



# Domestic Enrolment Form 2018

**!** The information you provide on this form is needed to enrol you into a qualification at The Learning Connexion. Please print clearly in blue or black pen and complete all sections in full. An incomplete application cannot be processed.

## Your Programme Information

**Have you studied at The Learning Connexion (TLC) before?**  
 No  Yes  
 My last year of study at TLC was

**How do you intend to study?**  
 Full-time  Part-time

**Which programme will you be enrolling in? (Please tick the relevant programme)**

**New Zealand Certificate in Creativity (NZQA Level 4)**  
*Full-time - 20 weeks (35 hours per week) (\$2976.00)*  
*Part-time - 1 year (17.5 hours per week) (\$2976.00)*

**New Zealand Diploma in Creativity (NZQA Level 5)**  
*Full-time - 1 year (34 hours per week) (\$5556.00)*  
*Part-time over 2 years (17 hours per week) (\$2778.00 per 40 weeks)*

**New Zealand Diploma in Creativity (NZQA Level 6)**  
*Full-time - 1 year (34 hours per week) (\$5556.00)*  
*Part-time over 2 years (17 hours per week) (\$2778.00 per 40 weeks)*

**Diploma of Art and Creativity (Advanced) (NZQA Level 7)**  
*Full-time - 1 year (30 hours per week) (\$5448.00)*  
*Part-time - 2 years (15 hours per week) (\*\$2724.00)*

Note: Fees are subject to change without notice.

**Intended start date**

**Your programme end date will be confirmed in your enrolment confirmation letter.**

**How will you be studying?**  
 On-site  Distance delivery study  
      New Zealand  
      From overseas

**Would you like to be part of the digital delivery community?**  
 No  Yes

N.B. The Workroom allows you to send your work to your mentor digitally. The work you upload to the Workroom goes directly to your student records.

## For Distance Delivery (DD) Students only

**Do you have a space available to be creative?**  
 No  Yes

While we encourage students to receive programme resources by accessing our ORA (Internet based online resource area), alternative options are available. Students who cannot access ORA should tick this box and contact admissions.

While we encourage students to use the Workroom (internet based program) to upload evidence of their creative process, alternative options are available. Students who cannot access the internet, or who are unable to take photographs, should tick this box and contact admissions.

N.B. Special conditions apply for DD students studying computer graphics, video and film. For details please contact admissions.

## Over-arching programme goals

**What is your main reason/purpose for being at TLC?**  
 Example: To explore my creativity and develop my skills to the point that I become a sustainable artist.

**Which media/subject/area of interest would you like to explore?**  
 N.B. Please itemise more than one medium/subject/area of interest.

## Personal Details - Please print clearly

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

**Full legal family name**

**Legal given names**

**Preferred name**

**Maiden/Previous name**

N.B. If you have studied previously under another name at our organisation or elsewhere (including school), what was that name?

**Gender**  **Date of birth**

**Is English your first language?**  
 No  Yes

**NSI or NZQA**

N.B. If unknown please leave blank

**Citizenship (Nationality)**

**Residency Status**  
 New Zealand citizen  New Zealand permanent resident  
 Australian citizen  Australian permanent resident  
 Other (please specify)

**If 'Other', please specify the country of citizenship and passport number used to enter New Zealand**

**Home address (cannot be a P.O. box number)**  
 House/flat no. & street

Suburb  City

Postal code     Country

**Study address if different from above**  
 (If different from above, cannot be P.O. Box number)

House/flat no. & street

Suburb  City

Postal code     Country

N.B. We will post all information to your term address during your programme.

**Contact details**  
 N.B.: Please print in BLOCK letters

Telephone (area code)   (Number)

Mobile

Email address

Communication with TLC will be by email unless you request that it be by post.

**Emergency/alternative contact**  
 N.B.: Please print in BLOCK letters

Full Name

Phone/mobile number

Email address

Relationship to you

### Health and Well-being

This information will remain confidential. It enables us to understand your requirements better and offer any extra support where we may assist you.

