

This information is required by the Ministry of Education and other Government agencies for statistical and registration purposes. If you are under 18, a Parent or Guardian must sign where required.

a Enrolment Information

a1 Have you studied at The Learning Connexion before?

No

Yes: My TLC student ID is:
My last year at TLC was:
My last TLC qualification was:

a2 I expect to complete my programme in 2010?

No

Yes

Duration of the full-time Certificate course is 6 months. Duration of the part-time Certificate course is 12 months.
Duration of each full-time Diploma course is 12 months. Duration of each part-time Diploma course is 24 months.

a3 **I want to enrol in:** **Important Note:** All students must commence with the Certificate of Art & Creativity and each level of study must be completed before advancing to the next level of study. A student can apply to enrol in a different level of study by submitting a record of prior learning and/or a portfolio to the Academic Board for approval. Please contact Admissions for further details.

Certificate of Art & Creativity - Level 4

Diploma of Art & Creativity - Level 5

Diploma of Art & Creativity (Honours) - Level 6

Diploma of Art & Creativity (Advanced) - Level 7

Start Date

End Date

a4 I will study:

On-site

Distance study: From within New Zealand
 From overseas

Full-time

Part-time: Diploma, Honours and Advanced students please specify:

I am enrolling in Year 1

I am enrolling in Year 2

b Personal Details (Please print clearly)

b1 **Title:** Miss Ms Mrs Mr Other (specify):

Full legal last name:

First name:

Alternate/preferred name:

b2 Please state if you have previously enrolled under another name at TLC or any other Tertiary Institution:

No

Yes, state name:

b3 **Gender:**

Male

Female

b4 **Date of Birth:**

Country of Birth:

NSN (National Student Number) if known:

c Contact Details

c1 Permanent address: Cannot be PO Box number
Street no. and name:
Suburb:
City:
Postal code:
Country:

c2 Term address if different from above: Cannot be PO Box number
Street no. and name:
Suburb:
City:
Postal code:
Country:

c3 Which is your preferred postal address?

- Term address
 Permanent address

c4 Phone number:

	Country code	Area code	Number
Landline	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate Landline	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>

c5 Email address:
 Yes, send all relevant student information by email (you can unsubscribe at any time)
 No, send all relevant student information to my postal address

c6 For Distance Delivery students only

- Yes, I want to send and receive my course work using digital delivery (such as email, blogs, digital files etc.)
 No, I want to send and receive my course work using couriers/NZ Post

c7 Emergency Contact:
Name:
Street no. and street:
Suburb:
City:
Postal code:
Country:

Email address:

	Country code	Area code	Number
Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Relationship to you:

d Accommodation (for international students only) other students go to Section 'e'

The Learning Connexion does not offer any accommodation; this is entirely the student's responsibility.

Please indicate the type of accommodation you will staying in for the duration of the programme:

- Private
 Boarding
 Flatting
 House owner
 Hostel
 Renting
 Other (specify)

e Health

The information you supply is confidential

Please Note: fraudulent or withheld information may result in the termination of this agreement.

Are you affected by a significant injury, long term illness or disability?

No, go to f1:

Yes (Tick all applicable)

My condition/disability affects my sight

I am hearing impaired or deaf

My condition/disability affects my mobility

Please describe your condition:

f Citizenship & Residency

f1 Please select your citizenship status:

New Zealand Citizen (including students from the Cook Islands, Tokelau or Niue who hold New Zealand citizenship) *or*

New Zealand Permanent Resident *or*

Australian Citizen residing in New Zealand *or*

Other (please specify): Go to f2:

f2 If 'other' do you have a current New Zealand Permanent Residency Permit?

Yes

No

f3 International students only, other students go to Q: f4 Please select your fee/assistance status:

NZAID Scholarship (incl. Aotearoa short term training and post-graduate)

Full fee paying foreign student

Exchange scheme approved by the Ministry of Education

Foreign research based post-graduate

Military personnel, Diplomatic Staff or family or persons associated with Operation Deep Freeze

f4 If you hold dual citizenship please specify the country of citizenship used to enter New Zealand:

g Ethnicity

Which ethnic group(s) do you belong to?

