



TE KUPENGA - CATHOLIC THEOLOGICAL COLLEGE

Auckland +64 9 361 1053 Wellington +64 4 819 8380 www.ctc.ac.nz

Edumis Provider Code 8717 registered as Good Shepherd College – *Te Heparā Pai*

APPLICATION FOR ADMISSION

You **MUST** complete **ALL** sections of this form and **SIGN** it on page 6.

Print your answers clearly in pen. **Return** your completed and signed forms to:

Scan and email to a.king@ctc.ac.nz

Or post to **PO Box 12243, Wellington 6144**

All fields marked with a red asterisk are compulsory

Personal Details *Required

PRINT YOUR FULL LEGAL NAME:

Given Names:* _____ Family Name:* _____

Preferred First Name: _____ Previous name(s) known by: _____

Date of Birth:* ___/___/___ Gender:* Female Male Preferred Title (Please specify): _____

National Student Number (if known) --

Permanent Address:* _____

Postcode: _____

*You must provide at least 1 phone number

Home phone: (h) _____ Work phone: (w) _____

Mobile: _____ Email:* _____

Please note that you must notify the College of any change in your contact details.

Term Time Address (if different from Permanent Address) _____

Postcode: _____

Postal Address: Same as Permanent Address Same as Term Time Address Other

Postal Address (if you ticked Other) _____

Postcode: _____

Invoice Address If someone else is paying your fees

Who is paying your fees? (Name and Address) _____

Emergency Contact/Next of Kin *Required

Name of Next of Kin:* _____ Phone: _____ Mobile:* _____

Email: _____ Relationship to you: _____

Academic Information **Required*

Secondary Level Education: What was the name of the last secondary school you attended? (State "overseas" if applicable)

School:* _____ Region: _____

What was your last year at secondary school? *

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 and Credentials Framework. Your NZQA Record of Learning shows you the standards, credits and qualifications you have achieved. Tick only **ONE** box. *

NCEA Level 1 or School Certificate	<input type="checkbox"/>	No formal secondary qualifications	<input type="checkbox"/>
NCEA Level 2 or 6 th Form Certificate	<input type="checkbox"/>	14 or more credits at any level	<input type="checkbox"/>
NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/>	University Entrance **	<input type="checkbox"/>
Overseas qualification (includes International Baccalaureate and Cambridge exams)	<input type="checkbox"/>	Other *	<input type="checkbox"/>
		Not known	<input type="checkbox"/>

*Please specify if "*Overseas qualification*" or "*Other*" _____

** University Entrance attained from 2014 onwards is higher than NCEA Level 3 as Level 3 is one of the requirements that must be met to attain UE.

Tertiary Level Education: Will this be your first year enrolled in tertiary education either in New Zealand or overseas since leaving school?

This includes at a University, Te Pūkenga (or subsidiaries - *Institutes of Technology or Polytechnic*), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment, or Wānanga. *Do not include enrolments in community classes.*

Yes No If you answered "No", please enter the year of your **first** enrolment *

If you have completed one or more tertiary qualification enter the name of the highest level qualification.

Name: _____ Level: _____ Institution: _____

Are you currently studying elsewhere? Yes No If Yes, where? Institution: _____

Course Name: _____ Is it Part-time Full-time

Recognition of Prior Learning

Would you like to apply for credit for previous study? Yes No *If Yes, you need to include a certified transcript of previous study.*

Prior Activity **Required*

What was your MAIN activity or occupation in New Zealand at 1 October **last year**? You may tick only ONE box. *

Secondary school student	<input type="checkbox"/>	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/>
Wage or salary worker	<input type="checkbox"/>	Self-employed	<input type="checkbox"/>
University student	<input type="checkbox"/>	Polytechnic student	<input type="checkbox"/>
House-person or retired	<input type="checkbox"/>	Overseas (irrespective of occupation)	<input type="checkbox"/>
Private training establishment student	<input type="checkbox"/>	Wānanga student	<input type="checkbox"/>

English Proficiency

Is English your first language? Yes No If No, what is your first language? _____

BDiv and GradDipTh students only:

If English is not your first language, you may be required to complete an IELTS test

Have you completed an English language proficiency test? Yes No

Name of English Language Test completed: _____ Test Date: _____ Test Score: _____

Please provide the original test results or a certified copy.

Citizenship and Residency **Required*

Are you a New Zealand or Australian citizen or resident?

New Zealand Citizen New Zealand Resident
Australian Citizen Australian Permanent Resident

If you are **NOT** a New Zealand or Australian citizen or Resident go to the **International Students** Section below

You **MUST** provide evidence of citizenship or residency to qualify as a domestic student. This means you must provide **one** of the following:

- . Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau or Niue
- . New Zealand passport
- . Australian passport
- . Statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- . NZ Certificate of citizenship or letter of confirmation
- . Overseas passport with residency stamp or letter from Immigration NZ confirming resident visa details.

IMPORTANT – if your name does not match that on the proof of citizenship/residency you must supply further evidence of your name change.

During your enrolment in this qualification are you resident?

