

## INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our institute. 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 complete the form by:

- Complete all sections of the form UNLESS you are returning to the same programme of study (except nursing) then fill in the sections identified with the blue dot only
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions
- Signing the form
- **Attaching to the form all additional documentation that is required (see checklist)**

### Programme

Please enter your intended programme you of study at SIT

Name of Qualification

Start / intake date  dd / mm / yyyy

Campus ☐ Invercargill ☐ Gore ☐ Queenstown ☐ Telford

### Personal Details

Family Name

Title

Given names

Preferred name

Gender ☐ Male ☐ Female ☐ Another Gender

Date of Birth  dd / mm / yyyy

Age

Status ☐ Single ☐ Married

Citizenship

Have you applied to SIT before? ☐ No ☐ Yes

my student ID number is:

Email Address

Postal address

Postcode

City

Phone / Mobile

Country

(Required for Communication)

Passport

Passport Number

Expiry Date

dd / mm / yyyy

Education Agent (if applicable)

Name

Email

Agent Stamp or mailing address

Which of the following most influenced your decision to apply to SIT?

☐ SIT website ☐ International ☐ Ads (TV, radio, newspaper)

☐ Social Media ☐ Agent ☐ Others

### Education Background

What is the highest academic qualification you hold from a secondary or high school?

Qualification	Institution	Country	Year gained
			<input type="text"/> dd / mm / yyyy

Have you gained any other qualifications after leaving school?

Provide transcripts and completion certificates for all qualifications listed here:

Qualification	Institution	Country	Year gained
			<input type="text"/> dd / mm / yyyy
			<input type="text"/> dd / mm / yyyy
			<input type="text"/> dd / mm / yyyy

### English Language

☐ English is my first language or the language of instruction in my education in a native English-speaking country

☐ I have taken / will take an academic IELTS, TOEFL or PTE test Date of test  dd / mm / yyyy Attach results to application

☐ I want to study English at SIT

Duration

Weeks (minimum 12 weeks)

☐ I want to apply for ILT Academy Zero Fees English Scholarship (Applicable to Invercargill Campus only)

Duration ☐ 19 weeks ☐ 38 weeks

Campus

☐ Invercargill

☐ Queenstown

Start date requested  dd / mm / yyyy

## Accommodation

If you would like SIT to arrange your accommodation, please complete this section

SIT will provide you with two weeks of accommodation upon arrival at no extra charge at a homestay, SIT Apartments or other approved accommodation.

Location ☐ Invercargill Apartments ☐ Queenstown Apartments ☐ Homestay ☐ Other accommodation

Accommodation required from    to    *minimum six weeks required*

Do you smoke? ☐ Yes ☐ No  
 Do you mind members in your homestay smoking? ☐ Yes ☐ No  
 Do you mind homestay with pets / animals? ☐ Yes ☐ No  
 Do you mind homestays with young children? ☐ Yes ☐ No

I will be traveling with my

☐ Spouse ☐ Children How Many   
 What ages

Please list any special cultural/religious requirements, dietary needs, medical problems or anything else your homestay host should be aware of. If you have a pre-existing medical condition or require learning or disability support, please provide details.

*\*Students under 18 years of age are required to live in a homestay.*

## Medical Conditions & Disabilities

The following information is confidential and will help us improve services for students with disabilities or medical conditions. Disclosure of information will not influence your acceptance on the programme.

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

☐ Yes ☐ No ☐ Prefer not to say

☐ Dyslexic ☐ Specific learning difference  
☐ Hearing impairment ☐ ASD/ADHD  
☐ Visual impairment ☐ Neuro-diverse  
☐ Mobility impairment ☐ Other Please specify

Are there supports that would help you while learning? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners.

Please select all of the supports you might need:

☐ No – I do not need support at this time ☐ Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan) ☐ New Zealand Sign Language Interpreter  
☐ Access to assistive technology (eg, for reading, writing, communication) ☐ Support with reading, writing, and communicating in learning sessions, exams, and assessments  
☐ Accessible format resources for course content ☐ Other learning or disability support

Would you like our Student Accessibility Advisor to contact you for support assistance?

