



Domestic Enrolment Form

! 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?

On-site Distance Delivery
 New Zealand
 Overseas
 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)
Part-time - 40 weeks (17.5 hours per week)

New Zealand Diploma in Creativity (NZQA Level 5)
Full-time - 45 weeks (34 hours per week)
Part-time - 90 weeks (17 hours per week)

New Zealand Diploma in Creativity (NZQA Level 6)
Full-time - 45 weeks (34 hours per week)
Part-time - 90 weeks (17 hours per week)

Diploma of Art and Creativity (Advanced) (NZQA Level 7)
Full-time - 45 weeks (30 hours per week)
Part-time - 45 weeks per enrolment (15 hours per week)

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

Intended start date

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

Would you like to study your programme via digital delivery?

No Yes

N.B. Digital delivery uses ORA (TLC's internet based Online Resource Area) and the Workroom - TLC's internet based student management system which enables you to send your work to your mentor digitally.

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 if there is more than one medium/subject/area of interest.

How did you hear about TLC?

How did you first hear about us?

TLC E-newsletter
 Facebook
 Google Search
 Instagram
 Word of mouth
 Student/past student
 Family/friends
 Mentor/tutor

Prospectus in Public place
 Community Art Group
 Library
 Secondary School
 Support Services

Event
 Creativity Workshop
 Exhibition
 Career Expo

Flyers
 Art News - Tertiary Art Schools Listing
 Magazine
 Drove past campus
 TLC Online Art Shop
 Other - please specify

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

F (Female) M (Male) D (Diverse)

Date of birth

Is English your first language?

No Yes

NSI or NZQA

N.B. If unknown please leave blank

Citizenship and Residency Details

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 'study' 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 has no bearing on your application. It enables us to understand your requirements better and offer any extra support to 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

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

*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 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 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 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
 RealMe 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

Select payment type:

I am eligible for Fees-Free

- No Yes Unsure

N.B. If you are starting tertiary study for the first time or have completed less than a year of tertiary study, you may be eligible for Fees Free. You can check your Fees Free eligibility at: feesfree.govt.nz

Student loan

Start your application as soon as possible to avoid delays. Use the StudyLink website to ensure you are eligible for a student loan and/or allowance. If your loan application is not approved, you will still be liable for any fees due.

Note: If paying by student loan, students studying part-time at Level 5 and 6 must make two separate loan applications to StudyLink. The first

application is to pay for the first half of the programme, the second application (45 weeks later) is to pay for the second half of the programme. Please note, this is a condition set by StudyLink. If you enrol part-time at level 5 or 6 with TLC, you are enrolling in the full two year programme.

- Cash
 Cheque
 Bank draft
 Internet payment
 Credit Card - Secure online portal

<https://sec.windcave.com/pxaccess/pxpay/payform?userid=TheLearningConnexion>

- Automatic payment instalments

N.B. \$50.00 account admin fee applicable for all AP instalments, please contact accounts for further information

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 an 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. Up-to-date fees can be found here: www.tlc.ac.nz

Rules - I undertake to comply with the policies and published programme rules of The Learning Connexion with regard to use of the internet on site, 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 Marketing and Design Department. Check the student website for further information about reproduction of your work.

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 declare that 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...?

- Answered 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.

Office Use Only

Eligible for Fees-Free No Yes Maybe

Fee waived Restart fee applies Restart fee difference \$

Scholarship Scholarship Amount \$

TLC Ltd. representative

Date



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