



# ENROLMENT APPLICATION

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## HOW TO COMPLETE THIS FORM

The first step is easy, just fill out this form!

We've included instructions. You can also call or text on : **07 838 3744** or **027 273 7378**.

## COMPLETE THIS FORM IF YOU ARE A DOMESTIC STUDENT

**A domestic student, at any time, means a person who is:**

- A New Zealand Citizen (including Niuean, Cook Islander, Tokelauan and students with refugee status in New Zealand); or
  - A New Zealand permanent resident; or
  - An Australian citizen living in New Zealand; or
  - An Australian permanent resident living in New Zealand; or
  - A dependent of a diplomat working in New Zealand who is residing in New Zealand; or
  - On an exchange scheme approved by the Minister; or
  - Defined as a domestic student from time to time by the Ministry of Education.
- (For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand).
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## SECTION ONE | PERSONAL DETAILS

Personal details must be filled out by you. The Ministry of Education requires VARDA to collect this information from you and report on it for statistical and other purposes.

- 1.1 **Title:** Please choose the title appropriate to you.
  - 1.2 **Family Name:** Print your family name in full. If your name on the form is different from the name on your supporting documents, then you must provide evidence of your change of name.
  - 1.3 **First name(s):** Print all of your first names in full.
  - 1.4 **Preferred Name:** Print what you prefer to be called (e.g. Maddie, Charlie, etc.).
  - 1.5 **Date of Birth:** Please complete day, month and year as is on your evidence i.e. Passport or Birth Certificate.
  - 1.6 **Male or Female:** Please tick the appropriate box.
  - 1.7 **National Student Number (NSN):** This is a National Student Number that is unique to you. This number is a reference to a centralised database that holds basic details such as your name, date of birth and residential status. If you know your NSN insert it on the Application to Enrol form.
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## SECTION TWO | CONTACT DETAILS

- 2.1 **Permanent / home address:** If you would like your mail sent to a different address from the one you live at, please print the postal address clearly on the form.
  - 2.2 **Address while you are studying:** Print the address of where you will be living while you are studying with us. If you do not know yet, please let us know as soon as you do.
  - 2.3 **Contact Details:** Please print your mobile number, telephone number and e-mail address.
  - 2.4 **Emergency Contact Person:** Please enter the name and telephone number of the best person to contact in the event of an emergency and / or when we are unable to contact you directly.
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### SECTION THREE | CITIZENSHIP

3.1 Select which best describes your citizenship or status. If you select “Other”, please write the details on the form.

If you ticked “New Zealand Permanent Resident”, you will also need to indicate your country of citizenship and provide us with evidence of this, e.g. residency permit.

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### SECTION FOUR | PROGRAMME SELECTION

4.1 Please list the programme(s)/qualification(s) you wish to study at VARDA and enter your intended start date.

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### SECTION FIVE | PREVIOUS EDUCATION

5.1 **Secondary School:** Please list the last secondary school that you attended, and please specify in which country.

5.2 **Highest Academic Achievement from a Secondary School:** Your highest achievement may be a “traditional” award such as School Certificate, or a number of credits / NCEA at a certain level on the National Qualifications Framework. Your NZQA Record of Achievement shows you how many credits you have. If your answer is “Other”, please identify the qualification on the form.

5.3 **Transfer of Credit:** This is a process whereby you apply to Waikato School of Hairdressing Ltd to credit your prior learning towards the programme / courses(s) you have enrolled in. If you tick “yes”, please contact us.

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### SECTION SIX | ETHNICITY

6.1 If you select “Other”, please complete relevant details.

If you are of Maori descent you must indicate the iwi you have the strongest affiliation to. You may include up to 3.

6.2 If your first language is neither English nor Maori, please specify if you have ever had your English language ability or proficiency tested. Please attach a certificate (see 6.6 on the Application to Enrol form).

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### SECTION SEVEN | STATISTICAL INFORMATION

7.1 **Prior Main Activity:** Select from the list on the form your MAIN activity or occupation as of 1<sup>st</sup> October prior to the date on which your programme commences.

7.2 Please state where you **first** saw / heard about VARDA.

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### SECTION EIGHT | IMPAIRMENT DETAILS

8.1 **Impairment:** If the effect of illness, injury and / or other impairment impact on or affect your study, please tick “yes” and complete the impairment section on the form.