In New Zealand Overseas (*BDiv and GradDipTh only*)

International Students

What is the country of citizenship shown in your passport? _____

Passport Number: _____ Expiry Date: _____

Which visa do you hold? Study visa Work visa Religious Worker visa Visa valid until: _____

Do you hold current medical insurance? Yes No Insurance valid until: _____

International students MUST bring their passport, visa and insurance documentation with them when they enrol.

For dual citizenship, specify the country of citizenship of the passport used to enter New Zealand _____

Ethnicity **Required*

Please tick the ethnic group you belong to.

You may tick up to three boxes which apply to you. *

Māori	<input type="checkbox"/>	NZ European	<input type="checkbox"/>	Other European*	<input type="checkbox"/>	Korean	<input type="checkbox"/>
Samoa	<input type="checkbox"/>	British and Irish	<input type="checkbox"/>	Australian	<input type="checkbox"/>	Cambodian	<input type="checkbox"/>
Cook Islands Māori	<input type="checkbox"/>	Dutch	<input type="checkbox"/>	Filipino	<input type="checkbox"/>	Other Southeast Asian*	<input type="checkbox"/>
Tongan	<input type="checkbox"/>	Greek	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>	Other Asian*	<input type="checkbox"/>
Niuean	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Middle Eastern	<input type="checkbox"/>
Tokelauan	<input type="checkbox"/>	South Slav	<input type="checkbox"/>	Indian	<input type="checkbox"/>	African	<input type="checkbox"/>
Fijian	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Sri Lankan	<input type="checkbox"/>	Latin American	<input type="checkbox"/>
Other Pacific Peoples *	<input type="checkbox"/>	German	<input type="checkbox"/>	Japanese	<input type="checkbox"/>	Other Ethnicity	<input type="checkbox"/>

* Please specify if you have ticked: "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other Ethnicity"

Iwi: If you identified as Māori above, what is the name of your Iwi and Rohe (iwi home area)? You may enter up to 3 iwi.

Iwi: _____ Rohe: _____

Iwi: _____ Rohe: _____

Iwi: _____ Rohe: _____

Disability

Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential and may be used to offer individual disability support. Yes No

If Yes, please indicate.

Hearing Learning Mobility Vision Medical Other

Please describe: _____

Student Loans and Fees-Free Study

Are you eligible for Fees Free study this year? Yes No Check at <https://www.feesfree.govt.nz>

Do you intend to have a Student Loan this year? Yes No

Study

Please indicate which programme you are seeking admission into:

NZ Certificate in Christian Studies, NZ Diploma in Christian Studies, Certificate of Personal Interest

Please complete Sections 1 and 2 below

Section 1: Select your Qualification

NZ Certificate in Christian Studies – Religious Education

NZ Certificate in Christian Studies – Christian Ministry
Please specify which strand:

General

Hospital / Prison

Christian Leadership

Youth

NZ Diploma in Christian Studies - Christian Leadership

NZ Diploma in Christian Studies - Pastoral Ministry

NZ Diploma in Christian Studies - Religious Education

Certificate of Personal Interest

What year do you expect to complete your current qualification at CTC?

Section 2: Select your Courses (papers) for 2024

Please enter the individual papers for which you wish to enrol in 2024. State exact start dates and teaching location (see example below). If you are studying through Distance Education please state this. Look at our website [2024 Timetables](#) for details of courses offered in 2024.

Course Code	Course Title	Course Start Date	Teaching Location Ie. town / suburb or Distance Education	Office Use Only
eg SC501	eg Understanding the Old Testament (Example only)	eg 1 st Feb	eg Auckland	

Students – check you have included:

- Certified copy of Birth Certificate, Passport or Certificate of Citizenship
- Evidence of residency (if required)
- Evidence of name change if your current name does not match that of your passport or birth certificate
- Academic Transcripts – if seeking credit for previous study

Declaration:

Privacy – Te Kupenga – Catholic Theological College (CTC)* collects and stores information from this form to:

- manage the business of CTC (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 including legislation governing the maintenance of official records and for accountability for public funding.
- 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 CTC 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 CTC holds about you and request to correct any errors in that information. To do so, contact the Registrar.

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 CTC to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act <http://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>.

Supply of information to government agencies and other organisations

CTC 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 CTC to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free 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 2022. 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, CTC 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.

Consent

In addition, CTC is asking students for their consent to release names and academic information to Catholic diocesan offices for the purposes of using the data to administer records for the Catholic schools Certification and to conduct research/analysis required for planning PD, resources and needs of schools and parishes.

Consent is also requested to survey relevant employers to determine whether our graduate outcomes are fit for purpose, and to take and use images of students for educational and promotional purposes.

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. CTC's policy on withdrawal and refund of fees is included in the Disclosure of Information to Students and is part of the enrolment information.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of CTC, [Student Policies](#), with regard to attendance, academic integrity and progress, 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.

For level 5 and 6 awards only - I acknowledge that I have received and read the information entitled [Disclosure of Information Prior to Enrolment 2024](#) as required by section 354(a-c) of the Education and Training Act 2020 prior to my enrolment at CTC.

Signature

____/____/____
Date

PLEASE SIGN AND DATE YOUR ENROLMENT FORM ON THE LINE ABOVE

*Te Kupenga – Catholic Theological College (CTC), registered as Good Shepherd College – *Te Heparā Pai*