



The information you provide on this form is needed to enrol you into a qualification at The Learning Connexion.

Some of this information is also required by the Ministry of Education and other government agencies for statistical and administrative purposes.

Please print clearly in 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

I am 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 - 1 year (17.5 hours per week)
- New Zealand Diploma in Creativity (NZQA Level 5)**  
 Full-time - 1 year (34 hours per week)  
 Part-time over 2 years (17 hours per week)
- New Zealand Diploma in Creativity (NZQA Level 6)**  
 Full-time - 1 year (34 hours per week)  
 Part-time over 2 years (17 hours per week)
- Diploma of Art and Creativity (Advanced) (NZQA Level 7)**  
 Full-time - 1 year (30 hours per week)  
 Part-time - 2 years (15 hours per week)

Intended start date

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

I intend to study

- On-site  
 Distance delivery study  
 New Zealand  From overseas

I would like to be part of the digital delivery community

- No  Yes

NB: 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 the box below and contact Admissions.

While we encourage students to use the Workroom (internet based programme) 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 the box below and contact Admissions.

NB: Special conditions apply for DD students studying computer graphics, video and film. For details please contact Admissions.

### Goals

#### Over-arching programme goals

What is your main reason/purpose for being at TLC?

E.G. 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?

NB: 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

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

National Student Number (NSN)

NB: If unknown please leave blank

NB: Your personal details (name, date of birth and residency) as entered on this form, and your verified I.D., will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

Permanent address (cannot be a P.O. box number)

House/flat no. and street

Suburb

City

Postal code

Country

Term address

(If different from above, cannot be P.O. Box number)

House/flat no. and street

Suburb

City

Postal code

Country

NB: We will post all information to your term address during your programme.

**Contact details**

Phone number (Area code)   (Number)

Mobile

Email address

NB: Please print in BLOCK letters  
 Communication with TLC will be by email unless you request that it be by post.

**Emergency/Alternative contact**

Name

Address

Phone/mobile number

Email address

NB: Please print in BLOCK letters

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 have any existing 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 needs**

No     Yes

**Citizenship and Residency**

**Tick the box which best describes your citizenship**

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

Australian resident living in New Zealand

Other (please specify)

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

**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**

  
  


### 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
- Real Me I.D.

**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.**

**Proof of citizenship**

If not already stated on the documentation above. This documentation also needs to be verified. See below for verification process.

- Certificate of citizenship
- Evidence of residency or permanent residency

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.

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

### Tuition Fees and Payment Options

**Select the fee that applies to your programme choice**

- New Zealand Certificate in Creativity - Level 4  
Full-time or Part-time = \$2976.00
- New Zealand Diploma in Creativity - Level 5  
Full-time = \$5556.00
- New Zealand Diploma in Creativity - Level 5  
Part-time (\$2778.00) per 40 weeks, total = \$5556.00
- New Zealand Diploma in Creativity - Level 6  
Full-time (\$5556.00)
- New Zealand Diploma in Creativity - Level 6  
Part-time (\$2778.00) per 40 weeks, total = \$5556.00
- Diploma of Art and Creativity (Advanced) - Level 7  
Full-time = \$5448.00
- Diploma of Art and Creativity (Advanced) - Level 7  
Part-time, paid per year = \$2724.00

### Payment

**Select payment type**

- Student loan

NB: 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.

NB: 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	<input style="width: 100%; height: 20px;" type="text"/>
Card number	<input style="width: 100%; height: 20px;" type="text"/>
Expiry date	<input style="width: 100%; height: 20px;" type="text"/>
Amount \$	<input style="width: 100%; height: 20px;" type="text"/>

**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.

**Note:** Fees are subject to change without notice.

### Background

**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).

  
  


### 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.

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

**Fees** – By signing this enrolment form you 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 or viewed on our website at: <http://www.tlc.ac.nz/enrolment/term-dates-and-fees/>

**Rules** – By signing this enrolment form you undertake to comply with the published rules and policies of The Learning Connexion, with regard to attendance, academic integrity and progress, health and safety and behaviour. These may be viewed on our website at <http://www.tlc.ac.nz/current-students/policies/>

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

**By enrolling with The Learning Connexion I agree that:**

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

NB: 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.

### Sign Here

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

**For those under the age of 18**

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

Address (if different from applicant)



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 enrolling for a Diploma level programme?

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.

### 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

Fee waived  Restart fee applies

Fee difference \$ \_\_\_\_\_

Scholarship

Scholarship Amount \$ \_\_\_\_\_

TLC Ltd. representative

Date



**THE LEARNING CONNEXION**  
School of Creativity and Art

**The Learning Connexion**  
School of Creativity and Art

182 Eastern Hutt Road  
Taita, Lower Hutt, 5019

PO Box 9811, Wellington, 6141

0800 ART POWER (0800 278 769)  
+64 4 567 98 64 (International)

[admissions@tlc.ac.nz](mailto:admissions@tlc.ac.nz)

[tlc.ac.nz](http://tlc.ac.nz)