

Application & Enrolment Contract 2024 Part 1

2024 version 1.0 – This form is for domestic students only

Brief Introduction and Instructions

Questions? Please contact us

This form obtains vital information we need to assess your application and, if successful, enrol you into a programme. We also gather legally required information for Government agencies for statistical and administrative reasons. **This form is a legally binding contract between us**. There is a second part to this contract you will complete if you are accepted into the programme to formally enrol you. When completing this form, please:

- Use a blue or black pen.
- Print answers in NEAT BLOCK LETTERS.
- Initial all pages in the bottom right corner.
- Sign and date the back page of the form.

A Your Programme	and Your Starting and Finishing Dates						
Programme and	New Zealand Certificate and Diploma in Beauty Therapy (Level 5)						
starting and finishing dates	Start 5 February 2024 Start 29 July 2024						
	Finish 20 June 2025 Finish 12 December 2025						
	New Zealand Certificate in Nail Technology (Level 4)	NZ3443					
	Start 5 February 2024 Start 22 July 2024						
	Finish 20 December 2024 Finish 20 June 2025						
B About You							
Legal surname							
Legal given name(s)							
Preferred name							
Previous names / aliases							
Phone numbers	Cell Land						
Email address							
Permanent address							
List your address using <u>NZ Post</u> <u>Guidelines</u>							
	Postcode						
Address while studying (if known)							
List your address using <u>NZ Post</u>							
<u>Guidelines</u>	Postcode						
What is your gender?	Female Gender diverse	Male					
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The National School of Aesthetics

B About You (Continued)				
Date of birth NZQA number / National Student Number				
Day Month Year				
C English Language and Literacy and Numeracy for Adults				
Is English your first or native language? Yes No				
 Have you ever used the Literacy and Numeracy for Adults assessment tool? If yes, please continue to the next question. If no, please continue to section D. 				
Which type of assessment(s) did you do? Reading Writing Vocabulary Numeracy				
D Your Citizenship and Residency				
Are you a New Zealand citizen? Yes Yes If you are a New Zealand citizen, continue to section E. Yes No				
Country of citizenship (non-New Zealanders)				
 Do you currently hold a valid New Zealand residency class visa? If yes, continue to "How long have you been in New Zealand?" If no, continue to next question. 				
 Do you currently hold a valid Australian residency class visa? If yes, continue to "How long have you been in New Zealand?" If no, you should be filling out the application form for international students. 				
How long have you been in New Zealand with a residency class visa or with your Australian citizenship? If you are a New Zealand residency class visa holder, or Australian permanent resident or citizen living in New Zealand, and you have been that for less than 3 years , you may not be eligible to access the Student Loans and Allowances scheme or the Fees Free scheme.				
E Health and Safety Please answer truthfull				
Are there supports that would help you while learning with us? Your response allows us to let you know what assistance might be available through us. Please select all of the supports you might need.				
The information you provide is collected for statistical purposes and helps make education more accessible to all students.				
Access to assistive technology (e.g., for reading, writing, communication) Support with reading, writing, and communicating in learning sessions, exams, and assessments				
Accessible format resources for course content Other learning or disability support				
Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, No – I do not need support at this time personal emergency evacuation plan)				

Do you describe yourself as:

disabled;

New Zealand Sign Language interpreter

• tangata whaikaha Māori;

deaf;

•

- living with a long-term physical condition; and / or
- neurodiverse;
- living with a long-term mental health condition?

The information you provide is collected for statistical purposes and helps us understand our students.

