

# WELCOME TO JNP AVIATION TRAINING (JNPAT)



## NEW LEARNER

### Enrolment Form

Hangar 8  
142 Aerodrome Road,  
Mount Maunganui 3116

075753680  
admin@jnpat.ac.nz

This form is to be completed only by applicants who are citizens or permanent residents of New Zealand, the Cook Islands, Tokelau or Niue.

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. (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 QUALIFICATION			
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 JNPAT 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"/>
	Is your study:	Work-based <input type="checkbox"/>	Provider-based <input type="checkbox"/>

B 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:	<div> <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> <div> <div>day</div> <div>month</div> <div>year</div> </div>				
10	Gender:			Male <input type="checkbox"/> Female <input type="checkbox"/> Another Gender <input type="checkbox"/>		
11	If you know your NSN (National Student Number), please write it here.  If you answered Yes to question 2, you MUST fill in this section.			<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"/> <input type="text"/>		
12	Citizenship and Residency:  You may need to supply evidence of residence or citizenship	Tick the box which best describes your citizenship:  New Zealand Citizen <input type="checkbox"/> NZL , go to 12a  Australian Citizen <input type="checkbox"/> AUS, go to 12a		<b>OR</b> Tick the box if you have New Zealand or Australian Permanent Resident Status:   New Zealand Resident Visa Holder <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/>		
12a	During your time studying in this qualification will you be resident in New Zealand or overseas? In New Zealand <input type="checkbox"/> Overseas <input type="checkbox"/>					

12b	Please also specify your fee/assistance status. <ul style="list-style-type: none"> <li>Domestic Student* <input type="checkbox"/> 00</li> <li>NZAID Student <input type="checkbox"/> 01</li> <li>Student on a recognised exchange scheme <input type="checkbox"/> 04</li> <li>2021 Resident Visa pathway, children aged 25 years or under <input type="checkbox"/> 14 on 1 January 2022 and residing in New Zealand, of a person on an eligible work visa for the 2021 Resident Visa <sup>[1]</sup></li> </ul> <p>Note: * Always use 00 for New Zealand Citizen; use 00 for New Zealand resident visa holder and Australian Citizen or Australian Permanent Resident residing in New Zealand during the time studying this qualification.</p>																																																																									
13	Ethnicity: What ethnic group(s) do you belong to?  You may tick up to three boxes, which apply to you.	<table border="0"> <tr> <td>New Zealand European</td> <td><input type="checkbox"/> 111</td> <td>Filipino</td> <td><input type="checkbox"/> 411</td> </tr> <tr> <td>Māori</td> <td><input type="checkbox"/> 211</td> <td>Cambodian</td> <td><input type="checkbox"/> 412</td> </tr> <tr> <td>Samoa</td> <td><input type="checkbox"/> 311</td> <td>Vietnamese</td> <td><input type="checkbox"/> 413</td> </tr> <tr> <td>Cook Islands Maori</td> <td><input type="checkbox"/> 321</td> <td>Other Southeast Asian</td> <td><input type="checkbox"/> 414</td> </tr> <tr> <td>Tongan</td> <td><input type="checkbox"/> 331</td> <td>Chinese</td> <td><input type="checkbox"/> 421</td> </tr> <tr> <td>Niuean</td> <td><input type="checkbox"/> 341</td> <td>Indian</td> <td><input type="checkbox"/> 431</td> </tr> <tr> <td>Tokelauan</td> <td><input type="checkbox"/> 351</td> <td>Sri Lankan</td> <td><input type="checkbox"/> 441</td> </tr> <tr> <td>Fijian</td> <td><input type="checkbox"/> 361</td> <td>Japanese</td> <td><input type="checkbox"/> 442</td> </tr> <tr> <td>Other Pacific Peoples</td> <td><input type="checkbox"/> 371</td> <td>Korean</td> <td><input type="checkbox"/> 443</td> </tr> <tr> <td>British and Irish</td> <td><input type="checkbox"/> 121</td> <td>Other Asian</td> <td><input type="checkbox"/> 444</td> </tr> <tr> <td>Dutch</td> <td><input type="checkbox"/> 122</td> <td>Middle Eastern</td> <td><input type="checkbox"/> 511</td> </tr> <tr> <td>Greek</td> <td><input type="checkbox"/> 123</td> <td>Latin American</td> <td><input type="checkbox"/> 521</td> </tr> <tr> <td>Polish</td> <td><input type="checkbox"/> 124</td> <td>African</td> <td><input type="checkbox"/> 531</td> </tr> <tr> <td>South Slav</td> <td><input type="checkbox"/> 125</td> <td>Other Ethnicity</td> <td><input type="checkbox"/> 611</td> </tr> <tr> <td>Italian</td> <td><input type="checkbox"/> 126</td> <td>Not Stated</td> <td><input type="checkbox"/> 999</td> </tr> <tr> <td>German</td> <td><input type="checkbox"/> 127</td> <td></td> <td></td> </tr> <tr> <td>Australian</td> <td><input type="checkbox"/> 128</td> <td></td> <td></td> </tr> <tr> <td>Other European</td> <td><input type="checkbox"/> 129</td> <td></td> <td></td> </tr> </table> <p>If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.</p> <hr/>	New Zealand European	<input type="checkbox"/> 111	Filipino	<input type="checkbox"/> 411	Māori	<input type="checkbox"/> 211	Cambodian	<input type="checkbox"/> 412	Samoa	<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			Other European	<input type="checkbox"/> 129		
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14	Iwi: If you identified as Māori in question 13, what is the name of your Iwi?  You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.	Iwi: Rohe (Iwi home area):  Iwi: Rohe (Iwi home area):  Iwi: Rohe (Iwi home area):																																																																								

