

# Enrolment Form 2012

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 (TLC) 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 2012?

No

Yes

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

a3 I want to enrol in:

Certificate of Art and Creativity - Level 4

Diploma of Art and Creativity - Level 5

Diploma of Art and Creativity (Honours) - Level 6

Diploma of Art and Creativity (Advanced) - Level 7

**Start Date**

**End Date**

**Important Note:** All students must commence with the Certificate of Art and 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 portfolio to the Academic Board for approval. Please contact Admissions for further details.

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:

Maiden 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

Date of Birth:

b4 Country of Birth:

NSN (National Student Number) if known:

## c Contact Details

**c1 Permanent address:** House/Flat no. & street:   
Cannot be PO Box number Suburb:   
City:   
Postal code:   
Country:

**c2 Term address (if different from above):** House/Flat no. & street:   
Cannot be PO Box number Suburb:   
City:   
Postal code:   
Country:

**c3 Which is your preferred postal address?**

- Term address  
 Permanent address

**c4 Phone number:** Area code Number  
Landline    
Alternate Landline    
Mobile

**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 programme work using digital delivery (such as email, the Workroom, digital files etc.)  
 No, I want to send and receive my programme work using couriers/postal services

**c7 Emergency Contact:**

Name:   
House/Flat no. & street:   
Suburb:   
City:   
Postal code:   
Country:   
Email address:   
Area code Number  
Phone:    
Relationship to you:

## d Health

The information you supply will remain confidential to relevant TLC staff.  
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  
 Yes (Tick all applicable)  
 My condition/disability affects my sight  
 I am Hearing Impaired or Deaf  
 My condition/disability affects my mobility  
 Other

Please describe your condition/disability:

  

Will you require any special assistance while you are a student at The Learning Connexion and if so, what kind?

## e Citizenship & Residency

e1 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):

e2 If 'other' do you have a current New Zealand Permanent Residency Status?

- Yes
- No

e3 If you hold dual citizenship, please specify the country of citizenship used to enter New Zealand:

## f Ethnicity

Which ethnic group(s) do you belong to?

You may identify up to three

- |  |  |                                     |   |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> New Zealand European/Pakeha | <input type="checkbox"/> German            | <input type="checkbox"/> Fijian     | <input type="checkbox"/> Korean                       |
| <input type="checkbox"/> New Zealand Maori           | <input type="checkbox"/> Australian        | <input type="checkbox"/> Filipino   | <input type="checkbox"/> Middle Eastern               |
| <input type="checkbox"/> British/Irish               | <input type="checkbox"/> Other European    | <input type="checkbox"/> Cambodian  | <input type="checkbox"/> Latin American               |
| <input type="checkbox"/> Dutch                       | <input type="checkbox"/> Samoan            | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> African                      |
| <input type="checkbox"/> Greek                       | <input type="checkbox"/> Cook Island Maori | <input type="checkbox"/> Chinese    | <input type="checkbox"/> Other Pacific Island Groups* |
| <input type="checkbox"/> Polish                      | <input type="checkbox"/> Tongan            | <input type="checkbox"/> Indian     | <input type="checkbox"/> Other Southeast Asian*       |
| <input type="checkbox"/> South Slav                  | <input type="checkbox"/> Niuean            | <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> Other Asian*                 |
| <input type="checkbox"/> Italian                     | <input type="checkbox"/> Tokelauan         | <input type="checkbox"/> Japanese   | <input type="checkbox"/> Other*                       |

\*If 'other' please specify:

## g 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

## h Identification

h1 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 a permanent resident of New Zealand or a citizen or permanent resident 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 Nuie)  
\*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.
- Current New Zealand passport or a verified copy
- Certificate of citizenship or letter of confirmation
- Current overseas passport with a residency stamp or a verified copy
- A statement of whakapapa, stating your full name, date of birth, counter-signed by a Kaumatua or notable member of the Maori community

\*A verified copy of a whakapapa statement is acceptable only when a learner cannot obtain a birth certificate for a justifiable reason, e.g. the birth was not registered. Both the learner and the Kaumatua must sign the whakapapa statement as evidence of identity and citizenship.

