Boat Sales and Brokerage (Micro-credential)
Enrolment Application & Agreement

MAST ACADEMY NEW ZEALAND

SECTION A: Applicant Details (State your full LEGAL name as it appears on your birth certificate or passport)

Before filling in the PDF, save a copy to your own device to avoid losing any information entered. Once completed, submit the form either digitally or as a printed hard copy. Please type or write details clearly. All sections must be completed.

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: Please select the ethnic group(s) you identify with — for statistical purposes only. You may choose up to three.

☐ NZ European/Pākehā	☐ 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

*If you have selected Māori above, please let us know your iwi affliations:

☐ I dont know my iwi ☐ I do not affiliate with an iwi ☐ I prefer not to say

Residency and Citizenship: (Please click one)

Please note: The original document(s) must either be sighted by a MAST staff member (who will sign the copy) ***or*** provided as a verified copy (endorsed as a true copy of the original by an authorised person).

Proof of Identity: *Clear copies of the required documents (listed below) must be attached.*

☐ Sighted by:

☐ **NZ Citizen** – NZ Passport ***or*** NZ Birth Certificate (plus photo ID, e.g. driver's licence)

☐ **NZ Citizen** (not born in NZ) – NZ Passport ***or*** proof of Citizenship and Passport from country of origin

☐ **NZ Permanent Resident** – Passport from country of origin ***and*** proof of NZ Residency or Permanent Residency

☐ **Australian Citizen** – Australian Passport

☐ **Australian Permanent Resident** – Passport from country of origin ***and*** proof of Australian Permanent Residency

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SECTION B: Applicant History (Required for TEC statistical purposes)

Last secondary school attended:

Last calendar year at secondary school:

Please specify the country if you attended school outside of New Zealand:

Highest secondary school qualification achieved (tick one):

- ☐ No formal secondary school qualification
- ☐ 14 or more credits at Level 1
- ☐ NCEA Level 1 or School Certificate
- ☐ Overseas Qualification *(Please specify and provide copies of qualification/results)*
- ☐ NCEA Level 2 or 6th Form Certificate
- ☐ NCEA Level 3 Bursary or Scholarship
- ☐ University Entrance

Highest qualification achieved (tick one):

- ☐ No Qualification
- ☐ Certificate – Level:
- ☐ Diploma – Level:
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Post Graduate Diploma/Certificate, Bachelor Honours
- ☐ Doctorate

First tertiary study year:

Learning Skills Assessment:

Your programme may include assessments of your knowledge and skills, including literacy and numeracy.

If English is not your first language – please specify your first language:

Do you have a physical disability that may affect you in the workplace or on our campus? ◯ Yes ◯ No

If yes, please specify:

Is there anything that makes learning more challenging for you? ◯ Yes ◯ No

If yes, please specify:

Let us know the subjects where you may need extra support: ☐ Maths ☐ Reading ☐ Writing ☐ Digital Literacy

Do you have cultural needs or preferences that we should know about to help support your learning? If yes, please specify: ◯ Yes ◯ No

Previous Employment or Activity:

- ◯ Secondary School student
- ◯ College of Education student
- ◯ Wage or salary worker
- ◯ House person
- ◯ Polytechnic student
- ◯ Wānanga student
- ◯ Self-employed
- ◯ Overseas
- ◯ Private Training Establishment student
- ◯ University student
- ◯ Non-employed or beneficiary

SECTION C: Employer Details

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:

(Ideally a business email in their name, not a generic company email)

Workplace Trainer *(If different from above)*

Name:

Job Title:

Mobile Phone:

Direct Email:

(Ideally a business email in their name, not a generic company email)

SECTION D: Withdrawal and Fee Refund Policy

The following withdrawl and refund policy applies:

Learners who withdraw up until the end of the **8th day following confirmation of enrolment** are entitled to a full refund less administration costs of up to 10% of amount paid or $500, whichever is less.
From **Day 9 onwards**, the following refund policy applies: • Withdrawl within 30 days **post day 8 of confirmation of enrolment** will get an 80% refund of the course fees, less administration fee of 20%. • Withdrawl **from day 38 up to 12 months** will be pro rata on a monthly rate, less 30 days less administration fee of 20%.
Post duration of the course and up to 12 months – no refund of course is payable.
If a learner withdraws and has not paid any fees, the learner is still liable for the total applicable fees. Course completion may be withheld until all fees are paid.

All withdrawals must be in writing and signed by the employer and MAST Training Advisor.

