

Enrolment Form - Learners

77b Station Road, Penrose (HO) Penrose, Auckland 1061	0800 862 000 info@tmacademy.co.nz
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Welcome to TMA. Please read the instructions below carefully before you complete this enrolment form. **Our TMA will be here to help you fill out this comprehensive form.**

Instructions

The purpose of this enrolment form is to obtain the students information we need to enrol the student into a qualification or course on behalf of the Stakeholder. We also need to collect information from the student that is required by government agencies for statistical and compliance reasons. Please fill in the form by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions (amend as necessary for digital enrolment process).
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 6 of the form.

A. Organisation Details Completing this

1	Legal Name		Office Use
	Postal Address		
	Contact Person		
	Email Address		
	Phone Number		

B Qualification, Micro-Credential or Course

1	Please write the name of the qualification you wish to enrol in for		Office Use
	Qualification Start Date:		
	Qualification End Date (if known):		
2	Have you studied at TMA before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Do you intend to study:	Part time <input type="checkbox"/>	Full time <input type="checkbox"/>
4	Comments:		

C Personal Details

5	Print your full legal name:	
	Family Name:	
	Given Name(s):	



6	Preferred first name:													
	Previous name(s) known by:													
7	If you have previously enrolled at this organisation under another name, what was that name?													
8	Preferred title:	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Other (Specify):				
9	Date of birth:	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	10	Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Another Gender	<input type="checkbox"/>
		day	month	year										
11	If you know your NSN ¹ (National Student Number), please write it here. If you answered Yes to question 2, you MUST fill in this section.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												

Student to complete the rest of the enrolment form online to confirm enrolment.

¹ For information on NSNs please visit [About National Student Numbers](#)

D Student to complete the rest of this enrolment form and sign																																			
12	<p>Please write your IRD (Inland Revenue Department) number here</p> <p>This field is optional and only used for Fees Free. You do not need to provide your IRD number if you have already used your Fees Free entitlement or know you or your qualification are not eligible for Fees Free.</p>																																		
	<div style="text-align: right;"> <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"/> </div> <p>Please enter a zero in the first box if your IRD number is only 8 digits.</p>																																		
13	<p>Citizenship / Residence</p> <p>Status: You may need to supply evidence of residence status or citizenship</p> <p>Tick the box which best describes your citizenship:</p> <p>New Zealand Citizen <input type="checkbox"/> NZL, go to 14a</p> <p>Australian Citizen <input type="checkbox"/> AUS, go to 14a</p> <p>Other <input type="checkbox"/></p> <p>If "Other", Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):</p> <p>Country of Citizenship: _____</p> <p>Tick the box if you have a New Zealand residence class visa or Australian Permanent Resident Status²:</p> <p>New Zealand Resident Visa holder <input type="checkbox"/></p> <p>Australian Permanent Resident <input type="checkbox"/></p>																																		
14a	<p>Country of residence during study</p> <p>During your time studying in this qualification will you be residing in New Zealand or overseas?</p> <p>In New Zealand <input type="checkbox"/></p> <p>Overseas <input type="checkbox"/></p>																																		
15	<p>Ethnicity: What ethnic group(s) do you belong to? You may tick up to six boxes, which apply to you.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">New Zealand European <input type="checkbox"/> 111</td> <td style="width: 50%;">Filipino <input type="checkbox"/> 411</td> </tr> <tr> <td>Māori <input type="checkbox"/> 211</td> <td>Cambodian <input type="checkbox"/> 412</td> </tr> <tr> <td>Samoan <input type="checkbox"/> 311</td> <td>Vietnamese <input type="checkbox"/> 413</td> </tr> <tr> <td>Cook Islands Maori <input type="checkbox"/> 321</td> <td>Other Southeast Asian <input type="checkbox"/> 414</td> </tr> <tr> <td>Tongan <input type="checkbox"/> 331</td> <td>Chinese <input type="checkbox"/> 421</td> </tr> <tr> <td>Niuean <input type="checkbox"/> 341</td> <td>Indian <input type="checkbox"/> 431</td> </tr> <tr> <td>Tokelauan <input type="checkbox"/> 351</td> <td>Sri Lankan <input type="checkbox"/> 441</td> </tr> <tr> <td>Fijian <input type="checkbox"/> 361</td> <td>Japanese <input type="checkbox"/> 442</td> </tr> <tr> <td>Other Pacific Peoples <input type="checkbox"/> 371</td> <td>Korean <input type="checkbox"/> 443</td> </tr> <tr> <td>British and Irish <input type="checkbox"/> 121</td> <td>Other Asian <input type="checkbox"/> 444</td> </tr> <tr> <td>Dutch <input type="checkbox"/> 122</td> <td>Middle Eastern <input type="checkbox"/> 511</td> </tr> <tr> <td>Greek <input type="checkbox"/> 123</td> <td>Latin American <input type="checkbox"/> 521</td> </tr> <tr> <td>Polish <input type="checkbox"/> 124</td> <td>African <input type="checkbox"/> 531</td> </tr> <tr> <td>South Slav <input type="checkbox"/> 125</td> <td>Other Ethnicity <input type="checkbox"/> 611</td> </tr> <tr> <td>Italian <input type="checkbox"/> 126</td> <td>Not Stated <input type="checkbox"/> 999</td> </tr> <tr> <td>German <input type="checkbox"/> 127</td> <td></td> </tr> <tr> <td>Australian <input type="checkbox"/> 128</td> <td></td> </tr> </table>	New Zealand European <input type="checkbox"/> 111	Filipino <input type="checkbox"/> 411	Māori <input type="checkbox"/> 211	Cambodian <input type="checkbox"/> 412	Samoan <input type="checkbox"/> 311	Vietnamese <input type="checkbox"/> 413	Cook Islands Maori <input type="checkbox"/> 321	Other Southeast Asian <input type="checkbox"/> 414	Tongan <input type="checkbox"/> 331	Chinese <input type="checkbox"/> 421	Niuean <input type="checkbox"/> 341	Indian <input type="checkbox"/> 431	Tokelauan <input type="checkbox"/> 351	Sri Lankan <input type="checkbox"/> 441	Fijian <input type="checkbox"/> 361	Japanese <input type="checkbox"/> 442	Other Pacific Peoples <input type="checkbox"/> 371	Korean <input type="checkbox"/> 443	British and Irish <input type="checkbox"/> 121	Other Asian <input type="checkbox"/> 444	Dutch <input type="checkbox"/> 122	Middle Eastern <input type="checkbox"/> 511	Greek <input type="checkbox"/> 123	Latin American <input type="checkbox"/> 521	Polish <input type="checkbox"/> 124	African <input type="checkbox"/> 531	South Slav <input type="checkbox"/> 125	Other Ethnicity <input type="checkbox"/> 611	Italian <input type="checkbox"/> 126	Not Stated <input type="checkbox"/> 999	German <input type="checkbox"/> 127		Australian <input type="checkbox"/> 128	
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² Excludes Australian citizens



