

Please complete all sections.

An incomplete application will result in a delay in processing and your form may be returned to you to complete. Please use the checklist at the back of this form to ensure you have completed the application for enrolment correctly.

To be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as an adult student you must fit all of the criteria below:

You are

A New Zealand citizen, permanent resident or verified domestic student:

- Residing in New Zealand
- Not attending another school full-time
- Turning 20 years of age or over during the year of enrolment.

Contact Enrolment Services on 0800 65 99 88 if you require more information.

What happens next?

If the enrolment is accepted, you will receive written confirmation. You can also submit an online enrolment through our website www.tekura.school.nz.

Please note:

At the time of publication the programmes described on our website (www.tekura.school.nz) are all available. Please note that Ministry of Education funding arrangements and enrolment criteria for Te Kura may change. Accordingly, the courses that you select may not be available to you. Te Kura may be required to withdraw or restrict enrolment to programmes at any time. If you enrol in a programme that is subsequently withdrawn or restricted in terms of enrolment, we will contact you.

1. Academic Record

Te Kura needs to confirm your academic record to date with your previous school. The Principal or class teacher from the previous school must complete a student educational profile if requested. If you have been home-schooled, the family must provide details. The privacy statement below explains who will have access to this information. If you have any concerns please contact us.

2. Privacy

Te Kura is required to collect personal information from students in order to comply with obligations laid down by the Ministry of Education and the Education Act 1989. This information will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school.

The school may also provide this information to other third parties, including the New Zealand Qualifications Authority, the Ministry of Social Development and other relevant agencies, where it relates to the education, health, welfare or safety of the student, both during and after enrolment at Te Kura.

Under the Education Act 1989 and the National Administration Guidelines, parents and guardians have the right to access information directly relating to matters concerning the education of their child/student.

Under the Privacy Act 1993, any other personal information about a student held by Te Kura can only be released to the student. Personal information about a student will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act provides for an exception to be made.

You have the right to access and request corrections to personal information held by the school. Please put your request in writing to the school's Privacy Officer.

Any requests for personal information about a student not directly related to their education should also be put in writing to the school's Privacy Officer.

Please advise the school if you have any concerns about the information held by us relating to this enrolment.

3. Supervision

If the supervisor nominated in your application is not the student's parent or guardian, as a parent/caregiver of a student of Te Kura you are required to declare that you:

- know the individual nominated as the student supervisor;
- believe that this individual can adequately supervise the student, is a fit and proper person to be a student supervisor and does not pose a risk to the safety of the student; and
- are not aware of anything that would make the individual unsuitable to be a student supervisor (including but not limited to any previous criminal convictions).

Your agreement to the declaration statement in your student's enrolment application is confirmation of this.

4. Authentication

Te Kura has to ensure that work presented for assessment is the student's own work. The parent/caregiver of a student enrolling in courses that lead to New Zealand national qualifications must ensure that the student understands that work sent in for assessment must be their own. Plagiarism detection software may be applied to any work presented for assessment. Your agreement to the declaration statement in your student's enrolment application is confirmation of this understanding.

This means:

- The student undertakes to present their own work for assessment and signs the authentication statement on the cover sheet of all assessment activities as a guarantee of this. If working online at NCEA Level 1, the student and supervisor sign an authentication statement at the start of each course which is uploaded to the designated dropbox in Te Kura's Online Teaching and Learning Environment (OTLE); the student also completes the online authentication statement for all assessment activities at the time of submission.
- In courses that lead to New Zealand national qualifications, assessment activities may require supervision. These will be supplied in sealed packs and must be done with a supervisor and under test conditions. The student and their supervisor must sign the authentication statement on the cover sheet. The same procedure applies to examinations. If working online at NCEA Level 1 assessment activities will be released to the student by their teacher and must be done with a supervisor and under test conditions. The student must complete the online authentication statement and supply their supervisor's name and the relationship of the supervisor to them when uploading the assessment activity to the designated dropbox in Te Kura's online teaching and learning environment (OTLE). The same procedure applies to examinations.

5. Complaints

Supervisors and students are able to discuss the student's learning needs and concerns with Te Kura staff. In the event that the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that any student making a complaint should feel safe and supported and that by making a complaint they will not be academically disadvantaged.

6. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Student Use Agreement is for the protection and safety of students enrolled at Te Kura. By agreeing to the declaration statement in your enrolment application, you agree to comply with the terms of this agreement.

When using ICTs it may not always be possible for Te Kura to filter or screen all inappropriate material. For a guide to the range of material that Te Kura would regard as inappropriate, go to the Netsafe website (www.netsafe.org.nz). It is therefore your responsibility to:

- not deliberately access such material
- not distribute such material by copying, printing, emailing, posting on the Internet or any other method and
- not have any involvement with such material.

You should only use Te Kura ICTs for purposes relating to school work.

