

Student name:

Te Kura accepts online enrolments, if you prefer to complete an online application, please check our website at www.tekura.school.nz

Please complete all sections.

An incomplete application will result in a delay in processing. Please use the checklist at the back of this form to ensure you have completed the application correctly.

You must provide a copy of your birth certificate or equivalent documentation.

To be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as an Adult or Young Adult student, the student must be:

- A New Zealand citizen, permanent resident or other verified domestic student
- Residing in New Zealand
- Not attending a school full-time
- Either:
 - Adult** – Turning 20 years of age or over during the year of enrolment; or
 - Young Adult** – 16–19 years of age (but not turning 20) during the year of enrolment.

There is a Tuition Administration Fee per course for **Adult** enrolment, there is no fee for **Young Adult** enrolment.

Submitting an application

Once the application is complete, please save and email to:

enrolment@tekura.school.nz

or post to:

**Student and Whānau Support
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5045**

For further information please:

Phone **0800 65 99 88 option 1**

Email **enrolment@tekura.school.nz**

Previous Te Kura student?

No National Student Number
 Yes Te Kura Student ID number

Names

Full legal name as shown on birth certificate or passport.

First name(s)	<input type="text"/>
Family name	<input type="text"/>
Preferred name (if different from first name)	<input type="text"/>

Date of birth and age

Date of birth Age Male Female
Day Month Year

Year level Diverse Undisclosed

First language

English Māori Other (please specify)

New Zealand Citizen, Resident or Domestic Student

New Zealand Citizen Permanent resident of New Zealand
 Domestic Student* (please send in copies of proof of domestic student status)

If not a New Zealand Citizen, please state country of citizenship

*If you are unsure who qualifies as a domestic student, please call Student and Whānau Support on 0800 65 99 88 option 1 and one of our advisors will be able to help you verify eligibility.

Ethnicity

Tick the ethnic group(s) you identify with.

NZ Māori Iwi (if known)
 NZ European/Pakeha Tongan Cook Island Niuean Samoan Tokelauan
 Fijian Chinese Indian Australian Southeast Asian
 Other

Student

It is essential that we have up-to-date contact details for each student and their support people.

Resources to support your programme of learning may occasionally be sent to your postal address. We will send important information such as My Te Kura access and NCEA registration details by email, so please provide the address of an email account that you access regularly.

Permanent address

Street address

Postcode

Rapid number (if rural)

Postal address (if different)

Postal address

Postcode

Rapid number (if rural)

Phone numbers

Home

Work

Mobile

Email

An email address is essential for access to online courses.

Siblings with Te Kura?

No Yes

Sibling name	Student ID number	Te Kura ECE Waiting list

Details of a supporting person who is authorised to deal with any matters relating to this student

Support Person

First name(s)

Family name

Date of birth

Day Month Year

Relationship to student

Permanent address

Street address

Postcode

Rapid number (if rural)

Postal address (if different)

Postal address

Postcode

Rapid number (if rural)

Phone numbers

Home

Work

Mobile

Email

Previous school

School

Year level at that time Last date of attendance

Day Month Year

Previous school record

Subjects taken at previous school in last year of enrolment.

Subject	Level	Subject	Level

School achievements

Academic, sporting, musical or other achievements.

Interests, hobbies, sports

Career plans

Supporting information

Attach a copy of any standards achieved. Include the current year, any entries for externals, and details of any qualifications achieved in previous years.

Currently studying at another institution? Yes No

If yes, name the institution:

Is the course a Youth Guarantee or First Year Free Tertiary course? Yes No

- Young Adult** students are not required to pay any fees.
- Adult** students are required to pay a Tuition Administration Fee of \$116.00 for each course (excluding Te Reo Māori and the Kaupapa Māori range). It must be paid in full at the time of enrolment and is non-refundable once the enrolment is completed.

Complete for the payment method that you will be using.

Credit card

- Visa Mastercard

Credit card number

Expiry date
Month Year

Verification number The number on the back of your card

Name

Signature

Internet banking

Account: Te Aho o Te Kura Pounamu

Bank: Westpac

Account No: 03-0518-0134660-25

Reference entered Student's name and/or Te Kura student ID number

Date payment made
Day Month Year

Total payment

\$

- Tick if you require a receipt

1. Academic Record

Te Kura needs to confirm the student's academic record to date with their previous school. The principal or class teacher from the previous school must complete a student educational profile if requested. If the student has been home-schooled, the family must provide details. The privacy statement below explains who will have access to this information. If you have any concerns, please contact us.

