

# Enrolment Form

Thank you for enrolling in a course at Risingholme.

Please complete every section of this form, except for Section 7, Only complete this section if you are enrolling in a (TEC) Adult Community Education (ACE) funded course. A full list of these courses can be found on our website <https://www.risingholme.org.nz/Faq/ACE-funded-course-FAQ/> or telephone the office 03 332 7359.

Print and email your completed enrolment form and certified copy of your identity documents (if required) to [info@risingholme.org.nz](mailto:info@risingholme.org.nz) or bring into the office at 22 Cholmondeley Avenue, Opawa, CHCH Mon – Fri 9am – 4pm.

## 1. Your name and details

Legal first name .....

Legal middle name .....

Preferred name .....

Legal surname or family name .....

Gender  Female  Male  Gender Diverse

Date of Birth DD/MM/YY ...../...../.....

(enrolments can only be accepted from those 16 yrs or older who are not currently at school)

Previous name (if applicable) .....

Is English your first Language  Yes  No

Do you have any specific physical needs we need to be aware of? .....

(for our accessible courses only)

## 2. Your contact details

Mobile phone ..... Secondary phone .....

Email .....

Number/Flat and Street name  
.....

Suburb ..... Town/City ..... Postcode

## 3. Your main ethnicity

.....  NZ Māori  NZ European/Pākehā  Asian  MELAA  Pacifica

Other (please specify) .....

#### 4. Your highest level of qualification

- |   |   |
|---|---|
| <input type="checkbox"/> No formal secondary qualification  | <input type="checkbox"/> 14 or more credits at any level        |
| <input type="checkbox"/> NCEA Level 1 or School Certificate | <input type="checkbox"/> NCEA Level 2 or Sixth Form Certificate |
| <input type="checkbox"/> University Entrance                | <input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship |
| <input type="checkbox"/> Tertiary                           | <input type="checkbox"/> Overseas Qualification                 |
| <input type="checkbox"/> Other                              | <input type="checkbox"/> Not known                              |

#### 5. Your residency status

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> New Zealand Citizen           | <input type="checkbox"/> New Zealand Permanent Resident | <input type="checkbox"/> Australian Citizen |
| <input type="checkbox"/> Australian Permanent Resident | <input type="checkbox"/> Overseas                       |   |

#### 6. Course enrolment details (view our website or brochure for these details)

Name of course .....

Term/s you are enrolling for     1                     2                     3                     4

Location/Venue     Risingholme             Hornby High             Riccarton High             Ascot Hub

Name of course .....

Term/s you are enrolling for     1                     2                     3                     4

Location/Venue     Risingholme             Hornby High             Riccarton High             Ascot Hub

#### 7. Identity Documentation or NSN number (only applicable if enrolling in a TEC ACE funded course)

The course you are enrolling in may be a Tertiary Education Commission (TEC) Adult & community Education (ACE) funded course. For courses that are ACE funded you will be required to provide proof of identity/residency (IDocs) or your National Student Number (NSN). For a list of ACE funded courses and accepted IDocs visit our website <https://www.risingholme.org.nz/Faq/ACE-funded-course-FAQ/> or contact the office on 03 332 7359.

I have provided with this enrolment either

NSN (National Student Number, if known) .....

OR

A Certified copy of Identity Documentation (for more information <https://www.risingholme.org.nz/Faq/ACE-funded-course-FAQ/>)

## 8. Payment of course fees

- EFTPOS or cash in our office at 22 Cholmondeley Avenue
- Direct Credit or Internet Banking (details required below)  
Account name *Risingholme Community Centre*  
Account number *03 1598 0006558 00*  
Reference/Particulars/Code (*Your name and course*)
- You can pay by credit card through our website [www.risingholme.org.nz](http://www.risingholme.org.nz) or call us on 03 332 7359 and we can process payment over the phone.
- If your employer or other organisation will pay for your course please provide them with our Direct Credit details including Reference/Particulars/Code (Your name and course) to be used or request an invoice by emailing [info@risingholme.org.nz](mailto:info@risingholme.org.nz)  
Name of employer or organisation paying (if applicable)  
.....

## 9. How did you hear about us?

- Brochure     Website     Tutor     Word of Mouth     Newspaper     Previous course
- Facebook     Other .....

## 10. Your acknowledgement and declaration

In signing this enrolment form you, understand and accept that Risingholme Community Centre Incorporated will collect, use, store and disclose personal information for the purpose of conducting its normal and proper business as outlined in our Terms & Conditions (<https://www.risingholme.org.nz/Faq/Refund-Policy/>) in accordance with the Privacy Act 2020, Education and Training Act 2020 and any other relevant legislation.

I declare that to the best of my knowledge all the information supplied for this enrolment is true and correct.

I agree

I consent to the disclosure of personal information as described above.

I agree

Signature ..... Date .....