You may identify up to three

New Zealand European/Pakeha

German

Fijian

Korean

New Zealand Maori

Australian

Filipino

Middle Eastern

British/Irish

Other European

Cambodian

Latin American

Dutch

Samoan

Vietnamese

African

Greek

Cook Island Maori

Chinese

Other Pacific Island Groups*

Polish

Tongan

Indian

Other Southeast Asian*

South Slav

Niuean

Sri Lankan

Other Asian*

Italian

Tokelauan

Japanese

Other*

*If 'other' please specify:

h Iwi

If you identified your ethnicity as New Zealand Maori, please state the name of your Iwi (tribe) and/or Rohe (region).

You may identify up to three:

Iwi/Rohe 1

Iwi/Rohe 2

Iwi/Rohe 3

- If you are an International student: Go to Q: i1
- If you are a New Zealand citizen, permanent resident, or Australian citizen living in New Zealand: Go to Q: i2

i1 International Students only, other students go to Q: i2

I understand The Learning Connexion needs to sight an original or *verified copy of my current passport before my enrolment can be confirmed. (Please include any proof of name change, e.g. marriage certificate).

*Verified copy - A photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor. See the Yellow Pages directory.

For further visa information please refer to www.immigration.govt.nz/migrant/stream/study

I have provided or applied for the following documents:

- Study visa and permit (only needed if studying in New Zealand)
- Document stating name change (if applicable)
- Evidence of Medical/Health Insurance (only needed if studying in New Zealand)
- Evidence of Travel Insurance (only needed if studying in New Zealand)
- Evidence of IELTS with an average score of 5.5*
- Overseas passport

***English Language Requirements**

A recent International English Language Testing System (IELTS) certificate where you gained an overall band score of 6.5 or over in the IELTS General or Academic Module. The certificate must be less than two years old.

or

A recognised qualification from a course taught entirely in English. If that qualification was gained in New Zealand you need to show the course completion time was over two years, unless it is a post-graduate programme. For post-graduate qualifications you need to also hold a recognised undergraduate qualification which qualifies for at least 50 points on the skilled migrant list.

or

Evidence that you are in current, ongoing skilled employment in New Zealand and have been for at least 2 months.

or

You can show us through other means that you are a competent user of English.

We will consider a number of factors, which may include:

- Your current country of residence
- Countries you may have lived in previously
- How long you were in each country
- Whether you speak any languages other than English
- Your family's ability to speak English
- Whether your family members speak any languages other than English
- Your previous or current work and the level of English language skill required
- Your qualifications and the level of English language skill they required

In all cases we may still require you to provide an IELTS certificate to confirm you meet our English requirements. Go to Q: i3

i2 Identification for students who are New Zealand citizens, permanent residents, or Australian citizens living in New Zealand.

To confirm enrolment and to qualify as a domestic student entitled to the Government tuition subsidy, you must be a citizen of New Zealand. This includes students from the Cook Islands, Tokelau or Niue who have New Zealand citizenship or are permanent residents of New Zealand or are citizens or permanent residents of Australia residing in New Zealand.

You must provide one of the following (please tick to specify):

- Original or *verified Birth Certificate (with place of birth stated as New Zealand, Cook Islands, Tokelau or Niue)
- Current New Zealand passport
- Certificate of citizenship or letter of confirmation
- Current overseas passport with a residency stamp
- A statement of Whakapapa, stating your full name, date of birth, counter-signed by a Kaumatua or notable member of the Maori community

*Verified copy - A photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor. See the Yellow Pages directory.

i3 Have you had a name change which has not been stated on the above documents?

- No
 Yes - you will need to provide the document (original or verified copy)

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in the Authorised Information Matching programme with the New Zealand Birth Register. For more information please see: www.nsi.govt.nz/ma

j Prior Activity

j1 What was your main activity or occupation in New Zealand on 1st October 2009?

