

Guide to Enrolment 2011



Nau mai, haere mai ki Open Wānanga. Welcome to Open Wānanga.

Open Wānanga is the home based learning school of Te Wānanga o Aotearoa and as such all programmes offered by Open Wānanga are accredited by Te Wānanga o Aotearoa.

Please read this guide carefully. It will help you complete the enrolment form and will outline the documentation needed to ensure successful enrolment. If you have any questions, or would like assistance completing the form, please call free our Customer Support Services team on 0800 135 135.

BEFORE YOU START:

Have you studied with Te Wānanga o Aotearoa before?

Yes: You only need to fill in some of the enrolment form questions. No identification is required unless you have had a change of name since you last studied with Te Wānanga o Aotearoa (see below on verified documents).

No: You need to fill in the full enrolment form and attach all required documents.

NATIONAL STUDENT INDEX NUMBER:

If you have studied with another tertiary provider before, you may have an active New Zealand Qualifications Authority National Student Index (NSI) number. Call free Customer Support Services on 0800 135 135 if you don't know your student number. This information will go into question 5 of the enrolment form. If you have this student number and have not changed your name since then, you do not need to send in any verified documents.

IDENTIFICATION - VERIFIED DOCUMENTS:

If this is your first time entering tertiary study, or if your name has changed since your last enrolment, you will need to send us verified documentation. One of the following is required as evidence of acceptable documents for first time enrolment: (verified copy)

- Birth Certificate
- Passport
- Statement of Whakapapa, including date of birth, countersigned by a kaumatua and yourself (only if the birth has not been registered).

If you were born overseas, you will also need to send in one of the following: (verified copy)

- Certificate of Identity (from the New Zealand Immigration Service)
- Certificate of Citizenship
- Residency Visa.

If you have changed your name since last enrolment or if your name is now legally different to the name on your Birth Certificate you will also need to send in one of the following: (verified copy)

- Marriage Certificate
- Statutory Declaration.

If you are having trouble finding your identification, please call free Customer Support Services on 0800 135 135. We may be able to help.

A verified copy is a photocopy that has been signed as a true and accurate copy of the original by a person listed in the Oaths and Declaration Act 1957 as being able to take declarations. This person could be an Open Wānanga provider (see list and contact details on back of enrolment form), Barrister or Solicitor of the High Court, Justice of the Peace (JP), Notary Public, Registrar or Deputy Registrar of the Court, Member of Parliament, Land Transport Safety Authority, Public Trust or local authority employee designated for this purpose. If you are in a remote area and do not have access to one of these people, a school principal, minister of religion or general practitioner is acceptable. You will find a list of JPs in the Yellow Pages of the telephone book or on www.jpfed.org.nz. JPs do not charge for the service.

All verified photocopies must show:

- the name of the verifier
- their title (may be in the form of a stamp)
- their signature
- the date verified.

Verified copies of documents must be mailed to us. A faxed copy is not a legal document.

FREQUENTLY ASKED QUESTIONS:

What if I have trouble filling in my enrolment form?

We are here to help! If you have any difficulties or queries regarding your enrolment form or identification, please call free our Customer Support Services team on 0800 135 135.

What if I have a disability that will affect my studies?

As the programme is home based you will receive support from a kaitiaki. Should you require additional support we have a qualified team to assess your needs on a case by case basis. For more information please call free Customer Support Services on 0800 135 135.

Why am I asked to provide information on prior activity and secondary schooling?

The Ministry of Education requires this information.

How long will my enrolment take?

You will be sent a letter on receipt of your enrolment form and will be advised of your start date shortly after. If your enrolment form and information are correctly completed you will generally be able to start in the following month's cohort group of students.

What if I can not find suitable identification or can not get out to have it verified?

Please call free Customer Support Services on 0800 135 135. We may be able to help you complete your enrolment. There is also a list of our providers on the back of your enrolment form. You can call the provider in your area for assistance and they are also able to verify documents.

Can I enrol online?

Yes, you can fill in your details online. As an enrolment is looked upon as a contract, we still require your signature. We will then print your details and send you the paper copy for you to sign and return with verified documents (if applicable).