Expectations

- The learner and employer agree that for any programme or course with a specified duration or end date, any assessments or assignments not completed within 90 days of that end date will incur an over-duration fee of $100 +GST per month. This fee applies while the learner remains active in the programme.
- MAST Academy agrees to discuss and provide both the learner and employer with an *Individual Learning Plan* outlining the programme requirements for achieving the qualification.
- MAST Academy agrees to register all credits and course completions with NZQA within 90 days of the assessment being marked as competent/achieved.
- The learner/apprentice declares that all work completed for assessments or assignments is their own original work.

SECTION E: Intellectual Property and Declarations

Intellectual Property

All training resources and assessments, whether digital or printed, remain the property of MAST Academy. These materials may not be copied, reproduced, or distributed in any format without written permission from your MAST Academy Tutor.

Academic Integrity

Plagiarism — including copying from any source without proper referencing, or using AI tools to generate responses without disclosure — is strictly prohibited. Limited use of AI tools, such as spellcheckers, may be permitted to support idea generation or improve clarity. However:

- You must declare any use of these tools and all final work must be written in your own words. Academic misconduct may result in consequences, including:
- Termination of your training agreement with no refund of fees

If you need help with writing or referencing, please speak to your MAST Academy Training Advisor – we're here to support you.

Learner Declaration

☐ I declare that all work produced will be my own.

☐ I agree to MAST Academy collecting and sharing my personal information with NZQA, the Tertiary Education Commission (TEC), any facilitator engaged by MAST Academy, my employer and other government agencies as required by law.

Learner Signature: _____ Date: _____

Under-18 Enrolment Requirements: If you are under the age of 18 you must gain approval from a parent, guardian or lawyer to enrol in a training programme with MAST Academy. If you are under 16, you must *also* secure and attach a school exemption certificate from the Ministry of Education.

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

SECTION F: Training & Fees (See below for your name of your course and applicable cost)

Course Name	Duration	Level	Credits	Course Fee
☐ **Boat Sales and Brokerage (Micro-credential)** Blended Delivery: Workbased / Online / Self-Study	**8 months**	**4**	**35**	**$1,225 (incl GST)**
☐ ***Earlybird Special - Valid until 15 December 2026***				**$995.00 (incl GST)**

SECTION G: Payments

☐ *Employer is paying the programme costs.*

Invoice to:
(Representative for invoices to go to) _____

Company name: _____

Email address: *(Accounts person)* _____

Employer Signature: _____ Date: _____

☐ *I am paying the programme costs.*

Learner Signature: _____ Date: _____

Marketing and promotions

MAST Academy may, from time to time, contact you about participating in promotional activities related to your training, to celebrate your achievements and showcase the industry and our training programmes.

How did you hear about us?

- ◯ Google search
- ◯ Social Media
- ◯ MAST Academy website
- ◯ Referred by a friend
- ◯ Through my employer
- ◯ School to Work programme
- ◯ Other (please specify)

Please email your completed enrolment application to: **enrolments@mastacademy.com**

Once your enrolment has been processed, your designated MAST Training Advisor. will contact you to help get you started. Enrolment is subject to approval.

MAST Academy Privacy Statement

MAST Academy collects the personal information on this form to enrol you in training and support your learning journey. This information is collected in accordance with the Privacy Act 2020, the Education and Training Act 2020, and the Tertiary Education Commission (TEC) funding and reporting requirements. We may share relevant information with government agencies including: The Tertiary Education Commission (TEC); New Zealand Qualifications Authority (NZQA); Ministry of Education; Inland Revenue (IRD). If you have provided iwi affiliation details, this information may also be shared with your iwi or mandated iwi organisations to support your educational success and enable culturally appropriate support.
Your information may also be shared with your employer or workplace provider if your training involves on-the-job learning, to ensure pastoral and academic support. All personal information is stored securely. You have the right to access and correct your personal information at any time.
For any privacy-related questions or to request access to your information, please contact: MAST Academy Enrolments: enrolments@mastacademy.com

FOR MAST ACADEMY ONLY

MAST Academy Training Advisor or MAST Administration:

- ☐ Photo ID received
- ☐ NSI verified:
- ☐ Residency or citizenship evidence verified
- ☐ Enrolment application meets the programme entry requirements
- ☐ Enrolment processed:
- ☐ Start date:
- ☐ Projected end date (if known)

Confirmation sent:

- ☐ Learner
- ☐ Employer