Please select one:

- Secondary school student
 Non-employed or beneficiary (excluding retired)
 Wage or salary worker
 Self-employed
 University student
 Polytechnic student
 College of Education student
 House-person or retired
 Overseas (irrespective of occupation)
 Private Training Establishment student (e.g. TLC)
 Wananga student

j2 Secondary School
Please select one:

- I never attended secondary school
 I attended secondary school in New Zealand:
Please state name of school:
 I attended secondary school overseas

What was your last year at secondary school?

j3 What was your highest level of qualification?

- No formal secondary qualification
 14 or more credits at any level
 NCEA Level 1 or School Certificate
 NCEA Level 2 or 6th Form Certificate
 NCEA Level 3 or Bursary or Scholarship
 University Entrance
 Overseas qualification (includes International Baccalaureate and Cambridge exams)
Please specify overseas qualification:

j4 Tertiary Study

Will this be the first year you have enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga whether in New Zealand or overseas since leaving school?
(Do not include enrolments in STAR, community or hobby classes).

- Yes
 No: Please give the name of the institution:
Please give the year of the enrolment:

k Fees and Payment

k1 For students who are New Zealand citizens or permanent residents

Overseas students go to Q: k2

Select programme fee that applies to your situation (PT = part-time, FT = full-time)

<input type="checkbox"/>	Certificate of Art & Creativity - Level 4	\$2,135 FT = 6 months, PT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity - Level 5, Full-time	\$4,100 FT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity - Level 5, Part-time	\$2,050 PT = 2 years (fee is for current year)
<input type="checkbox"/>	Diploma of Art & Creativity (Honours) - Level 6, Full-time	\$4,100 FT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity (Honours) - Level 6, Part-time	\$2,050 PT = 2 years (fee is for current year)
<input type="checkbox"/>	Diploma of Art & Creativity (Advanced) - Level 7, Full-time	\$4,100 FT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity (Advanced) - Level 7, Part-time	\$2,050 PT = 2 years (fee is for current year)

k2 For international students who are NOT a permanent resident only, other students go to Q: k3

Select programme fee that applies to your situation (please refer to www.xe.com.ucc for current exchange rates):

<input type="checkbox"/>	Certificate of Art & Creativity - Level 4	\$ 7,400 NZD FT = 6 months, PT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity - Level 5, Full-time	\$13,780 NZD FT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity - Level 5, Part-time	\$ 6,890 NZD PT = 2 years (fee is for current year)
<input type="checkbox"/>	Diploma of Art & Creativity (Honours) - Level 6, Full-time	\$13,780 NZD FT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity (Honours) - Level 6, Part-time	\$ 6,890 NZD PT = 2 years (fee is for current year)
<input type="checkbox"/>	Diploma of Art & Creativity (Advanced) - Level 7, Full-time	\$13,780 NZD FT = 1 year
<input type="checkbox"/>	Diploma of Art & Creativity (Advanced) - Level 7, Part-time	\$ 6,890 NZD PT = 2 years (fee is for current year)

k3 Select payment type

- Student Loan
- Training Incentive Allowance
- Cash
- Cheque
- Bank draft
- Money transfer
- Automatic payment instalments
(+10% cost of credit on balance owing) AP forms will be sent to you
- Credit card: Cardholder name:
- Card number:
- Expiry date:

Fee Payment: Fee payment is to be arranged or paid in full to THE LEARNING CONNEXION LTD before the course start date.

Alterations: A \$200 administration fee will be applied at the Academic Board's discretion for programme alterations.

Protection Policy: All tuition fees (or funds of an equivalent value) are held in a NZQA approved Trust account.

Office use only

Restart fee applies

Fee waived

l IRD Number (for New Zealand citizens or permanent residents only)

Please fill in your IRD number if you have a student loan, or anticipate applying for a student loan this year. On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free student loans, see www.ird.govt.nz/studentloans.

