

Enrolment application

Adult Ākonga | Student

Ākonga (student) name

If you prefer to complete an online application, please go to www.tekura.school.nz

Please complete all sections. An incomplete application will result in a delay in processing.

Enrolment criteria

To be considered for enrolment as a Adult ākonga, the ākonga must be:

- Turning 20 or older during the year of enrolment
- A New Zealand citizen, permanent resident or other verified domestic ākonga
- Residing in New Zealand
- Not attending a school.

There is a tuition/administration fee for Adult enrolment.

You may need to provide a copy of your birth certificate or equivalent documentation.

Submitting application

Once your application is complete, please save and email to enrolment@tekura.school.nz

or post to: **Student and Whānau Support**
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hut 5045

For further information please:

Phone **0800 65 99 88 option 1**
Email **enrolment@tekura.school.nz**

Ākonga | Student personal details

National Student
Number

First name

Last name

Preferred first name

Have you ever been
known by another
name?

Gender

- Male
 Female
 Diverse
 Undisclosed

Birth date

Ethnicity

Iwi

First language

New Zealand Citizen

- Yes No

Permanent Resident of New Zealand

- Yes No

Verified Domestic Student

- Yes No

Country of citizenship

Ākonga | Student contact details

Contact phone

Other phone

Primary email

Secondary email

Home address

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Country

Is the postal address the same as the above? Yes No

Postal address

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Country

Ākonga | Student assistance details

I have or had in the past a teacher aide (or someone else) to help me with my learning.

If yes, tell us more (time, hours, need etc.)

Yes No

Do you require (or already have) Special Assessment Conditions for your learning?

If yes, tell us more about your needs and if you have had SAC approved from another school.

Yes No

I look after or care for members of my whānau.

If yes, please tell us about your care arrangements with whānau and how we could assist with working your learning around these.

Yes No

I have a dependent child in my care.

Yes No

Ākonga | Student subject choice

Most of our courses are delivered through our Online Learning Environment, My Te Kura, for all our available subjects and standards, please check our website at <https://tekura.school.nz/learning-programmes/>

Adult students are required to pay a Tuition Administration Fee of **\$116.00** for each course (excluding Te Reo Māori and the Kaupapa Māori range). It must be paid in full at the time of enrolment and is non-refundable once the enrolment is completed.

What do you hope to achieve at Te Kura? You can choose more than one option.

- NCEA Completion
- Returning to study/learning
- Gain access to a course or a job
- Enrolling in a subject that interests me

Please only list subjects or standards you are interested in.

Subject 1	<input type="text"/>	Level	<input type="text"/>
Subject 2	<input type="text"/>	Level	<input type="text"/>
Subject 3	<input type="text"/>	Level	<input type="text"/>
Subject 4	<input type="text"/>	Level	<input type="text"/>
Subject 5	<input type="text"/>	Level	<input type="text"/>
Subject 6	<input type="text"/>	Level	<input type="text"/>

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.

Payment

Adult students are required to pay a Tuition Administration Fee of **\$116.00** for each course (excluding Te Reo Māori and the Kaupapa Māori range). It must be paid in full at the time of enrolment and is non-refundable once the enrolment is completed.

Complete for the payment method that you will be using.

Credit card

Visa Mastercard

Credit card number

Expiry dte

Verification number

Name

Signature

Total credit card
payment \$

Internet banking

Account

Te Aho o Te Kura Pounamu

Bank

Westpac

Account number

03-0518-0134660-25

Reference

Student name and/or Te Kura student ID number

Date payment made

Total internet banking
payment \$

Do you require a receipt?

Terms and Conditions

1. Academic Record

Te Kura needs to confirm the ākongā academic record to date with their previous school. The principal or class kaiako from the previous school must complete an ākongā educational profile if requested. If the ākongā 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

Privacy statement for ākongā, whānau and other third parties

This privacy statement explains what information Te Aho o Te Kura Pounamu (Te Kura) collects about the people we deal with who do not work for Te Kura and how we process it.

Why we collect personal information

Te Kura collects personal information from ākongā (students), whānau (family) and other persons for the primary purpose of being a provider of education, including enrolling ākongā and delivering teaching and learning. Te Kura is also required to collect personal information in order to comply with the Education and Training Act 2020 and other requirements of the Ministry of Education. This information will be used for:

- the educational and general advancement of the ākongā
- carrying out the activities of the school
- making sure our services are fit-for-purpose and delivered in a way that meets educational standards and keeps ākongā and kaimahi (staff) safe.

