



APPLICATION AND ENROLMENT GUIDE

Welcome to WITT – Western Institute of Technology at Taranaki.

This guide is for **domestic students** only.

You must read this Application and Enrolment Guide before filling out the Application and Enrolment Form. This guide contains important terms and conditions of your contract with WITT. If you have any questions or require any assistance, please contact WITT on **0800 WITT NZ (0800 948 869)** or email **info@witt.ac.nz**. The numbered sections in this application and enrolment guide match the numbered sections in the attached form. Please read this guide carefully.

- Use a blue or black pen and block letters to fill out the required sections of the application and enrolment form and return to WITT in person at reception or via post. To avoid any delays in your enrolment, ensure you attach all required documents including a verified copy of your ID (see section 4 of the application and enrolment form).
- Please complete all relevant sections in the application and enrolment form. New students – please complete all sections. Re-enrolling students – if you are continuing with the same programme of study, please complete sections 1, 2, 13 and 14 unless other details have changed. If they have changed, please complete any relevant section/s.
- Once your application and enrolment is accepted, you will receive a Confirmation of Enrolment letter and an invoice for fees payable.
- You must pay all of your fees before the first day that classes begin in your programme of study otherwise WITT reserves the right to cancel your enrolment by letter.
- If you are planning to pay your fees by Student Loan, contact StudyLink on **0800 88 99 00** or apply online at **www.studylink.govt.nz**.
- Once your fees are paid you can then get your Student ID card, computer logon and attend class.

1. PERSONAL INFORMATION

NSI: The National Student Index Number is your unique learner number and is stored on the Ministry of Education database.

Name: WITT requires a verified copy of your NZ citizenship or NZ permanent residency – e.g. Birth Certificate or Passport. A verified copy is a photocopy of the original document which has been signed by a solicitor or Justice of the Peace (JP) as being a true copy of the original. If you are enrolling in person at WITT reception, original documents will be photocopied and verified by WITT staff.

For New Zealand birth certificates please contact Births, Deaths and Marriages at Internal Affairs on 0800 22 77 77.

Previous name: e.g. maiden name, deed poll.

Address and Phone numbers: WITT requires your postal address and at least one contact phone number while you are studying with us.

If these contact details change, please inform WITT in person at reception, via phone on 0800 948 869 or at info@witt.co.nz.

Preferred contact method: Please tell us how you would prefer WITT to contact you.

2. PROGRAMMES/ COURSES

Please write the full name of the programme you are applying for.

Select which campus you would like to study at:

New Plymouth: 20 Bell Street, New Plymouth

Hāwera: 40a Union Street, Hāwera

NZIHT: Various locations

Courses/Electives: If your programme requires you to select course electives, please specify the course number and name. For more information, please refer to the Programme Information Sheet or **www.witt.ac.nz**.

Part-time: Study of 48 credits or less in a full year

Full-time: Study of 96 credits in a full year

Which semester will you start in?

One: February – July

Two: July – November

Other: Summer semester (when available)

For specific semester start and end dates, refer to the current Academic Calendar available at **www.witt.ac.nz**.

RPL: RPL (Recognition of Prior Learning) refers to when you apply to gain credit/s towards programmes offered at WITT on the basis of previous formal or informal learning obtained elsewhere. You can apply for RPL based on experience, independent study or credits obtained at the same or other teaching institutions.

For further information please contact WITT on **0800 948 869** or **info@witt.ac.nz**.

3. EMERGENCY CONTACT DETAILS

Please nominate one person WITT can contact in case of an emergency. Contact phone number is required.

4. ENTRY REQUIREMENTS

Some programmes have entry requirements. Please check the prospectus, Programme Information Sheet or **www.witt.ac.nz** for details.

Please select one of the entry criteria pathways:

I have met entry requirements: you have met all of the required entry criteria

I am still studying to meet the entry requirements: you are currently studying towards the required entry requirements and expect to complete and pass before your selected WITT programme starts.

I need to discuss my entry requirements (please specify below): you would like to be contacted by WITT to discuss your entry.

Special entry eg work and/or life experience (please specify below): you believe you have the experience to meet entry requirements and would like to be contacted by WITT to discuss your entry.

5. CITIZENSHIP

Please indicate your citizenship or resident status. Tick one box only.

You must supply verified evidence of NZ citizenship (e.g. birth certificate or passport) or NZ permanent residency.

A verified copy is a photocopy of the original document which has been signed by a solicitor or Justice of the Peace (JP) as being a true copy of the original. If you are enrolling in person at WITT reception, original documents will be photocopied, verified by WITT staff and returned to you.

6. PRIOR ACTIVITY

What was your main activity or occupation in New Zealand on the 1st October prior to the start date of your programme at WITT? E.g. – if your course starts in 2018, what was your main activity or occupation on 1st October 2017? Tick one box only.

