

## Enrolment Form 2026

**Auckland Campus:**  
98 Kerrs Road, Wiri

**Dunedin Campus:**  
The Mill, b/293 Kakorai Valley Road, Bradford

0800 200 345

[international@skillsinstitute.co.nz](mailto:international@skillsinstitute.co.nz)

Welcome to Skills Institute. Please read the instructions below carefully before you complete this enrolment form.

### INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you which is required by government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation (refer to the checklist)

**PLEASE NOTE: if documentation is not complete this will delay in generating an offer letter**

### QUALIFICATION

PLEASE SELECT ONE OF THE THREE AVAILABLE OPTIONS FOR DELIVERY MODE, QUALIFICATION, AND INTAKE

#### AUCKLAND CAMPUS – CLASSROOM DELIVERY

Name of the Qualification	Intake
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Level 3) with a strand in Healthcare Assistance	<input type="checkbox"/> 19 January 2026
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work	<input type="checkbox"/> 23 February 2026
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Mental Health and Addiction Support	<input type="checkbox"/> 30 March 2026
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work including additional dementia-focused unit standards	<input type="checkbox"/> 04 May 2026
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Mental Health and Addiction Support including additional dementia-focused unit standards	<input type="checkbox"/> 08 June 2026
<input type="checkbox"/> New Zealand Diploma in Health and Wellbeing (Practice/Applied Practice) (Level 5)	<input type="checkbox"/> 13 July 2026
<input type="checkbox"/> New Zealand Certificate in Cookery (Level 4)	<input type="checkbox"/> 17 August 2026
<input type="checkbox"/> New Zealand Diploma in Cookery (Advanced) (Level 5) with a strand in Cookery	<input type="checkbox"/> 21 September 2026
<input type="checkbox"/> New Zealand Certificate in Food and Beverage Service (Level 4) with strands in Restaurant Services	<input type="checkbox"/> 26 October 2026

#### DUNEDIN CAMPUS – CLASSROOM DELIVERY

Name of the Qualification	Intake
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Level 3) with a strand in Healthcare Assistance	<input type="checkbox"/> 23 February 2026
	<input type="checkbox"/> 04 May 2026
	<input type="checkbox"/> 13 July 2026
	<input type="checkbox"/> 21 September 2026
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work	<input type="checkbox"/> 19 January 2026
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Mental Health and Addiction Support	<input type="checkbox"/> 23 February 2026
	<input type="checkbox"/> 30 March 2026
	<input type="checkbox"/> 04 May 2026
	<input type="checkbox"/> 08 June 2026
	<input type="checkbox"/> 13 July 2026
	<input type="checkbox"/> 17 August 2026
	<input type="checkbox"/> 21 September 2026
	<input type="checkbox"/> 26 October 2026

<input type="checkbox"/> DISTANCE LEARNING								
<b>Name of the Qualification</b>		<b>Intake</b>						
<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Level 3) with a strand in Healthcare Assistance <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Mental Health and Addiction Support		<input type="checkbox"/> 19 January 2026 <input type="checkbox"/> 23 February 2026 <input type="checkbox"/> 30 March 2026 <input type="checkbox"/> 04 May 2026 <input type="checkbox"/> 08 June 2026 <input type="checkbox"/> 13 July 2026 <input type="checkbox"/> 17 August 2026 <input type="checkbox"/> 21 September 2026 <input type="checkbox"/> 26 October 2026						
<b>Application completed:</b> <input type="checkbox"/> ONSHORE (applying from New Zealand) <input type="checkbox"/> OFFSHORE (applying from outside of New Zealand)		<b>Admin Only</b>						
<b>STUDENT DETAILS</b>								
<b>Title:</b>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):			
<b>First Name:</b>								
<b>Middle Name:</b>								
<b>Last Name:</b>								
<b>Preferred Name:</b>								
<b>Date of birth:</b>	<input type="text"/>	day	month	year	<b>Gender:</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Another Gender <input type="checkbox"/>
<b>If you know your NSN (National Student Number), please write it here.</b>					<input type="text"/>			
<b>CONTACT DETAILS</b>								
<b>Street Address:</b>								
<b>Suburb:</b>								
<b>Town/City:</b>					<b>Post Code:</b>			
<b>Home Phone:</b>					<b>Mobile:</b>			
<b>Email:</b>								
<b>NEXT OF KIN / EMERGENCY CONTACT</b>								
<b>Overseas Contact</b>								
<b>First Name:</b>			<b>Last Name:</b>					
<b>Relationship:</b>			<b>Phone / Mobile:</b>					
<b>Email:</b>								
<b>New Zealand Contact</b>								
<b>First Name:</b>			<b>Last Name:</b>					
<b>Relationship:</b>			<b>Phone / Mobile:</b>					
<b>Email:</b>								
<b>NZ COMPLIANCE &amp; ACADEMIC INFORMATION</b>								
<b>Citizenship.</b> You may need to supply evidence of residence or citizenship.	<b>Country of Citizenship</b> (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):  Country of Citizenship: _____							
<b>Fee/assistance status.</b>	<ul style="list-style-type: none"> <li><i>International Fee-Paying Student (including work visa holders)</i> <input checked="" type="checkbox"/> 03</li> </ul>							

