

## Application for Enrolment– Domestic Student

By completing this application for enrolment form, I consent to the processing of my personal data provided for the purpose of application and enrolment into Cavalli College Ltd approved courses and programmes. Please complete, with signature and return via email to [admin@cavallicollege.nz](mailto:admin@cavallicollege.nz) or in person to an Cavalli College staff member.

Guidelines for completing this form are in Appendix A: Application for Enrolment form Guidelines, Terms and Conditions.

### Contact Details\*

Title:

Gender:  Male  Female  Nonbinary\_\_\_\_\_

Your Name:

Your Middle Name:

Your Surname:

Your Date of Birth:

Email:

Phone Number:

### Address\*

Street Address:

Street Address Line 2:

City:

Region:

Post Code:

Country:

**Alternative Contact**

In case of an emergency or wellbeing situation who shall we contact? (see *guidelines in Appendix A*)

Emergency Contact Relationship to you:

Emergency Contact First Name:

Emergency Contact Surname:

Phone Number:

Email:

**Study in New Zealand**

This information is required by the NZ Ministry of Education:

What is your Country of Birth?\*

What is your Country of Citizenship?\*

What is your NZ Residency Status? (if applicable)

What is your current NZ Visa? (if applicable)

Is English your first language

NSN number

**Cultural Identity**

Please indicate (✓) your cultural identity:

- |   |                                       |   |                                      |
|---|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> NZ European/Pākehā | <input type="checkbox"/> Niuean       | <input type="checkbox"/> Other Pacific                | <input type="checkbox"/> Filipino    |
| <input type="checkbox"/> NZ Māori           | <input type="checkbox"/> Cook Islands | <input type="checkbox"/> Indian                       | <input type="checkbox"/> Chinese     |
| <input type="checkbox"/> Samoan             | <input type="checkbox"/> Tokelauan    | <input type="checkbox"/> African                      | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Tongan             | <input type="checkbox"/> Fijian       | <input type="checkbox"/> Other <i>please specify:</i> | <input type="text"/>                 |

**Iwi**

This information is required by the NZ Ministry of Education when applicable.

**Iwi**

**Second Iwi**

**Third Iwi**

**Work and Study**

What is your main activity prior to applying for this programme of study?

Are you currently working? \*  Yes  No

*(If yes \*, provide workplace details, work role and whether this is employed/voluntary/casual and usual hours per week)*

Secondary school attended\*

Years attended (eg 1970 - 1973) \*

Highest qualification achieved at secondary school\*

Year achieved\*

What is your highest post-school qualification? *(if applicable)*

Year achieved

Will your enrolment be the first time you have ever enrolled in formal study outside of school?  Yes  No

How did you hear about Cavalli College?

**Conviction Details**

Do you have any criminal convictions or pending court cases? \*  Yes  No

If 'Yes', please provide more details? (Please note, this information is kept private and confidential).

**Study and Support Details**

What programme are you applying for? \*

What is your preferred start date?

Do you have access to a laptop/computer for your studies? \*  Yes  No

Do you live with the effects of significant injury, long term illness or disability?  Yes  No

If 'Yes' please provide more details, or request a confidential chat to discuss support needs:

Do you have any difficulties with learning that need to be considered so we can support you appropriately? (e.g. learning online, dyslexia, visual, hearing or other impairment, literacy needs and/or English not your home language). Please describe these here or request a confidential chat.

Do you have any other reasons why you might need extra support throughout your studies with us? Please describe and let us know how we can best support you or request a confidential chat.

## Required Documents:

*Please ensure these are attached to your Application for Enrolment completed form*

- 1) Please provide **one signed/certified form of photo Identification** to prove who you are, such as:  
NZ Driver's License  
NZ Passport  
Kiwi Access 18+ Card

*ID will need to be signed/certified by an New Zealand JP/Solicitor/Court Registrar or Cavalli College Staff member (see guidelines in Appendix A).*

- 2) Please provide **one additional signed/certified form** of Identification, such as:  
Birth Certificate  
IRD Number  
NSN Number (your National Student/NZQA Number)  
*Or a second form of Photo ID from the list above*

*NB: If providing the ID listed above is proving difficult, please contact us on [admin@cavallicollege.nz](mailto:admin@cavallicollege.nz) to discuss.*

- 3) A copy of any transcripts or evidence of previous academic achievements if you wish to apply for credit of prior learning (see *guidelines in Appendix A*).
- 4) A copy of your Referee report completed by a person deemed suitable by Cavalli College. An appropriate referee might be an employer, youth coach, sports coach, guidance counsellor, church/faith-based leader, kaumatua, teacher, mentor or social worker.  
*NB: On enrolment you will be sent the correct referee report to complete, based on your chosen programme of study.*
- 5) A copy of your work agreement or work reference stating terms and conditions of employment or casual/voluntary work arrangements. (*if you are not yet working these are not required*)

**Signing** this document confirms that the information you have provided to Cavalli College is true and correct.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