<sup>1</sup> The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to [www.education.govt.nz/our-work/legislation/definition-of-domestic-student/](http://www.education.govt.nz/our-work/legislation/definition-of-domestic-student/)

15	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at 1st October, last year – that is before you began your study. You may tick only one box.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Secondary school student <input type="checkbox"/> 01</p> <p>Wage or salary worker <input type="checkbox"/> 03</p> <p>University student <input type="checkbox"/> 05</p> <p>House-person or retired <input type="checkbox"/> 08</p> <p>Private Training Establishment student <input type="checkbox"/> 11</p> </div> <div> <p>Non-employed or beneficiary (excluding retired). <input type="checkbox"/> 02</p> <p>Self-employed <input type="checkbox"/> 04</p> <p>Polytechnic student <input type="checkbox"/> 06</p> <p>Overseas (irrespective of occupation) <input type="checkbox"/> 09</p> <p>Wānanga student <input type="checkbox"/> 12</p> </div> </div>	
16	<p>Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability?</p> <p>The information you supply may be used to offer individual disability support. Please provide any information you wish to let us know below:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

C ACADEMIC INFORMATION			
17	Secondary School:	<p>What was the name of the last secondary school you attended? State “overseas”, if applicable.</p> <p>_____</p>	Office Use
		<p>What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>No formal secondary qualifications</p> <p>14 or more credits at any level</p> <p>NCEA Level 1 or School Certificate</p> <p>NCEA Level 2 or 6<sup>th</sup> Form Certificate</p> <p>University Entrance</p> <p>NCEA Level 3 or Bursary or Scholarship</p> <p>Overseas qualification (includes International Baccalaureate &amp; Cambridge Exams)</p> <p>Other</p> <p>Not Known</p> </div> <div> <p><input type="checkbox"/> 00</p> <p><input type="checkbox"/> 11</p> <p><input type="checkbox"/> 12</p> <p><input type="checkbox"/> 13</p> <p><input type="checkbox"/> 14</p> <p><input type="checkbox"/> 15</p> <p><input type="checkbox"/> 09</p> <p><input type="checkbox"/> 98</p> <p><input type="checkbox"/> 99</p> </div> </div>	

		Please specify if "Overseas qualification" or "Other".														
18	Tertiary Study:	<p>Will this be the first time you have ever enrolled in a University, Subsidiaries of Te Pūkenga (Institutes of Technology or Polytechnic), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community classes.</p> <p>No <input type="checkbox"/> Yes <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:</p> <p>Year: <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?</p> <p>Year: <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>														
19	Prior Achievement:	<p>Please list all of the tertiary qualifications you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your NZQA record of achievement.</p> <table border="1"> <thead> <tr> <th>Tertiary education organisation</th> <th>Qualification</th> <th>Month and year of completion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Tertiary education organisation	Qualification	Month and year of completion									
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D DOCUMENTATION	
	<p>To be treated as a domestic student, and so be entitled to the Government tuition subsidy, you must be:</p> <ul style="list-style-type: none"> <li>• a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or</li> <li>• a permanent resident of New Zealand or</li> <li>• a citizen or permanent resident of Australia residing in New Zealand or</li> <li>• a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship).</li> </ul> <p>If you already have a verified NSN number your JNPAT administrator may ask for a driver's licence to confirm your enrolment details.</p> <p>Your JNPAT administrator will inform you if your NSN number is not verified or, if you do not have an NSN. You must then provide evidence of citizenship or permanent residency. To do so you must produce one of the following:</p> <ul style="list-style-type: none"> <li>▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.</li> <li>▪ New Zealand passport.</li> <li>▪ A certificate of identity.</li> <li>▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua.</li> <li>▪ A New Zealand certificate of citizenship.</li> <li>▪ Overseas passport with residency stamp.</li> </ul> <p>You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy, photograph or scanned copy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.</p> <p>On occasion, more than one National Student Number is created for an individual. The Ministry 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: <a href="#">National Student Number (NSN): for schools – Education in New Zealand</a></p>
20	<p>Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.</p>

E FEE PAYMENT	
21	<p>Please note: Any fees paid directly by the learner will be paid into the Public Trust Account under a Students Fees Protection (STP) – See Declaration below.</p>

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

## DECLARATION

Privacy – JNP Aviation Training collects and stores information from this form to:

- manage the business of JNP Aviation Training (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education and Training Act 2020 and other legislation<sup>[2]</sup> relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that JNP Aviation Training will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that JNP Aviation Training holds about you and request to correct any errors in that information. To do so, contact the JNPAT Administrator (admin@jnpat.ac.nz)

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information.

The Privacy Act requires JNP Aviation Training to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of information to government agencies and other organisations

JNP Aviation Training supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- 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 (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from JNP Aviation Training to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives
- 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 government agencies above 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 2020.

Data storage – 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.



When required by law, JNP Aviation Training 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. JNP Aviation Training's policy on withdrawal and refund of fees may be obtained from the website – [www.jnpat.ac.nz](http://www.jnpat.ac.nz), or the JNPAT administrator, [admin@jnpat.ac.nz](mailto:admin@jnpat.ac.nz)

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of JNP Aviation Training (JNPAT Handbook and [www.jnpat.ac.nz](http://www.jnpat.ac.nz)) regarding attendance, academic integrity and progress, withdrawal and refund, payment and holding of fees (SFP), conduct and use of information systems.

**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.**

Office Use Only		
Documentation	Approved	Entered
_____ _____ _____/_____/_____	_____ _____ _____/_____/_____	_____ _____ _____/_____/_____

<sup>2</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.