If you choose to provide your IRD number on the enrolment form it will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information along with your full-time or part-time study status to the Inland Revenue. Inland Revenue will assess if you are eligible for a student loan interest write-off and adjust your student loan account automatically. Your IRD number will be used solely for this purpose.

IRD Number:

m Student Enrolment Criteria

Please tick each box to indicate you have read and understood the criteria below.

- m1 Weekly Time Requirements: Full-time study equals 30 hours per week, 270 hours per term.
Part-time study equals 15 hours per week, 135 hours per term.
- m2 TLC requires students to complete 100% of the programme curriculum.
- m3 Students can withdraw with a full fee refund within 8 days of the official start date of their course.
- m4 Enrolment will be confirmed once TLC receives all relevant and certified documentation (NZ Birth Certificate/NZ Passport, Study Visa, Change of Name, etc.), fully completed and signed enrolment form, and confirmation of tuition fee payment.
- m5 **Additional Programme Credits:**
All tuition fee paying, NZ based, Distance Delivery and on-site students will receive (once fully enrolled):
- Certificate of Art & Creativity: Starter kit of materials worth \$160
 - Diploma of Art & Creativity, including Honours and Advanced: \$200 (FT students), \$100 (PT students) credit at TLC Materials Shop per year
- m6 Distance Delivery students are responsible for sending their artwork via courier or post to TLC (Wellington region) once a month starting from the commencement date of their programme, unless you indicated 'yes' in Question c6. TLC will only incur the cost of returning the work via courier.
This does not apply to Corrections students.
- m7 Please note that *special conditions apply for Distance Delivery students wishing to study computer graphics, video and film. *For details please contact Admissions.
- m8 **Distance Delivery students: Please note that the ability to view DVDs is absolutely essential.**
This does not apply to Corrections students.

Terms and Conditions for the use of TLC DVD resources

Please note that all DVDs and written material you receive as part of your programme remains the property of The Learning Connexion and is supplied solely for your own personal use. The material is protected by copyright and any other use (including copying, reproduction, reselling or performance in public, in whole or in part) is strictly prohibited by law. We will not require that the material is returned to us unless we find you in breach of these terms and conditions.

Declaration

I have read and understood all the student enrolment criteria listed above.

Student's Full Name:

Please print clearly

Student's Signature:

Date:

**Parent's/Guardian's
Signature:**

Date:

Required if student is under 18 years old and studying in their home country. Note: TLC does not accept international students under 18 years of age for study in New Zealand.

**The Learning Connexion
Representative:**

(Office use only)

Date:

**SIGN
HERE!**

n Withdrawals, Refunds, Student Fee Protection and Student Fee Indemnification

A student may withdraw from a programme within the first eight days after the commencement of the programme and receive a full refund of the fees paid. After the eighth day (i.e. from day nine), there is no refund. Students must apply in writing to withdraw from the programme. Students should contact Programme Support for assistance.

The Learning Connexion adheres to section 236A of the Education Act 1989 and subsequent amendments. It has an approved Trust Account for Student Fee Protection and Student Fee Indemnification (which holds the remaining portion of a student's fee at any point of the course). The Trust Account has sufficient funds to cover the full amount of student fees. It is administered by Mr J McKee at McKee & Paino.

The Qualifications Authority (NZQA) requires that a PTE has arrangements in place to protect student fees in a course closure event. The Learning Connexion's Trust Account protects students' fees in such a situation. Programme closure events are events outside of a student's control such as a cancellation of a programme, the withdrawal of accreditation or course approval by the Qualifications Authority. In the situation of a programme cancellation, the student will receive a full refund. Please contact Raewyn Wilks in the Accounts Department of The Learning Connexion to arrange for a refund should any course closure event occur.

o Student Information Privacy

The Learning Connexion collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (record of learning registration and unit standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes and for internal reporting. Information about students may be supplied to and sought from other educational institutions/organisations for the purpose of verifying academic records.