Yes ☐

Emergency/Alternative Contact

Name:

Address:


Phone:  Relationship:

## Declaration

**Please read this declaration carefully before you sign it. It is an offence under the Crimes Act 1961 to make a false declaration.**

- I understand that this enrolment is conditional upon my achieving the necessary pre-requisites for entry to this level/stage of the programme.
- I have read, understood, and accept the terms and conditions relating to my study at SIT.
- I acknowledge that any breach of these requirements may lead to withdrawal from my study.
- The use of SIT facilities are for Academic purposes only and within the allocated Programme time. Access cards will enable students to use such facilities and equipment outside the normal Programme time. Students who abuse the privilege that the access card provides will have their rights terminated immediately.
- I have read and accept the information regarding the Privacy Act Provisions and the Refund/Withdrawal Policy of SIT as described in this form.
- I accept and agree to abide by the rules and regulations of SIT.
- I agree that if I default on any of the terms of the agreement, the Emergency/Alternative contact details may be passed on for use by a debt collection agency or solicitor.
- I accept the fees payable for this programme and the breakdown of costs as outlined. I understand that no further breakdown of costs will be available and that fees are payable before the start of the course.
- I agree to adhere to all of SIT's Policies as outlined in my student Handbook including the Code of Conduct and Rights of Release.
- I declare the information I have given on this form is true and correct.

Signature of applicant



Date

As the parent/guardian of an applicant under 18 years I approve this application and undertake to pay the fees as they become due.

Signature of parent/guardian

Name (please print)

Date

Address (if different from applicant)

**Accident Insurance**

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz)

**Code of Practice**

SIT has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available from the New Zealand Qualification Authority website at <https://www.nzqa.govt.nz/assets/Tertiary/The-Code/pastoral-care-code-of-practice-2021-english.pdf>

**Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details or entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

**Medical and Travel Insurance**

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. SIT automatically

organises insurance for mainstream students through the resource fee. SIT can also organise insurance for English language students and students on exchange programmes.

**Visas and Immigration**

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

**Refunds**

It is important that you read SIT's Refund Policy, available at [www.sit.ac.nz](http://www.sit.ac.nz). Each request for refund is decided on its individual merits and there is no automatic right to a refund of fees if you change your mind about studying at SIT.

**Disclaimer**

While the information provided in this document was true and correct at the time of publication, SIT reserves the right to alter or discontinue programmes, procedures, fees and regulations at any given time without notice. Students should carefully read all official correspondence and other sources of information for students, such as our website, to be aware of changes to the information contained in this document.

SIT collects and stores information from this form to:

- manage the business of SIT (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education and Training Act 2020 and other legislation relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that SIT will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that SIT holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information.

The Privacy Act requires SIT to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>  
Supply of information to government agencies and other organisations  
SIT supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from SIT to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free initiatives
- develop policy advice for government
- conduct statistical analysis and research.
- Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.
- The government agencies above 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 2022. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.
- In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.
- Data storage - data collected from tertiary education organisations may be stored securely in Microsoft Azure or Amazon cloud services based in Australia or New Zealand.
- When required by law, SIT releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
- Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.
- 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. SIT'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 SIT regarding attendance, academic integrity and progress, conduct and use of information systems.

along with your application please send :

- ☐ Certified copy of my passport ID page or birth certificate
- ☐ Certified copy of my IELTS, PTE or TOEFL test result (if a test was taken)
- ☐ Certified copy of academic transcripts and completion certificates listed on this form (in original language and an English translation if appropriate)
- ☐ Any other documents required by my programme (eg. portfolio for digital media and design programmes, statement of purpose for specified programmes)

Click to send your completed application to

[applications@sit.ac.nz](mailto:applications@sit.ac.nz)