



Thank you for applying to ACTS.

Please read our enrolment policies and procedures (available on our website or by request) carefully before you complete this enrolment form.

Please complete every section of this form.

Please attach (Check you have each item)

- Certified copies of your study certificates, academic transcripts, records, etc in English.
- Certified copies of academic records
- Copy of passports
- A copy of a recent IELTS or PTE results sheet or other proof of English proficiency
- Curriculum vitae
- One-page personal statement

A	Course Details
1	Name of program you wish to enrol in
	Course date/s
2	If you have studied at ACTS or CCTA before, please provide your ID number:

B	Personal Details
3	Family Name/Surname
	Given Name(s)
4	Preferred first name
	Previous name(s) known by
5	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
6	Preferred title <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (specify)
7	Date of birth <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"/> <input type="text"/>
	DAY MONTH YEAR
8	If you have a NSN (National Student Number) or NZQA ID number please provide:

B	Contact Details * Please contact us if details change	
9	Permanent home address	Postal Address (if different from Home address)
	Street no. & name	Street no. & name
	Suburb	Suburb
	Town/City	Town/City
	Post code	Post code
	Country	Country
	Phone	Mobile
	Email	
	Next of Kin/Emergency contact person	
	Email	
	Relationship	Phone or Mobile





B	Country/Ethnicity	
	10	Country of citizenship
		Country of residence
		Passport Number
		Passport issuing country
		Passport expiry date
11	What ethnic group(s) do you belong to? *Please tick up to 3 boxes which apply	
	NZ European/Pakeha <input type="checkbox"/> 111	Greek <input type="checkbox"/> 123 <input type="checkbox"/>
	New Zealand Māori <input type="checkbox"/> 211	Polish <input type="checkbox"/> 124 <input type="checkbox"/>
	Samoan <input type="checkbox"/> 311	South Slav <input type="checkbox"/> 125 <input type="checkbox"/>
	Cook Island Māori <input type="checkbox"/> 321	Italian <input type="checkbox"/> 126 <input type="checkbox"/>
	Tongan <input type="checkbox"/> 331	German <input type="checkbox"/> 127 <input type="checkbox"/>
	Niue <input type="checkbox"/> 341	Australian <input type="checkbox"/> 128 <input type="checkbox"/>
	Tokelauen <input type="checkbox"/> 351	Other European* <input type="checkbox"/> 129 <input type="checkbox"/>
	Fijian <input type="checkbox"/> 361	*Specify _____
	Other Pacific Peoples* <input type="checkbox"/> 371	Filipino <input type="checkbox"/> 411 <input type="checkbox"/>
	*Specify _____	Cambodian <input type="checkbox"/> 412 <input type="checkbox"/>
	British/Irish <input type="checkbox"/> 121	Vietnamese <input type="checkbox"/> 413 <input type="checkbox"/>
	Dutch <input type="checkbox"/> 122	Other Southeast Asian* <input type="checkbox"/> 414 <input type="checkbox"/>
		*Specify _____
	Chinese <input type="checkbox"/> 421	Indian <input type="checkbox"/> 431
	Sri Lankan <input type="checkbox"/> 441	Japanese <input type="checkbox"/> 442
	Korean <input type="checkbox"/> 443	Other Asian <input type="checkbox"/> 444
	Middle Eastern <input type="checkbox"/> 511	Latin American <input type="checkbox"/> 521
	African <input type="checkbox"/> 531	Other* <input type="checkbox"/> 611
		*Specify _____
	Not Stated <input type="checkbox"/> 999	
12	If you identified as New Zealand Maori in question 11, what is the name of your Iwi? *You may identify with more than one or enter 'Don't know'.	
13	Prior Activity - what was your current/recent activity or occupation?	
	Secondary school student <input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02
	Wage or salary worker <input type="checkbox"/> 03	Self-employed <input type="checkbox"/> 04
	University student <input type="checkbox"/> 05	Polytechnic student <input type="checkbox"/> 06
	House-person or retired <input type="checkbox"/> 07	Overseas (irrespective of occupation) <input type="checkbox"/> 08
	Private Training Establishment student <input type="checkbox"/> 09	Other (Please specify) <input type="checkbox"/>
14	Support Details - Not compulsory and any information you supply is confidential.	
	Do you live with the effects of significant injury, long term illness, or disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, how would you describe your impairment, disability, extra learning needs or long term medical condition:	
15	English Test results & details	
	<input type="checkbox"/> IELTS <input type="checkbox"/> TOFEL	Score
	<input type="checkbox"/> OET <input type="checkbox"/> PTE	Date of achievement
	Agent Details	
	Name	
	Address	Email
	Contact Number	Contact Person





