

International Student Re-enrolment Form

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Student name

MIT Student ID

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PROGRAMME TO BE STUDIED

Programme Code

Name of Programme (Degree/Diploma/Certificate/Certificate of Achievement or other)

Do you expect to complete your qualification this year?

Yes

No

3

COURSE/CLASS ENROLMENT - Please enter details from relevant brochure where possible.

| COURSE CODE | OCCURRENCE | COURSE TITLE | OFFICE USE | | |
|-------------|------------|--------------|------------|---------|------|
| | | | ENROLLED | WAITING | FULL |
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PAYMENT OF FEES

Payment may be made by Direct Credit or Telegraphic Transfer or Internet Banking.

Fees should be paid in full by the start of the course.**Direct Credit or Internet Banking:****Account Name:** Manukau Institute of Technology**Bank:** Westpac**Branch:** Papatoetoe, Auckland, New Zealand**Address:** 194 Great South Road, Papatoetoe, Auckland 2025**Account Number:** 03-1509-0187933-00**SWIFT code:** WPACNZ2WPlease use your **student ID number** and name as payment reference.

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PRIVACY AND STUDENT DECLARATION (ALL STUDENTS MUST READ AND SIGN)

PERSONAL INFORMATION - PRIVACY ACT 2020*

Manukau Institute of Technology Limited ("MIT") observes the principles governing the release of personal information as set out in the Privacy Act 2020 ("the Act"). Personal information is defined in the Act as "information about an identifiable individual"; it may include, but is not limited to, information such as your name, age, postal and email addresses, telephone numbers, image, IRD number, course of study, bank account and credit card details.

MIT's primary purpose in the collection and storage of your personal information as a student is to provide you with the course of study for which you are enrolled, and to comply with various legislative reporting requirements under the Education and Training Act 2020 and other legislation relating to maintenance of official records and accountability for public funding. MIT may also collect and use your personal information for other purposes related to your course of study including corresponding with you for academic and administrative matters, publishing any award/s conferred on you by MIT during graduation, and sending you information about MIT courses and programmes that may be of interest to you. MIT may also seek personal information from other educational institutions and/or government agencies or other authorities for the purpose of verifying and maintaining information relating to your academic records, to comply with MIT's reporting requirements and/or for statistical or research purposes relating to MIT's programmes.

MIT contracts out certain aspects of MIT's support services/IT administration to external contractors which may mean that MIT's external contractors may have access to your personal information e.g. specific IT contractors that MIT may use to maintain its IT systems. MIT's contractors are required to sign confidentiality agreements and as such are only authorized to use or access personal information in order to deliver the functions/services that MIT has requested.

Where a contractor is based outside New Zealand, MIT will not transfer any of your information unless MIT is satisfied that the contractor has obligations to protect your information that are at least equivalent to the protections offered under New Zealand law.

Personal information collected on this form and at other times during and relating to your enrolment at MIT may be disclosed to MIT academic and administrative staff where relevant to their duties, to other educational institutions for the purpose of verifying and maintaining academic records, and to Government agencies or other authorities as permitted or required by law. If you are a recent school/Private Training Establishment (PTE) leaver, MIT may also advise your school/PTE when you first enrol (including details of what programme you have enrolled in) and when you complete an MIT qualification.

Please note that your name, date of birth and residency status as entered on this enrolment will be included in the National Student Index and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please go online at www.minedu.govt.nz/goto/nsi.

Government agencies that may be supplied with data collected from your enrolment include:

- 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; Inland Revenue;
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment), for those who are not New Zealand citizens or permanent residents; and
- agencies that 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 MIT to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fee-Free Trades Training initiatives;
- develop policy advice for government; and
- conduct statistical analysis and research.

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 Act. When required by law, MIT releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC).

MIT takes all reasonable steps to keep your information safe and secure. MIT will retain your personal information for as long as is necessary for MIT to comply with applicable legal requirements including, without limitation, the Public Records Act 2005. You have the right to access and request to have corrected, personal information about you which has been collected by us. To do so, contact Academic Registry at academicregistry@manukau.ac.nz.

If you are in the European Union, the General Data Protection Regulation (GDPR) gives you the right to:

- if applicable, withdraw consent for MIT to process your personal data;
- require MIT to delete your data (if that data is not required to meet legal requirements);
- request a copy of your personal data that you have provided to MIT in a structured, commonly-used and machine-readable format;
- restrict or object to certain processing activities; make a complaint to a supervisory authority.

*From 1 December 2020, the Privacy Act 1993 will be replaced by the Privacy Act 2020, which contains similar privacy principles and governs the collection, use, storage and disclosure of personal information.

DECLARATION

By submitting an application, you agree to the following:

- I have read and accept the Privacy and Policy statements on this form.
- I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- I declare that the information provided by me on this form is true and correct.
- I agree to abide by all MIT statutes, regulations and policies as may be amended from time to time. (Copies are available at MIT's library and on the MIT website manukau.ac.nz. In particular, you should note the MIT Student Regulations, Computer User Regulations (IT Policy 1) and the regulations applying to your programme of study.)
- I understand that MIT may need to validate my citizenship and visa status.
- I acknowledge that all MIT courses and programmes will proceed subject to enrolment numbers and MIT has the right to cancel an offering of a course or programme prior to its commencement if there are insufficient enrolments.
- I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. MIT may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the MIT Student Regulations.
- I acknowledge that MIT may refuse to permit or may cancel my enrolment, on any of the grounds set out in the Student Regulations. This includes, but is not limited to, where I am found not to be of good character (including, but not limited to, having a bad debt history; a criminal conviction; or a history of breaching MIT regulations or policies); have been guilty of misconduct or a breach of discipline; am enrolled for full-time instruction in another institution or secondary school; or have made insufficient progress in my studies. I further acknowledge that MIT may withdraw my enrolment from a course where I have not attended in the first three weeks. I understand that MIT may need to validate the information provided on this form and attachments.
- I authorise MIT to collect information for this purpose from any agency holding the source of this information.

Applicant
Signature

DAY / MONTH / YEAR

Note: If you are signing on behalf of the student, you must have the necessary authorisation through legal guardianship or power of attorney.

COMPULSORY
Please ensure you
read, sign and date
the declaration.

