

# Application for Enrolment – Domestic Student Early Childhood Education and Care

## Instructions

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at Cavalli College. We also need to collect information from you that is required by government agencies for statistical and compliance reasons. Please fill in the form by:

- Completing all sections of the form.
- Please complete all fields in the form below. If you are not using the electronic form, please print your answers clearly in pen and by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 8 of the form.
- All fields marked with an asterix (\*) are compulsory.

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 [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) or in person to an Cavalli College staff member. Further guidelines for completing this form are in Appendix A: Application for Enrolment form Guidelines, Terms and Conditions.

## Study Details

What programme are you applying for? \*

Have you studied with Cavalli College before? ☐ Yes ☐ No Preferred start date?

## Personal Details \*

Title:

Gender:

☐

Male

☐

Female

☐

Another Gender

Your Name:

Your Middle Name:

Your Surname:

Your Date of Birth:

Preferred First Name:

Previously name(s) known by:

Email:

Phone Number:

Your NSN<sup>1</sup> (National Student Number), if known:

Your IRD Number (if planning to use fees free):

<sup>1</sup> For information on NSNs please visit [About National Student Numbers](#)

**Address \***

Street Address Line 1:

Street Address Line 2:

City:

Region:

Post Code:

Country:

**Disability Status and Support Needs \***

The information you provide is collected for statistical purposes and to help us understand our learners.

Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

☐

Yes

☐

No

☐

Prefer not to disclose

Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners. Please select all of the supports you might need.

☐ Access to assistive technology (eg, for reading, writing, communication)☐☐ Accessible format resources for course content☐☐ Mobility and transport (eg, navigator support to help movement around campus, mobility car parks, personal emergency evacuation plan)☐☐ New Zealand Sign Language Interpreter☐☐ Support with reading, writing, and communicating in learning sessions, exams, and assessments☐☐ Other learning or disability support☐☐ No – I do not need support at this time (If “No” then other response categories must be blank)☐

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.

**Citizenship/Residence Status \***

Select the one that best describes your citizenship status?

☐ New Zealand Citizen

☐ Australian Citizen

If 'Other' please specify your Country of Citizenship:

☐ Other

Tick the box if you have a New Zealand residence class visa or Australian Permanent Resident Status<sup>2</sup>:

☐ New Zealand Resident Visa Holder

☐ Australian Permanent Resident

**Ethnicity/Cultural Identity \***

What is your Country of Birth?

Is English your first language?

**Cultural Identity \***

Please indicate (✓) your cultural identity:

☐ NZ European/Pākehā

☐ Māori

☐ Samoan

☐ Cook Islands Māori

☐ Tongan

☐ Niuean

☐ Tokelauan

☐ Fijian

☐ Other Pacific Peoples

☐ British and Irish

☐ Dutch

☐ Greek

☐ Polish

☐ South Slav

☐ Italian

☐ German

☐ Australian

☐ Other European

☐ Filipino

☐ Cambodian

☐ Vietnamese

☐ Other Southeast Asian

☐ Chinese

☐ Indian

☐ Sri Lankan

☐ Japanese

☐ Korean

☐ Other Asian

☐ Middle Eastern

☐ Latin American

☐ African

☐ Other Ethnicity

☐ Not Stated

If 'Other Pacific Peoples', 'Other European', 'Other Southeast Asian', 'Other Asian' or 'Other' please specify ethnicity

**Iwi**

This information is required by the NZ Ministry of Education when applicable. If you identified Māori, what is the name of your iwi:

**Iwi****Second Iwi****Third Iwi**

<sup>2</sup> Excludes Australian citizens.

**Prior Work and Study \***

What was your main activity or occupation 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\*

Will this be the first time you have ever enrolled in a University, business division of Te Pūkenga (previously Institutes of Technology, Polytechnic or Industry Training Organisation), College of Education, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school?

☐ Yes ☐ No

If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:

Name of Organisation:

Year

Please list all of the tertiary qualifications, micro-credentials and any certificates of proficiency you hold (if applicable)

Year Achieved

**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).

**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:

**Computer Access \***

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

**Other**

How did you hear about Cavalli College?

## Declaration

### Privacy statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. Cavalli College handles personal information in accordance with the 13 information privacy principles in the Act.

Cavalli College collects and stores personal information from this form to:

- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

Cavalli College will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that Cavalli College holds about you and request that any errors in the information be corrected. To do so, contact the Registrar.

### Disclosure of personal information to government agencies

Cavalli College may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

**The government agencies listed above may use the personal information supplied to them to:**

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](#).

### Disclosure of personal information to other agencies and organisations

Cavalli College may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

### Storage of personal information

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.

