

### 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 a primary overseas student, the family must fit into one of the categories below. You must also be able to provide the stated documentation required for the category ticked. The student must be a New Zealand citizen or permanent resident, have lived in New Zealand for two years or more, be planning to be overseas for at least six months and have parents or caregivers who are:

#### Group A

- 1. Military or diplomatic personnel or others employed by the New Zealand Government whose duties take them overseas.
- 2. University staff and others on sabbatical leave.
- 3. Teachers recruited by inter-governmental or non-governmental organisations for service overseas.

**For any of the above three categories, please include a letter from your employer stating that you meet the following criteria for enrolment: There is no employee subsidy towards the student's education costs, the family intends to return to New Zealand on completion of the overseas service, and that there is no local suitable education service available. For group A the initial application for enrolment must be within twelve months of the departure of the family from New Zealand.**

#### Group B

- 1. Going to a non-English speaking country where a suitable or comparable New Zealand education system is not available and the student cannot gain admission to a suitable school locally (if you are applying under this category the maximum enrolment period is five years).

**For the above category, please include a written declaration that you meet the following criteria for enrolment: There is no employee subsidy towards the student's education costs, the family intends to return to New Zealand on completion of the overseas service, and that there is no local suitable education service available. For group B the initial application for enrolment must be within twelve months of the departure of the family from New Zealand.**

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. Te Kura also accepts online enrolments for some enrolment categories. If you prefer to complete an online enrolment please check our website at [www.tekura.school.nz](http://www.tekura.school.nz) to see if online enrolment is available for your category.

### Please note:

At the time of publication the programmes described on our website ([www.tekura.school.nz](http://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. Initial applications made under this category must be received before you leave New Zealand, or within 12 months of the date on which your family departed from New Zealand.

## 1. Academic Record

Te Kura needs to confirm the student's academic record to date with their previous school. The Principal or class teacher from the previous school must complete a student educational profile if requested. If the student has 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. 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.
- In courses that lead to NZ 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.

## 5. Complaints

Supervisors and their 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](http://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](http://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 Student's personal details

### Has the student been enrolled with Te Kura before?

No

Yes  Te Kura student ID number (if known)

National Student Number (if known)


### What is the student's name?

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

First name(s)

Family name

Preferred name (if different from the first name)

### What is the student's date of birth and age?

Day	Month	Year

Age

Student is: Male  Female

### What is the student's first language?

English

Māori

Other (please specify)

### Student is a

New Zealand Citizen  Permanent Resident of New Zealand

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

If the student is not a New Zealand Citizen, please state their country of citizenship

### Ethnicity

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

NZ Māori

To which iwi does the student 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)

## Section 3 Contact information – Student

### 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 each student and their parent or guardian.

Resources to support your student's programme of learning will occasionally be sent to the student's postal address. Student reports and other important information will be sent to parents/supervisors 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.

#### Student's New Zealand address

Street address


Postal address (if different)


Postcode

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Postcode

--

Rapid number (if rural)

--

Home phone

--	--

Fax

--	--

Mobile phone

--	--

#### Email address

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*An email address is essential for access to online courses.*

#### Student's overseas address

Street address


Postal address (if different)


Postcode

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Postcode

--

Home phone

--	--

Fax

--	--

Mobile phone

--	--

If travelling to multiple destinations please list these below (including anticipated arrival and departure dates):

Destination	Arrival Date	Departure Date

## Section 3 Contact information – Parent/caregiver

### Details of parent(s)/caregiver(s) who is/are authorised to deal with any matters relating to this student

Does the parent/caregiver live at the student's NZ address?

or overseas address as detailed?

#### First parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

--	--

Work phone

--	--

Mobile phone

--	--

Street address

  
  


Rapid number (if rural)

Postcode

--	--

Postal address (if different)

  
  


Postcode

#### Second parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

--	--

Work phone

--	--

Mobile phone

--	--

Street address

  
  


Rapid number (if rural)

Postcode

--	--

Postal address (if different)

  
  


Postcode

### Does the student have any siblings studying with Te Kura?

No

Yes  Please list the names of brothers/sisters studying with Te Kura and their year level.

Sibling name

Year level

Student ID number

Sibling name	Year level	Student ID number

## Section 3 Contact information – Supervisor

### What is the supervisor's relationship to the student?

- Mother  Father  Guardian/Caregiver  Grandfather  Grandmother   
Other family/whānau member  (please specify)   
Friend  Other  (please specify)

### What is the supervisor's employment status?

- Full-time employment  (please specify)   
Part-time employment  (please specify)   
House-person  Beneficiary  Retired  Student  Other

### What is the supervisor's highest educational qualification?

- No formal educational qualifications  NCEA Level 1, School Certificate or equivalent   
NCEA Level 2, Sixth Form Certificate or equivalent  NCEA Level 3, Bursary or equivalent   
Bachelor degree/Diploma  Postgraduate qualification   
Other educational, partly completed or professional qualifications  (please specify)

### Supervisor information

If neither of the parents/caregivers can supervise the student's Te Kura work, please give details of the authorised supervisor and the address to which the Te Kura work is to be sent, if different from the student's permanent address.

