

Enrolment Application and Agreement Leadership and Business qualifications

Please type or write details clearly. All sections must be completed.

SECTION A: Applicant Details (State your full LEGAL name as it appears on your birth certificate or passport)

First name: _____

Middle name/s: _____

Surname: _____

Preferred name: _____

Previous full legal name: _____

If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with the New Zealand Qualifications Authority under your previous name.

Gender: Male Female Other Prefer not to say

Date of birth: _____ Country of Birth: _____

NZQA NSN: *(If known)* _____

Street address: _____ Suburb: _____

Town/City: _____ Postcode: _____

Have you lived in this address in the last 12 months? Yes No

If not, please provide the previous address:

Email: *(Please print clearly)* _____ Mobile: _____

Ethnicity: (Select the ethnic group that you identify with – for statistical purposes only. You can choose up to 3 ethnicities.)

NZ European/Pakeha	Chinese	Greek	Middle Eastern	Tongan
Māori*	Cook Island Māori	Indian	Niuean	Vietnamese
African	Dutch	Italian	Polish	Other Asian
Australian	Fijian	Japanese	Samoan	Other Pasifika
British/Irish	Filipino	Korean	Sri Lankan	Other Southeast Asian
Cambodian	German	Latin American	Tokelauan	Other

*Iwi – If you selected Māori above, please state the name(s) of your Iwi: *(This information may be shared with your Iwi, if stated)*

I don't know I don't identify with an Iwi

Residency and Citizenship: (Please tick one)

Proof of Identity: *(Clear copies of documentation as per below must be attached)*

NZ Citizen – NZ Born – Birth Certificate or NZ Passport

NZ Citizen – Overseas Born – NZ Passport or Birth Certificate AND Proof of Citizenship

NZ Resident/Permanent Resident – Passport AND Proof of Residency

Australian Citizen – Australian Passport

Australian Permanent Resident – Passport AND Proof of Residency

MAST Training Advisor has sighted the original copy of the documents.

MAST Academy will use the National Student Index (NSI) Database and match your personal details to an active NSN (National Student Number). If a match cannot be found then you will be notified and asked to provide certified documentation as proof of eligibility to study at MAST Academy.

SECTION B: Applicant History (Required for TEC statistical purposes)

Last secondary school attended in NZ: _____

Last calendar year at NZ secondary school: _____

Please specify the country if you attended school outside of New Zealand: _____

First tertiary study year _____

Highest secondary school qualification achieved (tick one):

No formal secondary school qualification NCEA Level 2 or 6th Form Certificate

14 or more credits at Level 1 NCEA Level 3 Bursary or Scholarship

NCEA Level 1 or School Certificate University Entrance

Overseas Qualification *(Please specify and provide copies of qualification/results)*

Highest tertiary qualification achieved (tick one):

No Qualification Master's Degree

Certificate Level: _____ Post Graduate Diploma/Certificate, Bachelor Honours

Diploma Level: _____ Doctorate

Bachelor's Degree

Learning Skills Assessment:

(Your programme will contain knowledge and skill assessment that may include numeracy and literacy)

If English is not your primary language – please specify your first language:

Do you have a physical disability that may affect you in the workplace? Yes No

If yes, please specify:

Are you aware of anything that may have impacted your learning at school? This could be a literacy or numeracy issue or other learning disability. Yes No

If yes, please specify your learning challenge or issue:

Are there any cultural needs that MAST may need to be aware of to support your learning? Yes No

If yes, please specify:

Previous Employment or Activity:

Secondary School student

Self employed

College of Education student

Overseas

Wage or salary worker

Private Training Establishment student

House person or retired

University student

Polytechnic student

Non-employed or beneficiary

Wānanga student

SECTION C: Employer Details (If applicable)

Company

Name: _____

Trading as: *(If applicable)* _____

Street Address: _____

Suburb: _____

Town/City: _____ Postcode: _____

Phone: _____

Primary contact details (Senior Manager or Business Owner)

Name: _____

Job Title: _____

Mobile Phone: _____

Direct Email: *(NOT a generic company email)* _____

SECTION D: Student Declaration (Applicants must read the following information and sign)

1. I agree to abide by the regulations and policies of MAST Academy.
2. I agree that my name and image may be published in MAST Academy promotional material on completion of the qualification.
3. I declare that the information I have supplied on this form and any attached documentation is true and correct.
4. I understand that all documents submitted with this application become the property of MAST Academy and will not be returned to me.
5. I agree to provide further documentation requested by MAST Academy for the purpose of my enrolment.

