

LIDLAW
COLLEGE
TE WANANGA AMORANGI



Interest Only

Application^{FORM}

WHO SHOULD COMPLETE THIS FORM?

Applicants intending to complete less than 50 credits and are not working towards a recognised qualification.

WHO SHOULD NOT COMPLETE THIS FORM?

Applicants for full-time or part-time study at Laidlaw College and who intend to complete a recognised undergraduate or graduate qualification should instead complete the Undergraduate Application Form, available from any campus or **www.laidlaw.ac.nz**.

Please complete all sections of this application **in pen** and return it by 30 January (Semester 1) or 30 June (Semester 2) to the chosen regional campus (contact details listed on the back page).

If you are unclear about any aspect of this application, please contact us. Incomplete applications cannot be processed.

SECTION ONE: PERSONAL DETAILS

Title (*Mr, Miss, etc*) Surname/Family name

First name(s)

Preferred first name Other names (*eg, maiden*)

Date of birth [] Day [] Month [] Year Gender (*please tick*) Male Female

Postal address

Post code

Mobile no. Phone no.

Work no. Email address

The following information will help us locate you on our database:

Have you done any previous study with BCNZ or Masters Institute? Yes No

If you were given a student ID number, please specify it here:

Citizenship

Tick the box which best describes your citizenship or permanent residency status.

Please attach a certified copy of your birth certificate, passport, residency certificate or citizenship certificate.

NZ citizen (*incl. Niue, Tokelau, Cook Islands citizens*) NZ permanent resident Australian citizen

If none of the above: What is your country of citizenship?

What type of visa/permit do you have? When does your visa/permit expire?

Ethnicity

What ethnic group do you belong to?

(You may write up to three groups. Ethnicity details are used for Ministry of Education and Laidlaw College statistics only.)

If New Zealand Maori please identify your iwi below. You may identify two to three, or if you don't know your iwi, please write 'don't know'.

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.....
.....

Emergency Contact Person Details

Title (*Mr, Miss, etc*) Surname/Family name

First name(s)

Relationship to applicant Gender (*please tick*) Male Female

Postal address

Post code

Mobile no. Phone no.

Work no. Email address

SECTION FOUR: HEALTH AND WELL-BEING

Disability/Accessibility Details

Do you live with the effects of a significant injury, long-term illness or disability? Yes No

If yes, please give details:

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Do you need any assistance with your studies? *(Please specify)*

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SECTION FIVE: DECLARATION

Privacy Act (1993)

Laidlaw College, like all other teaching bodies involved in the collection, storage and use of personal information regarding its students, is required to meet the obligations of The Privacy Act. The Act requires us to obtain your approval for the collection and use of personal information required to enrol you in a programme of study, monitor your course progress and for conferring your award when a programme is successfully completed.

Such information may also be required by us for the following reasons:

- (i) to give you pastoral and vocational guidance where needed.
- (ii) to provide confidential reports when requested, to institutions considering you for further positions of training and service.
- (iii) to meet the reporting requirements of the New Zealand Qualifications Authority, the Ministry of Education, the Inland Revenue Department and Work and Income New Zealand, who assist in some college training costs and who are also required to safeguard the security of such reports.
- (iv) to foster and enhance community life within the Laidlaw Community. We define the Laidlaw community as being students and their families, staff, board members and support workers.

This information will be available for your own perusal, except where it is written in confidence by Laidlaw College personnel at your request, or supplied to us on a confidential basis by a person approved by you. It will not be used for any other purpose without your consent and while you remain enrolled at the College, you will be asked to update it from time to time.

The College also uses personal information, in a general sense, for statistical or research purposes, but not in any way by which an individual can be identified.

If the College ceases to operate as a tertiary teaching college, the Ministry of Education requires us to hold your consent to transfer your formal academic records, held by the College, to the Ministry of Education for safe keeping, and other confidential material concerning you will then be destroyed.

Subject to the limited uses stated above, the College will keep your personal information secure and confidential. Since the College is an educational institution, your formal academic records will be kept indefinitely but your personal information may be destroyed whenever the College decides it is no longer necessary for College purposes to retain that information.

I confirm that all the information I have provided on this application is true and accurate. I consent to allow Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request.

Signature:

Date:

SECTION SIX: SENDING THE APPLICATION

Checklist

Please ensure that you have signed the declaration and have included the following with this application:

- A certified **copy** of your birth certificate, passport or residency certificate
- A certified **copy** of IELTS (Academic) Test results (if applicable)

Please note that certified copies of documentation must be signed as true and accurate by a Justice of the Peace (JP), solicitor or Laidlaw College staff member.

Post your completed enrolment to the appropriate campus

Auckland Campus

Admissions Coordinator
Private Bag 93104
Henderson
Waitakere 0650
New Zealand
Freephone 0800 999 777
Phone +64 9 836 7829
Fax +64 9 836 7801
Email admissions@laidlaw.ac.nz

Christchurch Campus

70 Condell Avenue
Papanui
Christchurch 8053
New Zealand
Phone +64 3 354 4270
Fax +64 3 354 4279
Email chch@laidlaw.ac.nz

Centre for Distance Learning

Private Bag 93104
Henderson
Waitakere 0650
New Zealand
Phone +64 9 836 7836
Fax +64 9 836 7801
Email cdl@laidlaw.ac.nz