New Zealand European</i>	<input type="checkbox"/> 01	<i>Fijian</i>	<input type="checkbox"/> 36																																				
<i>New Zealand Maori</i>	<input type="checkbox"/> 20	<i>Other Pacific Island</i>	<input type="checkbox"/> 37																																				
<i>Samoan</i>	<input type="checkbox"/> 31	<i>Chinese</i>	<input type="checkbox"/> 51																																				
<i>Cook Island Maori</i>	<input type="checkbox"/> 32	<i>Indian</i>	<input type="checkbox"/> 52																																				
<i>Tongan</i>	<input type="checkbox"/> 33	<i>Other Asian</i>	<input type="checkbox"/> 68																																				
<i>Niue</i>	<input type="checkbox"/> 34	<i>Other</i>	<input type="checkbox"/> 89																																				
<i>Tokelauen</i>	<input type="checkbox"/> 35																																						
13	<b>Iwi:</b> If you identified as New Zealand Maori in question 13, 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'.	<i>Iwi:Rohe (Iwi home area):</i> <hr/> <i>Iwi: Rohe (Iwi home area):</i> <hr/> <i>Iwi: Rohe (Iwi home area):</i> <hr/>																																					
14	<b>Prior activity:</b>	What was your MAIN activity or occupation in New Zealand at 1 October 2007? You may tick only one box. <table border="0"> <tr> <td><i>Secondary school student</i></td> <td><input type="checkbox"/> 01</td> <td><i>Non-employed or beneficiary (excluding retired)</i></td> <td><input type="checkbox"/> 02</td> </tr> <tr> <td><i>Wage or salary worker</i></td> <td><input type="checkbox"/> 03</td> <td><i>Self-employed</i></td> <td><input type="checkbox"/> 04</td> </tr> <tr> <td><i>University student</i></td> <td><input type="checkbox"/> 05</td> <td><i>Polytechnic student</i></td> <td><input type="checkbox"/> 06</td> </tr> <tr> <td><i>College of Education Student</i></td> <td><input type="checkbox"/> 07</td> <td><i>House-person or retired</i></td> <td><input type="checkbox"/> 08</td> </tr> <tr> <td><i>Overseas (irrespective of occupation)</i></td> <td><input type="checkbox"/> 09</td> <td><i>Private training establishment student</i></td> <td><input type="checkbox"/> 11</td> </tr> <tr> <td><i>Wananga student</i></td> <td><input type="checkbox"/> 12</td> <td></td> <td></td> </tr> </table>										<i>Secondary school student</i>	<input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 02	<i>Wage or salary worker</i>	<input type="checkbox"/> 03	<i>Self-employed</i>	<input type="checkbox"/> 04	<i>University student</i>	<input type="checkbox"/> 05	<i>Polytechnic student</i>	<input type="checkbox"/> 06	<i>College of Education Student</i>	<input type="checkbox"/> 07	<i>House-person or retired</i>	<input type="checkbox"/> 08	<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 09	<i>Private training establishment student</i>	<input type="checkbox"/> 11	<i>Wananga student</i>	<input type="checkbox"/> 12						
<i>Secondary school student</i>	<input type="checkbox"/> 01	<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/> 02																																				
<i>Wage or salary worker</i>	<input type="checkbox"/> 03	<i>Self-employed</i>	<input type="checkbox"/> 04																																				
<i>University student</i>	<input type="checkbox"/> 05	<i>Polytechnic student</i>	<input type="checkbox"/> 06																																				
<i>College of Education Student</i>	<input type="checkbox"/> 07	<i>House-person or retired</i>	<input type="checkbox"/> 08																																				
<i>Overseas (irrespective of occupation)</i>	<input type="checkbox"/> 09	<i>Private training establishment student</i>	<input type="checkbox"/> 11																																				
<i>Wananga student</i>	<input type="checkbox"/> 12																																						

<b>15</b>	<p>Disability: Do you live with the effects of significant injury, long-term illness, or disability? The information you supply is confidential.</p> <p><i>If yes, how would you describe your impairment, disability or long term medical condition:</i></p> <p>_____</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------	--	------------------------------	-----------------------------

**C ACADEMIC INFORMATION**

<b>16.</b>	Secondary School:	What was the name of the last secondary school you attended? State "overseas", if applicable. _____	<i>Office Use:</i>
		What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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 National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.