Signature _____

Date _____

SECTION E: How did you hear about MAST Academy?

- Google search
- Social Media
- MAST Academy website
- Referred by a friend
- Through my employer
- School to Work programme
- School gateway programme

SECTION F: Regulations and Policies

Please refer to our website - www.mastacademy.com for the Learner Handbook.

SECTION G: Withdrawal and Refund Information

Please refer to MAST Academy website - www.mastacademy.com for the full details of our Policies and Procedures.

All withdrawals must be in writing and signed by the student.

The following withdrawal and refund policy applies:

Within 30 days of enrolment	Full refund less 20% administration fee.
After 30 days of enrolment up to 12 months	Pro-rata on monthly rate plus 20% administration fee
No show at course with no legitimate reason	No refund

If MAST Academy cancels the course, full fees will be refunded.

SECTION H: Intellectual Property – Training Resources and Assessments (Digital or hard copy)

All training resources and assessments whether in digital or hard copy remain the property of MAST Academy and cannot be reproduced in any format without written permission from the MAST Academy Training Manager.

The learner agrees that this course may include work experience and as such agrees to follow any workplace Health & Safety instructions on visits to workplaces and within MAST Academy workshops. The learner agrees to attend all workshops and to complete the assessments assigned as part of this programme as their own work.

AI generated answers will not be acceptable and may require you to rework the answers. Plagiarism or copying of other people's work is not acceptable.

Plagiarism includes the use of AI or copying from a source document without fully referencing. Use your own words to answer questions. Failure to use your own words or cite/reference properly may result in misconduct and may mean immediate cancellation from the programme with no refund of fees.

I declare that all work produced will be my own.

I agree to MAST Academy collecting and sharing my personal information with NZQA, TEC, facilitator engaged by MAST Academy, the employer and any other government department as required by law. I agree that my name and image may be published in MAST Academy promotional material on completion of the qualification.

Learner signature: _____

Date: _____

Consultation Approval

If you are under the age of 18 you must gain approval from a parent, guardian or lawyer to enrol in a course/programme with MAST Academy. If you are under 16, you must secure a school exemption certificate from the Ministry of Education and attach to this form.

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

SECTION I: Programmes and Fees (Tick the programme you are intending to enrol in)

Programme Name	Level	Credits	Duration (Months)	Total Programme Fee (+GST)* Subject to change
Learning To Lead – NZ Certificate in Business – Introduction to Leadership	3	45	6 months	\$510.00 (excluding GST)
Introduction to Productivity Excellence – Lean Manufacturing – NZ Certificate in Competitive Systems and Practices	3	40	6 months	POA
Productivity Excellence – Lean Manufacturing – NZ Certificate in Competitive Systems and Practices	4	70	12 months	POA

* Total programme fee includes workshop delivery and any course material.

Email your completed enrolment application to enrolments@mastacademy.com

Once received by MAST Academy Admin team, we will acknowledge your application. You will be contacted by MAST Academy if further information is required.

Offer of Place

If your application is successful, you will receive an Offer of Place letter. To secure your place, you must accept your Offer of Place before the due date. Please note that accepting this offer simply mean that you have guaranteed enrolment. You can accept the Offer of Place by signing it and emailing it to enrolments@mastacademy.com

For More Information

If you have questions or need assistance in filling out this form, please contact us on 09 360 0056 or email us at enrolments@mastacademy.com or info@mastacademy.com

FOR MAST ONLY

MAST Academy Training Advisor:

Photo ID received _____

NSI verified _____

Immigration/Visa confirmation received *(if applicable)* _____

Enrolment application meets the programme entry requirements _____

Offer of Place sent _____

Offer of Place (Accepted / Declined?) _____

Enrolment processed _____

Start date _____

Projected end date *(if known)* _____

Enrolment Confirmation sent

Learner: _____