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Student	Initials
oludent	minuais

Yes

Parent's Initials

No

Е Health and Safety (Continued) **Please answer truthfully** Read the list below and answer the questions after the list. We ask about these conditions to ensure you do not participate in any treatments that may affect your health. You may need to provide written evidence from a qualified medical or education practitioner, and you may need additional outside support (outside NaSA and at your own cost) in cases of learning issues. Current pregnancy Haemophilia Leukaemia Hodgkin's Disease Cancer Melanoma Allergic reactions Allergies Alcohol use / abuse Asthma Medical oedema Osteoporosis Rheumatoid arthritis Arthritis Diabetes Drug use / abuse • Trapped nerve(s) Pinched nerve(s) Inflamed nerve(s) Bell's Palsy • • • Lumps / bumps Acute rheumatism Areas of pain Metal pins / plates • Spasmodic high fever Pacemaker Kidney disease • Recent surgery Liver disease Thyroid disorder Autoimmune disorder Thrombosis Phlebitis Hypertension Hypotension High cholesterol Shortness of breath Blood clots Irregular heartbeat Scabies Lice Eczema Psoriasis Dermatitis . Acne vulgaris Boils Folliculitis Wart(s) • . Herpes simplex Tinea corpis Tinea ungum Herpes zoster • • • Tinea pedis Verruca(s) Conjunctivitis Tinea manis • • ٠ Sties Scar tissue Skin sensation loss Epilepsy • • Depression Schizophrenia Manic-depressive Bipolar disorder • ٠ • Stress disorder HIV or AIDS • Anxiety disorder • Hepatitis (any type) Meningitis Tuberculosis Chronic fatigue / ME Glandular fever Do you have, or have you been previously diagnosed with, one or more of the conditions listed Yes No here or any condition that could affect your studies or your course attendance?

Have you had any tattoos in the last 12 months?	Yes	No
Do you have any facial and / or body piercings (including internal)?	Yes	No
Do you take any regular, ongoing and / or current medication?	Yes	No
Have you been hospitalised in the last 12 months?	Yes	No
Do you have any conditions that impair or affect your sensory systems?	Yes	No
Do you have any learning conditions, like dyslexia, dysgraphia, auditory or visual processing disorders, et cetera?	Yes	No
Do you have any behavioural and / or attention conditions, like ADHD or any other neurological condition or disorder in this area?	Yes	No
Have you ever been charged with, or received diversion from, or convicted of, a serious crime? You have the right to conceal any minor offence occurring over 7 years ago if unrepeated and as per the Criminal Records (Clean Slate) Act 2004 and its subsequent amendments, providing you meet all other conditions in the Act.	Yes	No

If you answered "Yes" to any of these Health and Safety questions, please explain why below. (Attach another piece of paper if your answer doesn't fit in the area below.)

You may need to supply a diagnosis or medical clearance from a qualified medical or other professional.



F Your Next of Kin and Emergency Contacts

Whom should we contact in case of emergency or if we are unable to get a hold of you?

 List two contacts, your relationship with those contacts, and full contact details for people who know you and live at different addresses from one another.

- Both contacts must be 18 years old or over.
- Please fill in <u>all</u> details.
- If you are under 18, the first contact must be your parent or legal guardian.

Contact 1 – If you are under 18, this must be your parent or legal guardian

FILL IN ALL FIELDS

Full name							
Relationship to you							
Phone numbers	Cell	Land					
Email address							
Address							
List your address using <u>NZ Post</u> <u>Guidelines</u>							
			Postcode				
Contact 2 – Should live at a c	lifferent address than the first contact person		FI	LL IN	ALL	FIEL	.DS
Contact 2 – Should live at a c	lifferent address than the first contact person		FI		ALL	FIEL	.DS
	lifferent address than the first contact person		FI			FIEL	DS
Full name	lifferent address than the first contact person	Land	FI		ALL	FIEL	DS
Full name Relationship to you		Land	FI		ALL	FIEL	.DS
Full name Relationship to you Phone numbers		Land	FI				
Full name Relationship to you Phone numbers Email address		Land	FI			FIEL	