**Note:** Terms and Conditions item 3 Supervision applies here.

First name(s)

Family name

Street address

Postcode

Rapid number (if rural)

Postal address (if different)

Postcode

Home phone

Work phone

Mobile phone

Fax

Email address

# Section 4 Dispatch information

New Zealand departure date 

Day	Month	Year
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Intended return date 

Day	Month	Year
-----	-------	------

**Provide details of another person as a contact in New Zealand when you are overseas:**

First name(s)

Family name

Relationship to student

Street address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postal address (if different)

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Postcode

Rapid number (if rural)

Home phone

<input type="text"/>	<input type="text"/>
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Work phone

<input type="text"/>	<input type="text"/>
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Mobile phone

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Fax

<input type="text"/>	<input type="text"/>
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**Email address**



## Section 5 Student education background

Last school attended	Date of last attendance	Year/level/form at that time
Last New Zealand school attended (if different)		

### Previous school record (subjects taken at previous school in last year of attendance)

Subject	Level	Subject	Level

### School achievements (academic, sporting, musical or other achievements)


### Student's interests, hobbies and sports


### Career plans


### Educational needs

Does the student have any special abilities, needs or disabilities we need to be aware of? Yes  No

If yes, please outline below:


## Section 6 Subject choice

What is the student enrolling in?

Full programme  Individual subjects

If the student is enrolling in individual subjects, please list them below:

Subject	Level

Attach a photocopy of qualifications relevant to the student's studies for example, Achievement of Unit Standards, Record of Learning.

Please outline why there is no suitable local education service available:


## Section 7 Declaration and checklist

### 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.

Parents and students should be aware that Te Kura cannot control who accesses the information published on its school website. In recognition of this, Te Kura takes steps to safeguard the privacy of its students and to comply with the Privacy Act 1993.

Te Kura has a designated Privacy Officer who is available to answer any enquiries from parents or students about the online publication of student images and schoolwork.

#### Permission to publish student photographs or images

I give permission for any photographs or images taken of my student 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 parent/caregiver of a student of Te Kura, I understand that:

- the student must return assignments regularly (every two or three weeks) in order to stay on the roll
- the student will spend the usual school time studying an approved programme
- all assessment activities must be the student's own work
- I must inform the school immediately of any contact details change.
- 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 provided both in my written statement and on this form is accurate and I will adhere to the Terms and Conditions contained in section 1 of this Application for Enrolment.

Parent/caregiver name  
(please print)

Parent/caregiver signature

Date

Day	Month	Year
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### Checklist

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

- Entered all of the student's personal and contact details
- Signed the declaration
- Included a copy of the student's proof of New Zealand citizenship or permanent residency (unless the student has attended another primary or secondary school in New Zealand within the last five years), if required
- Included a completed Student Education Profile (completed by the student's last school), where necessary
- Included a letter from your employer as detailed on the front page of the application, where required
- Provided a written declaration that you meet the Overseas Policy.

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](mailto:enrolment@tekura.school.nz) if you require any further information.

I declare that the written statements provided confirm the following:

- no employer contribution is provided for the student's education costs
- my family will be absent from New Zealand for at least six months
- there is no suitable local education service available
- I am a New Zealand citizen/permanent resident (having lived in New Zealand for two years or more).

# Section 8 Student education profile

National Student Number (NSN) if known:

**To be completed and signed by the principal of the student's previous school. If the student has been home-schooled, the family must provide the details. Return this form with the enrolment application.**

Student's full name

Date of birth

Day	Month	Year
-----	-------	------

Year level (circle one)

0    1    2    3    4    5    6    7    8

### School information

Completed by		Principal's signature	
Position		Date	
School name			
School telephone		School fax	
School email			

Did the student attend school regularly?

Yes

No

Date of last attendance

Day	Month	Year
-----	-------	------

Year level

### Student profile

Comment	
Attitude and behaviour	
Academic progress	
Health factors	

### English

Oral language: listening and speaking	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Visual language: viewing and presenting	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Written language: writing (including spelling)	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Written language: reading	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Instructional reading age		Comprehension %		Colour wheel level				
Reading recovery level		Test results (PAT, Prose inventory)						
Skills and attitudes								

### Mathematics – please indicate the student's Numeracy Stages for:

Addition and subtraction  Multiplication and division  Proportion and ratio

Basic facts  Place value

#### If level one

Can count up to  Can add up to  Can subtract to

Can order & compare sets and/or number to  Can read and write numbers to

<b>Measurement</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comment								
<b>Geometry</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comment								

# Section 9ww Student education profile

<b>Algebra</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
<b>Statistics</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
Problem solving								
Logic and reasoning								
Basic facts								
<b>Social Studies</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
<b>Science</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
<b>The Arts</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
<b>Health and PE</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								
<b>Technology</b>	Curriculum level		Beginning	<input type="radio"/>	Middle	<input type="radio"/>	End	<input type="radio"/>
Comments								

## Educational needs

Does the student have any special abilities, needs or disabilities we need to be aware of?

If yes, please outline below:

## Other comments relevant to the student's enrolment with Te Kura

(including subjects previously studied at current year level)

NB: If you wish to provide more information regarding the student's educational background please attach to the back of this enrolment form.

Please attach information on the following numeracy/literacy indicators:

e.g. AsTTle      PROBE      NUMPA      STAR      PAT etc.