The personal information that we collect

We collect personal information in a number of ways, including:

- When it is provided to us directly – for example during the enrolment process, when ākongā submit schoolwork and when completing other forms and surveys
- From third parties (usually with consent) – for example, when we receive information about the progress and achievement of an ākongā from their previous school prior to them enrolling at Te Kura
- When personal information is generated by using our systems and services – for example when ākongā use our Learning Management System (My Te Kura), or when anyone uses our website or wi-fi network
- Where CCTV cameras are operating at Te Kura's sites (signage will indicate where this happening). The use of CCTV is to ensure security for kaimahi and visitors, to act as a deterrent to any potential criminal activity, to help detect and capture evidence in the event of any crime, and to allow an assessment of and enable a quick response to incidents when emergency services are required.

Any images captured may be viewed only in circumstances approved by Te Kura's Privacy Officer in accordance with the Privacy Policy.

How we share personal information

The school may provide personal information to other third parties if the information relates to the education, health, welfare or safety of the ākongā, both during and after enrolment at Te Kura. These third parties include:

- government agencies such as the Ministry of Education, New Zealand Qualifications Authority, the Education Review Office, Oranga Tamariki and the Ministry of Social Development
- schools and kura that our ākongā are moving to or from, or are dual-registered for tuition
- online education providers that the Te Kura Academic Committee has approved as a beneficial educational resource in addition to its own courses

Providing information to online education providers

Increasingly, Te Kura is facilitating access for its ākongā to a variety of online education providers that offer programmes and resources of value to students. These sites are designed for the New Zealand Curriculum and NCEA, and Te Kura recommends these sites to our students as they provide learning resources, which can supplement Te Kura courses. Te Kura makes every effort to confirm that these providers have robust privacy policies and are secure in terms of maintaining personal data.

Student name, identification number and email address, and the email address of the parent/caregiver/guardian of the student, may be provided to online providers to facilitate registration on their sites. By submitting an application for enrolment, students authorise the school to disclose such personal information to third parties in accordance with this privacy statement.

Any students with questions, concerns or feedback about such online education providers, the sites, or the registration process should email curriculum@tekura.school.nz.

Parents and guardians' access to information

Under the Education and Training Act 2020 and the Education (School Boards) Amendment Regulations 2022, schools must report to each student at the school **and their parents or guardians** on the student's progress and achievement.

Under the Care of Children Act 2004 the duties, powers, rights, and responsibilities of a parent or guardian include making decisions about educational matters **whether or not the child lives with the guardian**. These duties, powers, rights, and responsibilities must be exercised jointly with any other guardians of the child.

Te Kura will share the information it is legally required to with parents and guardians, **including non-custodial guardians**. As a child gets older

and gains in maturity and understanding, Te Kura will give greater consideration to their views about how much information they wish to share with whom and how often.

Personal information about ākongā

Under the Privacy Act 2020, any personal information held by Te Kura about an ākongā other than information about their educational progress and achievement can only be released to the ākongā or their authorised agent, such as a Lawyer for the Child appointed by the Family Court. Personal information about an ākongā will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act or other legislation provides for an exception to be made.

Personal information about whānau and other persons

Under the Privacy Act 2020, any personal information about parents, guardians and other persons that is held by Te Kura can only be released to that person or their authorised agent. Personal information will only be released to another party with the person's written permission or where the Privacy Act or other legislation provides for an exception to be made.

How we store and protect personal information

Te Kura may use third-party service providers to store personal information and provide us with services. This means that we may transfer personal information to, or access it from, countries other than New Zealand.

Te Kura recognises that we are accountable for the personal information we hold wherever it is in the world. Where we can, we will send personal information only to countries that have adequate privacy laws in place (such as New Zealand, Australia or the EU). However, where we cannot do this, we take reasonable steps to ensure that any third-party service providers we use can meet our privacy and security expectations.

Te Kura retains personal information only for as long we need it to perform our contractual obligations or meet our legitimate interests, or comply with our legal obligations, including the requirement to retain information in accordance with the Public Records Act 2005.

Wherever personal information is stored, we take reasonable steps to ensure that it is protected against loss or unauthorised access, modification, use or disclosure.

Requesting access to/correcting personal information

Individuals have the right to access and request corrections to the personal information held by Te Kura.

Requests to access and correct information about a student's educational progress and achievement should be directed to their kaimanaaki (learning advisor), kaiako (teacher) or kaiawhina (support person).

Requests to access and correct information about a student's enrolment or contact details, or the contact details of parents, guardians and other

persons should be directed to the Student and Whānau Support team hub@tekura.school.nz

Any other requests for access to or correction of personal information should be put in writing to the school's Privacy Officer privacy@tekura.school.nz

If you have any concerns about the way we've collected or processed your personal information, let us know, so we can try to put the matter right. If we can't resolve your concerns, you can also make a complaint to the Office of the New Zealand Privacy Commissioner by:

- Calling 0800 803 909
- Completing an online complaint form at www.privacy.org.nz
- Writing to the Office of the Privacy Commissioner, PO Box 10-094, The Terrace, Wellington 6143, New Zealand

3. Authentication

Te Kura has to ensure that work presented for assessment is the ākongā own work. The ākongā or Supervisor of a ākongā enrolling in courses that lead to New Zealand national qualifications must ensure that they/the ākongā understands that work sent in for assessment must be their own. Plagiarism detection software may be applied to any work presented for assessment.

