



*Required fields

Enrolment – Dunedin Campus

Otago Secondary-Tertiary College

1) Programme Options Please tick one.

- | | |
|--|--|
| <ul style="list-style-type: none"> Automotive L2 Beauty Therapy L2/3 Construction L2 Construction L2 - Girls only! Construction L3 - Balclutha Cookery L3 (2 days) | <ul style="list-style-type: none"> Hospitality L2 Manaaki Tauria L2 Police Pathway L3 Salon Support Hairdressing L2 Sport, Exercise and Health L3 |
|--|--|

If you have a second choice, what is it? _____

2) Personal Details Please print your legal name in full.

Family name* _____

Given name(s)* _____

If you are not commonly called by your legal given name what do you prefer to be called?
 Preferred given name _____

What is your date of birth?* (e.g. 01/07/2008) _____

What is your gender?* Female Male Diverse

Have you been enrolled previously at Otago Polytechnic? Yes No

Previous family name(s) _____

Previous given name(s) _____

3) Citizenship and Ethnicity*

- | | |
|--|--------------------------------|
| New Zealand citizen
<small>(including Cook Islands, Tokelau, or Niue)</small> | New Zealand permanent resident |
| Australian Citizen or Permanent Resident | Other |

Please attach a copy of your visa

4) Contact Details

Home Address* _____ Town/City* _____

Cellphone* _____ Home Phone (03) _____

Email Address* _____

School Name _____ Town/City _____

NEXT OF KIN

In an emergency, who do you want us to contact?

Name _____ Relationship (e.g. friend, mother, whānau) _____

Contact Number(s) _____

Email _____

5) NSI Number (if known)

NZ Qualifications Authority (NZQA) or National Student Index (NSI)
 Registration Number: (please provide below)

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With which ethnic group(s) do you identify?*

(you can tick up to 3 boxes)

If you are NZ Māori, state ALL Iwi to which you affiliate.

- NZ European/Pākehā
- NZ Māori
- Iwi - _____
- Iwi - _____
- Iwi - _____
- Iwi - _____
- Iwi - _____
- Iwi - _____
- British/Irish
- Dutch
- Greek
- Polish
- South Slav
- Italian
- German
- Australian
- Other European (please specify) _____
- Samoan
- Cook Island Māori
- Tongan
- Niuean
- Tokelauan
- Fijian
- Other Pacific Peoples (please specify) _____
- Filipino
- Cambodian
- Vietnamese
- Other Southeast Asian (please specify) _____

- Chinese
- Indian
- Sri Lankan
- Japanese
- Korean
- Other Asian (please specify) _____

- Middle Eastern
- Latin American
- African
- Other (please specify) _____

FOR OFFICE USE ONLY				
NSN Checked	/		/	20
Validation Checked	Active	Partial	No Number	

ENROLMENT PROCESSED BY:
_____ _____ / /

Please see reverse side of this form to complete your enrolment details.

6) Learning Support (This information is confidential unless you choose to share it with others)

What specific support would enhance your learning experience with us?*

Please select as many as apply, and you may write further details in the next questions.

Access to assistive technology (e.g., for reading, writing, communication).

Accessible format resources for course content.

Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan).

New Zealand Sign Language Interpreter.

Support with reading, writing, and communicating in learning sessions, exams, and assessments.

Other learning or disability support.

I do not need support at this time.

Do you describe yourself as disabled, Deaf, living with a physical impairment, injury or medical condition, identify as tangata whaikaha Māori, neurodivergent, or have any mental health challenges?*

YES

NO

PREFER NOT TO SAY

Please describe any further support you may need, so we can provide you with the best service.

We offer support in these areas: disability, learning advice, emotional and mental health. We also have extra learner resources and support for Māori and Pasifika.

Do you want us to contact you about support we can offer?

YES

NO

In an emergency, will you need help to leave the building?

YES

NO

Is English your first language?*

YES

NO (If no, please specify what language)

Are you taking any prescription medication?

YES (If yes, please give details)

NO

7) Required Information

What year will you be at school in 2025: Year 11 Year 12 Year 13

Please attach a copy of your birth certificate or passport so we can verify your name and date of birth.

What is the highest award you hold from secondary school?

14 or more credits at any level

NCEA Level 1

NCEA Level 2

NCEA Level

No formal secondary school qualification

8) Student Signature and Declaration

I commit to this programme and agree to abide by the rules of the Otago Secondary-Tertiary College. I will follow the health and safety guidelines as outlined to me. I authorise the Otago Secondary-Tertiary College to disclose information about assessments, attendance and progress to the contributing school, and to whānau, parents/caregivers.

We want everyone to get the most out of their learning time with us, therefore the key rules are:

- Follow all health and safety guidelines. Do not use equipment that you are not told to use, and always use only in the presence of a staff member.
- Respect all students and staff. There is a zero tolerance policy to bullying.
- Absolutely No Smoking.
- Your hours are 8.45am – 3.00pm (excluding travel) and you are required to attend every Friday in order to gain the credits. If your attendance falls off at school or at the OSTC, you may be removed from the programme.
- When on field trips, behave appropriately and respectfully. Remember it may be a future employer that is talking to you.
- Where applicable, protective safety clothes are to be worn for all practical sessions and field trips. Folders, boots, overalls and uniforms will remain at the polytechnic. Overalls may go home for a wash at the end of each term. Please note, if you do not have the correct safety clothes on you will not be allowed to take part in practical sessions or field trips. No exceptions.
- Do not bring, use or be under the influence of drugs or alcohol. If we have any reason to suspect you are under the influence, you will be returned to school and if evidence supports the suspicion you will be removed from the OSTC programme permanently.

I acknowledge this enrolment as Legal Parent or Guardian (co-sign):

NAME*

STUDENT SIGNATURE*

SIGNATURE*

_____/_____/20____

_____/_____/20____

DATE*

DATE*

9. Tell us about yourself and how your OSTC course fits in with your study

Why do you want to attend Otago
Secondary Tertiary College?

What interests you about this
programme?

Have you gained any experience
in this field?

What is your preferred career
pathway or next steps after
completing this programme?

How will OSTC fit in with your
commitments at school?

10. Media Consent

Thank you for agreeing to participate in future promotions of Otago Polytechnic. Signing this form indicates that you understand the purposes for which your image (photo or video), name and/or statements will be used.

I give permission for Otago Polytechnic to use my photo, video, artwork, name, and or profile for promotional purposes. These may appear in (but not limited to) print publications, online videos, websites and other material aimed at promoting Otago Polytechnic, Polytechnic education and New Zealand as an educational destination. The term of the licence is in perpetuity and the territory is worldwide.

I am not aware of any circumstances which might mean that the use of my image by Otago Polytechnic has the potential to adversely affect the reputation of the Polytechnic.

I understand that I have the right to delete my file at any time. Otago Polytechnic will use discretion when using any of the above and will not discredit you in any way.

Name

Course/Programme area

Phone	Email
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Signed I have read this consent form and agree to the terms and conditions as written above. Date / /

Parent/Guardian signature if under 18 I have read this consent form and agree to the terms and conditions as written above. Date / /
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CHECKLIST:

- Have you attached a copy of your birth certificate or passport?
- Has your Parent or Guardian signed the Behavioural Contract and Media Consent?
- Please check that you have completed the all the sections of this form.

11. School Comments/Endorsement – to be completed by teaching staff or Careers Advisor.

<i>(Cover aspects of student's workload management, how this programme will fit in with school programme and any issues, extra support or help this student may require.)</i>