<b>Ethnicity: What ethnic group(s) do you belong to?</b>  You may tick up to six boxes, which apply to you.	New Zealand European	<input type="checkbox"/> 111	Greek	<input type="checkbox"/> 123	Chinese	<input type="checkbox"/> 421
	Māori	<input type="checkbox"/> 211	Polish	<input type="checkbox"/> 124	Indian	<input type="checkbox"/> 431
	Samoan	<input type="checkbox"/> 311	South Slav	<input type="checkbox"/> 125	Sri Lankan	<input type="checkbox"/> 441
	Cook Islands Maori	<input type="checkbox"/> 321	Italian	<input type="checkbox"/> 126	Japanese	<input type="checkbox"/> 442
	Tongan	<input type="checkbox"/> 331	German	<input type="checkbox"/> 127	Korean	<input type="checkbox"/> 443
	Niuean	<input type="checkbox"/> 341	Australian	<input type="checkbox"/> 128	Other Asian	<input type="checkbox"/> 444
	Tokelauan	<input type="checkbox"/> 351	Other European	<input type="checkbox"/> 129	Middle Eastern	<input type="checkbox"/> 511
	Fijian	<input type="checkbox"/> 361	Filipino	<input type="checkbox"/> 411	Latin American	<input type="checkbox"/> 521
	Other Pacific Peoples	<input type="checkbox"/> 371	Cambodian	<input type="checkbox"/> 412	African	<input type="checkbox"/> 531
	British and Irish	<input type="checkbox"/> 121	Vietnamese	<input type="checkbox"/> 413	Other Ethnicity	<input type="checkbox"/> 611
Dutch	<input type="checkbox"/> 122	Other Southeast Asian	<input type="checkbox"/> 414	Not Stated	<input type="checkbox"/> 999	
If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.						
<b>Prior Activity:</b> Select one option.	<b>What was your MAIN activity or occupation in New Zealand at 1 October 2025 – that is before you began your study.</b> 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"/> 08 Overseas (irrespective of occupation) <input type="checkbox"/> 09					
	Private Training Establishment student <input type="checkbox"/> 11 Wānanga student <input type="checkbox"/> 12					
<b>Disability status</b> Select one option.	<b>Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?</b> <small>The information you provide is collected for statistical purposes and to help us understand our learners.</small>				Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
<b>Disability support needs</b> Select all of the supports you might need.	<b>Are there supports that would help you while learning at this tertiary institution?</b> <small>Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners.</small> <small>(Checklist response – multi-select. If "No" then other response categories must be blank)</small>					
	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"/>					
<b>Secondary School:</b>	<b>What was the name of the last secondary school (High School) you attended? State "overseas", if applicable.</b>  <hr/> <b>What was your last year at secondary school? E.g. 1989</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
	<b>What is the highest level of achievement you hold from a secondary school (High School)? Tick only one box. Please choose overseas qualification if you have studied secondary school (high school) outside of New Zealand.</b>					
	No formal secondary qualifications <input type="checkbox"/> 00					
	14 or more credits at any level <input type="checkbox"/> 11					
	NCEA Level 1 or School Certificate <input type="checkbox"/> 12					
	NCEA Level 2 or 6 <sup>th</sup> Form Certificate <input type="checkbox"/> 13					
	University Entrance <input type="checkbox"/> 14					
	NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15					
	Overseas qualification (includes International Baccalaureate & Cambridge Exams) <input type="checkbox"/> 09					
	Other <input type="checkbox"/> 98					
	Not Known <input type="checkbox"/> 99					
	Please specify if "Overseas qualification" or "Other".  <hr/>					

<b>Tertiary Study:</b> <i>studies after secondary school (high school) – refers to certificate, diploma, bachelor programmes.</i>	Will this be the first time you have ever enrolled in a University, business division of Te Pūkenga ( <i>previously Institutes of Technology, Polytechnic or Industry Training Organisation</i> ), 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.	
	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	If you answered " <b>No</b> ", please enter the name of the organisation you studied at and the year of your first enrolment:	
Name of organisation:		
Year:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

## DOCUMENTATION

### Evidence to enrol

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.

**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.

For further information please see: [About National Student Numbers](#)

## CHECKLIST

<input type="checkbox"/> All sections completed	<input type="checkbox"/> Copy of passport	<input type="checkbox"/> Copy of visa	<input type="checkbox"/> Copy of IELTS/English Language test results
<input type="checkbox"/> Evidence of prior study	<input type="checkbox"/> Evidence of work experience <i>(if applicable)</i>	<input type="checkbox"/> Form signed by student	<input type="checkbox"/> Payment of Fees

## ACCOMMODATION

It is important to plan ahead for accommodation. It is not always easy to find somewhere suitable to stay. If you intend to rent a place, landlords will most likely want to meet you in person.

Consider the distance from school and the transport options available when deciding where to stay.