This means:

- The ākongā undertakes to present their own work for assessment. If working online in Te Kura's online learning environment (My Te Kura), the ākongā accepts an authentication statement at the start of each course. The ākongā is also reminded of the authentication requirements 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 accessed by or provided to the Supervisor, must be done with the Supervisor, be completed under test conditions, and the completed assessments returned to Te Kura by the ākongā in the designated dropbox in My Te Kura. The ākongā 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 My Te Kura. The same procedure applies to examinations. For practice exam results to be used as derived grades, the exam conditions must meet NZQA requirements by having an Exam Supervisor who is independent of the ākongā and their family. The Supervisor's identity and relationship to the ākongā must be verified by a person who is recognised as having standing in the community.

Agreement to the declaration statement in the ākongā enrolment application is confirmation of this.

4. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Ākongā Use Agreement is for

the protection and safety of ākongā enrolled at Te Kura.

When using ICT 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.

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 ICT for purposes relating to schoolwork and Te Kura ICT 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 ICT, you must immediately report this to your kaiako.

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 ākongā.

Agreement to the declaration statement in the ākongā enrolment application is confirmation of this.

5. 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 [Learning Programmes Ngā Kaupapa Ako](#) for the latest information on available courses, along with materials, equipment and books required for each course.

6. Complaints

Ākongā and their support people can discuss the ākongā learning needs and concerns with Te Kura staff. If the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that anyone making a complaint should feel safe and supported and that by making a complaint ākongā will not be disadvantaged.

Refer to [Complaints](#) for information about our complaints process.

7. Items to be provided by ākongā

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. If your course is online, you will need access to a computer with internet connectivity. In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

Other courses may require you to provide particular materials and/or equipment.

Refer to [Learning Programmes Ngā Kaupapa Ako](#) for the latest information on available courses, along with materials, equipment and books required for each course.

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 Connectivity programme, before enrolling in an online course.

Refer to [Laptop and Connectivity](#) for information about our device and internet assistance programme.

8. Fees and the school's refund policy

All adult enrolments are charged a Tuition Administration Fee per course. This must be paid in full at the time of enrolment and cannot be paid in instalments.

The Tuition Administration Fee is non-refundable after the enrolment process is completed.

Refer to [Fees](#) for current Tuition Administration Fee and Tuition Fee amounts.

9. Duration of enrolment

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

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.

10. Examinations

Examinations for externally assessed achievement standards can be sat overseas only if you meet the following requirements. (This does not apply to ākongā in the Cook Islands or Niue.)

You must be:

- living outside New Zealand at the time of NZQA exams in New Zealand (usually early November to early December each year)
- enrolled through our:
 - full-time gateway OR
 - fee-paying overseas gateway in at least three NCEA subjects.
- able to meet NZQA requirements by having an exam supervisor who is independent of the ākongā and their family. The supervisor's identity and relationship to the ākongā must be verified by a person who is recognised as having standing in the community.

Note: Overseas exams are held in October and arranged through Te Kura.

- You cannot sit New Zealand scholarship exams overseas.
- Some examples of persons of standing in the community are:
 - Currently practicing lawyers, medical doctors/dental surgeons.
 - Elders/pastors from a church, temple, mosque, or synagogue.
 - Serving members of armed forces, police officers, senior government officials.

Confirmation

From time to time, we publish material that has been produced by ākonga or is about ākonga, for educational purposes, to share the results of learning within the School community, and to promote the School within the wider community.

I give my permission for Te Kura to publish my image/images. Yes No

I give permission for Te Kura to publish my schoolwork/the schoolwork. Yes No

You are advised to read through our full terms and conditions.

Please confirm you have read, understood and accept the following declarations.

As a Te Kura ākonga, I understand that:

- all materials supplied by Te Kura must be returned when requested
- I must ensure I understand and follow any safety and disposal guidelines provided with practical activities
- I must return assignments regularly (every two or three weeks) to stay on the roll
- I will permit Te Kura kaiako to visit and discuss schoolwork
- I must inform Te Kura immediately of any change in contact details or circumstances
- if my course/s are online, I must have regular access to a computer and internet connectivity.

I have read the Terms and Conditions

I have attached a copy of my birth certificate or equivalent documentation.

The information I have given in this application is accurate.

Name

Date

Submitting application

Once your application is complete, please save and email to enrolment@tekura.school.nz

For further information please:

Phone **0800 65 99 88 option 1**

Email **enrolment@tekura.school.nz**