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## SECTION NINE | PAYMENT OF FEES/COURSE RELATED COSTS

9.1 Please state how you wish to pay for your tuition fees and equipment. You can select either:

### TUITION FEES

**Debit Credit** – Account Name: Waikato School of Hairdressing Ltd T/A VARDA  
Public Trust Account  
Account Number: 02-0536-0305865-01  
Reference: First Name / Last Name

9.2 **EQUIPMENT / COURSE-RELATED COSTS**

Debit Credit – Account Name: Waikato School of Hairdressing Ltd T/A VARDA  
Bank: BNZ  
Account Number: 02-0316-0040404-00  
Reference: First Name / Last Name

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### WHAT HAPPENS NOW?

We'll let you know when we receive your application and contact you if we need further information.

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### INTERVIEW & ADDITIONAL DOCUMENTATION

Depending on the programme you have applied for, you may also be required to supply additional information (portfolio, CV) or attend an interview / consultation.

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### INTERVIEW & ADDITIONAL DOCUMENTATION

- Incomplete Application Form received
  - Application Form not signed or dated
  - Required documentation not supplied
  - Required documentation not verified
  - Awaiting academic transcript /results
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### ENROLMENT OFFER

If your application is successful you will receive an **Offer of Place**. It is important that you sign and return the **Enrolment Offer** by the specified date as it will expire and you may lose your place on the programme.

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### FEES INFORMATION

By signing and returning the **Enrolment Offer** you are formally accepted into a programme of study and therefore liable for the associated fees.

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## NZQA EER

Provider | Category 1

- Self-Assessment Capability – Highly Confident
- Educational Performance – Highly Confident

Obtained from the Academy Manager:

- The date of withdrawal is the date that the signed and dated Withdrawal Form is **received** by the Academy Manager.
- It is your responsibility to ensure a Withdrawal Form is submitted.
- If VARDA cancels a course, fees will be refunded in full.
- If you withdraw prior to the end of 7 days after first day of training | **Full refund minus 10%.**
- If you withdraw after this time | **No refund.**
- If VARDA withdraws you for not meeting Programme / Course / Academy requirements within the first month of training | **Full refund minus 10%, minus reasonable daily rate.**

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## DOCUMENTATION THAT MUST BE SUPPLIED

**If this is the first time you have enrolled into a programme /course(s) at VARDA, please attach to your Application to Enrol form a verified copy of either:**

- Your Birth Certificate or Passport for New Zealand, Niue, Tokelau or the Cook Islands; or
- A Certificate of Citizenship for New Zealand, Niue, Tokelau or the Cook Islands.
- Youth Guarantee students – a verified copy of your bank account, e.g. printed bank statement or deposit slip.

Students may supply other evidence of their legal name such as a Marriage Certificate, although evidence of citizenship will still be required.

A verified copy is a photocopy of the **original document**, which is signed by a solicitor, Justice of the Peace, or authorised VARDA personnel, e.g. a Manager of the Administration Office, as being a true copy of the original.

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## DOMESTIC STUDENTS / INTERNATIONAL STUDENTS

To qualify as a Domestic Student you must meet the criteria set out by the Ministry of Education. You must hold a Residence Permit under the Immigration Act 1987, and satisfy the criteria (if any) set by the Ministry of Education.

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## STUDENT CHECKLIST – Complete the following:

- Read the Application to Enrol Guide
  - Complete all appropriate sections in this form
  - Attach **verified** copies of documents proving Legal Name, Date of Birth and Residency Status?  
DO NOT send originals, only **verified** copies or, bring originals in for us to copy when you attend your consultation.
  - Attach additional documentation as required for your specific programme of choice.
  - Sign and date this form.
  - Youth Guarantee Students – please provide verified copy of bank account details, e.g. printed bank statement or deposit slip.
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**WHERE TO RETURN THIS FORM**

VARDA  
PO Box 749  
389 Anglesea Street  
Hamilton 3204

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**FOR MORE INFORMATION**

If you need help or assistance with filling in this form, please contact the office. Our staff will be able to assist you through the Application process and answer any queries.

Phone: 07 838 3744  
Mobile: 027 273 7378  
Email: [info@varda.co.nz](mailto:info@varda.co.nz)

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# ENROLMENT FORM 2016

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## WHO SHOULD COMPLETE THIS FORM?

- Domestic Applicants who are applying to VARDA

## WHO SHOULD NOT COMPLETE THIS FORM

- International Applicants

HAVE YOU STUDIED AT VARDA BEFORE?

YES

NO

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## SECTION ONE – PERSONAL DETAILS

1.1 **TITLE**       Mr     Mrs     Ms     Miss     Other .....