G	Your Ethnicity							
Which ethnic group(s) do you belong to? You may tick up to three (3) boxes that apply to you. * Indicates if you marked any "Other" category, please specify the ethnic group next to "Other"								
	NZ European 111		British / Irish		121		Filipino	411
	NZ Māori 211		Dutch		122		Cambodian	412
	Samoan 311		Greek		123		Vietnamese	413
	Cook Island Māori 321		Polish		124		Other SE Asian*	414
	Tongan 331		South Slav		125		Chinese	421
	Niuean 341		Italian		126		Indian	431
	Tokelauen 351		German		127		Sri Lankan	441
	Fijian 361		Australian		128		Japanese	442
	Other Pasifika* 371		Other European*		129		Korean	443
	Middle Eastern 511		African		531		Other Asian*	444
	Latin American 521		Other*		611			
lf you	If you identified as New Zealand Māori, what is (are) the name(s) of your iwi(s) and the rohe (territory)?							
Iwi					Rohe			
Iwi					Rohe			
Iwi					Rohe			
	× • • •					L		
н	Your Activity							
What	will be / is / was your <u>main</u> acti	ivity or occupat	ion in New Zealand	on 1	October 202	3?		
	SELECT ONLY ONE OPTION							
	Secondary school student		01	_ N	lon-employe	d or ben	eficiary	02
	Wage or salary worker		03] s	Self-employed	d		04
	University student		05	F	Polytechnic (r	not priva	te) student	06
	House-person or retired		08] (Overseas (for	work, st	tudy, et cetera)	09
	Private Training Establishment student				Wananga student 12			

Section H continues on the next page.

H Your Activity (Continued)

Are you a caregiver for a child, relative or friend? (Family commitments)

- If yes, please give us more information below.
- If no, please continue to the next question regarding wanting to study and work in this industry.

If you answered "Yes" to being a caregiver for a child, relative or friend, please list the names and ages of those you care for.

Name	Age	Name	Age

If you answered "Yes" to being a caregiver for a child, relative or friend, please explain what alternate plans you have for care. For example, if your child is unwell and unable to attend school, what back-up plans do you have to ensure your child is taken care of so you can attend class to meet our strict attendance guidelines? (Answer on another piece of paper and attach it to this application if your answer doesn't fit in the area below.)

And what further back-up plans do you have for care if your first alternative plans fall through?

For example, if your child is unwell and unable to attend school, and your mother was supposed to look after your child, but she has to work, what back-up plans do you have to your back-up plan? (Answer on another piece of paper and attach it to this application if your answer doesn't fit in the area below.)

Section H continues on the next page.



Yes

No

H Your Activity (Continued)

Explain in detail your reasons for wanting to study and work in this industry. Please be specific. (Answer on another piece of paper and attach it to this application if your answer doesn't fit in the area below.)

Your Previous Academic History and Achievements

L

11 Your Secondary School / High School Academic Information

A secondary school or high school is a place like Papanui High School or Villa Maria College. It is <u>not</u> a place like University of Canterbury or Ara Institute of Canterbury.

What was the name of the last secondary school you attended and what was the last year you attended that school? If the last secondary school / high school you attended was overseas, please write "Overseas" in the space provided below.

School		Year				
What is the highest level of achievement you hold from a secondary school / high school?						
Your highest achievement may be a "traditional" award, such as School Certificate, or you may have achieved a number of credits, or a National Certificate of						
Educational Achievement (NCEA) at a certain level on the New Zealand Qualifications Framework.						

SELECT ONLY <u>ONE</u> OPTION THIS IS FOR SECONDARY SCHOOL <u>ONLY</u>				
No formal secondary qualifications	00		NCEA Level 2 / 6 th Form Certificate	13
14 or more credits at any level	11		University Entrance	14
NCEA Level 1 / School Certificate	12		NCEA Level 3 / Bursary / Scholarship	15
Overseas qualification	09			Specify
Other	98			Specify
Overseas qualification	09		NCEA Level 3 / Bursary / Scholarship	Spe

Section I continues on the next page.

