

2 Programme/Qualification cont.

Courses / Electives if applicable (if known):	
Course No	Course Name
Start Date	

Please complete all questions in this section.

Do you intend to study: Full time Part time

In what year will you commence studying?

Which semester will you start in? One Two Other

Which UCOL campus will you be studying at? Manawatū Whanganui Wairarapa

Horowhenua Other

Do you intend applying for any form of Recognition of Prior Learning (RPL)? Yes No

If yes, please complete and submit an RPL Application Form available from UCOL's Information Centres.

What year do you expect to complete your qualification?

3 Secondary School Education

Name of last secondary school attended:

When did you study at your last secondary school? to

What is the highest level of achievement you hold from a secondary school? (Please tick one box only) No formal secondary qualification

14 or more credits at any level

NCEA Level 1 or School Certificate

NCEA L2 or Sixth Form Certificate

University Entrance

NCEA Level 3 or Bursary or Scholarship

Overseas qualification (includes International Baccalaureate and Cambridge Exams)

Other, please specify:

4 Tertiary Study

Will this be your first year of tertiary study at any provider? Yes No

If no, please enter the name of the tertiary institute you last studied at:

What was the first year of your enrolment in Tertiary Study?

What qualification(s) did you achieve?

5 Ethnicity

What ethnic group(s) do you belong to? You may tick up to 6 boxes.

European/Pakehā or NZ European

NZ Māori (Please see iwi below)

Australian Other European

Cook Island Māori Chinese

Fijian Indian

Niuean Japanese

Samoan Sri Lankan

Tokelauen Other Asian

Tongan Cambodian

Other Pacific People Filipino

British/Irish Korean

Dutch Vietnamese

German Other Southeast Asian

Greek African

Italian Latin American

Polish Middle Eastern

South Slav Other:

6 Prior Activity

What was your main activity or occupation in New Zealand on the 1st October prior to the date of your programme starting? Please tick only one box.

Secondary School student

Self-employed

Private Training Establishment student

Non-employed or beneficiary (excluding retired)

University student

House-person or retired

Wage or salary worker

Polytechnic student

Wānanga student

Overseas (irrespective of occupation)

7 Disability Details

Do you live with the effects of an injury, long-term illness or impairment? Yes No Prefer not to say

If yes, please indicate your condition/disability by ticking the boxes that apply to you.

Deaf Blind

Speech Specific Learning Disability

Hearing impairment Mobility

Mental Health Vision impairment

Intellectual Disability Head Injury

Neurodiversity (Dyslexia, ADHD, Autism Spectrum Disorder, Dyspraxia, Dyscalculia)

Medical, please specify:

Other, please specify:

8 Fees

If UCOL confirms your enrolment in writing, you must pay ALL fees (tuition fees as set by UCOL, student services levies, and course costs) in full by the First Date Teaching Starts unless UCOL alone decides to waive this requirement. If any fees are unpaid on the first day of teaching UCOL reserves the right to cancel your enrolment by letter to you.

Even if you do not participate in the courses, you are still liable to pay all fees to UCOL, unless UCOL receives your completed signed Change of Circumstances Form within the relevant Refund Period.

How do you intend to pay your fees? (please tick one)

EFTPOS Cash

Direct Credit Credit Card

Student Loan

Apply directly to StudyLink on 0800 88 99 00 or www.studylink.govt.nz

If your loan application is not approved by StudyLink, you are still liable for all fees invoiced to you. You authorise UCOL to direct and accept payment of the relevant tuition fees and Student Services Levy from your student loan account.

Training Incentive Allowance

Contact your local Work and Income office. You must complete the enrolment first and submit your UCOL invoice to Work and Income for payment. If your TIA application is not approved by WINZ, you are still liable for all fees invoiced to you.

Secondary School student

Self-employed

Private Training Establishment student

Non-employed or beneficiary (excluding retired)

University student

House-person or retired

Wage or salary worker

Polytechnic student

Wānanga student

Overseas (irrespective of occupation)

Other, please specify:

9 Checklist

Have you checked the following

Read the Application Guide and further Terms of Enrolment with UCOL, and understood the terms and conditions of your enrolment.

Completed all required sections of this Application Form.

Read, signed and dated the Acknowledgement & Declaration.

Attached a verified copy of your birth certificate or passport. This will include permanent residency visa and/or change of legal name certificate where relevant.

Support with reading, writing, and communication in learning sessions, exams, and assessments.

Other learning or disability support.

No, I do not need support at this time.

10 Further terms of your enrolment with UCOL

I wish to be considered for funding support from:

Youth Guarantee

• Limited funding and places, with conditions, are available.

• To be considered you will need to be between 16-24 years of age at the start date of the programme.

• To apply you will also need to complete a Youth Guarantee Scholarship application form.

