



## C Programme

15. Which programme do you wish to study?

Certificate of Proficiency  
(study of individual courses for personal interest)

Lincoln University Diploma in  
Agriculture  
Horticulture

When do you expect to complete the academic requirements for this programme?

Semester One  
Semester Two                      Year

## D Location

Name the regional city/town where you wish to study.

## E Courses

If unsure, please check with the local coordinator which courses are to be offered in your area, then tick the courses you wish to enrol in.

	Semester One	Semester Two
Diploma in Agriculture	COMP 21R	ANSC 21R
	MGMT 24R	BIOS 21R
	PLSC 24R	ENGN 23R
	SOSC 21R	MGMT 25R
Diploma in Horticulture	COMP 21R	BIOS 22R
	HORT 22R	ENGN 23R
	MGMT 26R	MGMT 27R
	SOSC 21R	PLSC 21R

## F Fees payment

**Fees payment is required to complete your enrolment. An invoice/statement will be emailed to your Lincoln student email account.**

Pay your fees by direct credit to:  
Account Number: 12-3147-0016000-00  
ASB Bank  
Lincoln Branch  
28 Gerald Street  
Lincoln 7608  
New Zealand  
Swiftcode: ASBBNZ2A

(Quote your name and student ID as reference.)

Student Loan (contact StudyLink to complete application for payment)

Scholarship (please advise full details)

Other (please state - including full contact/invoice details of sponsor)

## Student Declaration

I acknowledge that:

1. I am declaring that, to the best of my knowledge, the information supplied by me to Lincoln University is true and complete; and
2. I am aware that my admission or enrolment may be cancelled if the information supplied is not truthful or accurate; and
3. I consent to the collection and disclosure of personal information as described in the Terms and Conditions; and
4. I will, on request by Lincoln University, produce any official document used as part of my admission.

I understand that Lincoln University will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this.

In order to conduct its proper business and as required under the Education Act 1989 and other laws, regulations and contractual agreements by which it is bound, the University may use the student information it holds and may disclose information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership, agencies for financial support and pastoral care, and university student and alumni associations. Such agencies include, but are not limited to:

- The Ministry of Education (information will be recorded on the National Student Index and used in an authorised information matching programme with the NZ Birth Register)
- The Ministry of Social Development (including Work and Income NZ and StudyLink)
- Inland Revenue Department
- Te Puni Kōkiri
- Immigration New Zealand (for students who are not NZ citizens)
- Relevant professional bodies
- Course moderation or accreditation bodies
- Tertiary Education Commission
- Ministry of Foreign Affairs and Trade
- Education New Zealand
- Other Universities and New Zealand secondary schools
- Scholarship funders

I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993 and the Privacy Act 2020, and as outlined on the University website Privacy Statement (<http://www.lincoln.ac.nz/Privacy/>). I acknowledge that I have the right to access and seek correction of personal information about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

I acknowledge that Lincoln University may use my personal information, such as data about my engagement with Lincoln University educational materials, to provide pastoral care support.

I understand and agree that upon enrolment as a student at Lincoln University I am obliged to make myself familiar with and to obey the university's rules and regulations as published in the Calendar ([www.lincoln.ac.nz/academic-calendar/](http://www.lincoln.ac.nz/academic-calendar/)), other official publications and communications. These regulations include, but are not limited to:

- the payment (<http://www.lincoln.ac.nz/fees/>) and refund of fees (<http://www.lincoln.ac.nz/fees/>)
- copyright
- examinations; and
- course cancellations.

I understand that if my chosen method of payment is declined I will make alternative arrangements for payment of all debts outstanding.

I acknowledge that I must complete formal withdrawal procedures within published deadlines (<https://www.lincoln.ac.nz/key-dates/>) to qualify for a credit to my account, and late payment of any fees may attract an additional administration fee, penalty interest and/or collection costs.

I will comply with the Student Policies and Procedures ([www.lincoln.ac.nz/policies/](http://www.lincoln.ac.nz/policies/)), IT Policies (<https://www.lincoln.ac.nz/policies/>), and Library rules (<https://lil.lincoln.ac.nz/wp-content/uploads/sites/20/2016/11/LibraryRegulationsAndRules.pdf>), regulations and policies, as well as understanding all responsibilities with the issuance of a Lincoln University ID Card (<https://lil.lincoln.ac.nz/services/becoming-member-student-staff/>)

I acknowledge that I am expected to regularly check my [lincolnuni.ac.nz](http://lincolnuni.ac.nz) email account as this email is one of Lincoln University's main ways of officially communicating with me.

Signature:

Date:

How did you first hear about the Lincoln University Regional Diploma Programme?

## Checklist

Before you return this enrolment form to us, please check that you have completed each section in the form, signed it and attached supporting documents. Only complete applications can be assessed and processed.

**All Students** – Tuition fees payment (Refer Section F)

**New Students** – One passport photo for your student ID card

**New Students** – A verified copy of your birth certificate or of your passport details

**New Students** – Academic documents – one verified copy of each academic document upon which you are basing your application

New students may be required to provide additional evidence of competence in English. If English is not your first language, please contact the Campus Administrator (03) 423 0050, or email [mylinc@lincoln.ac.nz](mailto:mylinc@lincoln.ac.nz).

Please send all documentation to:

Student Administration

**Attn: Campus Administrator, Regional Diploma Programme  
Freepost 36  
PO Box 85084  
Lincoln University  
Lincoln 7647  
Christchurch  
New Zealand**

or via email to [mylinc@lincoln.ac.nz](mailto:mylinc@lincoln.ac.nz)

Permanent Residents must ensure that all pages of their passport relating to their name, date of birth, country of citizenship, as well as their Resident Permit stamp are copied and each photocopied page is verified.

If you are eligible to enrol at Lincoln University, you will receive a formal acknowledgement, along with an invoice for the course tuition fee (if not included with your enrolment form). This is payable before starting classes.

## Verified documents

A verified copy is a photocopy signed by someone in authority, who has seen the original document and checked that the photocopy is a genuine, unaltered copy of that original. The verifier must be an authorised person, such as a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court.

Please ensure that the person who verifies your document(s) signs and prints their full name, address and uses their official stamp if they have one. Solicitors, registrars and Justices of the Peace usually have official stamps. A list of Justices of the Peace can be found in the yellow pages of the phone book.