**Do you live with the effects of any allergies, impairment, medical, mental or physical illness?**

- No
- Yes (Please tick the box below that pertains to your condition/disability)
  - My condition/disability affects my sight
  - I am hearing impaired or Deaf
  - My condition/disability affects my mobility
  - I have a mental health disability
  - I have a learning impairment e.g. dyslexia, dyspraxia
  - Other

**If you have ticked 'Other' please tell us about your condition and how we might best support you.**

  


In addition to your creative studies, we offer learning support in numeracy, literacy and other needs such as dyslexia.

**I would like to be contacted by learning support to discuss my learning and study strategies.**

- No
- Yes

### Ethnicity

**Which ethnic group(s) do you belong to?**

You may identify up to three

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

\*Please specify your ethnic group if you have selected 'Other Pacific Peoples', 'Other European', 'Other Southeast Asian', 'Other Asian' or 'Other'.

\*\*If you identified your ethnicity as New Zealand Maori, please state the name of your iwi (tribe) and/or rohe (iwi home area).

You may identify up to three

Iwi/Rohe 1

Iwi/Rohe 2

Iwi/Rohe 3

### About You

**What was your MAIN activity or occupation in New Zealand at the 1st of October preceding the start of this enrolment? Tick only one box.**

- 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. The Learning Connexion, Wananga student)

**Secondary school**

**What was the name of the last secondary school you attended? State 'Overseas' or 'Never attended' if applicable.**

**When was your last year at secondary school?**

**What is the highest level of achievement you hold from a secondary school? Tick only one box.**

- 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 (Please specify overseas qualification)

**Tertiary study**

**Have you ever enrolled in a tertiary institution since leaving school?**

- No
- Yes

**If 'Yes' please give the name of the institution.**

**Please give the year of the enrolment.**

**If you have completed one or more tertiary qualifications enter the name of the highest level qualification.**

**Other**

**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 family

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

  


**Please list any further information that you feel would benefit TLC to know about you (optional).**

## Identification

Please indicate which I.D. you are supplying to evidence you and your citizenship.

### Proof of I.D.

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau or Niue
- Passport including evidence of residency status if overseas passport
- Real Me I.D.
- Certificate of citizenship

**If the name on your application does not match the name on your I.D. you must send us a certified copy of your marriage certificate or deed poll to match the name you used on the application.**

You can bring/send the original documentation to the admissions office. Alternatively, please provide a verified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a justice of the peace (JP), barrister or solicitor, court registrar or deputy registrar.

N.B. TLC accepts no responsibility for items posted to us until we receive them - we will always return received items in a tracked courier parcel.

## Payment Options

### Payment

#### Select payment type:

##### I am eligible for Fees-Free

- No  Yes  Unsure

N.B.: Tertiary education has been Fees-Free since 1 January 2018 for eligible first time tertiary learners. Please check here to see if you are eligible <https://www.feesfree.govt.nz/>. If you can not check, do not worry as we will confirm on your behalf.

##### Student loan

Apply directly to StudyLink on 0800 88 99 00 or [www.studylink.govt.nz](http://www.studylink.govt.nz). If your loan application is not approved by StudyLink you are still liable for all fees invoiced to you.

N.B. If paying by Student Loan, students studying part-time must make two separate loan applications to StudyLink. The first one is to pay for the first half of the programme; the second one (40 weeks later) is to pay for the second half. Please note - this is a condition by StudyLink not TLC. If you enrol part-time with TLC you are enrolling in the full two year programme.

N.B. 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 three years before enrolment.

- Cash
- Cheque
- Bank draft
- Internet payment
- Automatic payment instalments

NB: 10% of cost of credit is added. AP forms will be sent to you.

##### Credit card (Please provide details below)

Name on card

Card number

Expiry date

Amount \$

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

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

## Use of Information and Privacy Statement

The Learning Connexion collects and stores information from this form to comply with government statutes and regulations. It is also used to manage the business of The Learning Connexion Ltd. including, but not limited to, internal reporting and administrative processes.

The Learning Connexion may add your personal details (name, date of birth, gender and residency) to the National Student Index, which is managed by the Ministry of Education/NZQA.

