Regional Diploma Application Form

A Personal information

Student ID number (If known)

- 1. Have you studied at Lincoln University before? Yes No
- 2. Legal family name

Given names

- 3. Preferred first name
- Name previously enrolled under 4.
- 5. Preferred title Ms Miss Mrs Mr Other
- 6. Gender Male Female Gender Diverse
- 7a. Date of birth
- 7b. Country of birth

8a. Citizenship and residency - Tick the box which best describes your citizenship or permanent residency status. New Zealand citizen Australian citizen

New Zealand permanent resident

Other

you.)

(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)

8b. Ethnicity - What ethnic group(s) do you belong to? (You may tick up to three boxes, which apply to

111	New Zealand European	361	Fijian
121	British and Irish	371	Other Pacific Peoples
122	Dutch	411	Filipino
123	Greek	412	Cambodian
124	Polish	413	Vietnamese
125	South Slav	414	Other Southeast Asian
126	Italian	421	Chinese
127	German	431	Indian
128	Australian	441	Sri Lankan
129	Other European	442	Japanese
211	New Zealand Māori	443	Korean
311	Samoan	444	Other Asian
321	Cook Island Māori	511	Middle Eastern
331	Tongan	521	Latin American
341	Niuean	531	African
351	Tokelauan	611	Other Ethnicity

8c. Iwi - If you are New Zealand Māori, with which Iwi do you identify? (You may enter more than one lwi.)

9.	Address and contact details Personal email Please print clearly. We will need to contact you.		Wh	condary se nat was the licable.)
	Students are allocated a University email address the primary means of communication.	s which, after enrolment, becomes	Wh	nat was yo
	Permanent address			nat is the h k only one bo:
			99	Still a
			0	No fo
		Postcode	11	14 or
	Phone	10310000	12	NCE/
	Mailing address (while studying)		13	NCE/
			14	Unive
			15	NCE/
		Postcode	9	Over
	Phone		98	Other
	Mobile		lf y	ou left scl
10	. Disability - This information is confidential. Do you live with the effects of significant injury lo	ng term illness or disability?	Lin	coln Univ

Do you live with the effects of significant injury, long term illness, or disability? Yes No If you answered yes do you wish to be contacted about special assistance during registration, lectures, field trips, tests or exams? Yes No (Application for domestic students only.)

Declaration (optional)

From time to time the Lincoln University Students' Association (LUSA) needs to contact students individually or in groups to promote activities etc. By signing here you will enable LUSA to provide you with this information.

Signature

B Academic and vocational information

11a. Have you been enrolled at Lincoln University during the last 12 months?

Yes – Go to Q. 14				
No			Have you been exc or faculty of any Ne	
Were you in New Zealand on 1 O	ctober, last year?	13.	Please indicate if y	
No – I was overseas. Go to Q. 11b			National Certif	
Yes – My main activity in New Ze	aland was: (You may tick only one box.)		National Diplor	
Wage or salary worker	Secondary school student Unemployed or beneficiary		Please let us know	
University student			on the prior tertiar	
Self-employed	College of Education student		(You may need to supply u	
Polytechnic student	Wānanga student	14.	Is English your first	
House-person or retired	Private training establishment student			

Date

school record

unable to, we will let you know.

Yes - Go to Q. 13

No

Previous tertiary record Institution

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he name of the last secondary school you attended? (State 'overseas' if

- our last year at secondary school?
- highest academic award you hold from a secondary school?
- oox. State 'overseas qualification' if applicable).
- awaiting results
- formal secondary qualification
- or more credits at any level
- EA level 1 or School Certificate
- EA level 2 or Sixth Form Certificate
- versity Entrance
- EA level 3 or Bursary or Scholarship
- erseas qualification (includes International Baccalaureate and Cambridge exams)

chool within the last five years, please supply your NSN number (if known).

Lincoln University should be able to verify your NCEA results directly. If we are

- 12. Tertiary study Will this be the first year you have ever enrolled at a university, polytechnic, college of education, private training establishment or Wananga either in New Zealand or overseas since leaving school?
 - (Do not include enrolments in STAR, community or hobby classes.)
 - What was the year of your first enrolment there:

Programme undertaken	Years			
ided from any New Zealand university or v Zealand university?	from any de Yes	partment No		
I have completed the following qualifications				
ate in Agriculture or Horticulture Level 4				
a in Agribusiness				
you would like to be assessed for possib study you have undertaken	le course cre Yes	edit based No		
with a verified copy of your Record of Learning or University academic transcript.)				

Yes

No

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

D Location

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

Year

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), 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), IT Policies (https://www.lincoln.ac.nz/policies), and Library rules (https://ltl.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://ltl.lincoln.ac.nz/services/becoming-member-student-staff/)

I acknowledge that I am expected to regularly check my 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)

 $\ensuremath{\text{New Students}}$ – 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.

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**

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.