



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 first hear about us?

☐ **TLC E-newsletter**
☐ **Facebook**
☐ **Google Search**
☐ **Instagram**

☐ **Word of mouth**

☐ Mentor/tutor
☐ Student/past student
☐ Family/friends

☐ **Poster or Flyer in Public place**

☐ Community Art Group
☐ Library
☐ Secondary School

☐ **Event**

☐ Creativity Workshop
☐ Exhibition
☐ Career Expo
☐ Open Day

☐ **Drove past campus**

☐ **Other – please specify**

Personal Details - Please print clearly

Title

☐ Miss ☐ Ms ☐ Mrs ☐ Mr ☐ Other (specify) _____

Pronouns _____

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.

Please write your IRD (Inland Revenue Department) number here. Please enter a zero in the first box if your IRD numbers is only 8 digits. This field is optional and only used for Fees Free. You do not need to provide your IRD number if you have already used your Fees Free entitlement or know you or your qualification are not eligible for Fees Free.

Please enter a zero in the first box if your IRD number is only 8 digits.

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

The following questions are intended to help us to identify gaps within our support systems. Your responses may enable us to address these gaps over time, or to offer alternative support options. Please note that the information you provide has no bearing on your application. Further, these questions are not intended to commit TLC to providing the services mentioned.

Disability Status

Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

The information you provide is collected for statistical purposes and to help us understand our learners. Select one option only.

☐ Yes ☐ No ☐ Prefer not to disclose

Disability Support Needs

Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available.

☐ No ☐ Yes

The information you provide is collected for statistical purposes and to help us understand our learners.

If you answered 'Yes', please select all of the supports you might need.

☐ Access to assistive technology (e.g. for reading, writing, communication)

☐ Accessible format resources for course content

☐ Mobility and transport (e.g. navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)

☐ New Zealand Sign Language Interpreter

☐ Support with reading, writing, and communicating in learning sessions, exams, and assessments

☐ Other learning or disability support

☐ No, I do not need support at this time

Ethnicity

Which ethnic group(s) do you belong to?

You may identify up to six

- | | |
|-------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Māori** | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Australian | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Asian* |
| <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> British/Irish |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Dutch |
| <input type="checkbox"/> Niuean | <input type="checkbox"/> Greek |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Italian |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> German |
| <input type="checkbox"/> Other Pacific Peoples* | <input type="checkbox"/> Other European* |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> South Slavic |
| <input type="checkbox"/> Other Southeast Asian* | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> African |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> 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 Māori, please state the name of your iwi (tribe) and/or rohe (iwi home area). You may identify up to six.

Iwi/Rohe 1 _____

Iwi/Rohe 2 _____

Iwi/Rohe 3 _____

Iwi/Rohe 4 _____

Iwi/Rohe 5 _____

Iwi/Rohe 6 _____

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:

☐ 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.

Final Year Fees Free

The Government has announced that Fees Free for the first year of study or training will finish at the end of 2024. A final-year Fees Free policy will replace it, starting from 1 January 2025.

If you are a first-time tertiary learner in 2025, you may be able to get Fees Free for your final year of study or training. If you are eligible, you will need to apply for your entitlement through IRD from 2026 onwards. For more information about the transition from first-year Fees Free or the final-year Fees Free policy, visit [FeesFree.govt.nz](https://feesfree.govt.nz).

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 with the provisions set out above.

I agree that TLC may dispose of any artwork left unclaimed (on-site) at the end of each term.

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

☐ Fee waived ☐ Restart fee applies

☐ Restart fee difference \$ _____

☐ Scholarship _____

☐ Scholarship Amount \$ _____

TLC Ltd. representative

Date _____