Te Kura computer facilities must not be used for any purpose or in any way that harms or might harm other people.

If you become aware of or accidentally access any inappropriate material on Te Kura ICTs, you must immediately report this to your teacher.

Te Kura reserves the right to monitor your communication, work or data relating to communication technologies.

Te Kura also has a Cyber Safety policy for the protection and safety of its students.

7. Course availability

Te Kura may be required to withdraw or restrict enrolment to courses at any time. If you enrol in a course that is subsequently withdrawn or restricted in terms of enrolment, we will contact you to discuss other study options. Refer to our website for the latest information on available courses and eligibility.

8. Items to be provided by students

Most Te Kura courses are available online or use online resources. You will need to have access to a computer with internet connectivity in order to enrol in these courses. Please ensure you have such access, or are eligible for our laptop and internet assistance programme, before enrolling in an online course. Other courses may require you to provide particular materials and/or equipment.

Refer to our website at www.tekura.school.nz for information about our laptop and internet assistance programme and materials, equipment and books required for specific courses or call us on 0800 65 99 88.

9. Fees and the school's refund policy

Tuition fees (fee paying students only):

Tuition fees are set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

Refund of the course fee in the event of enrolment withdrawal

Eighty per cent of the course fee(s) paid by a fee-paying student will be refunded provided the withdrawal application is received before the expiry of one month after the enrolment has been completed.

Refunds for any withdrawal applications received outside of this one month period will be at the discretion of the Enrolment Services Manager and may only be considered where exceptional circumstances are demonstrated.

Refunds will not be made for any materials (including items of equipment) returned to Te Kura.

Administration fees (adult students only):

All adult enrolments are charged an administration fee set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

The administration fee is non refundable after the enrolment process is completed. Refunds will not be made for any materials (including items of equipment) returned to the school.

10. Duration of enrolment

Adult and fee-paying students

The duration of enrolment is until all relevant course assessments are complete, or the end of the calendar year, whichever is the sooner.

Adults

If you do not return work on a regular basis you will be removed from the roll. A further tuition administration fee is required if you wish to re-enrol to complete a course or enrol in a new course.

Fee-payers

A further course fee is required if you wish to re-enrol to complete a course or enrol in a new course.

Full-time and young adult students

Full-time and young adult students may remain enrolled up to and including the end of the school year in which the student turns 19 years of age. The ongoing enrolment of full-time students is dependent on the student continuing to meet the eligibility criteria determined by the Ministry of Education.

Section 2 Personal details

Have you been enrolled with Te Kura before?

No

Yes Te Kura student ID number (if known)

National Student Number (if known)

What is your name?

Your full legal name as shown on your birth certificate or passport. (You need to provide a copy of your citizenship, permanent residence or domestic student status as proof of your eligibility to enrol.)

First name(s)

Family name

Preferred name (if different from the first name)

What is your date of birth and age?

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Day Month Year

Age

You are: Male Female

What is the student's first language?

English Māori Other (please specify)

You are a

New Zealand Citizen Permanent Resident of New Zealand

Domestic Student* (please send in copies of proof of domestic student status)

If you are not a New Zealand Citizen, please state your country of citizenship

Ethnicity

This information is required to fulfill Ministry of Education regulations. Tick the ethnic group(s) you identify with – you may tick up to three groups.

- NZ Māori To which iwi do you belong?
- NZ European/Pākehā Tongan Southeast Asian other European Cook Island
- Niuean Chinese other Pacific Island Samoan Tokelauan
- Indian other Asian Fijian other (please specify)

*If you are unsure whether you qualify as a domestic student, please call Enrolment Services on 0800 65 99 88 and one of our advisors will be able to help you verify your eligibility.

Section 3 Contact information

Address and contact numbers *(It is important that you advise us of any changes to these details.)*

It is essential that we have up-to-date contact details for you. Resources to support your programme of learning will occasionally be sent to your postal address. We will send important information such as NCEA payment and registration details by email, so please provide the address of an email account that you access regularly. This information will be posted to you if you do not have access to email.

Permanent address

Street address

Postal address (if different)

Postcode

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Postcode

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Rapid number (if rural)

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Home phone

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Work phone

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Mobile phone

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Fax

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Email address

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An email address is essential for access to online courses.

Section 4 Education background

If you have attended a secondary school in New Zealand within the last five years, please detail:

Last secondary school attended	Date of last attendance	Year level at that time

Background to enrolment

Your Te Kura teachers will find it helpful to know about your previous educational achievements and your current study goals or anything else relevant to this enrolment application. Tell Te Kura if you require a specific standard for entry to university or another tertiary provider, or for a job (e.g. Maths and English credits to join the army).

Present employment category (tick one box only):

Full-time employment Student Beneficiary

Part-time employment Retired Home-person Other

Is this enrolment through an organisation such as the Defence Force, your workplace or a social service provider?