Māori & Pasifika Trades Training

• Limited funding and places, on specific programmes, are available.

• You must speak to a UCOL Enrolment Advisor to confirm which programmes are eligible for 'Māori & Pasifika Trades Training' funding support.

• You should organise other methods to pay your fees (e.g. Student Loan) in case your request for 'Māori & Pasifika Trades Training' funding support is unsuccessful.

• To be considered, you will need to identify as Māori or Pasifika and be aged between 16-40 years at the start date of the programme.

• To apply you will also need to complete a Maori & Pasifika Trades Training Scholarship application form.

Other

• To be considered you will need to be between 16-24 years of age at the start date of the programme.

• To apply you will also need to complete a Youth Guarantee Scholarship application form.

Refund

• You may be eligible for a partial refund of your tuition fee and student services levy (less administration fee) if you are studying and withdraw** from a course***, whichever date is earlier:

a) One month after the First Date Teaching Starts*, or

b) The date at which 10% of teaching has been provided, measured from the First Date Teaching Starts*.

The exact date you have to complete any withdrawal and be eligible for a refund is noted on your tax invoice.

You will not receive a refund for any course costs unless you are in a programme of study where the government requires UCOL to refund course costs.

*The First Date Teaching Starts is the date that a student is advised by UCOL to commence study at UCOL for their chosen course(s) (may include course and/or UCOL Refund Period).

**Withdraw means you filling out the UCOL Change of Circumstances form, dating it, signing it and UCOL's Student Registry receiving it within the time required for a partial refund (less administration fee).

***Course is defined as the smallest component of a qualification that contributes credit towards the completion of the qualification.

If you receive a UCOL Confirmation Letter and if you withdraw in the manner required by filling out the UCOL Change of Circumstances form, signing it, dating it, and UCOL's Student Registry receiving it within the time required then a partial refund is available (less administration fee).

If UCOL ends your enrolment because UCOL is not satisfied that you intend to participate or complete the qualification/courses you are enrolled in, unless UCOL decides otherwise, you will not receive any refund of any fees including tuition fees, or course costs. If eligible for a refund, refunds (less administration fee) are paid to StudyLink if you utilised StudyLink.

Privacy Statement

a) You agree that UCOL will collect, hold, use and disclose personal information about you for the purpose of conducting a normal and proper business.

b) Some of this information will be collected from you. You agree that UCOL (or someone authorised on UCOL's behalf) may also collect personal information about you from other sources (including, for verification purposes).

c) The primary purpose of collecting the information is to determine whether or not to confirm your enrolment and if your enrolment is confirmed for what purposes in connection with your study. UCOL may, by letter, end your enrolment if UCOL is not satisfied that you are keeping your commitment to complete the qualification/courses you are enrolled in (subject to your right to withdraw in the way required by UCOL). If UCOL ends your enrolment because this condition is not satisfied or waived by UCOL, UCOL may, at UCOL's sole discretion, require from you that all fees be paid.

d) Even after UCOL has confirmed your enrolment in writing, UCOL may still cancel or withdraw or change the content of the qualification/courses you are enrolled in or otherwise terminate your enrolment under the Education Act 2020 or as otherwise permitted by law.

e) We may be required to share specific information you provide us with a third party. If you authorise UCOL to disclose information to a government agency or organisation, including the Ministry of Education, New Zealand Qualifications Authority, Tertiary Education Commission, Industry Training Organisations, the Inland Revenue Department, Immigration New Zealand, Ministry of Social Development (including Work and Income and StudyLink), Ministry of Business, Innovation and Employment, Accident Compensation Commission, Ministry of Justice, and the Royal Commission for the Protection of Children (including the Child Abuse Inquiry), or any agencies or others who support particular clients through placements, scholarships and prizes, payment of fees or other awards.

f) You are enrolling in a qualification/courses where UCOL requires you to supply further information (e.g. health, police check, etc) you agree to promptly supply that information. You understand your enrolment on that qualification/courses is conditional on UCOL being satisfied with the content of the information UCOL receives.

g) If you are enrolling in a qualification/courses that require you to supply further information (e.g. health, police check, etc) you agree to promptly supply that information. You understand your enrolment on that qualification/courses is conditional on UCOL being satisfied with the content of the information UCOL receives.

h) When you enrol in a qualification that will take you more than one year to complete, or if you withdraw or change the content of the qualification/courses you are enrolled in, you must pay the tuition fees and other fees payable for your second and successive year(s) as set by UCOL before you enrol in that second and successive year(s).

i) UCOL will only use your personal information for legitimate reasons that are related to our functions and activities. We will also ensure that any information we share is used by the external person or organisation only for the purpose for which we shared it, and if possible, anonymise information so that you are not identifiable. We will not sell your information to anyone.