2. Privacy

Te Kura is required to collect personal information from students in order to comply with obligations laid down by the Ministry of Education and the Education Act 1989. This information will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the school.

The school may also provide this information to other third parties, where the information relates to the education, health, welfare or safety of the student, both during and after enrolment at Te Kura. These third parties include government agencies such as the Ministry of Education, New Zealand Qualifications Authority, the Ministry of Social Development, and online education providers which Te Kura recommends as a beneficial educational resource supplementary to its own courses. Student name, identification number and email address, and the email address of the parent/caregiver/guardian of the student, may be provided to these online providers to facilitate student registration on their sites. By submitting an application for enrolment, students authorise the school to disclose such personal information to third parties in accordance with this privacy statement.

Under the Education Act 1989 and the National Administration Guidelines, parents and guardians have the right to access information directly relating to matters concerning the education of their child/student.

Under the Privacy Act 1993, any other personal information about a student held by Te Kura can only be released to the student. Personal information about a student will only be released to another party, including parents and guardians, with the student's written permission or where the Privacy Act provides for an exception to be made.

You have the right to access and request corrections to personal information held by the school. Please put your request in writing to the school's Privacy Officer.

Any requests for personal information about a student not directly related to their education should also be put in writing to the school's Privacy Officer.

Please advise the school if you have any concerns about the information held by us.

See our [Privacy](#) section for more details.

3. Authentication

Te Kura has to ensure that work presented for assessment is the student's own work. The Student or Supervisor of a student enrolling in courses that lead to New Zealand national qualifications must ensure that they/the student understands that work sent in for assessment must be their own. Plagiarism detection software may be applied to any work presented for assessment.

This means:

- The student undertakes to present their own work for assessment. If working online in Te Kura's online learning environment (My Te Kura), the student accepts an authentication statement at the start of each course. The student is also reminded of the authentication requirements for all assessment activities at the time of submission.
- In courses that lead to New Zealand national qualifications, assessment activities may require supervision. These will be accessed by or provided to the Supervisor, must be done with the Supervisor, be completed under test conditions, and the completed assessments returned to Te Kura by the student in the designated dropbox in My Te Kura. The student must complete the online authentication statement and supply their Supervisor's name and the relationship of the Supervisor to them when uploading the assessment activity to the designated dropbox in My Te Kura. The same procedure applies to examinations. For practice exam results to be used as derived grades, the exam conditions must meet NZQA requirements by having an Exam Supervisor who is independent of the student and their family. The Supervisor's identity and relationship to the student must be verified by a person who is recognised as having standing in the community.

Agreement to the declaration statement in the student's enrolment application is confirmation of this.

4. Information Communications Technology

The following Te Kura Information Communications Technology (ICT) Student Use Agreement is for the protection and safety of students enrolled at Te Kura.

When using ICT it may not always be possible for Te Kura to filter or screen all inappropriate material. For a guide to the range of material that Te Kura would regard as inappropriate, go to the [Netsafe](#) website.

It is therefore your responsibility to:

- not deliberately access such material
- not distribute such material by copying, printing, emailing, posting on the internet or any other method, and
- not have any involvement with such material.

You should only use Te Kura ICT for purposes relating to schoolwork and Te Kura ICT must not be used for any purpose or in any way that harms or might harm other people.

If you become aware of or accidentally access any inappropriate material on Te Kura ICT, you must immediately report this to your teacher.

Te Kura reserves the right to monitor your communication, work or data relating to communication technologies.

Te Kura also has a Cyber Safety policy for the protection and safety of its students.

Agreement to the declaration statement in the student's enrolment application is confirmation of this.

5. Course availability

Te Kura may be required to withdraw or restrict enrolment to courses at any time. If you enrol in a course that is subsequently withdrawn or restricted in terms of enrolment, we will contact you to discuss other study options.

Refer to [Subjects and Courses](#) for the latest information on available courses, along with materials, equipment and books required for each course.

6. Complaints

Students and their support people can discuss the student's learning needs and concerns with Te Kura staff. If the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that anyone making a complaint should feel safe and supported and that by making a complaint student's will not be disadvantaged.

Refer to [Complaints](#) for information about our complaints process.

7. Items to be provided by students

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. If your course is online, you will need access to a computer with internet connectivity. In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

Other courses may require you to provide particular materials and/or equipment.