Yes No If yes, please attach a letter from the organisation confirming payment of fees.

Are you currently doing any other study?

Yes No If yes, give the name and address of the institution you are studying with:

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Would you like your work sent to you c/o this provider? Yes No

Training Incentive Allowance (please attach your TIA application form)

If Work and Income New Zealand are paying your fees through a Training Incentive Allowance please provide the details below:

Name of case manager

Branch name

Fax number

Subject choice

List the subjects you wish to study below. If you are enrolling in specific standards, please note the standards required. Please note that some courses may not be available to adult students. A number of our courses are delivered online. Please contact our student support advisors or the senior teacher about suitable courses on 0800 65 99 88.

Subject	Code (if known)	Level	Level of previous study (write none if this is a subject new to you)
e.g. Maths	MX1000	NCEA Level 1	2 years at secondary school

Attach a photocopy of qualifications relevant for this study

For example, Achievement of Unit/Achievement Standards, NZQA record of learning. Include any school reports you have received this calendar year. Also, include a report from your school of any standards achieved this calendar year.

Publication of student images and schoolwork

From time to time, we publish material that has been produced by students or is about students, for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and photographs or images of students or groups of students taking part in school activities.

The places we publish schoolwork, photographs or images of students include our website, course materials, school newsletters and the school's social media pages.

It is the school's policy that:

- any photos for publication are positive representations of the students
- student work will not be published that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.

You should be aware that Te Kura cannot control who accesses the information published on our school website.

In recognition of this, Te Kura takes steps to safeguard the privacy of our students and to comply with the Privacy Act 1993.

Te Kura has a designated Privacy Officer who is available to answer any enquires about the online publication of student images and schoolwork.

Permission to publish student photographs or images

I give permission for any photographs or images of me taken while enrolled with Te Kura to be used without limit in teaching and promotional materials produced or published by Te Kura.

Permission to publish student schoolwork

I give permission for any schoolwork created by my student while enrolled with Te Kura to be used without limit in teaching and promotional materials produced or published by Te Kura.

You have the right to withdraw your permission at any time. To do so, contact your learning advisor or teacher.

Read and sign the following

As a student of Te Kura, I understand and declare that:

- all materials supplied must be returned to Te Kura when requested
- I must return my work regularly (every two to three weeks) in order to stay on the roll
- all assessment activities must be my own work
- I must inform Te Kura immediately of any change in contact details or circumstances.
- if my chosen course/s are online it is my responsibility to ensure I have regular access to a computer and internet connectivity (refer to our Terms and Conditions for more information).

The information I have given on this form is accurate and I have read, understood and will adhere to the Terms and Conditions contained in section 1 of this Application for Enrolment.

Name
(please print)

Signature

Checklist

Before submitting your application use this checklist to ensure you have completed the application for enrolment. Make sure you have:

- Entered all your personal and contact details
- Signed the declaration
- Completed the payment form
- Included any additional documentation that is required to support the application
- Included a copy of your proof of New Zealand citizenship, permanent residency or domestic student status.

Once the application is complete, please post it to:

Enrolment Services
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5054

Please contact us on 0800 65 99 88 or enrolment@tekura.school.nz if you require any further information.

Date

Day	Month	Year
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Section 6 Payment form

Registration Fees

A registration fee is payable per subject (\$111). This must be paid in full at the time of enrolment and cannot be paid in instalments. This amount is non-refundable once the enrolment is completed.

Number of courses: x \$111 = \$
THIS IS NOT AN NZQA FEE

Copy the total fees to the total payment box below.

Te Kura student ID number (if known)
First name(s)
Family name

Payment method (complete for the one payment method that you will be using)

Credit card	Credit card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visa <input type="radio"/>	Expiry date	<input type="text"/>	<input type="text"/>	CVV number*	<input type="text"/>
MasterCard <input type="radio"/>	Cardholder name	<input type="text"/>			
* The CVV number is the last three digits of the number on the back of your card on, or above the signature line.		Signature	<input type="text"/>		

Internet banking	Enter Te Aho o Te Kura Pounamu bank details:
	Bank: Westpac
	Account No: 03-0518-0134660-25
	Make the reference your name and/or Te Kura student ID number
	Reference entered <input type="text"/>
	Date payment made <input type="text"/>

Cheque/bank draft	<input type="radio"/> NZ cheque <input type="radio"/> Bank draft
	Make your cheque/bank draft payable to: Te Aho o Te Kura Pounamu

Money order	<input type="radio"/> Make your money order payable to: Te Aho o Te Kura Pounamu
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Training incentive allowance	<input type="radio"/> Remember to include your training incentive allowance application form with your payment form
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An organisation is paying the fees	<input type="radio"/> (For example: a Defence Force, your workplace, or a social service provider)
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Total payment

\$

Tick if you require a receipt for payment