**h2 For subsequent enrolments (re-enrolments) at TLC, a learner's identity needs to be confirmed using a learner's NSN and photo documentation (e.g. a driver's licence).**

**h3 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: <https://nsi.education.govt.nz/home.aspx>

## i Prior Activity

**i1 What was your main activity or occupation in New Zealand on 1st October 2011?**

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

**i2 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?**

**i3 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:

i4 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 For students who are New Zealand citizens or permanent residents

k1 Select programme fee that applies to your situation (PT = part-time, FT = full-time)

- Certificate of Art and Creativity - Level 4 \$2,360 FT = 6 months, PT = 1 year
- Diploma of Art and Creativity - Level 5, Full-time \$4,530 FT = 1 year
- Diploma of Art and Creativity - Level 5, Part-time \$2,265 PT = 2 years (fee is for current year)
- Diploma of Art and Creativity (Honours) - Level 6, Full-time \$4,530 FT = 1 year
- Diploma of Art and Creativity (Honours) - Level 6, Part-time \$2,265 PT = 2 years (fee is for current year)
- Diploma of Art and Creativity (Advanced) - Level 7, Full-time \$4,530 FT = 1 year
- Diploma of Art and Creativity (Advanced) - Level 7, Part-time \$2,265 PT = 2 years (fee is for current year)

k2 Select payment type

- Student Loan New Zealand Residents and Australian citizens who intend to pay their tuition costs by student loan must have resided in New Zealand for at least 2 years before enrolment.
- 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 programme 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.

**Note - Fees are subject to change without notice**

Office use only  Fee waived  Restart fee applies  Fee difference \$ \_\_\_\_ . \_\_

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](http://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 equates to 30 hours per week, 270 hours per term. Part-time study equates to 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 programme.
- 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 and Creativity: Starter kit of materials worth \$160
  - Diploma of Art and Creativity, including Honours and Advanced: \$200 (FT students), \$100 (PT students) credit at the 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 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 remain the property of The Learning Connexion Ltd 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.

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

A student may withdraw from their programme within the first 8 days after the commencement of the programme and receive a full refund of the fees paid. After the eighth day (i.e. from day 9), there is no refund. Students must apply in writing to withdraw from the programme. Students should contact Programme Support for assistance.

The Learning Connexion Ltd 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 programme). The Trust Account has sufficient funds to cover the full amount of student fees. It is administered by Peter Nankivell of Count On Us Ltd.

The Qualifications Authority (NZQA) requires that a PTE has arrangements in place to protect student fees in a programme closure event. The Learning Connexion Ltd'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 programme 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 Ltd to arrange for a refund should any programme closure event occur.

The Learning Connexion Ltd 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 Ltd 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 Ltd 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](http://www.privacy.org.nz/privacy-act).

**P Declaration**

- p1  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 Ltd’s policy on withdrawal and refund fees may be obtained from the Enrolments Officer.
- I agree to comply with the published rules and policies of The Learning Connexion Ltd 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 Ltd

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete.



**Student’s Signature:**  **Date:**

**Parent’s/Guardian’s Signature:**  **Date:**   
Required if student is under 18 years old and studying in their home country.

**The Learning Connexion Ltd. Representative:**  **Date:**   
(Office use only)

q 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.

q1 For Distance Delivery students only, On-site students go to Q: q6

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.

q2 Do you have a studio space to make art?

- No
Yes

q3 Do you have a DVD player?

- No
Yes

q4 Do you have a digital camera?

- No
Yes

q5 Do you have internet access?

- No
Yes, dial-up
Yes, broadband

Questions q6 - q10 for all students to answer

q6 List three personal goals or outcomes you would like to achieve as a result of your study at TLC

1
2
3

q7 Will you be actively engaged in work / looking after a family while you are studying with us?

- No
Yes: Part-time work
Full-time work
Looking after a family

q8 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:

[Two empty text input boxes for concerns]

q9 Please give an account of your art background (if any), including subject interests, media used and any art related short classes taken (i.e. weekend, evening classes).

Three horizontal grey bars for text input.

q10 Please list any further information you think would be of benefit for TLC to know about you (optional):

Seven horizontal grey bars for text input.

## r Application Checklist

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 'q') applies to returning students

Confirmation of enrolment at The Learning Connexion Ltd 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](mailto:admissions@tlc.ac.nz)  
Web: [www.tlc.ac.nz](http://www.tlc.ac.nz)

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

*Please use return envelope provided.*