I Your Previous Academic History and Achievements (Continued)				
I2 Your Tertiary Level Academic Information				
A tertiary education organisation is a place like University of Canterbury of It is <u>not</u> a place like Papanui High School, Rangiora High School,				
 Tertiary-level education includes New Zealand and overseas universities, polytechneducation, private training establishments and wananga. Do not include enrolments in STAR, community, or hobby classes. Only include NZQA-Approved or government-approved tertiary-level programmes 		of techn	ology, colle	ges of
 Will this be the first year you have ever <u>enrolled</u> in a tertiary-level programme since leave secondary school / high school. If yes, please continue to section J. If no, please continue to the next question. 	/ing 	Ye	es 🗌	No
What was the name of the <u>first</u> tertiary education organisation you studied at and what school?	was the <u>first y</u>	<u>ear</u> you a	attended tha	at
Provider	Year			
What was the name of the <u>latest</u> tertiary education organisation you studied at and what attended that school?	at was the <u>last</u>	or latest	<u>year</u> you	
Provider	Year			
What is the highest level you achieved from a successfully completed tertiary-level pro-	gramme?	ľ	•	
Never completed Level 1 Level 2		Le	vel 3	
Level 4 Level 5 Level 6		Le	vel 7	
Level 8 Level 9 Level 10		Ur	nknown	
What was the full name of the qualification listed in the question above and what was t qualification?	he year you co	mpleted	that	
Qualification	Year			
Please list all of the tertiary-level qualifications you hold, the year you completed them, Alternatively, you can email us your academic transcripts and / or a copy of your NZQA				
Qualification	Year			
Provider				
Qualification	Year			
Provider				
Qualification	Year			
Provider	· ·	1	•	
If you have more tertiary qualifications, please attach another sheet of paper or email the	ne details to us	6.		

Section I continues on the next page.

I	Your Previous Academic History and Achievements (Continued)		
12	Your Tertiary Level Academic Information (Continued)	 	
Have •	you ever withdrawn from, or not successfully completed, a programme or qualification? If yes, please continue to the next question. If no, please continue to section J.	Yes	No

If you have ever withdrawn from, or not successfully completed, a programme or qualification, please explain why below. (Attach another piece of paper if your answer doesn't fit in the area below.)

J Your Payment Details

Your full fees will be listed in the Application and Enrolment Form Part 2. This amount will be the same or very similar to the fees listed on our Web site and in our course information pack. Fees do <u>not</u> include extra expenses or administration fees. How do you intend to pay your fees? You can select more than one option.

Fees Free	Ensure you are eligible for Fees Free before you check this option. See <u>www.feesfree.govt.nz</u> for eligibility. You are still responsible for all your fees if you are deemed ineligible for Fees Free.
Personal funds	You will need to pay this to Public Trust after your enrolment but before your programme starts.
Student Loan	Apply to StudyLink on <u>www.studylink.govt.nz</u> or 0800 88 99 00 immediately after applying. You are still responsible for all your fees if your Student Loan is denied.
	cs House Limited trading as The National School of Aesthetics to direct and accept payment of the relevant tuition fees and s, where applicable, from my student loan account.
Signature	



K Your Right to Study and Your Identity

You will need to supply proof of your right to study (citizenship and residency) and your identity.

A domestic student is defined as:

- A citizen of New Zealand (including New Zealand citizens from the Cook Islands, Tokelau, or Niue); or
- A citizen of a foreign country (including Australia) holding a residency class visa granted under the Immigration Act.

Which documents are you required to supply?

Domestic students must provide evidence of citizenship and residency (and a current, valid residency class visa, if required). Evidence of citizenship and residency includes a:

- New Zealand passport; or
- Non-New Zealand passport with an appropriate residency class visa and / or permit; or
- Long-form birth certificate with your place of birth stated as New Zealand, the Cook Islands, Tokelau, or Niue. (A long-form birth certificate lists your gender); or
- Statement of Whakapapa, including date of birth, countersigned by a kaumatua; or
- Certificate of citizenship or letter of confirmation of granting of New Zealand citizenship.

Domestic students must provide evidence of identity. Evidence of identity includes a:

- New Zealand passport; or
- Non-New Zealand passport with an appropriate residency class visa and / or permit; or
- A valid New Zealand driver's license

Please note: While a valid New Zealand driver's license does prove identity, it does not prove citizenship or residency.