This form must be completed, signed and received by UCOL if you:

a) Wish to withdraw from or end your qualification/courses; and/or

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**UCOL**

Te Pae Mātauranga ki te Ao

Universal College of Learning

Application Form

Domestic Student

Welcome to UCOL

1 Personal Details

National Student Number (NSN)

Every student in New Zealand is allocated a unique identifier called a National Student Number, which is stored in the National Student Index (NSI) on the Ministry of Education national database.

Your name, date of birth and residency as entered on this application will be matched with your National Student Number to confirm your identity.

Name

If you do not have an active NSN, then UCOL requires a certified copy of your birth certificate, passport or Whakapapa statement (if you are unable to obtain a birth certificate).

A certified copy means that you have taken a photocopy of the original and a JP, lawyer or authorised UCOL staff member has signed the copy stating that it exactly matches the original.

For New Zealand birth certificates please contact 0800 22 52 52 or email bdm.nz@dia.govt.nz.

Citizenship & Residency Status

Please select what best describes your citizenship and residency status. This is an important question as it affects your enrolment and fees.

"New Zealand Citizen" includes citizens of Tokelau, the Cook Islands and Niue.

Tick "Other" only if you are within one of the following categories (and specify which category on the Enrolment Form):

- a person with diplomatic status ("Diplomat") or a Diplomat;
- part of a scientific programme under the Antarctica Act 1960 ("Scientist");
- in New Zealand under an exchange scheme approved by the government ("Exchange Student");
- a person with refugee status ("Refugee");
- a person who is military personnel or a family member of that person;
- a dependent of any foreign student who is supported by a scholarship funded by NZAID ("NZAID Dependent").

If you tick NZ Permanent Resident residing in New Zealand, UCOL requires a verified copy of your Passport and Residency Visa.

If you cannot tick one of the boxes then you are an International Student and must complete an International Application and NOT this Application Form.

Residential Address

UCOL needs to know your residential address while studying with us. We also need your permanent home address before studying at UCOL, if different.

2 Programme/Qualification

Courses (Electives)

If your qualification requires you to choose course electives, this can be done at the time of completing the Application Form. Elective Sheets for your qualifications are available from UCOL Information Centres, or email: enquiry@ucol.ac.nz or 0800 46 8265.

RPL

Recognition of Prior Learning (RPL) is when you apply to UCOL to credit your prior learning towards the qualification you are enrolling in at UCOL. Your prior learning may be from courses studied at UCOL or elsewhere, or may be from your life experience, or on-the-job training. If you tick "yes", please request a Recognition of Prior Learning Application Form from UCOL Information Centres. UCOL will decide if your application for RPL is successful. There will be an administration fee for this.

3 Secondary School Education

Please indicate the highest level of academic achievement you gained while at secondary school. If your qualifications are from overseas please state the country and name of qualification gained.

4 Tertiary Study

Tertiary study is study at a Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wānanga in New Zealand or overseas since leaving secondary school. Do not include enrolments in STAR, USkills, Gateway, community or hobby classes.

5 Ethnicity

NZ Māori

If you ticked NZ Māori, please indicate your iwi (up to six if applicable). A full list of iwi is available from UCOL Information Centres and on UCOL's website www.ucol.ac.nz.

6 Prior Activity

What was your main activity or occupation on the 1st October immediately prior to the start date of your programme of study at UCOL?

For example, if your course starts in 2026, what were you doing on the 1st October 2025? Select one option only.

7 Disability Details

This information is required for the Tertiary Education Commission and helps us to provide better services to our students.

UCOL's Disability Support Coordinator is notified of students who identify themselves as having a disability.

Please contact our friendly Disability Support Coordinator about your needs and discuss support strategies by calling 0800 46 8265.

8 Fees

Once you receive UCOL's Confirmation Letter, you must pay ALL fees (tuition fees as set by UCOL, student services levy and all, if any, course costs) in full prior to the First Date Teaching Starts* of your programme of study unless UCOL waives this requirement. If UCOL does not receive all fees by the due date UCOL reserves the right, at its sole option, to cancel your enrolment by letter.

If you start your classes but stop attending you must complete and sign a Change of Circumstances form, within the withdrawal period. If you have not paid your fees, and you start your classes you are still liable to pay those fees.

You can pay your fees by cash, EFTPOS, direct credit, or make a secure online payment on our website <https://sws.ucol.ac.nz> using your Mastercard or Visa

If you direct credit, UCOL bank details are Westpac, account number 03-0826-0168950-000. Please put your surname and student ID in the reference field so we can identify your payment.

If you are enrolling in a qualification that takes more than one academic year to complete, you must apply for study on a yearly basis and fee information for each year will be available before you are enrolled.

If you have any problems paying your fees, please contact UCOL's Finance Team to see if there is anything that can be done to help. You must also pay all debt collection costs incurred by UCOL in recovering any unpaid fees from you.

