



# International Enrolment Form

**!** 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. **CODE OF PRACTICE:** The Learning Connexion has agreed to observe and be bound by the (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 which is published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz> Please complete this form in English. 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 at TLC was

**How do you intend to study?**

- Full-time (On-site or Overseas)  
 Part-time (Overseas Only)

N.B. Student visas are only granted for full-time on-site study. Therefore, part-time fees shown below are only for students remaining in their home country and studying with TLC via distance delivery. Tuition fees are subject to annual adjustment. Tuition fees do not include accommodation, living expenses, or other programme related or incidental expenses.

**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 - 1 year (45 weeks) (34 hours per week)*  
*Part-time over 2 years - 90 weeks (17 hours per week)*
- New Zealand Diploma in Creativity (NZQA Level 6)**  
*Full-time - 1 year (45 weeks) (34 hours per week)*  
*Part-time over 2 years - 90 weeks (17 hours per week)*
- Diploma of Art and Creativity (Advanced) (NZQA Level 7)**  
*Full-time - 1 year (45 weeks) (30 hours per week)*  
*Part-time - 45 weeks per enrolment (15 hours per week)*

N.B. All students commence with the Certificate in Creativity programme 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 a portfolio to the Academic Board for approval. Please contact admissions for further details.

N.B. Special conditions apply for distance delivery students (those studying from outside New Zealand) wishing to study computer graphics, video and film. For details, please contact admissions - email: [admissions@tlc.ac.nz](mailto:admissions@tlc.ac.nz)

N.B. We do not courier your programme resources to you, as these are available online. If you require any resources or materials to be couriered, the parcel may be subject to import taxes, customs duties and fees levied by the country you live in. These charges are always the recipient's responsibility. Customs policies vary widely from country to country. Contact your local customs office to find out if there will be associated costs when picking up your parcel. To find out what the actual monetary value of your programme supplies will be, please contact [materials@tlc.ac.nz](mailto:materials@tlc.ac.nz), or phone +64 (04) 568 0320 during working hours and ask to be put through to the materials shop.

**Intended start date**

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

## Goals

**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.


**What is your intended career?**


**Will completing our programme assist you to meet your career and/or personal goals?**


## 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 first 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**

**NSI or NZQA**

N.B. if unknown please leave blank.

**Address in home country (cannot be a PO box number)**

House/flat no. and street

Suburb  City

Postal code     Country

**Phone number (include country and area code)**

**Address (during term) in New Zealand (cannot be PO box number)**

House/flat no. and 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.

**Name**

**Address**

**Phone/mobile number**

**Email address**

**Relationship to you**

**Accommodation**

Please indicate the type of accommodation you will be staying in for the duration of the programme.

N.B. TLC does not offer accommodation, but is happy to assist students with information to help them to locate appropriate accommodation. Please contact the international student advisor for more information.

Private

Hostel

Renting

Boarding

House owner

Flating

Other (specify)

**Health and Well-Being**

This information 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

**Travel and Medical Insurance**

N.B. It is compulsory for all international students to have comprehensive travel and medical insurance.

**Details of policy name**

**Start date**

**Expiry date**

**Citizenship and Residency**

**Country of citizenship**

**Do you have permanent residency in New Zealand?**

No

Yes

**Passport number**

**Passport expiry date**

**Please select your fee type**

Full fee-paying foreign student

NZAID Scholarship (including Aotearoa short-term training and post-graduate)

Exchange scheme approved by the Ministry of Education

Foreign research-based post-graduate

### Ethnicity

Which ethnic group(s) do you belong to?

You may identify up to three:

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

### English Language Requirements

Is English your first language?

- No  Yes

If 'No', what is your first language?

Have you ever undertaken English language study in New Zealand

- No  Yes

N.B. If yes please complete the details below.

Name of school

Date started

Date finished

Applicants who have completed an academic qualification in a country where English is the first language can be considered for an exemption from providing English language test results.

I will take/have taken an English language proficiency test (Academic IELTS or TOEFL)

Date to be taken

Name of test

Results if known

N.B. Please provide verified proof of recent results.

### 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.

- Overseas (irrespective of occupation)
- 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
- 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?

N.B. Please provide verified official documentation of academic transcripts for all qualifications and study in New Zealand.

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

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). (lines\_


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

## Identification

- I understand that The Learning Connexion Ltd. needs to sight an original or \*verified copy of my current passport and visa before my enrolment can be confirmed. Scanned and emailed copies are not acceptable.

If your name on your form of ID differs from the name you have now or have used on this application, please include proof of name change, e.g. marriage certificate. This must be the original document or a verified copy (see below). Scanned and email copies are not acceptable.

\*Verified copy – This is a photocopy of your original document signed by an authorised person as being a true and accurate copy. This person could be a justice of the peace (JP), barrister or solicitor, court registrar or deputy registrar. For further information, please contact Immigration New Zealand.

## Payment Options

### Select payment type

- Money transfer  Paypal

**Fee Payment:** Fee payment is to be arranged or paid in full to THE LEARNING CONNEXION LTD. before the programme start date. Please contact the accounts manager for information and assistance.