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**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. Cavalli College's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

**Fees Protection** – In the unlikely event that Cavalli College is unable to deliver the programme in which you have enrolled, Cavalli College has protected your fees with Public Trust. Fees deposited and protected by the Public Trust are held in the Common fund which has an unsecured guarantee from the New Zealand Government. The learner fee protection for Cavalli College is fully compliant with NZQA rules. Should access to your fees be necessary, you may contact Public Trust on 0800 494 733 or [feeprotect@publictrust.co.nz](mailto:feeprotect@publictrust.co.nz). This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education and Training Act (2020) and the Student Fee Protection Rules 2021.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Cavalli College regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems. This includes the workplace requirements as detailed below.

#### Programme Practical Components

Programme of Study	Professional Experience
New Zealand Certificate in Early Childhood Education and Care (Level 4) – Homebased	60 hours of practical experience in an approved Homebased Early Childhood Education and Care service provider
New Zealand Diploma in Early Childhood Education and Care (Level 5)	18 hours per week over the course of the 40-week programme of study, plus two Professional Experience blocks of 20 days completed at the learner's home ECE centre
New Zealand Diploma in Early Childhood Education and Care (Level 6)	18 hours per week over the course of the 40-week programme of study and two Professional Experience blocks of 20 days, one completed at the learner's home ECE centre and one completed at an alternative ECE setting

**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.

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

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

## Required Documents:

**Please attach the following documents to your Application for Enrolment completed form when submitting**

- Domestic students must provide evidence of identity and eligibility to study by providing a **certified copy**<sup>3</sup> of one of the following:
  - New Zealand or Australian passport.
  - New Zealand birth certificate<sup>4</sup>.
  - A certificate of identity from Immigration New Zealand<sup>5</sup>
  - A New Zealand certificate of citizenship.
  - Overseas passport with visa approval notification.
- If you have not provided a passport from the list above, please provide **one certified form of photo Identification**, from the following:
  - NZ Driver's Licence
  - Kiwi Access 18+ Card
- 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*).
- A copy of two referee reports, which were sent with your application and enrolment form, completed by a person deemed suitable by Cavalli College. An appropriate referee might be an employer, youth coach, sports coach, guidance counsellor, church/fait-based leader, kaumatua, teacher, mentor or social worker.

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

<sup>3</sup> Documents must be certified by a Justice of the Peace (JP), a solicitor, or a court registrar or an Cavalli College team member.

<sup>4</sup> New Zealand citizens only

<sup>5</sup> Refugees only.

## Application for Enrolment Guidelines, Terms and Conditions

### Cavalli College Steps to Enrolment

- 1) Complete Your Application: Fill out the enrolment form and gather any required documents (such as certified copies of ID, copies of past academic transcripts, and referee report)
- 2) Submit Your Application: Once you're ready, email your application to us at [enrol@cavallicollege.nz](mailto:enrol@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. We may also request further documentation if required including documentation completed by the early childhood setting where you will completed your professional experience.
- 4) Safety checks: To satisfy the risk assessment and safety check required in compliance with the Vulnerable Children Act (2014) the following requirements are in place for all applications to Early Childhood Education and Care programmes at Cavalli College:
  - Completion of a New Zealand Police Check (using the NZ Police and Vetting Consent to Disclosure of Information form) which meets the requirements to work with at-risk and vulnerable children as required by the Vulnerable Children Act (2014)
  - Interviews will be conducted with a member of Cavalli College
  - Sign a statement agreeing to the release of pertinent information relevant to the Vulnerable Children Act 2014 that an early childcare centre may request
- 5) Receive an Offer: If your application is successful, we'll send you an Offer of Enrolment to look over, accept, and sign.
- 6) Send It Back: Email your signed offer back to [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) or by post to 91 Shakespeare Road, Milford, Auckland
- 7) 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.

### 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.

### Eligibility to enrol as a domestic student

Section 10 of the Education and Training Act 2020 sets out who is eligible to enrol as a domestic student and likely entitled to pay domestic fees. This means an individual who is:

- a New Zealand citizen, or
- the holder of a residence class visa granted under the Immigration Act 2009, or
- to be treated as if they are not an international student under the Tertiary Education (Domestic Students) Notice 2024, or any other corresponding notice published in the Gazette and applying for 2025.

There are scenarios under which you may be eligible to be treated as a domestic student. The responsibility for ensuring a student is eligible to access tuition subsidy funding and study support rests with the TEO, who can provide you with more guidance.

### Certified Copies of Documents

Domestic students must provide evidence of identity and eligibility to study by providing one of the following:

- National Student Number (NSN).
- New Zealand birth certificate<sup>4</sup>.
- New Zealand or Australian passport.
- A certificate of identity from Immigration New Zealand<sup>6</sup>.
- A New Zealand certificate of citizenship.
- Overseas passport with visa approval notification.

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<sup>6</sup> Refugees only.



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 For Previously Completed Formal 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

Cavalli College follows the New Zealand Disability Strategy definition of disability, which utilises the social model of disability. The New Zealand Disability Strategy states that, "disability is not something individuals have. What individuals have are impairments. They may be physical, sensory, neurological, psychiatric, learning or other impairments." Therefore, "disability is the process which happens when one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have." In a learning situation the barrier 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.