StudyLink

If you are paying your fees by Student Loan, please organise this well in advance to allow time for processing and approval by StudyLink. Your fees must be paid before the First Date Teaching Starts* of your programme of study or UCOL reserves the right to cancel your enrolment.

If you are refused a Student Loan, you must still pay all fees in full, unless you withdraw in the manner required by UCOL within the relevant UCOL Refund Period (refer to Further Terms of Your Enrolment with UCOL in this Guide). For further information, please call StudyLink on 0800 88 99 00 or visit their website at www.studylink.govt.nz.

Please contact StudyLink if you have any queries regarding recent changes to eligibility of loans and allowances.

WINZ

If you are paying your fees by Training Incentive Allowance (TIA), you are applying to Work and Income New Zealand (WINZ). TIA Application Forms are available from WINZ.

You need to bring your TIA Application Form into one of the UCOL Information Centres, so that we can verify your study details. If you receive a UCOL Confirmation Letter, UCOL will send an invoice to you, which you need to give to WINZ with your TIA application for payment.

WINZ will then advise you how much of your fees they are prepared to pay (if any). You may wish to apply to StudyLink to pay any difference. Please organise this well in advance to allow time for processing and approval by WINZ. You must make your own enquiries with WINZ, but please don't wait until your enrolment has been confirmed.

If you are refused a TIA, you must still pay all fees in full unless UCOL receives your completed signed Change of Circumstances Form within the relevant UCOL Refund Period (refer to Further Terms of Your Enrolment with UCOL in this Guide).

9 Checklist

Please use the checklist to ensure you have completed the Application Form and attached all verified relevant documents.

10 Acknowledgement & Declaration

I hereby apply for enrolment at UCOL and I understand and agree to the following:

a) As soon as UCOL receives my Application Form and proof of my identity, I have a provisional contract to study at UCOL. I can only withdraw from that contract by UCOL receiving a signed completed UCOL Change of Circumstances Form as set out in this Application Form and Guide including Further Terms of your Enrolment at UCOL.

b) That my enrolment at UCOL is subject to:

i. UCOL granting me admission (although in some cases my continued enrolment may be subject to satisfaction of other admission criteria (including the results of Police and health checks being entirely satisfactory to UCOL).

ii. UCOL sending me a Confirmation Letter.

iii. UCOL receiving payment of all fees payable by me on or before the First Date Teaching Starts* although UCOL alone may waive this requirement without notice to me.

iv. For some qualifications/courses chosen by UCOL, UCOL alone decides that I intend to complete the qualification/courses I am enrolled in. I understand that UCOL alone may, by letter to me, end my enrolment if UCOL is not satisfied that I intend to complete the qualifications/courses I am enrolled in.

c) That if I receive a UCOL Confirmation Letter I will (subject to my right to withdraw as set out in this Application Form and in the Guide) participate in the qualification/courses I am enrolled in and use my best efforts to successfully complete those qualification/courses.

Additionally, in some qualifications/courses selected by UCOL, UCOL must be satisfied that you intend to complete the qualification/courses. If UCOL is not satisfied, UCOL may, at its sole discretion, by letter, end your enrolment.

d) That the information I have given UCOL is true, and complete in all respects.

e) That I have read and understand the terms of my provisional enrolment at UCOL, and if confirmed the terms of my enrolment as set out in the UCOL Application Form and Guide (including Further Terms of your Enrolment at UCOL).

f) UCOL can use any photographs/videos and/or recordings taken of me for the purpose of marketing, and media during and after my enrolment at UCOL. I agree to sign other documents required by UCOL for this purpose.

g) That I have read, I understand, and I agree to the Application Guide, the Further Terms of your Enrolment at UCOL and this Application Form.

h) If a guardian signs this form then the guardian, agrees to pay your fees if required by UCOL. In signing this form the guardian also agrees, on your behalf, to the Further Terms of Enrolment with UCOL.

Signature:

Date: DAY MONTH YEAR

National Student Number (NSN) (if known):

Inland Revenue Number (IRN) (if known):

Date of Birth:

DAY MONTH YEAR

Preferred Name(s):

Legal First Name(s):

Legal Surname:

Any previous Surnames (e.g. maiden name):

If you have previously enrolled at UCOL, Manawatū Polytechnic, Wanganui Regional Community Polytechnic or Wairarapa Community Polytechnic before a different name, what was that name?

Gender: Male Female Gender Diverse

Please specify (optional):

Title: Mr Ms Mrs Miss

Other, please specify:

Country of birth:

You have now completed this form. Please return this form to us at:

UCOL Student Registry, Freepost 460, Private Bag 11022, Palmerston North or email it to studentregistry@ucol.ac.nz

Get Future-Ready ucol.ac.nz

(Version November 2025)

Please write the full name of the qualification you are applying for:

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(Version November 2025)