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

**N.B. Fees are subject to change without notice.**

## 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.

The Learning Connexion Ltd. complies with the New Zealand Government's Privacy Act which requires us to collect, hold, handle, use, and disclose personal information in accordance with the twelve information privacy principles in the Act. Go to [privacy.org.nz](http://privacy.org.nz)

## 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. The Learning Connexion's policy on withdrawal and refund of fees may be obtained from the enrolment officer, or viewed on our website at: [www.tlc.ac.nz/international-fees](http://www.tlc.ac.nz/international-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: [www.tlc.ac.nz/policies](http://www.tlc.ac.nz/policies)

**Agent - By completing the 'agent' section in the enrolment form you are giving us permission to confer with your agent on your behalf.**

### 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 Ltd. for marketing, publicity and educational purposes.

N.B. Individual works will be exempt from this agreement by submitting a request in writing to TLC's 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 that 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 is 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**

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 confirm that I am the person named on this form.

I declare that, to the best of my knowledge, all of the information I have supplied 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

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

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?
- Prepared a portfolio to send to us with your application 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 and once your enrolment has been processed.

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

I have provided or applied for the following documents

- Overseas passport
- Study visa and permit (required if studying in New Zealand)
- Document stating any name change (if applicable)
- Evidence of medical/health insurance (required if studying in New Zealand)
- Evidence of English language proficiency

**Agent Details - If applicable**

Agent ID:

Agent Name:

Agent Signature:

Agent Email:

Agent Telephone:

If you are completing this international Application Form as an international agent on behalf of a student, it is your responsibility to make the student aware and agree to the student declaration, refund policy and all the terms and conditions contained within this form. Your submission of this form is confirmation that this is understood and agreed by you. The student will be required to sign and agree to these declarations, terms and conditions as part of their enrolment process prior to the commencement of study.

Agent Stamp Here

**Office Use Only**

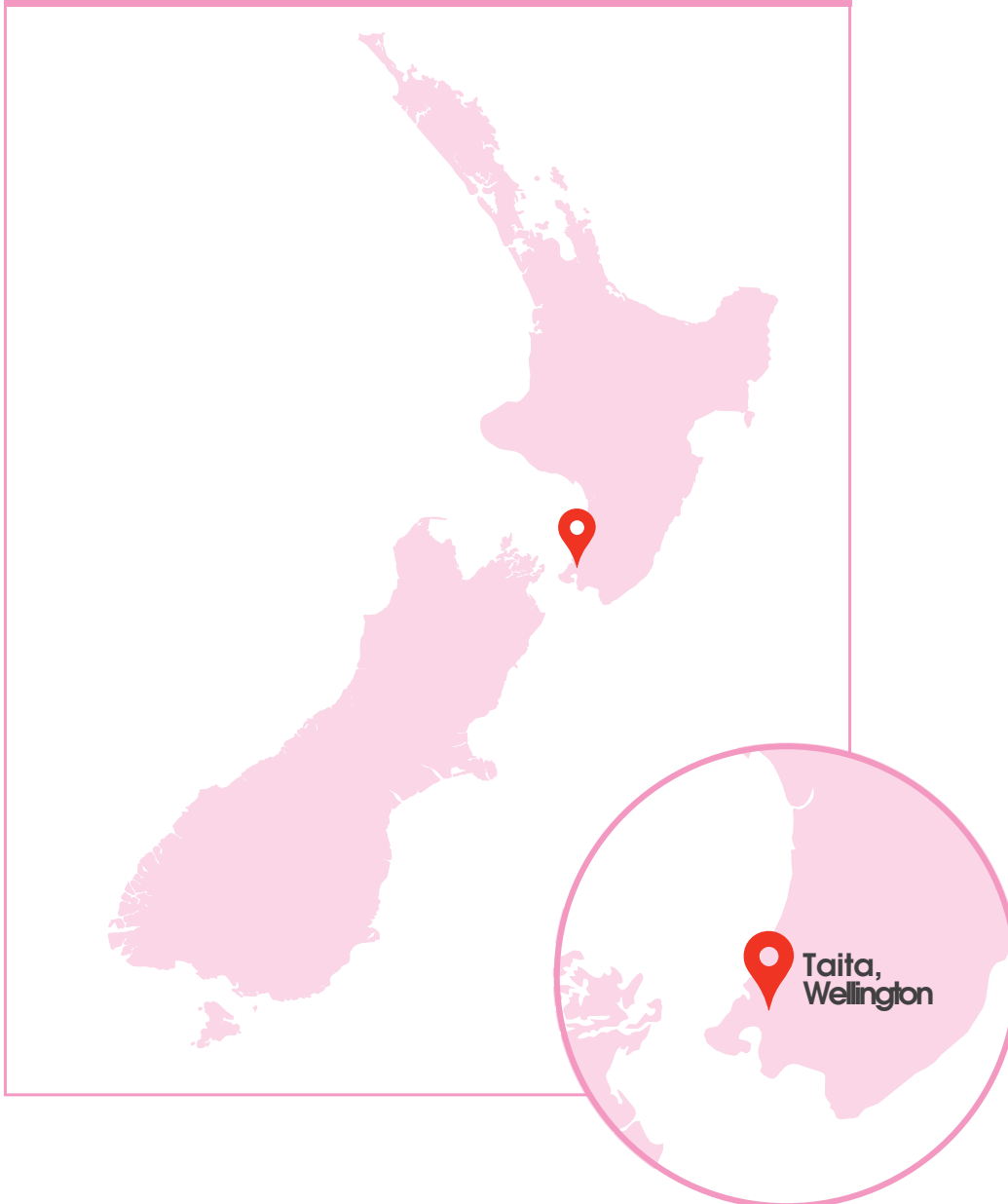
- Restart fee applies     Restart fee waived
- Restart fee difference \$ \_\_\_\_\_
- Scholarship

Scholarship amount \$ \_\_\_\_\_

TLC Ltd. representative

Date

### Where are we in New Zealand?



**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



tlc.ac.nz