C	Academic Information
16	<p>Secondary School - What was the name of the last Secondary School you attended? State 'overseas' if applicable.</p> <hr/> <p>When was your last year of secondary school?</p> <hr/> <p>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.</p> <p>No formal secondary qualifications <input type="checkbox"/> 00</p> <p>14 or more credits at any level <input type="checkbox"/> 11</p> <p>NCEA Level 1 or School certificate <input type="checkbox"/> 12</p> <p>NCEA Level 2 or 6th Form certificate <input type="checkbox"/> 13</p> <p>University Entrance <input type="checkbox"/> 14</p> <p>NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15</p> <p>Overseas qualification (includes International Baccalaureate & Cambridge Exams) <input type="checkbox"/> 09</p> <p>Other <input type="checkbox"/> 98</p> <p>Not Known <input type="checkbox"/> 99</p> <p>Please specify if "Overseas qualification" or "Other"</p>
17	<p>Tertiary Study - 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. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment</p> <p>Name Institution</p> <hr/> <p>Course/Level</p> <hr/> <p>Enrolment Year Completion year</p>
18	<p>Accommodation - Do you require ACTS to arrange Homestay accommodation for you?* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>If Yes, How many weeks?</p> <hr/> <p>ACTS arranges homestay for you as an excellent opportunity to practice English and learn about New Zealand. You need to pay per week for home stay accommodation and food. We will supply you an additional accommodation form to complete sent to your email.</p>
19	<p>Compulsory Travel Insurance</p> <p>The Ministry of Education published in The Education Pastoral Care of Tertiary and International Learners) Code of Practice 2021 requires all fee-paying foreign students to hold comprehensive health and travel insurance as a condition of their visa from the period of their enrolment until the expiry of their student visa.</p> <p>ACTS can arrange insurance for the period of your enrolment. Please select</p> <p>If you have any health and travel insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>If you want ACTS to arrange insurance for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>What is your expected date of arrival in New Zealand? <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">DAY MONTH YEAR</p> <hr/> <p>Note: If you do not provide evidence of insurance by the course start date, ACTS will take out an insurance policy on your behalf. You will required to pay for the cost of the policy. The cost varies based on your enrolment duration:</p>
	<p>Code of Practice - ACTS has agreed to comply with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) to support the wellbeing of tertiary and international learners enrolled in ACTS. Copies of the Code is available at: https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/</p>





Refund Summary - ACTS refund policy is based on the students (international students) lengths of the program as mentioned on 'statement of fees' and enrolment and payment date. Refund policy summary is given below.
For more information on payment and refund of fees, please visit www.acts.ac.nz/terms-and-conditions/

Date of refund request	Effect	Refund Amount	Administration Fee	Homestay arranged by ACTS	Academic Result
Up to 7 days before course start	Cancellation	100%	NZ\$500	No refund	No result in record
After 7 days before course start	No refund				

E Fee Payment

How do you intend to pay for your fees? (Tick one)

Credit Card Online Banking Student Loan Training Incentive Allowance (TIA)

Company or Employer paying

Purchase order no.

Employer name

General Information

Privacy - ACTS/CC Training Academy collects and stores information from this form to:

- Comply with the requirements of the Education Act 2020 and other legislation (This includes legislation governing the maintenance of official records and for accountability for public funding) relating to maintenance of records
- Manage the business of CC Training (including internal reporting, administrative processes and selection of scholarship and prize winners)
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that ACTS/CC Training Academy will observe the conditions governing the release of information, as set out in the Privacy Act 2020, the Education Act 2020 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer. Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

NB: The Privacy Act came into force on 1 December 2020 with the stated aim of protecting the privacy of natural persons. It requires ACTS/ CC Training Ltd 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/privacy-act>

Supply of information to government agencies and other organisations, as required, may include:

- The Ministry of Education
- The New Zealand Qualifications Authority
- The Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- The Tertiary Education Commission

- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- Agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

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 1975. 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.

When required by law, ACTS/CC Training releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

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. ACTS/ CC Training's policy on withdrawal and refund of fees may be obtained by request or on our website.

Rules – In signing this enrolment form you undertake to comply with the rules and policies of ACTS/ CC Training Ltd with regard to attendance, academic integrity and progress, conduct and use of information systems.





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, and I consent to the disclosure of personal information as described. By signing this document, I declare I have read the relevant policies and procedures including, but not limited to, refunds, withdrawals, course costs, fee payment and behaviour expectations.

Signature

Date
DAY MONTH YEAR

*** Please make sure you read all the information and sign your enrolment form above ***

Please send this completed form
along with all attachments requested on page 1 to:

International Admissions
Auckland College of Tertiary Studies (ACTS)
PO Box 90-815
Victoria Street West
Auckland
New Zealand

Or email documents to
info@acts.ac.nz
with 'International Admissions' in the subject line.

Office use only

Documentation	Approved	Entered
/ /	/ /	/ /