How do I supply these documents?

Do not send the originals to us

• Attach photocopies and bring the originals with you when you apply; or

• Email clear photos or scans and bring the originals with you when you apply; or

If you are taking a photo, or if you are sending a scan, make sure the photos or scans are <u>square</u> / <u>rectangular</u> (meaning the corners are a 90-degree angle. The photo should be flat (i.e. the passport or driver's license should not be wider at the top or bottom than the other side). It should look as if you put the passport or driver's license in a photocopier.

• Provide a certified copy.

A certified copy is a photocopy of your original document, being signed as a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Registrar or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public Trust, or local authority employee designated for this purpose. If you live in a remote community and are unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

L Your Acknowledgement and Declaration

This form does <u>not</u> automatically enrol you in a programme. You will need to complete the interview and enrolment processes before you are fully enrolled.

In this document, the following substitutions will apply:

- The applicant is herein referred to as "you"
- Aesthetics House Limited, trading as The National School of Aesthetics, is herein referred to as "we"

Important Information

When you submit this application form and any information, we do not guarantee you a place or automatically enrol you; however, if you complete this form properly and submit the requested information with it to our standard, we may allow you an interview, and subsequently, the opportunity to enrol. If your submission is missing any items, it may delay your interview. Please ensure you follow the procedures we sent to you.

We keep this information on file for 10 years for auditing purposes as required by the Tertiary Education Commission and other government and governing bodies so we cannot return any of this to you.

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L Your Acknowledgement and Declaration (Continued)

Your Declaration

- You understand completion and submission of this form and required documentation does not guarantee you a place in any of our programmes.
- You understand this submission is a serious expression of interest, i.e. your first choice of study.
- You understand if you do not arrive at the scheduled interview time and do not contact us directly regarding this matter beforehand, you may forfeit your chance of enrolment at NaSA in any programme now and in the future, and we reserve the right to charge you accordingly.
- You give us permission to perform any relevant personal background checks to determine your suitability.
- You confirm you are of good character, i.e. you do not or have never had any serious convictions against you.
- You understand making a false declaration is an offence under the Crimes Act 1961. We reserve the right to expel you
 (without refund) if you have made a false declaration or misrepresent yourself.

Your declaration also indicates that you understand if you submit your application (complete or uncomplete) and take no further action, withdraw it at any stage, attend the interview but do not enrol, and / or apply for a student loan which we must administer without you enrolling, we reserve the right to charge you a minimum fee of \$150 plus any additional expenses we incur as a result. See www.nasa.co.nz/fees/ for exact fees. Your signature indicates you agree to pay these fees in full.

Your Health and Safety Declaration

By signing this document, you declare you have the condition(s) indicated by where you have listed the truthful answers and you have supplied further information on a separate piece of paper accompanying this form. You understand we may require you to gain specialist medical clearance or learning specialist assistance as a result of your declaration and you will provide evidence of this to us upon request. You understand if you have knowingly not declared a condition(s) or conviction(s) on this form, and you do have them, and injury / harm / etc. happens to you or a fellow student or other person because of the condition(s) or conviction(s), we bear no responsibility for this. You understand the information detailed herein is required for a lawful purpose connected with NaSA.

We cannot give you any special treatment or assistance if you do not supply us with written evidence of your physical, mental and / or learning conditions, diagnosed by the proper qualified medical or educational professional.

We do not assume and hereby disclaim any express or implied liability whatsoever to any party for any loss or damage caused by errors or omissions, whether these errors or omissions result from negligence, accident or any other cause. We are not responsible for events arising from unauthorised access of the information you provide.