What if my passport has expired?

You are still able to use an expired New Zealand passport as identification. We also accept expired overseas passports with a 'Residency' stamp.

Checklist

Be in to win! Use the checklist below to help you complete the enrolment form correctly. Every confirmed enrolment form will go in our monthly draw to win a hamper full of goodies.

- Answered all questions on the enrolment form?**
- Stated the programme you wish to study?**
- Signed and dated the form?**
- Attached a verified copy of identification (if you have not given an active student number)?**
- If born overseas - attached additional documentation (verified copy)?**
- If name has changed - attached additional documentation (verified copy)?**

REMEMBER:

We are here to help you! If you have any questions on enrolling, are having trouble with your identification or would like more information about the programme - call free Customer Support Services on 0800 135 135 or contact one of the providers listed on the back of the enrolment form.

IWI CODES:

If you identified yourself as New Zealand Māori in the Ethnicity section, please state your Iwi code. You can select up to three Iwi from the list.

Te Tai Tokerau / Tāmaki Makau Rau (Northland / Auckland) Region

0100	Te Tai Tokerau / Tāmaki Makau Rau (Northland / Auckland) region not further defined
0101	Te Aupōuri
0102	Ngāti Kahu
0103	Ngāti Kurī
0104	Ngāpuhi
0105	Ngāpuhi ki Whāingaroa-Ngāti Kahu ki Whāingaroa
0106	Te Rarawa
0107	Ngāi Takoto
0108	Ngāti Wai
0109	Ngāti Whātua
0110	Te Kawerau
0111	Te Uri-o Hau
0112	Te Roroa

Hauraki (Coromandel) Region

0200	Hauraki (Coromandel) region not further defined
0201	Ngāti Hako
0202	Ngāti Hei
0203	Ngāti Maru (Marutuahu)
0204	Ngāti Paoa
0205	Patukirikiri
0206	Ngāti Porou ki Harataunga ki Mataora
0207	Ngāti Pūkenga ki Waiau
0208	Ngāti Rāhiri Tumutumu
0209	Ngāti Tai
0210	Ngāti Tamaterā
0211	Ngāti Tara Tokanui
0212	Ngāti Whanaunga

Waikato / Te Rohe Pōtae (Waikato / King Country) Region

0300	Waikato / Te Rohe Pōtae (Waikato / King Country) region not further defined
0301	Ngāti Haua (Waikato)
0302	Ngāti Maniapoto
0303	Ngāti Raukawa (Waikato)
0304	Waikato

Rotorua / Taupō

Te Arawa / Taupō Region

0400	Te Arawa / Taupō (Rotorua / Taupō) region not further defined
0401	Ngāti Pīkiao (Te Arawa)
0402	Ngāti Rangiteaorere (Te Arawa)
0403	Ngāti Rangitīhi (Te Arawa)
0404	Ngāti Rangiwēhēhi (Te Arawa)
0405	Tapuika (Te Arawa)
0406	Tarāwhai (Te Arawa)
0407	Tūhourangi (Te Arawa)
0408	Uenuku-Kōpako (Te Arawa)
0409	Waitaha (Te Arawa)
0410	Ngāti Whakaue (Te Arawa)
0411	Ngāti Tūwharetoa
0412	Ngāti Tahu (Te Arawa)

Tauranga Moana / Matatua (Bay of Plenty) Region

0500	Tauranga Moana / Matatua (Bay of Plenty) region not further defined
0501	Ngāti Pūkenga
0502	Ngaiterangi

0503	Ngāti Ranginui
0504	Ngāti Awa
0505	Ngāti Manawa
0506	Ngāi Tai
0507	Tūhoe
0508	Whakatōhea
0509	Whānau-A-Apanui
0510	Ngāti Whare

Te Tairāwhiti (East Coast) Region

0600	Te Tairāwhiti (East Coast) region not further defined
0601	Ngāti Porou
0602	Te Aitanga-A-Māhaki
0603	Rongowhākata
0604	Ngāi Tāmanuhiri

