

# Enrolment Application

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: \_\_\_\_\_ 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: *(Please print clearly)* \_\_\_\_\_

## Ethnicity: (Select the ethnic group that you identify with – for statistical purposes only)

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

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

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

## Residency and Citizenship: (Please tick one)

NZ Citizen                      NZ Permanent Resident                      Australian Citizen                      Australian Permanent Resident

*(Copy required)*

Other e.g., Work Visa: Please specify: *(Copy required)* \_\_\_\_\_

Other Citizen: Please specify: *(Copy required)* \_\_\_\_\_

**Proof of Identity:** (A clear copy of photo identification must be attached)

ID attached

**NZ Citizen** (Photo identification required, e.g., driver licence or passport)

**All others** (Passport noting Residency Status OR one form of photo ID plus Proof of Residency letter)

## 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 in another country: \_\_\_\_\_

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:

\_\_\_\_\_

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 issue or numeracy issue.                      Yes                      No

If yes, please list any issues you are aware of:

\_\_\_\_\_

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

Wananga student

## SECTION C: Employer Details

### Company

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

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

Street address: \_\_\_\_\_

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

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

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

### Primary contact details

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

Job title: \_\_\_\_\_

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

Email: \_\_\_\_\_

### Workplace trainer details

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

Job title: \_\_\_\_\_

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

Email: \_\_\_\_\_

## SECTION D: Training Fees

Name of Programme: \_\_\_\_\_

Start date: \_\_\_\_\_

Projected end date: *(If known)* \_\_\_\_\_

Programme fee: \$1,200.00 +GST per annum

Block Course fee: \$1,400.00 +GST per Block Course *(If applicable)*

Electrical \$1,560.00 +GST per Block Course *(If applicable)*

### Are you eligible for Fees Free?

Yes

No

Please check your eligibility at: [www.feesfree.govt.nz](http://www.feesfree.govt.nz)

### Apprenticeship Boost (for employers until end of 2023)

You might be eligible for the Apprenticeship Boost. To check eligibility, go to:

[www.workandincome.govt.nz/employers/subsidies-training-and-other-help/apprenticeship-boost/index.html](http://www.workandincome.govt.nz/employers/subsidies-training-and-other-help/apprenticeship-boost/index.html)

Please note, you can only apply for the subsidy once the learner is registered in an apprenticeship, and you must apply under your registered company name.

## SECTION E: Payments

The Programme/Apprenticeship costs are outlined in [Section D](#).

MAST Academy will invoice these costs annually to the employer.

**Employer:** Agrees to pay Programme/Apprenticeship costs as outlined in [Section D](#).

Employer name: *(Accounts in-charge)*

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Company name:

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Email address: *(Accounts in-charge)*

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Employer signature:

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Date:

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## SECTION F: Withdrawal and Fee Refund Policy

All withdrawals must be in writing and signed by both the employer and apprentice.

<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 short courses of under 6 months duration, 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

*Apprentice and employer agree that any programme of learning/course/apprenticeship 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/apprentice 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/apprentice agrees to complete satisfactorily 75 credits (minimum) per year. Failure to do so may result in withdrawal from the programme with no refund being applicable.*

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

*Plagiarism in any form is not acceptable and may result in MAST Academy withdrawing you from the programme. Where applicable referencing/citing of sources must be stated. Where artificial intelligence is used to write answers non-completion and immediate withdrawal will follow. No refund, as this is serious misconduct.*

## SECTION G: 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.

I declare that all work produced will be my own  
(Name):

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I agree to MAST Academy collecting and sharing information about the apprentice/learner with NZQA, TEC, the employer and any other government department as required by law. I agree that my results may be published in MAST Academy promotional material on completion of the qualification.

Learner/Apprentice signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Consultation Approval

If the Learner is under the age of 18 (but still must be over the age of 16) they must gain approval from a parent or guardian or lawyer to enrol in a training programme with MAST Academy.

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

When your enrolment has been processed your designated Training Advisor will be in contact with you to get you started.

## FOR MAST ONLY

MAST Academy Training Advisor:

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Photo ID received \_\_\_\_\_

Immigration/Visa confirmation received *(if applicable)* \_\_\_\_\_

Enrolment processed \_\_\_\_\_

### Confirmation sent

Learner: \_\_\_\_\_

Employer: \_\_\_\_\_

## Programmes and Fees

Programme	Level	Credits	Duration (Months)	Annual Programme Fee (+GST)	Block Course Fee (+GST) Per B/C (If Required)	Total Programme Fee (+GST)
NZ Certificate in <b>Alloy Production Boat Building</b>	4	244	40	\$1,200.00		\$4,000.00
NZ Certificate in <b>Composite Production Boat Building</b>	4	240	43	\$1,200.00		\$4,300.00
NZ Certificate in <b>Boat Building - Alloy</b>	4	287	48	\$1,200.00	\$1,400.00 (x1)	\$6,200.00
NZ Certificate in <b>Boat Building - Composite</b>	4	319	57	\$1,200.00	\$1,400.00 (x1)	\$7,100.00
NZ Certificate in <b>Boat Building - Wood</b>	4	329	55	\$1,200.00	\$1,400.00 (x1)	\$6,900.00
NZ Certificate in <b>Power Boat Systems Servicing and Repair (Technician)</b>	4	230	42	\$1,200.00		\$4,200.00
NZ Certificate in <b>Power Boat Rigging</b>	4	185	30	\$1,200.00		\$3,000.00
NZ Certificate in <b>Marine Systems Engineering</b>	4	282	48	\$1,200.00	\$1,400.00 (x2)	\$7,600.00
NZ Certificate in <b>Marine Electrical - Electronic</b>	4	221	36	\$1,200.00	\$1,560.00 (x3)	\$8,280.00
NZ Certificate in <b>Composites L4</b>	4	210	40	\$1,200.00		\$4,000.00
NZ Certificate in <b>Composites L3</b>	3	132	24	\$1,200.00		\$2,400.00
NZ Certificate in <b>Boatyard Operations</b>	4	126	24	\$1,200.00		\$2,400.00
NZ Certificate in <b>Marina Operations</b>	4	122	24	\$1,200.00		\$2,400.00
NZ Certificate in <b>Marine Coatings - Exterior</b>	4	188	32	\$1,200.00		\$3,200.00
NZ Certificate in <b>Marine Coatings - Interior</b>	4	180	30	\$1,200.00		\$3,000.00
NZ Certificate in <b>Marine Interiors</b>	4	243	38	\$1,200.00		\$3,800.00
NZ Certificate in <b>Composite Sail Making</b>	4	154	28	\$1,200.00		\$2,800.00
NZ Certificate in <b>Yacht Rigging</b>	4	153	26	\$1,200.00	\$570.00	\$3,170.00
NZ Certificate in <b>Composite Spar Making</b>	4	213	36	\$1,200.00		\$3,600.00
NZ Certificate in <b>Industrial Textile Fabrication</b>	3	120	19	\$1,200.00		\$1,900.00
<b>LCP - Pre-Apprenticeship</b>	3	33	5	\$239.13		\$239.13