

Enrolment Application and Agreement

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)

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 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)

Born out of New Zealand – Please provide a copy of your passport plus proof of residency or citizenship letter.

NZ Citizen NZ Resident / Permanent Resident Australian Citizen Australian Permanent Resident
(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 if born in New Zealand)

All others (Passport noting Residency or Citizenship Status and passport photo)

Training Advisor/Workplace Trainer sighted the original copy of the documents.

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: _____

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:

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: _____
Check the last page for the common name of the programme

Programme fee: \$1,260.00 +GST per annum *(Subject to annual change)*

Block Course fee: \$1,400.00 +GST per Block Course *(If applicable - Subject to annual change)*

Electrical \$1,560.00 +GST per Block Course *(If applicable - Subject to annual change)*

Yacht Rigging \$570.00 +GST per Block Course if applicable *(may vary by Region - Subject to annual change)*

Are you eligible for Fees Free?

Yes

No

Please check your eligibility at: www.feesfree.govt.nz

Apprenticeship Boost (for employers until end of 2024)

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

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)*

Company name:

Email address: *(Accounts in-charge)*

Employer signature:

Date:

SECTION F: Withdrawal and Fee Refund Policy

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

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
Post 12 months of enrolment	No refund

For short courses of under 6 months duration, 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

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 70 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): _____

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 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

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:

Photo ID received _____

Immigration/Visa confirmation received (if applicable) _____

Enrolment processed _____

Start date _____

Projected end date (if known) _____

Confirmation sent

Learner: _____

Employer: _____

Programmes and Fees

Programme	Level	Credits	Duration (Months)	Annual Programme Fee (+GST) <i>(Subject to annual change)</i>	Block Course Fee (+GST) Per B/C (If Required)	Total Programme Fee (+GST)*
NZ Apprenticeship in Alloy Production Boat Building	4	244	42	\$1,260.00		\$4,410.00
NZ Apprenticeship in Composite Production Boat Building	4	245	43	\$1,260.00		\$4,515.00
NZ Apprenticeship in Boat Building - Alloy	4	292	48	\$1,260.00	\$1,400.00 (x1)	\$6,440.00
NZ Apprenticeship in Boat Building - Composite	4	333	57	\$1,260.00	\$1,400.00 (x1)	\$7,385.00
NZ Apprenticeship in Boat Building - Wood	4	334	55	\$1,260.00	\$1,400.00 (x1)	\$7,175.00
NZ Apprenticeship in Power Boat Systems Servicing and Repair (Technician)	4	234	42	\$1,260.00		\$4,410.00
NZ Apprenticeship in Power Boat Rigging	4	189	30	\$1,260.00		\$3,150.00
NZ Apprenticeship in Marine Systems Engineering	4	282	48	\$1,260.00	\$1,400.00 (x2)	\$7,840.00
NZ Apprenticeship in Marine Electrical - Electronic	4	221	36	\$1,260.00	\$1,560.00 (x3)	\$8,460.00
NZ Apprenticeship in Composites L4	4	215	36	\$1,260.00		\$3,780.00
NZ Certificate in Composites L3	3	137	24	\$1,260.00		\$2,520.00
NZ Apprenticeship in Boatyard Operations	4	139	24	\$1,260.00		\$2,520.00
NZ Apprenticeship in Marina Operations	4	123	24	\$1,260.00		\$2,520.00
NZ Apprenticeship in Marine Coatings - Exterior	4	192	32	\$1,260.00		\$3,360.00
NZ Apprenticeship in Marine Coatings - Interior	4	180	30	\$1,260.00		\$3,150.00
NZ Apprenticeship in Marine Interiors	4	237	38	\$1,260.00		\$3,990.00
NZ Apprenticeship in Composite Sail Making	4	155	28	\$1,260.00		\$2,940.00
NZ Apprenticeship in Yacht Rigging	4	153	26	\$1,260.00	\$570.00 <i>(May vary by region)</i>	\$3,300.00
NZ Apprenticeship in Composite Spar Making	4	194	36	\$1,260.00		\$3,780.00
NZ Certificate in Industrial Textile Fabrication <i>(Subject to change for new qualification)</i>	3	120	19	\$1,260.00		\$1,995.00

* Total Programme Fee includes any block courses. Block courses are not compulsory for all programmes. Please discuss block courses with your training advisor.