When necessary by law, or to comply with the rules of The Learning Connexion Ltd., we will share information with government agencies such as the New Zealand Police, Department of Corrections, Ministry of Justice, Ministry of Social Development, Accident Compensation Corporation (ACC) and any other agencies that we are obliged to report to. Information may also be disclosed to other agencies, such as the Ministry of Education, Tertiary Education Commission and the New Zealand Qualifications Authority.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the enrolments officer.

## Declaration

### By signing this enrolment form and enrolling with The Learning Connexion I agree that:

**Fees** - I undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. <https://www.tlc.ac.nz/study-with-us/enrolment/enrolment-2/term-dates-and-fees/>

**Rules** - I undertake to comply with the policies and published programme rules of The Learning Connexion with regard to attendance, academic integrity and progress, health and safety, conduct and use of information systems. These may be viewed on our website at <http://www.tlc.ac.nz/current-students/policies/>

### Other

- I will receive The Learning Connexion email newsletter if I have provided an email address.
- Artwork created during my study may be reproduced by The Learning Connexion for marketing, publicity and educational purposes.

N.B. Individual works will be exempt from this agreement by submitting a request in writing to the Media Resources and Production Department. Check the student website for further information about reproduction of your work.

**Conferment** - If applicable, by signing this enrolment form I give my permission for The Learning Connexion to confer with the Department of Corrections.

**The Learning Connexion School Agreement**

**By signing this enrolment form I acknowledge I will abide by the agreement below:**

1. Look after yourself. Look after others. Look after the environment.
2. Treat yourself with kindness and generosity. Take breaks as you need them. If you're getting stale, do something different. If you need support in any way, please ask.
3. Work with commitment and trust, even where things don't make sense or feel uncomfortable. Be aware that frustration always plays a part in good learning.
4. If a problem arises, tell someone who can take action (and if possible suggest a solution). If you don't communicate, it's your responsibility.
5. Focus on what works. Ask for what you want. Use your energy constructively. Avoid blame and justification.
6. Recognise that if you stay safe, nothing will ever change (learning demands risks and mistakes - view each mistake as a gift that will teach you something if you choose to own it and which will return if you reject it).
7. Work with patience, persistence and playfulness. Acknowledge that the only difference between success and failure is quitting.
8. If you feel you're not coping at any stage, talk about it with your tutor/mentor. Difficulties often signal that something useful is brewing.
9. Participate! The more you give, the more you will receive.
10. Be punctual.

*I agree to the provisions set out above.*

*I agree that TLC may dispose of any artwork left unclaimed (on-site) for eight weeks or more.*

*I agree that TLC may use images of me or my work for educational purposes unless I request otherwise.*

**Sign Here**

**I confirm I am the person named on this form.**

**By signing this enrolment form I have received information to my satisfaction on the following:**

- Cost of tuition and all other programme related costs
- Enrolment requirements and procedures

I declare that, to the best of my knowledge, all of the information I have supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above and I consent to the disclosure of personal information as described above.

**Name of applicant**

**Applicant's signature**

**Date**

**If the applicant is under 18 years of age at the date they are due to commence study the parent/guardian must complete the additional information.**

I declare that I am the parent/guardian of the applicant named on this form who is under the age of 18. I approve this application and undertake to pay the fees as they become due.

**Name of parent/guardian**

**Parent's/guardian's signature**

**Date**

**Phone number**

**Have You...?**

- Filled in all of the required questions in this form?
- Attached your verified I.D. and any other documents, if required? (New students only)
- Sent us your portfolio if you are either requesting R.P.L. (Recognition of Prior Learning) and/or enrolling for a Diploma level programme and are new to TLC?

Confirmation of enrolment at The Learning Connexion Ltd. will be sent to you upon receipt of the above forms and documentation and once your enrolment has been processed.

If you have any questions, please do not hesitate to contact admissions.

**Additional programme benefits**

Once enrolled and fees are fully paid, all students enrolling into the New Zealand Certificate in Creativity will receive a starter kit of materials.

**Office Use Only**

**Eligible for Fees-Free**

 No  Yes

Fee waived

Restart fee applies

Fee difference

 \$

Scholarship

Scholarship Amount

 \$

**TLC Ltd. representative**

**Date**



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