Refer to [Subjects and Courses](#) for the latest information on available courses, along with materials, equipment and books required for each course.

Most Te Kura courses are available online or use online resources. You will need to have access to a computer with internet connectivity in order to enrol in these courses. Please ensure you have such access or are eligible for our Laptop and Connectivity programme, before enrolling in an online course.

Refer to [Laptop and Connectivity](#) for information about our device and internet assistance programme.

8. Fees and the school's refund policy

Young Adults

No enrolment fees are charged for students who meet the Ministry of Education's funded enrolment criteria.

Adults

All adult enrolments are charged a Tuition Administration Fee per course. This must be paid in full at the time of enrolment and cannot be paid in instalments.

The Tuition Administration Fee is non-refundable after the enrolment process is completed.

Refer to [Fees](#) for current Tuition Administration Fee and Tuition Fee amounts.

9. Duration of enrolment

Adult Students

The duration of enrolment is until all relevant course assessments are complete, or the end of the calendar year, whichever is sooner.

If you do not return work on a regular basis you will be removed from the roll.

A further tuition administration fee is required if you wish to re-enrol to complete a course or enrol in a new course.

Full-Time and Young Adult Students

Full-Time and Young Adult students may remain enrolled up to and including the end of the school year in which the student turns 19 years of age. The ongoing enrolment is dependent on the student continuing to meet the eligibility criteria determined by the Ministry of Education.

If you do not return work on a regular basis you will be removed from the roll.

10. Examinations

Examinations for externally assessed achievement standards can be sat overseas only if you meet the following requirements. (This does not apply to students in the Cook Islands or Niue.)

You must be:

- living outside New Zealand at the time of NZQA exams in New Zealand (usually early November to early December each year)
- enrolled through our:
 - full-time gateway OR
 - fee-paying overseas gateway in at least three NCEA subjects.
- able to meet NZQA requirements by having an exam supervisor who is independent of the student and their family. The supervisor's identity and relationship to the student must be verified by a person who is recognised as having standing in the community.

Note: Overseas exams are held in October and arranged through Te Kura.

- You cannot sit New Zealand scholarship exams overseas.
- Some examples of persons of standing in the community are:
 - Currently practicing lawyers, medical doctors/dental surgeons.
 - Elders/pastors from a church, temple, mosque, or synagogue.
 - Serving members of armed forces, police officers, senior government officials.

Publication of student images and schoolwork

From time to time, we publish material that has been produced by students or is about students, for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and photographs or images of students or groups of students taking part in school activities.

The places we publish schoolwork, photographs or images of students include our website, course materials, school newsletters and the school's social media pages.

It is the school's policy that:

- any photos for publication are positive representations of the students
- student work will not be published that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.

Parents and students should be aware that Te Kura cannot control who accesses the information published on our school website. In recognition of this, Te Kura takes steps to safeguard the privacy of our students and to comply with the Privacy Act 1993.

Te Kura has a designated Privacy Officer who is available to answer any enquiries from parents or students about the online publication of student images and schoolwork.

Permission to publish student photographs or images

- I give permission for any photographs or images taken of my student while enrolled with Te Kura to be used without limit in teaching and promotional materials produced or published by Te Kura.

Permission to publish student schoolwork

- I give permission for any schoolwork created by my student while enrolled with Te Kura to be used without limit in teaching and promotional materials produced or published by Te Kura.

You have the right to withdraw your permission at any time. To do so, contact your learning advisor or teacher.

Checklist

Before submitting your application use this checklist to ensure you have completed the application for enrolment. Make sure you have:

- entered all the student's personal and contact details
- included any additional information that is required to support the application (detailed on the front page of the application)
- included any additional documentation that is required to support the application (detailed on front page of the application)
- included a copy of the student's proof of New Zealand citizenship, permanent residency or domestic student status
- included a completed Student Education Profile (completed by the student's last school)
- completed the payment section (if applicable)
- signed the declaration.

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Declaration

Read and sign the following

I understand that:

- all materials supplied must be returned to Te Kura when requested
- I must return assignments regularly (every two or three weeks) in order to stay on the roll
- I am required to permit a Te Kura teacher to visit and discuss schoolwork
- I must inform Te Kura immediately of any change in contact details or circumstances
- if my course/s are online, I must have regular access to a computer and internet connectivity.

The information I have given on this form is accurate and I have read, understood and will adhere to the Terms and Conditions contained in section 6.

Name

(please print)

Signature

Date

Day Month Year