1.2 **SURNAME or FAMILY NAME** (as it appears on your Passport, Birth Certificate, Marriage or Civil Union Certificate)

1.3 **FIRST NAME(s)**

1.4 **PREFERRED FIRST NAME**

1.5 **DATE OF BIRTH**   

1.6 **GENDER**     Male     Female

1.7 **PLEASE PROVIDE YOUR NSN / NZQA IDENTIFICATION NUMBERS**

If unknown leave blank:

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## SECTION TWO – CONTACT DETAILS

Please ensure this is kept up-to-date at all times and advise use of any changes.

### 2.1 WHAT IS YOUR PERMANENT / HOME ADDRESS?

UNIT NUMBER / STREET NUMBER & STREET NAME

SUBURB

CITY / TOWN

POSTCODE

TICK IF THIS IS YOUR MAIN POSTAL ADDRESS

### 2.2 WHAT IS / WHAT WILL BE YOUR ADDRESS WHILE STUDYING IF DIFFERENT TO THE ABOVE?

UNIT NUMBER / STREET NUMBER & STREET NAME

SUBURB

CITY / TOWN

POSTCODE

TICK IF THIS IS YOUR MAIN POSTAL ADDRESS

### 2.3 HOW CAN WE CONTACT YOU?

HOME PHONE

MOBILE

WORK

EMAIL

### 2.4 WHO IS YOUR EMERGENCY CONTACT?

NAME

RELATIONSHIP TO YOU

PHONE

**SECTION THREE – CITIZENSHIP**

We require proof of citizenship and eligibility to study from all new applications to VARDA

3.1 Please tick one from A, B or C in the right hand column next to the box you have ticked. Please indicate the document relevant to you.

- A.**  New Zealand Citizen
- New Zealand Birth Certificate
- New Zealand Passport
- Certificate of New Zealand Citizenship or letter of Confirmation
- Statement of Whakapapa stating your full name and date of birth
- Birth Certificate with place of birth stated as Cook Islands, Niue or Tokelau
- B.**  New Zealand Permanent Resident
- New Zealand Passport with New Zealand Residents stamp

My country of citizenship is:

- C.**  Australian Citizen or Permanent Resident
- Australian Birth Certificate
- Australian Passport
- Passport with Australian Residents stamp

**NOTE:**  
Applicants whose name is different from that which is stated on a Birth Certificate or Passport must also provide evidence of the legal name of change.

**SECTION FOUR – PROGRAMME SELECTION**

4.1 Please state which programme / course(s) you are applying for at VARDA. Programmes can be found on our websiste [www.varda.co.nz](http://www.varda.co.nz)

PROGRAMME TITLE			
COURSES e.g. all or 1,2,3, etc			
START DATE	Month / Year	Finish Date (if known)	Month / Year



**SECTION FIVE – PREVIOUS EDUCATION**

NOTE: It is important to ALL applicants to complete Section Five as this information is required by the Ministry of Education

5.1 Please state the last secondary school that you attended while in New Zealand or overseas

SECONDARY SCHOOL	Last Year Attended
	YYYY

5.2 What is the highest level of achievement you hold from a secondary school? Please tick one only.

- No formal secondary school qualifications
- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or Sixth Form Certificate
- University Entrance (prior to 1986)
- NCEA Level 3, Higher School Certificate, Bursary or Scholarship
- Overseas qualification
- Other qualification

5.3 Have you ever been enrolled in a **tertiary institution** in New Zealand or overseas?

- YES                       NO – go to Section Six

5.4 Please state the tertiary institutions you have attended while in New Zealand or overseas including the start and finish dates, the name of the qualification and whether you successfully completed this qualification. Please attached a verified copy of your official, previously achieved qualification or NZQA Record of Learning (if you have one).

INSTITUTION	START	FINISH
1.	YYYY	YYYY
Qualification enrolled in:		
Did you complete the above qualification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

INSTITUTION	START	FINISH
2.	YYYY	YYYY
Qualification enrolled in:		
Did you complete the above qualification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

3.	YYYY	YYYY
Qualification enrolled in:		
Did you complete the above qualification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

