



# AUDIT

## STUDENT ENROLMENT 2018

### OFFICIAL USE ONLY

Artena  
Public Trust  
Carey Online

#### WHAT DOES AUDITING A COURSE MEAN?

Auditing a course means a student can complete a course, either on-site or by distance, receive any course notes, access CareyOnline, and participate in class discussions but **no assessment** is submitted for marking. **No academic credit is gained.**

#### WHAT DO I DO WITH THIS FORM?

Please complete all sections of this Enrolment Form and sign the declaration on the reverse side. Then sign it and return this form with all other specified documentation to the Academic Registrar. If you are unclear about any aspect of the requirements for this application please contact the Academic Registrar on 09 526 0340 or call 0800 773 776.

We cannot process incomplete applications.

Please include all supporting documentation and return to us by:

Mail: Academic Registrar PO Box 12 149 Penrose Auckland 1642  
Email: registrar@carey.ac.nz

### SECTION ONE ...CONTINUED

- 1.12 Email Address
- 1.16 Carey Student ID Number (if applicable)

### SECTION TWO EMERGENCY CONTACT PERSON

Please fill in this section ONLY if new information is required

- 2.0 Title Mr Mrs Ms Miss Other
- 2.1 Surname / Family Name
- 2.2 First Name
- 2.3 Relationship to Applicant
- 2.4 What is their permanent/home postal address?  
Street number and name  
  
Suburb Town/City  
  
Postcode
- 2.5 Mobile Phone
- 2.6 Other Phone
- 2.7 Email Address

### SECTION ONE PERSONAL DETAILS

- 1.0 Title Mr Mrs Ms Miss Other
- 1.1 Gender Male Female
- 1.2 First Name
- 1.3 Preferred Name
- 1.4 Middle Name(s)
- 1.5 Surname / Family Name  
(as on your passport, birth certificate, marriage or civil union certificate)
- 1.6 Other names you have been legally known by  
(maiden name, birth name)
- 1.7 Date of Birth  
day month year

#### Contact Details

- 1.8 Home Phone
- 1.9 Mobile Phone
- 1.10 Work Phone
- 1.11 What is your permanent/home postal address?  
Street number and name  
  
Suburb Town/City  
  
Postcode

### SECTION FIVE PROGRAMME OF STUDY

- 5.3 Please enter the details of the courses you wish to audit in 2018.

Semester One  
Course # Course Name

Semester Two  
Course # Course Name

**PLEASE TURN OVER TO SIGN  
THE ENROLMENT DECLARATION**

**Privacy – Carey Baptist College collects and stores information from this Form to:**

- manage the business of the College (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation relating to the maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this Enrolment Form you authorise such disclosure on the understanding that Carey Baptist College will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Academic Registrar.

**Supply of Information to Government Agencies and other Organisations**  
Carey Baptist College supplies data collected on this Form to government agencies, including:

- The Ministry of Education
- 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 and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- Agencies who 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 tertiary education organisations to administer the tertiary education system, including allocating funding, develop policy advice for government, and 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 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 Privacy Act 1993. When required by law, Carey Baptist College 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.

In signing this Declaration: 1. I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. (Carey Baptist College's policy on withdrawal and refund of fees is provided in the current Academic Calendar, available at [www.carey.ac.nz](http://www.carey.ac.nz), or may be obtained from the Academic Registrar. Carey Baptist College has appointed the Public Trust as Trustee of our student fee protection arrangement. This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirement of the Education Act 1989 and the Student Fee Protection Rules 2013.)

2. I grant to Carey Baptist College the right to take photographs or other images of me in connection with the activity for which I am enrolling. I authorize Carey Baptist College, its assigns and transferees to copyright, use, and publish the same in print and/or electronically. I agree that Carey Baptist College may use such photographs or images of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

3. I undertake to comply with the rules, regulations, and policies of Carey Baptist College, in particular with regard to attendance, academic integrity and progress, copyright, standard of dress, health and safety, behaviour and 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

signature

day

month

year