		Other European <input type="checkbox"/> 129														
	If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.															
16	<p>Iwi:</p> <p>If you identified as Māori in question 15, what is the name of your Iwi?</p> <p>You may enter up to six Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p>	<p>Iwi:</p> <p>Iwi:</p> <p>Iwi:</p>														
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<p>Note for TMA please use the iwi codes published in DXP Data Classifications Appendices.</p>																
17a	<p>Disability status</p>	<p>Do you describe yourself as disabled, deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?</p> <p>The information you provide is collected for statistical purposes and to help us understand our learners.</p>														
		<p>(Select one option only)</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Prefer not to disclose <input type="checkbox"/></p>														
17b	<p>Disability support needs</p> <p>Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available.</p> <p>The information you provide is collected for statistical purposes and helps make education more accessible to all learners.</p> <p>Please select all of the supports you might need.</p>	<p>(Checklist response – multi-select)</p> <p>If "No" then other response categories must be blank)</p> <table border="1"> <tr> <td>Access to assistive technology (eg, for reading, writing, communication)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Accessible format resources for course content</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>New Zealand Sign Language Interpreter</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Support with reading, writing, and communicating in learning sessions, exams, and assessments</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other learning or disability support</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No – I do not need support at this time</td> <td><input type="checkbox"/></td> </tr> </table>	Access to assistive technology (eg, for reading, writing, communication)	<input type="checkbox"/>	Accessible format resources for course content	<input type="checkbox"/>	Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)	<input type="checkbox"/>	New Zealand Sign Language Interpreter	<input type="checkbox"/>	Support with reading, writing, and communicating in learning sessions, exams, and assessments	<input type="checkbox"/>	Other learning or disability support	<input type="checkbox"/>	No – I do not need support at this time	<input type="checkbox"/>
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C ACADEMIC DETAILS		
18	Tertiary Study:	<p>Will this be the first time you have ever enrolled in a university, business division of Te Pūkenga (previously Institutes of Technology, Polytechnic or Industry Training Organisation), College of Education, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community or hobby classes.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <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 of organisation:</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
		<p>What year do you expect to complete the academic requirements of your TMA course/s to graduate with your qualification?</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
D DOCUMENTATION		
19		<p>Eligibility to enrol as a domestic student</p> <p>Section 10 of the Education and Training Act 2020 sets out who is eligible to enrol as a domestic student and likely entitled to pay domestic fees. This means an individual who is:</p> <ul style="list-style-type: none">• a New Zealand citizen, or• the holder of a residence class visa granted under the Immigration Act 2009, or• to be treated as if they are not an international student under the Tertiary Education (Domestic Students) Notice 2024, or any other corresponding notice published in the Gazette and applying for 2025. <p>There are scenarios under which you may be eligible to be treated as a domestic student. The responsibility for ensuring a student is eligible to access tuition subsidy funding and study support rests with TMA, who can provide you with more guidance.</p> <p>For more information on other valid domestic enrolments visit: Other valid domestic enrolments</p>