Overdue Fees and Debt Recovery

We reserve the right to charge interest on overdue fees as per our rules, regulations, policies and procedures. If your account is not paid within 30 days after the due date, our collection agency may charge you a fee equal to 25% of the unpaid portion of the price but not less than \$25.00NZ. Where the total debt collection agency costs, legal and other costs arising from the collection of any amount owing exceeds the debt collection fee charged, our debt collection agent is also entitled to recover such additional costs from you. This clause is intended to be for the benefit of and enforceable by our debt collection agency under the Contracts (Privy) Act 1982 and any subsequent amendments.

Privacy Statement

Our collection, use, storage, disclosure and correction of personal information is governed by The Privacy Act 2020. Personal information means information about an identifiable individual and we comply with the obligations of this legislation.

We take all reasonable precautions to guard against unauthorised access to confidential and personal information including the loss, misuse and alteration of the information we hold. We will use best endeavours to keep personal information confidential and will not sell or otherwise provide your personal information to a third party for any purpose which is not incidental to your use of our services, unless you consent to its disclosure or we are legally required to disclose it, whether by a court of competent jurisdiction or as a result of the legislation itself. When the personal information is no longer required for the purposes for which it was collected, we may be delete it.

Personal information you supply to us will be used for the purposes of The National School of Aesthetics including student administration, provision of services and the dissemination of information to staff and in order to appraise you of the services we can offer. It will assist us in providing the services you request, to process any communications you request and assist in any other use that you authorise.

We will use reasonable endeavours to maintain accurate, up-to-date information regarding students and staff. If you believe the personal information held about you is inaccurate and requires correction or if you require copies of the personal information we hold, please contact one of the Operations team members.



The National School of Aesthetics

L Your Acknowledgement and Declaration (Continued)																	
I understand I need to do the following after I submit this form and my signature confirms I will do them:																	
Email or supply proof of citizenship (and permanent residency if I am not a New Zealand citizen) to enrol@nasa.co.nz																	
	Email o	or supply <u>proof of identity</u> to <u>enrol@nasa.co.nz</u>															
	Email o	or supply transcripts of previous learning and / or NZQA Record of Learning if I have them to enrol@nasa.co.nz															
	Email o	or supply any medical and / or learning condition documentation if and where required to enrol@nasa.co.nz															
	Watch	the Interview Presentation on the NaSA Web site at www.nasa.co.nz/enrol/interview-presentation/															
	Read o	ad over and understand the Student Handbook, downloadable at <u>www.nasa.co.nz/downloads/#student-handbook</u>															
	Read over and understand the information in the Students section on the NaSA Web site at <u>www.nasa.co.nz/students/</u>																
Declaration, Your Signature, and Your Guardian's Signature (Where Applicable)																	
I, the student, declare that, to the best of my knowledge, all the information supplied on, and with, the Application and Enrolment Contract Part 1 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. I confirm I can and will pay all fees and extra expenses as they are due. I understand making a false declaration is an offence under the Crimes Act 1961 and its subsequent amendments. I understand the National School of Aesthetics reserves the right, at any time before or during the programme, to terminate my application or enrolment if I have misrepresented myself or my circumstances when providing information for my application, my enrolment or any other information at the school.																	
	Your																
się	gnature				Date	[Day	M	onth		Y	ear					
Guardian's																	
signature					Date	[Day	M	onth		Ye	ear					
Signature on behalf of Aesthetics House Limited trading as The National School of Aesthetics																	
Sig	gnature			Date													
Name																	
Return this form with supporting documentation to:																	
Postal Address Post only Physical Add					ess Courier only				Email								
Admissions The National School of Aesthetics PO Box 1582 Christchurch 8140				The National School of Aesthetics 134 Antigua Street Addington Christchurch 8024					<u>enrol@nasa.co.nz</u>								
If you downloaded this form and filled it out electronically, you <u>must</u> initial each page and sign and date the last page before submitting it. If you are under 18, your legal guardian must do the same. Scanning your documents? For guidance on what is and isn't acceptable, see:																	
		www.nasa.co.nz/enro	<u>ol/ap</u>	plication/#scan	ning-or-tal	<u>king-p</u>	hotos-	<u>of-yoι</u>	<u>ir-doc</u>	umenta	ation						