

# Enrolment Application and Agreement Pre and Post Trade Micro Credentials

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 or your company Workplace Trainer have 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 (For Work-based Courses Only)

**Please complete this section ONLY if applying for a Work-based Programme.**

Do not fill in if applying for a Full-time Campus Course.

### Company

Name: \_\_\_\_\_

Trading as: *(If applicable)* \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

### Contact details (Senior Manager or Business Owner)

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Direct Email: *(NOT a generic company email)* \_\_\_\_\_

### Workplace trainer details

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: *(Preferably not a generic business email, but a direct email for yourself)* \_\_\_\_\_

## SECTION D: Programme and Fees (Tick the Programme you are intending to enrol in)

Pre Trade Programmes	Level	Credits	Work-based	Campus-based (full time)	Duration (Months)	Total Programme Fee (+GST)* <small>Campus-based fees confirmed upon acceptance into Programme. Subject to change.</small>
<b>A Taste of Marine Trades</b>	3	38	N/A		3 months	Campus-based \$1,330.00
<b>Introduction to Boat Building</b>	3	37			6 months work-based	Work-based \$600.00
					3 months campus-based	Campus-based \$1,295.00
<b>Introduction to Composites</b>	3	36			6 months work-based	Work-based \$600.00
					3 months campus-based	Campus-based \$1,260.00
<b>Introduction to Traditional Boat Building</b>	3	38			6 months work-based	Work-based \$600.00
					3 months campus-based	Campus-based \$1,330.00
<b>Hard Stand Operations</b>	3	38		N/A	6 months work-based only	Work-based \$600.00
<b>Introduction to Marine Systems Engineering</b>	3	40	N/A		7 months	Work-based \$600.00
					3 months campus-based	Campus-based \$1,200.00

Post Trade Programmes	Level	Credits	Work-based	Campus-based (full time)	Duration (Months)	Total Programme Fee (+GST)* Subject to change.
<b>Composites Tool Making Micro Credential</b>	4	29		N/A	6 months	Work-based \$450.00
<b>Chopper Gun and Gel Coat Micro Credential</b>	4	25		N/A	6 months work-based	Work-based \$400.00

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

## SECTION E: Payments for Work-based Students only

The Programme/Apprenticeship costs are outlined on the last page of this document.

MAST Academy will invoice these fees prior to the start of each course/programme to the employer for work-based programmes.

The employer and the learner acknowledge this is a work integrated programme of learning. The programme may include workshops and the employer agrees the learner must attend the workshops and that the learning can be applied in the workplace.

**Employer:** Agrees to pay Programme/Apprenticeship costs as outlined on the last page of this document.

Employer name: *(Accounts in-charge)*

Company name:

Email address: *(Accounts in-charge)*

Employer signature:

Date:

## SECTION F: Course Fee – for Campus-based Students only

The course fee and payment instructions are outlined in the Offer of Place document you will receive once your application is accepted.

Fees are payable prior to enrolment being confirmed.

## SECTION G: Student Declaration – Campus-based Students only

*(Applicants must read the following information and sign)*

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

Signature

Date

## SECTION H: 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 I: Regulations and Policies

Please refer to our website - [www.mastacademy.com](http://www.mastacademy.com) for the Learner Handbook.

## SECTION J: Withdrawal and Fee Refund Policy

All withdrawals must be in writing and signed by both the employer (if applicable) and student.  
For Work-based enrolments only, the following withdrawal and refund policy applies:

<b>Within 30 days of enrolment</b>	Full refund less 20% administration fee.
<b>After 30 days of enrolment up to 12 months</b>	Pro-rata on monthly rate plus 20% administration fee
<b>Post 12 months of enrolment</b>	No refund

For Campus-based enrolments, the following withdrawal and refund policy applies.

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

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

*Learner and employer agree that any programme of learning/course where there is an expected duration/end date, any assessments/assignments not completed within a 90-day period of the designated duration will attract a \$100 + GST per month over-duration fee. This applies while you are active in the programme.*

*MAST Academy agrees to discuss and provide the learner and the employer with an individual learning plan outlining the programme to be completed to gain the qualification.*

*MAST Academy agrees to register any credits and course completion with NZQA within 90 days of the assessment being marked as competent/achieved.*

*The learner declares that all work they complete in the workplace, as part of a workshop, or as part of any assessment/assignment is their own work.*

## SECTION K: 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.

*Continued over...*

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: \_\_\_\_\_

Email your completed enrolment application to [enrolments@mastacademy.com](mailto: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](mailto: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](mailto:enrolments@mastacademy.com) or [info@mastacademy.com](mailto: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: \_\_\_\_\_