5.5 What was the first year that you were enrolled in a tertiary institution?

5.6 Will you be applying for a transfer of previously achieved credits  YES (contact us)  
 NO

**SECTION SIX – ETHNICITY & LANGUAGE**

6.1 Please indicate which ethnic group(s) you belong to. You may tick up to three options

- |   |  |
|---|--|
| <input type="checkbox"/> New Zealand European | <input type="checkbox"/> New Zealand Maori (enter iwi below) |
| <input type="checkbox"/> Cook Island Maori    | <input type="checkbox"/> Samoan                              |
| <input type="checkbox"/> Tongan               | <input type="checkbox"/> Niuean                              |
| <input type="checkbox"/> Tokelauan            | <input type="checkbox"/> Fijian                              |
| <input type="checkbox"/> African              | <input type="checkbox"/> British/Irish                       |
| <input type="checkbox"/> Dutch                | <input type="checkbox"/> Greek                               |
| <input type="checkbox"/> Polish               | <input type="checkbox"/> South African                       |
| <input type="checkbox"/> Italian              | <input type="checkbox"/> German                              |
| <input type="checkbox"/> Australian           | <input type="checkbox"/> Filipino                            |
| <input type="checkbox"/> Cambodian            | <input type="checkbox"/> Vietnamese                          |
| <input type="checkbox"/> Chinese              | <input type="checkbox"/> Indian                              |
| <input type="checkbox"/> Shri Lankan          | <input type="checkbox"/> Japanese                            |
| <input type="checkbox"/> Korean               | <input type="checkbox"/> Middle Eastern                      |
| <input type="checkbox"/> Latin American       |  |
| <input type="checkbox"/> Other / Iwi          | <input type="text"/>   |

6.2 If English is not your first language, what language do you speak?

## SECTION SEVEN – STATISTICAL INFORMATION

7.1 Which activity best describes your activity as at 1 October prior to the year you will commence your study? Please tick one

- Secondary school student
- College of Education student
- Non-employed / beneficiary (not retired)
- Wananga student
- Polytechnic student
- Private Training Enterprise student
- Wage/salaried worker
- University student
- House person / retired
- Self employed
- Overseas
- Google
- Careers Advisor / school
- Newspaper

7.2 How did you hear about VARDA?

- Radio
  - VARDA website
  - Brochure
  - Careers Expo
  - Cinema
  - Billboard
  - Word of mouth (please specify)
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## SECTION NINE – FEES

If VARDA confirms your enrolment you must **pay ALL FEES** (tuition fees as set by VARDA and Course related costs) **IN FULL**, prior to the start date of your programme of study.

Even if you do not participate in the courses you are still liable to pay all fees to VARDA unless we receive a completed and signed **Withdrawal form** within the relevant refund period.

9.1 How do you intend to pay your tuition fees? (Please tick one)

EFTPOS/Cash

Direct Credit to:

Waikato School of Hairdressing Public Trust Account | Account No : 02-0536-0305865-01

Student Loan

(Apply directly to StudyLink on 0800 88 99 00 or at [www.studylink.govt.nz](http://www.studylink.govt.nz). If your application is not approved by StudyLink you are still liable for all fees invoiced to you)

Training Incentive Allowance

(Contact your local Work & Income office. You must complete the Enrolment first and submit your VARDA invoice to Work & Income for payment. If you TIA application is not approved by WINZ you are still liable for all fees)

9.2 How do you intend to pay your Course related costs? (Please tick one)

### EQUIPMENT / COURSE RELATED COSTS

EFTPOS/Cash

Direct Credit to:

Waikato School of Hairdressing | Account No : 02-0316-0040404-00

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## SECTION TEN – DECLARATION

**ALL STUDENTS MUST READ & SIGN THE DECLARATION**

### DECLARATION

**PRIVACY** | VARDA Ltd collects and stores information from this form to:

- Manage the business of VARDA (including internal reporting, administrative processes and selection of scholarship and prize winners)
- Comply with the requirements of the Education Act 1989 and other legislation<sup>1</sup> relating to maintenance of records and accountability funding
- 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 VARDA will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

#### **NOTE |**

The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires VARDA 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>

### **SUPPLY OF INFORMATION TO GOVERNMENT AGENCIES AND OTHER ORGANISATIONS**

VARDA supplies data collected on this form to Government agencies, including:

- The Ministry of Education
- 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 and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding
- 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 Ministry of Education 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 1993.

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<sup>1</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.



When required by law, VARDA 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. VARDA’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 VARDA with regard to attendance, academic integrity and progress, conduct and use of information systems.

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**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 above, and I consent to the disclosure of personal information as described above. I agree this is a contractual agreement between Varda and myself.

.....  
STUDENT SIGNATURE

..... / ..... / .....  
DATE

.....  
SIGNED ON BEHALF OF VARDA

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**NZQA External Evaluation Reviews (EER) – Provider Category 1**

Self- Assessment Capability – Highly Confident

Educational Performance – Highly Confident

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**Please list all documents that you have attached to this Enrolment Form.**

Documents should be securely stapled to the back of this form.

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....
- 7. ....
- 8. ....

**PLEASE MAKE SURE YOU SIGN YOUR ENROLMENT FORM ABOVE**

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<sup>1</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.