## Cavalli College Steps to Enrolment:

- 1) Complete Your Application: Fill out the enrolment form and gather any required documents (like two forms of ID, copies of past academic transcripts, and details about any current paid or volunteer work).
- 2) Submit Your Application: Once you're ready, email your application to us at [admin@cavallicollege.nz](mailto:admin@cavallicollege.nz), or you can hand it to one of our College Cavalli staff in person. If you have any questions please send us an email and we are happy to talk it through with you.
- 3) We'll Review It: After we receive your application, we'll get in touch with you to chat about your support needs, learning goals, and whether the programme is the right fit for you.
- 4) Receive an Offer: If your application is successful, we'll send you an Offer of Enrolment to look over, accept, and sign.
- 5) Send It Back: Email your signed offer back to [admin@cavallicollege.nz](mailto:admin@cavallicollege.nz)
- 6) Start Your Journey: Once everything's sorted, we'll confirm your enrolment, set your start date, and kick off your induction process into our online learning platform.

## Application for Enrolment Guidelines, Terms and Conditions

All applicants must follow and agree to the Cavalli College Application for Enrolment guidelines, terms and conditions.

Fields marked with \* (an asterix) are mandatory to complete.

### Identity

Domestic NZ learner applicants for Cavalli College programmes must be over 16 years of age prior to starting their chosen programme.

All applicants are required to indicate their cultural identity, citizenship and residency, the country in which they will study, and provide verified evidence of their status as a domestic learner.

Applicants who do not hold a NZ passport or residency must apply using the International Learner enrolment process. Contact [international@cavallicollege.nz](mailto:international@cavallicollege.nz) for further information.

### Certified Copies of Documents

Proof of ID can be either:

- Your NSN number (that has been used with a prior NZQA approved programme)
- IRD Number
- Current passport
- NZ Driver's License
- Kiwi Access 18+ Card
- NZ Birth Certificate

You can have your ID documents certified by a Justice of the Peace (JP), a solicitor, or a court registrar or an Cavalli College team member. A certified copy means your original is photocopied, and the copy is sighted, verified and signed as being a true and accurate copy.

The full name on your application for enrolment must be exactly the same as the full name on your verified ID.

### Credit of prior learning

Cavalli College has a process for recognising prior learning achieved within formal settings either within Cavalli College or externally prior to enrolment. The achievement of graduate outcomes of that study must align with all or some of the graduate outcomes of the Cavalli College programme you are applying for. You will need to apply in writing to Cavalli College for a formal Review of Prior Learning. Additional fees may apply. To commence the process please attach the transcripts or evidence of the related previous study.

### Alternative Contact Details

After enrolment, supplying an alternative contact means we will contact that person in the event of an emergency, if we can't get in touch with you directly. Emergencies could include wellbeing/medical emergencies that Cavalli College becomes aware of or where they have not had any response from contacting you (the enrolled learner) for more than 3-5 days. This information is held securely and privately, and not shared with anyone outside of the Cavalli College team.

## Disability impairments

The term “disability” covers a range of situations. Disability is a term covering personal impairments, activity limitations and participation restrictions. In a learning situation the impairment or limitation could be something that affects your learning or pace of learning.

All applicants are invited to share with Cavalli College any disability impairments or diverse needs that are likely to impact on their learning experience or ability to meet the programme requirements.

In sharing this information with Cavalli College, you consent to us contacting you to discuss your needs and any support we can offer you. Any written records of the needs discussion are held confidentially within the Cavalli College individual learner records filing system, in accordance with the Privacy Act 2020. You have the right to request who within Cavalli College has access to these records.

## Collection of Information

Post enrolment, as an NZQA registered Private Training Enterprise (PTE) Cavalli College may (from time to time) be required to share personal learner information with external agencies including, but not limited to, NZQA, Immigration New Zealand, Ministry of Education, Ministry of Social Development, Ministry of Business Innovation and Employment, Inland Revenue, StudyLink, and employers.

Information affecting your learning and academic progress is shared professionally between Cavalli College and supervising staff in work experience environments. Permission for this is provided through the signing of the Workplace Agreement and Learner Skills Record by the learner, workplace supervisor and Cavalli College tutor. Information that is disclosed with Cavalli College around learning support needs or disability impairment (seen or unseen) will only be shared with your prior approval.

## Programme Acceptance Requirements

Certain programmes may require your evidence of a recent police check. This is to ensure you are a fit and proper person for working in the field of your programme, for example Early Childhood Care and Education as required by the Children’s Act 2014. We will contact you to discuss the process should this be required.

## Programme Fees

The programme fees are published on the Cavalli College website [www.cavallicollege.nz](http://www.cavallicollege.nz). In some cases sponsorships or scholarships may be available.

In completing and signing this Application for Enrolment you agree that you have the ability to pay all (applicable) fees as required and agreed by the terms and conditions in the Cavalli College Offer of Enrolment.