If you cannot arrive early to find a suitable place, you will need to book temporary accommodation for a reasonable period. If you want to arrange accommodation yourself, you need to be aware of New Zealand tenancy laws, costs, and other day-to-day aspects of independent living.

Further information provided at enrolment time.

## HOW DID YOU HEAR ABOUT US

<input type="checkbox"/> Facebook	<input type="checkbox"/> Family / Friend	<input type="checkbox"/> Skills Institute student	<input type="checkbox"/> Website
<input type="checkbox"/> Other <i>(please specify)</i>			
<input type="checkbox"/> Agent <i>(please provide details)</i>	Agent Name:		
	Phone / Mobile:		
	Email:		

## 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. Skills Institute handles personal information in accordance with the 13 information privacy principles in the Act.

Skills Institute 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.

Skills Institute 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 Skills Institute holds about you and request that any errors in the information be corrected. To do so, contact the Enrolments Officer.

### Disclosure of personal information to government agencies

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

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- 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.

### The government agencies listed above may use the personal information supplied to them to:

- 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
- 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](#).

### Disclosure of personal information to other agencies and organisations

Skills Institute may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

### 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.

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**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. Skills Institute 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 Skills Institute regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems.

You are also giving permission to Skills Institute to use your image on photos, brochures and other promotional material. This material may be in electronic or hard format. If you have any objections, please let us know.

**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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

➤ Please make sure that you sign your enrolment form above ◀

## Learner Contract 2026

STUDENT NAME		
<p>All sections pertaining to Skills Institute general requirements and my chosen programme have been explained to me. I acknowledge that by signing below, I agree to be bound by the conditions, rules and regulations of Skills Institute, as outlined in the Student Handbook.</p> <p>(INITIAL HERE) .....</p> <p>I have read and understood all sections including Resolving Issues, Refund Policy (page 2), Student Fee Protection, Rules and Regulations, Disciplinary Process and Skills Institute Policy on Cheating.</p> <p>(INITIAL HERE) .....</p> <p>Details of course costs have been provided to me.</p> <p>(INITIAL HERE) .....</p> <p>I will not under any circumstances seek to hold Skills Institute responsible, accountable and/or liable for any loss, injury or damage (including in each case direct, indirect and/or consequential loss, injury or damage and howsoever arising) whether to myself, to others or to property arising from or related to participation in off-site activities. I will at all times obey the instructions of Skills Institute staff and/or the person responsible for the venue and/or activities and will, whether requested to or not, make full disclosure of any medical condition or other information which may be relevant to participation in offsite activities.</p> <p>(INITIAL HERE) .....</p>		
<b>COMPULSORY: Covid vaccination for students enrolled in Health and Wellbeing or Cookery Programmes</b>		
<p>I have been advised by Skills Institute that their workplace partners will only accept vaccinated students to complete placements at their facilities.</p> <p>I understand that I have to be fully vaccinated by the time I commence the mandatory work placement required for the programme I am enrolled in. I will not gain my qualification award if I do not comply with this requirement.</p> <p>(INITIAL HERE) .....</p>		
STUDENT NAME		
STUDENT SIGNATURE		DATE

## REFUND POLICY FOR INTERNATIONAL LEARNERS

General Refund conditions apply to all course durations.

No refund will be made:

- Where a student has been expelled
- Where a student wishes to transfer to another school
- Where the enrolment application is found to be inaccurate in any way and the contract is terminated

Before processing a refund of fees, Skills Institute will require written confirmation of the withdrawal.

If Skills Institute decides, for any reason, to discontinue a course, before the planned start date, all funds received will be fully refunded.

Skills Institute will not be liable for any other claims other than the full refund of funds received if such an event does occur.

If a refund is appropriate pursuant to the Skills Institute Refund Policy:

- If the funds are received via an Education Consultant or directly from a member of a student's family, Skills Institute will endeavour to refund fees to the party that paid the fees to Skills Institute.
- If Skills Institute is aware that a student has obtained a bank loan for the purpose of attending Skills Institute, Skills Institute will endeavour to refund fees to the relevant lending bank unless otherwise instructed by that bank.

International Students Tuition Refund Policy Course Duration and Specific Condition applicable	Reasons for wanting a refund	Information Student must Provide	Timing for providing information	Amount Refunded
Less than 5 weeks - Any	Any	None	Within the first two days including and after scheduled start date	50% of total fees paid
5 weeks or more but less than 3 months - Any	Any	None	Within the first five days including and after scheduled start date	75% of total fees paid
Three months or more – Prior to Course Commencement	Visa not granted or extension of visa not granted	An official letter from INZ indicating the rejection of the visa application	Anytime	Total fee paid minus an administration fee of \$650.
Three months or more – Prior to Course Commencement	Student no longer wishes to study at Skills Institute	A letter in writing confirming withdrawal from the course	Before programme commences	Total fee paid minus an administration fee of \$650.
Three months or more – Within 10 working days after course commences	Student no longer wishes to study at Skills Institute	A letter in writing confirming withdrawal from the course	Within 10 working days after course commencement date	75% of total fees paid
Three months or more – After 10 working days after course commences				None