No formal secondary qualification <b>or</b> less than 12 credits at level 1.	<input type="checkbox"/> 00
School certificate in one or more subjects <b>or</b> 12 or more credits at level 1 or NCEA level 1	<input type="checkbox"/> 01
Sixth Form Certificate in one or more subjects <b>or</b> 12 or more credits at level 2 or NCEA level 2	<input type="checkbox"/> 02
University Entrance <b>or</b> a National Certificate at level 2	<input type="checkbox"/> 03
Higher School Certificate <b>or</b> 12 to 39 credits at level 3 or higher	<input type="checkbox"/> 04
Entrance qualification from Bursary exam <b>or</b> 40 or more credits at level 3 or higher	<input type="checkbox"/> 05
A or B Bursary <b>or</b> NCEA at level 3	<input type="checkbox"/> 07
University Scholarship	<input type="checkbox"/> 08
Overseas qualification (includes International Baccalaureate)	<input type="checkbox"/> 09
Other	<input type="checkbox"/> 98
Not known	<input type="checkbox"/> 99

Please specify if "Overseas qualification" or "Other".

\_\_\_\_\_

<b>17</b>	Tertiary Study:	<p>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.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered "No", please enter the name of the institution you studied at and the year of your first enrolment:</p> <p>Name: _____</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
		<p>Do you expect to complete the academic requirements of your course/s in order to graduate from your qualification this year?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>

**D DECLARATION OF IRD NUMBER FOR FULL STUDENT LOAN INTEREST WRITE-OFF**

Please fill in your IRD number if you have a Student Loan, or anticipate applying for a Student Loan this year, so that Inland Revenue can determine your eligibility for a full Student Loan interest write-off, and can give you that write-off.

Provision of your IRD number is voluntary, however if you are applying for a Student Loan it will assist with the information which will be forwarded to the Ministry of Education. Who will then provide it, along with your full-time or part-time study status to Inland Revenue? Inland Revenue will use this information to assess your eligibility, and action your student loan interest rebate write-off.

**18** IRD number:    -    -

**E DOCUMENTATION**

To qualify as a **domestic student**, and so 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. 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.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, 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 (JP), Solicitor, Minister of the Church, General Practitioner or School Principal for example..

**International** students must bring their passport with them when they enrol.

**19** Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

**F BANK ACCOUNT**

**20** Please provide details of your bank account for the deposit of items such as Travel Allowances.

|         -

*Bank                      Branch                      Account Number                      Suffix*

Name of Bank:

Name of Branch:       Town/City:

**G. CONTACT DETAILS**

<b>21</b>	Address and contact details:	<i>Physical Home Address (in Auckland):</i>	<i>Postal Address: (if different from home address)</i>
		<i>Phone:</i>	<i>Mobile:</i>
		<i>Fax:</i>	<i>Email:</i>

	Next of Kin / Guardian Auckland) (in	Name: Address:	Phone: Mobile:
--	--------------------------------------	-------------------	-------------------

**H. INTERNATIONAL STUDENT DETAILS**

<b>22</b>	Accommodation Type	<input type="checkbox"/> <b>Home stay</b> <input type="checkbox"/> <b>Flatting</b> <input type="checkbox"/> <b>Hostel / Lodge</b> <input type="checkbox"/> <b>Renting</b> <input type="checkbox"/> <b>Own Home</b> <input type="checkbox"/> <b>Other:</b> _____	
	Fathers name		
	Mothers name		
	Address:	Physical Home Address (Home Country)	Postal Address (Home Country) – If different
		Phone:	Mobile:
		Fax:	Email:

**DECLARATION**

**Privacy** – The College collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards) The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, the College releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the College will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. 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 the Institution 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/people/peotop.html>

**IRD Number** –Where you have supplied your IRD number for the purposes of a student loan interest write-off that information is being collected to provide to the Ministry of Education who will forward that information, along with your full-time or part-time study status to Inland Revenue. Inland Revenue will use this information to assess your eligibility to a student loan interest write-off. That information will be used solely for this purpose.

**Student Visa (International Student Only)** – I authorize Immigration New Zealand and the Department of Labour to provide Raffles College of Design and Commerce with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application."

**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. The College's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of the College with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

**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 described above, and I consent to the disclosure of personal information as described above.*

\_\_\_\_\_  
*Signature*

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

**➤ Please make sure that you sign your enrolment form above ◀**

<b>Office Use Only</b>		
<b>Documentation</b>	<b>Approved</b>	<b>Entered</b>
_____  ____/____/____	_____  ____/____/____	_____  ____/____/____

Version 4.1 Designed by Meta Office with Take2 Users in Mind