7. SECONDARY EDUCATION

Please specify the highest level of academic achievement you gained while at secondary school. If your qualifications are from overseas, please provide the country and name of the qualification. You must provide a copy of your NCEA/NQF results.

8. TERTIARY STUDY

Tertiary study refers to study at Institutes of Technology, Polytechnics, Universities, Private Training Establishments or Wānanga in New Zealand or overseas since leaving secondary school. Do not include enrolments in community, STAR or hobby classes.

9. LANGUAGE

If English is not your first language please specify.

If you have an English Language Qualification please provide the name, date obtained and your score. You must supply evidence and attach it to your application and enrolment form.

10. ETHNICITY

NZ Māori: If you ticked NZ Māori, please specify your iwi (up to three).

Other Pacific Peoples or Other: Please specify.

11. HEALTH AND ACCESSIBILITY DETAILS

WITT's Disability Support Coordinator is notified of students who identify as having a disability, illness or injury and will be in contact. To chat to our friendly Disability Support Coordinator, contact **0800 948 869** or email **info@witt.ac.nz**.

12. EMPLOYMENT (IF APPLICABLE)

Please include your most recent work experience.

13. FEES

Once you receive a Confirmation of Enrolment Letter from WITT, you must pay all fees (programme fees and all, if any, Student Services fees, additional course costs and compulsory student service fee [CSSF] in full prior to the first day that classes begin or WITT reserves the right to cancel your enrolment by letter.

Even if you do not participate or attend your course, you are still liable to pay all fees to WITT unless you complete and lodge your Withdrawal/Leaving/ Application for Refund form signed by you, the appropriate WITT Head of Faculty and WITT librarian within the relevant refund period. For full terms and conditions please see WITT's Withdrawals, Transfers and Refunds policy and procedure.

You can pay your fees by cheque, cash, EFTPOS (at WITT reception), Student Loan, Direct Credit, Training Incentive Allowance (WINZ), Credit Card or have your employer pay your fees on your behalf (conditions apply).

If you direct credit, WITT bank account details are TSB Bank New Plymouth, account number 153953 0512826 00. Please put your surname and Student ID in the reference field so we can identify your payment.

Anyone can pay your fees on your behalf (e.g. your employer) but if they fail to do so then you are still liable to pay all fees. If someone else is to pay your fees, please provide their contact details and evidence (e.g. a letter) with your application and enrolment form.

If you are enrolling into a programme that takes more than one academic year to complete, you must re-enrol on a yearly basis. Fees information for each year will be available before you enrol.

If you are experiencing difficulties in paying your fees, please contact our Finance Department on 0800 948 869 to discuss what options may be available to you. We also offer financial and budgeting advice, please contact 0800 948 869 to speak to our Budget Advisor. If debt collection is required to recover unpaid fees from you, you are liable to pay all costs incurred by WITT.

Studylink: If you are paying your fees by Student Loan, please arrange this well in advance of the start date of your programme to allow time for processing and approval by Studylink. Your fees must be paid before the first day of classes or WITT reserves the right to cancel your enrolment by letter.

If your application for a Student Loan is refused, you are still liable to pay all fees in full unless you withdraw in the way required by WITT within the specified refund timeframe. For further information or to apply for a Student Loan, please contact Studylink on **0800 88 99 00** or visit their website at **www.studylink.govt.nz**.

WINZ: If you are paying your fees by Training Incentive Allowance (TIA), you must apply to Work and Income New Zealand (WINZ). For further information or to apply for a Training Incentive Allowance, please contact WINZ on **0800 559 009** or visit their website at **www.workandincome.govt.nz**.

You need to bring your TIA application form to WITT reception so that we can verify your study details. If you receive a WITT Confirmation of Enrolment Letter, WITT will send an invoice to you, which you will need to give to WINZ with your TIA application for payment.

WINZ will then advise you how much of your fees, if any, they are willing to pay. You may wish to apply to Studylink for a student loan to cover any difference. Please arrange this well in advance of the start date of your programme to allow time for processing and approval by WINZ.

If your application for a TIA is refused, you are still liable to pay all fees in full unless you withdraw in the way required by WITT within the specified refund timeframe.

14. DECLARATION

It is important that you read and understand this guide and the application and enrolment form before signing and returning the form to WITT. This is because when WITT receives your application and enrolment form you have a contract to study the programme/courses on your form (subject to your right to withdraw as stated in this guide and the application and enrolment form) if WITT sends you a Confirmation of Enrolment letter. WITT reserves the right to end your enrolment by letter if we do not receive full payment of your fees by the first day of teaching for your programme.

Additionally, in some programmes/courses selected by WITT, WITT must be satisfied that you intend to complete the programme/courses. If WITT is not satisfied, WITT reserves the right to end your enrolment by letter.

If you are under 18 years of age at the start date of your programme/ courses, you will also need a parent/guardian to sign your application and enrolment form.



For more information or help filling out this form call 0800 WITT NZ (948 869), visit our website www.witt.ac.nz or email info@witt.ac.nz