In addition, when required by statute, The Learning Connexion releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation.

In signing this enrolment form you authorise such disclosure on the understanding that The Learning Connexion will observe the general conditions governing the release of information as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may view any information held about you and amend any errors in that information. To do so, contact Admissions.

Please note: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires The Learning Connexion to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. See www.privacy.org.nz/privacy-act

p Fee Payment Declaration

In signing this enrolment form I undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. The Learning Connexion's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

**SIGN
HERE!**

Student's Signature:

Date:

Parent's/Guardian's
Signature:

Required if student is under 18 years old

Date:

q Declaration

q1 In signing this enrolment form:

- I agree to comply with the published rules and policies of The Learning Connexion with regard to attendance, academic progress, health and safety, and behaviour (see: <http://tlcstudents.ac.nz/help/policy-and-protocol>).

I have received information to my satisfaction on the following:

- Cost of tuition and all other programme related costs
 Application requirements and procedures
 Conditions of acceptance
 Withdrawal and refund conditions
 Information on facilities, equipment and staffing
 Information on the programme and qualifications offered by The Learning Connexion

q2 For International students only, other students go to 'SIGN HERE!' section

- I have received and read a copy of the Summary of the Code of Practice for the Pastoral Care of International Students
 I received information on accommodation available in Wellington
 I received information on English language proficiency requirements

**SIGN
HERE!**

Student's Signature:

Date:

Parent's/Guardian's
Signature:

Date:

Required if student is under 18 years old and studying in their home country. Note: TLC does not accept International students under 18 years old for study in New Zealand.

The Learning Connexion
Representative:
(Office use only)

Date:

r Application Questionnaire

The information you supply in this questionnaire assists TLC to understand your art background, skills set and preferred outcomes of studying with us.

It is extremely important to answer the questions in full, as an incomplete or substandard answer could result in a delay in enrolment, or an alternative entry criteria being required of you.

r1 *For Distance Delivery students only, On-site students go to Q: r7*

Note: You need to have a space to make your artwork, as well as a DVD player to view our DVD resources.
This does not apply to Corrections students.

r2 Do you have a studio space to make art?

- No
 Yes

r3 Do you have a DVD player?

- No
 Yes

r4 Do you have a digital camera?

- No
 Yes

r5 Do you have internet access?

- No
- Yes, dial-up
- Yes, broadband

Questions r6 - r10 for all students to answer

r6 Do you have specific goals or outcomes you would like to achieve as a result of your study at TLC? List up to 3.

1

2

3

r7 Will you be working while you study with us? Please note: 'working' includes looking after a family.

- No
- Yes: Part-time work
- Full-time work

r8 Are you committed to completing the weekly and yearly requirements to gain your chosen qualification in Art and Creativity?

- Yes, I am committed to my studies at TLC
- OR*
- No, I have the following concerns about committing to my chosen qualification at TLC:

r9 Please give an account of your art background (if any), including subject interests, media used and any art related short courses taken (i.e. weekend, evening classes).

r10 Please list any further information you think would be of benefit for TLC to know about you (optional):

Have you completed:

- Enrolment Form, all questions need to be completed unless stated otherwise. Returning students need to complete all questions including those already completed in previous applications.
- Enclosed all relevant certified documentation
- Application questionnaire (Section 'r') including returning students

Confirmation of enrolment at The Learning Connexion will be sent to you upon receipt of the above forms and documentation. If you have any questions, please do not hesitate to contact Admissions.

Contact Details

Ph: 0800 ART POWER (0800 278 769)
+64 4 568 0320 (from overseas)

Postal Address: PO Box 9811
Wellington 6141

Fax: +64 4 567 9864
Email: admissions@tlc.ac.nz
Web: www.tlc.ac.nz

Taita Campus: 182 Eastern Hutt Road
Taita
Lower Hutt 5019
New Zealand

Please use return envelope provided. Postage will need to be included when mailing from outside of New Zealand.