



HARRIS TRAINING  
SERVICES LTD

# ENROLMENT FORM

## PERSONAL DETAILS

First Name	<input type="text"/>	Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/>	Miss <input type="radio"/>
Middle Name	<input type="text"/>	Date of Birth	<input type="text"/>		
Last Name	<input type="text"/>	NSN# /NZQA#	<input type="text"/>		
Address	<input type="text"/>	City	<input type="text"/>		
Province/Region	<input type="text"/>	Post Code	<input type="text"/>	Country	<input type="text"/>

Address	<input type="text"/>	City	<input type="text"/>
Province/Region	<input type="text"/>	Post Code	<input type="text"/>
		Country	<input type="text"/>

Phone No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		
Course you are applying for	<input type="text"/>	Course Date	<input type="text"/>
Emergency Contact Name	<input type="text"/>	Emergency Contact Ph#	<input type="text"/>
Please Invoice	Myself <input type="radio"/>	Employer <input type="radio"/>	Email Address to Send Invoice <input type="text"/>
		Company Purchase Order No.	<input type="text"/>

## COMPANY DETAILS

Company Name	<input type="text"/>		
Address	<input type="text"/>	City	<input type="text"/>
Province/Region	<input type="text"/>	Post Code	<input type="text"/>
		Country	<input type="text"/>
Phone No.	<input type="text"/>		
Email Address	<input type="text"/>		

## DEMOGRAPHIC DETAILS

### Citizenship Status

New Zealand Citizen ☐

New Zealand

Permanent Resident ☐

### Non New Zealand citizens /permanent Residents please NOTE:

Harris Training Services Ltd delivers training and assessment through an agreement with Tūrangā Ararau. Tūrangā Ararau is a New Zealand Qualifications Authority (NZQA) registered Private Training Establishment (PTE).

If you are not a New Zealand Citizen or permanent resident you may not be eligible to have NZQA unit standards awarded under this agreement. (dependant on course type)

Other / Please state country ☐

### Ethnicity (you may list more than one)

New Zealand / European ☐

New Zealand Maori ☐

European ☐

British/Irish ☐

Pacific Islands ☐

Chinese ☐

Japanese ☐

Other Asian ☐

Australian ☐

Indian ☐

Other *please specify* ☐

## PLEASE SIGN AND DATE THIS FORM AFTER COMPLETION

Signed

Date

**Fees -**

In signing this enrollment form you undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. The organisation's policy on withdrawal and refund of fees may be obtained from Harris Training Services Ltd. Harris Training Services Ltd reserves the right to cancel this programme subject to numbers, with full or partial refund (as may be appropriate) of any fees paid for this programme. The requested programme may be subject to further criteria, which does not necessarily guarantee a programme place.

Fees- (applicable to the company or individual that has engaged Harris Training Services Ltd to provide training to the person named on the attached enrolment form).

**Rules -**

In signing this enrollment form you undertake to comply with the published rules and policies of the Organisation with regard to attendance, academic progress, standard of dress, health and safety and behavior.

**Declaration -**

I declare that to the best of knowledge all the information supplied on, and with, this enrollment 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 below.

I understand that it is an offence to make a false declaration, including supplying false or misleading information.

**Declaration and Compliance with the Privacy Act 1993**

**Privacy -**

Harris Training Services Ltd collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Records of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrollment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and agencies who support particular students for scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for purpose of verifying academic records. In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC). In signing this enrollment form you authorize such disclosure on the understanding that Harris Training Services Ltd will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see information held about you and amend any errors in that information. To do so, contact the Enrolments Office.

**NB -**

The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information principles in the Act: <http://www.privacy.org.nz/privacy-act>

**National Student Index -**

Please note that your name, date of birth and residency as entered on this enrollment be included in the National Student Index, and will be used in an Authorised Information Matching programme with New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>