20	<p>Evidence to enrol</p> <p>Domestic students must provide evidence of identity and eligibility to study by providing one of the following:</p> <ul style="list-style-type: none">▪ National Student Number (NSN).▪ New Zealand birth certificate³.▪ New Zealand or Australian passport.▪ A certificate of identity from Immigration New Zealand⁴.▪ A New Zealand certificate of citizenship.▪ Overseas passport with visa approval notification.▪ An assertion from the Department of Internal Affairs' RealMe® online identity verification service. <p>You may be required or permitted to provide additional or other evidence to TMA depending on the visa type granting you domestic student status and the fund TMA is accessing. For more information on these requirements visit: Other valid domestic enrolments</p> <p>You can bring the original documentation to the enrolment desk or provide a certified copy. A certified copy means a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original document. To be certified the document must be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957, such as a Justice of the Peace (JP), Court Register or Deputy Registrar.</p> <p>International students must provide an original or certified copy of their passport and visa. Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in Authorised Information Matching programmes with official government information such as the New Zealand Birth Register, to verify the information provided. On occasion, more than one National Student Number is created for an individual. The Ministry of Education regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.</p> <p>For further information please see: About National Student Numbers</p>
21	Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.
E Bank Account	
22	<i>Private students' fees (\$1,000 Incl GST) will be deposited directly into the Public Trust, unless the Course has been funded for you by an organisation (such as MSD or Agent or Employer). TMA will discuss payment and the Withdraw & Refund policy with you at the Acceptance & Offer of Place stage, before enrolment.</i>
F Contact Details	

³ New Zealand citizens only

⁴ Refugees only.



23	Home Address and contact details:	Home Address: Street Address: Suburb: Town/City: Post Code:	Postal Address: <i>(if different from home address)</i> Street Address: Suburb: Town/City: Post Code:
		Phone: ()	Mobile:
		Email:	
		Other contact:	
24	Address While Studying:	Address while Studying <i>(if different from home address)</i> : Street Address: Suburb: Town/City: Post Code:	
		Phone: ()	Mobile:
		Email:	
	Next of Kin	Name:	Phone: ()

DECLARATION

Privacy statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. TMA handles personal information in accordance with the 13 information privacy principles in the Act. TMA collects and stores personal information from this form to:

- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

TMA will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that TMA holds about you and request that any errors in the information be corrected. To do so, contact Student Services 0800 862 000

Disclosure of personal information to government agencies

TMA may supply personal information collected on this form to the following government agencies:

<ul style="list-style-type: none"> • Tertiary Education Commission • Ministry of Education • New Zealand Qualifications Authority • Ministry of Social Development 	<ul style="list-style-type: none"> • Inland Revenue • Ministry of Business, Innovation and Employment, including Immigration New Zealand; and • when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.
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The government agencies listed above may use the personal information supplied to them to:

<ul style="list-style-type: none"> • administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes • develop policy advice for government • conduct statistical analysis and research • update the New Zealand Record of Achievement 	<ul style="list-style-type: none"> • include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register • fulfil their statutory responsibilities • supply it to Statistics New Zealand to be integrated in Statistics New Zealand's Integrated Data Infrastructure.
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Disclosure of personal information to other agencies and organisations

TMA may also supply personal information as applicable to:

<ul style="list-style-type: none"> • other educational organisations for the purpose of verifying academic records • Education New Zealand for the purposes of supporting international students 	<ul style="list-style-type: none"> • scholarship providers for the purposes of administering scholarships • debt collection agencies for the purposes of recovering unpaid fees • [name of agency/organisation] for [purpose].
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Storage of personal information

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

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. TMA's policy on withdrawal and refund of fees may be obtained from TMA Withdraw & Refund Policy on www.tmacademy.ac.nz, the Student Handbook, and TMA Student Services at our main TMA office.

TMA uses a Public Trust mechanism to protect your fees, and this will be discussed with you at the Acceptance & Offer of Place stage, before enrolment. Please talk to any TMA staff member for further information.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of TMA regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems. All rules are documented in the TMA Student Policies & Procedures (www.tmacademy.co.nz)

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.

<p><i>Signature</i></p>	<p><i>Date</i> _____/_____/_____</p>
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Please make sure that you sign your enrolment form



Documentation

Approved

Entered

____/____/____

____/____/____

____/____/____