Te Matau a Maui / Wairarapa (Hawkes Bay / Wairarapa) Region

0700	Te Matau a Maui / Wairarapa (Hawkes Bay / Wairarapa) region not further defined
0701	Rongomaiwahine (Te Māhia)
0702	Ngāti Kahungunu ki Te Wairoa
0703	Ngāti Kahungunu ki Heretaunga
0704	Ngāti Kahungunu ki Wairarapa
0705	Ngāti Kahungunu region unspecified
0706	Rangitāne (Te Matau a Maui / Hawkes Bay / Wairarapa)
0707	Ngāti Kahungunu ki Whanganui a Orotu
0708	Ngāti Kahungunu ki Tamatea
0709	Ngāti Kahungunu ki Tamakinui a Rua

Taranaki Region

0800	Taranaki region not further defined
0801	Te Atiawa (Taranaki)
0802	Ngāti Maru (Taranaki)
0803	Ngāti Mutunga (Taranaki)
0804	Ngā Rauru
0805	Ngā Ruahine
0806	Ngāti Ruanui
0807	Ngāti Tama (Taranaki)
0808	Taranaki
0809	Tangāhoe
0810	Pakakohi

Wanganui / Rangitikei Region

0900	Whanganui / Rangitikei (Wanganui / Rangitikei) region not further defined
0901	Ngāti Apa (Rangitikei)
0902	Te Ati Hau Nui-A-Pāpārangi
0903	Ngāti Haua (Taumarunui)
0904	Ngāti Hauti

Manawatū / Horowhenua / Te Whanganui a Tara (Manawatū / Horowhenua / Wellington) region

1000	Manawatū / Horowhenua / Te Whanganui a Tara (Manawatū / Horowhenua / Wellington) region not further defined
1001	Te Atiawa (Te Whanganui a Tara / Wellington)
1002	Muāpoko
1003	Rangitāne (Manawatū)

1004	Ngāti Raukawa (Horowhenua / Manawatū)
1005	Ngāti Toarangatira (Te Whanganui a Tara / Wellington)
1006	Te Atiawa ki Whakarongotai

Te Waipounamu / Wharekauri (South Island / Chatham Islands) Region

1100	Te Waipounamu / Wharekauri (South Island / Chatham Islands) region not further defined
1101	Te Atiawa (Te Waipounamu / South Island)
1102	Ngāti Koata
1103	Ngāti Kuia
1104	Kati Mamoe
1105	Moriōri
1106	Ngāti Mutunga (Wharekauri / Chatham Islands)
1107	Rangitāne (Te Waipounamu / South Island)
1108	Ngāti Rārua
1109	Ngāi Tahu / Kāi Tahu
1110	Ngāti Tama (Te Waipounamu / South Island)
1111	Ngāti Toarangatira (Te Waipounamu / South Island)
1112	Waitaha (Te Waipounamu / South Island)
1113	Ngāti Apa ki te Waipounamu

Iwi unknown, but waka and iwi confederation known

2001	Tainui
2002	Te Arawa
2003	Takitimu
2004	Aotea
2005	Mātatua
2006	Mahuru
2007	Māmari
2008	Ngātokimatawhaorua
2009	Nukutere
2010	Tokomaru
2011	Kurahaupo
2012	Muriwhenua
2013	Hauraki / Pare Hauraki
2014	Turanganui a Kiwa
2015	Te Tauihu o Te Waka a Maui
2016	Tauranga Moana
2017	Horouta

Iwi known, but region unspecified

2101	Te Atiawa, region unspecified
2102	Ngāti Haua, region unspecified
2103	Ngāti Maru, region unspecified
2104	Ngāti Mutunga, region unspecified
2105	Rangitāne, region unspecified
2106	Ngāti Raukawa, region unspecified
2107	Ngāti Tama, region unspecified
2108	Ngāti Toa, region unspecified
2109	Waitaha, region unspecified
2110	Ngāti Apa, area unspecified

Hapū affiliated to more than one iwi

2200	Hapu affiliated to more than one iwi
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