

Application for Enrolment– Domestic Student



By completing this application for enrolment form, I consent to the processing of my personal data provided for the purpose of application and enrolment into Arise Academy Ltd approved courses and programmes. Please complete, with signature and return via email to admin@ariseacademy.ac.nz or in person to an Arise Academy staff member.

Guidelines for completing this form are in Appendix A: Application for Enrolment form Guidelines, Terms and Conditions.

Contact Details*

Title:

Gender: Male Female Nonbinary_____

Your Name:

Your Middle Name:

Your Surname:

Your Date of Birth:

Email:

Phone Number:

Address*

Street Address:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Alternative Contact

In case of an emergency or wellbeing situation who shall we contact? (see *guidelines in Appendix A*)

Emergency Contact Relationship to you:

Emergency Contact First Name:

Emergency Contact Surname:

Phone Number:

Email:

Study in New Zealand

This information is required by the NZ Ministry of Education:

What is your Country of Birth?*

What is your Country of Citizenship?*

What is your NZ Residency Status? (if applicable)

What is your current NZ Visa? (if applicable)

NSN Number: (if applicable)

Cultural Identity

Please indicate (✓) your cultural identity:

NZ European/Pākehā

Niuean

Other Pacific

Filipino

NZ Māori

Cook Islands

Indian

Chinese

Samoan

Tokelauan

African

Other Asian

Tongan

Fijian

Other *please specify:*

Work and Study

What is your main activity prior to applying for this programme of study?

Are you currently working?* Yes No

(If yes*, provide workplace details, work role and whether this is employed/voluntary/casual and usual hours per week)

Secondary school attended*

Years attended (eg 1970 - 1973) *

Highest qualification achieved at secondary school*

Year achieved*

What is your highest post-school qualification? (*if applicable*)

Year achieved

Will your enrolment be the first time you have ever enrolled in formal study outside of school? Yes No

How did you hear about Arise Academy?

Study and Support Details

What programme are you applying for?*

What is your preferred start date?

Do you have access to a laptop/computer for your studies?* Yes No

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

If 'Yes' please provide more details, or request a confidential chat to discuss support needs:

Do you have any difficulties with learning that need to be considered so we can support you appropriately? (e.g. learning online, dyslexia, visual, hearing or other impairment, literacy needs and/or English not your home language). Please describe these here or request a confidential chat.

Do you have any other reasons why you might need extra support throughout your studies with us? Please describe and let us know how we can best support you or request a confidential chat.

Required Documents:

Please ensure these are attached to your Application for Enrolment completed form

- 1) a signed/certified copy of your birth certificate, NZ Driver’s License with photo ID OR Passport with photo ID. You will need to take your ID to a JP for example, to verify and sign. (see *guidelines in Appendix A*)
- 2) a copy of any transcripts or evidence of previous academic achievements if you wish to apply for credit of prior learning (see *guidelines in Appendix A*).
- 3) a copy of your work agreement or work reference stating terms and conditions of employment or casual/voluntary work arrangements. (if you are not yet working these are not required)

Signing this document confirms that the information you have provided to Arise Academy is true and correct.

(full signature)

Date:

Arise Academy Steps to Enrolment:

1. Application for Enrolment form completed, and required documentation prepared (signed/certified identity document, a copy of transcripts of previous academic achievements, information about current paid or voluntary work).
 2. Application emailed to Arise Academy: admin@ariseacademy.ac.nz OR handed to an Arise Academy staff member.
 3. Application evaluated by Arise Academy (applicant contacted if needed to discuss support needs, learning goals and programme suitability)
 4. Successful applicants receive an Offer of Enrolment for acceptance and signing.
 5. Signed offer emailed back to admin@ariseacademy.ac.nz
 6. Arise Academy confirms enrolment into programme and assigns start dates and activates learner induction process into the online learning platform.
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Application for Enrolment Guidelines, Terms and Conditions

All applicants must follow and agree to the Arise Academy Application for Enrolment guidelines, terms and conditions.

Fields marked with * (an asterisk) are mandatory to complete.

Identity

Domestic NZ learner applicants for Arise Academy programmes must be over 18 years of age prior to starting their chosen programme.

All applicants are required to indicate their cultural identity, citizenship and residency, the country in which they will study, and provide verified evidence of their status as a domestic learner.

Certified Copies of Documents

Proof of ID can be either:

- Your NSN number (that has been used with a prior NZQA approved programme)
- An original photocopy of your current passport, sighted and verified and signed (JP/Solicitor/Court Registrar)
- NZ Birth Certificate (if a current NZ resident)
- Applicants with international passports must apply using the application for enrolment (international student) process. Contact admin@ariseacademy.ac.nz for further information.

You can have your ID documents certified by a Justice of the Peace (JP), a solicitor, or a court registrar. A certified copy means your original is photocopied, and the copy is sighted, verified and signed as being a true and accurate copy.

The full name on your application for enrolment must be exactly the same as the full name on your verified ID.

Credit of prior learning

Arise Academy has a process for recognising prior learning achieved within formal settings either within Arise Academy or externally prior to enrolment. The achievement of graduate outcomes of that study must align with all or some of the graduate outcomes of the Arise Academy programme you are applying for. You will need to apply in writing to Arise Academy for a formal Review of Prior Learning. Additional fees may apply. To commence the process please attach the transcripts or evidence of the related previous study.

Alternative Contact Details

After enrolment, supplying an alternative contact means we will contact that person in the event of an emergency, if we can't get in touch with you directly. Emergencies could include wellbeing/medical emergencies that Arise Academy becomes aware of or where they have not had any response from contacting you (the enrolled learner) for more than 3-5 days. This information is held securely and privately, and not shared with anyone outside of the Arise Academy team.

Disability impairments

The term “disability” covers a range of situations. Disability is a term covering personal impairments, activity limitations and participation restrictions. In a learning situation the impairment or limitation could be something that affects your learning or pace of learning.

All applicants are invited to share with Arise Academy any disability impairments or diverse needs that are likely to impact on their learning experience or ability to meet the programme requirements.

In sharing this information with Arise Academy, you consent to us contacting you to discuss your needs and any support we can offer you. Any written records of the needs discussion are held confidentially within the Arise Academy individual learner records filing system, in accordance with the Privacy Act 2020. You have the right to request who within Arise Academy has access to these records.

Collection of Information

Post enrolment, as an NZQA registered Private Training Enterprise (PTE) Arise Academy may (from time to time) be required to share personal learner information with external agencies including, but not limited to, NZQA, Immigration New Zealand, Ministry of Education, Ministry of Social Development, Ministry of Business Innovation and Employment, Inland Revenue, StudyLink, and employers.

Information affecting your learning and academic progress is shared professionally between Arise Academy and supervising staff in work experience environments. Permission for this is provided through the signing of the Workplace Agreement and Learner Skills Record by the learner, workplace supervisor and Arise Academy tutor. Information that is disclosed with Arise Academy around learning support needs or disability impairment (seen or unseen) will only be shared with your prior approval.

Programme Acceptance Requirements

Certain programmes may require your evidence of a recent police check. This is to ensure you are a fit and proper person for working in the field of your programme, for example Early Childhood Care and Education as required by the Childrens Act 2014. We will contact you to discuss the process should this be required.

Programme Fees

The programme fees are published on the Arise Academy website www.ariseacademy.ac.nz . In some cases sponsorships or scholarships may be available.

In completing and signing this Application for Enrolment you agree that you have the ability to pay all (applicable) fees as required and agreed by the terms and conditions in the Arise Academy Offer of Employment.