

Please complete all sections.

An incomplete application will result in a delay in processing and your form may be returned to you to complete.

Please use the checklist at the back of this form to ensure you have completed the application for enrolment correctly.

To ensure that you are completing the correct enrolment form, you must fit into one of the categories below. You must also be able to provide the stated documentation required for the category ticked. The student is being enrolled with Te Aho o Te Kura Pounamu (Te Kura) because the student is:

Living in New Zealand

- The student lives in New Zealand, is a New Zealand citizen, permanent resident, domestic student, or international student is attending another school and is wanting to enrol in an extra subject but is not eligible as a funded student. Note that fees must be paid by the school of enrolment unless the student is attending a private school.
If attending a private school, please attach a letter from the student's school principal supporting the application for enrolment.
- The student lives in New Zealand but is not a New Zealand citizen, permanent resident or verified domestic student and must be attached to an Education Provider. Note that fees must be paid by the school of enrolment.
Please attach proof of attachment to other New Zealand education provider.
- The student lives in New Zealand, is a New Zealand citizen, permanent resident or domestic student or international student, is attending another school and is eligible for government funded dual tuition, but is wanting to enrol in an additional subject above the maximum course limit of that gateway.

Contact Student and Whānau Support on 0800 65 99 88 if you require more information.

Once the application is complete, please scan and email it to

enrolment@tekura.school.nz

or mail to:

**Enrolment Services
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5054**

What happens next?

You will receive written confirmation after the enrolment is received.

Te Kura also accepts online enrolments for some enrolment categories. If you prefer to complete an online enrolment please check our website at www.tekura.school.nz to see if online enrolment is available for your category.

Please note:

At the time of publication the programmes described on our website (www.tekura.school.nz) are all available. Please note that current Ministry of Education funding arrangements and enrolment criteria for Te Kura may change. Enrolments are accepted subject to funding arrangements and changes to enrolment criteria. Accordingly, the courses that you select may not be available to you. Te Kura may be required to withdraw or restrict enrolment to programmes at any time. If you enrol in a programme that is subsequently withdrawn or restricted in terms of enrolment, we will contact you.

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, including the New Zealand Qualifications Authority, the Ministry of Social Development and other relevant agencies, where it relates to the education, health, welfare or safety of the student, both during and after enrolment at Te Kura.

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 relating to this enrolment.

3. Supervision

If the supervisor nominated in your application is not the student's parent or guardian, as a parent/caregiver of a student of Te Kura you are required to declare that you:

- know the individual nominated as the student supervisor;
- believe that this individual can adequately supervise the student, is a fit and proper person to be a student supervisor and does not pose a risk to the safety of the student; and
- are not aware of anything that would make the individual unsuitable to be a student supervisor (including but not limited to any previous criminal convictions).

Your agreement to the declaration statement in your student's enrolment application is confirmation of this.

4. Authentication

Te Kura has to ensure that work presented for assessment is the student's own work. The parent/caregiver of a student enrolling in courses that lead to New Zealand national qualifications must ensure that 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. Your agreement to the declaration statement in your student's enrolment application

is confirmation of this understanding.

This means:

- The student undertakes to present their own work for assessment and signs the authentication statement on the cover sheet of all assessment activities as a guarantee of this. If working online at NCEA Level 1, the student and supervisor sign an authentication statement at the start of each course which is uploaded to the designated dropbox in Te Kura's Online Teaching and Learning Environment (OTLE); the student also completes the online authentication statement 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 supplied in sealed packs and must be done with a supervisor and under test conditions. The student and their supervisor must sign the authentication statement on the cover sheet. The same procedure applies to examinations. If working online at NCEA Level 1 assessment activities will be released to the student by their teacher and must be done with a supervisor and under test conditions. 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 Te Kura's online teaching and learning environment (OTLE). The same procedure applies to examinations.

5. Complaints

Supervisors and their students are able to discuss the student's learning needs and concerns with Te Kura staff. In the event that the concern cannot be resolved, Te Kura has formal complaints procedures. Te Kura recognises that any student making a complaint should feel safe and supported and that by making a complaint they will not be academically disadvantaged.

6. 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. By agreeing to the declaration statement in your enrolment application, you agree to comply with the terms of this agreement.

When using ICTs 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 (www.netsafe.org.nz). 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 ICTs for purposes relating to school work.

Te Kura computer facilities 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 ICTs, 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.

7. 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 our website for the latest information on available courses and eligibility.

8. Items to be provided by students

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 internet assistance programme, before enrolling in an online course. Other courses may require you to provide particular materials and/or equipment.

Refer to our website at www.tekura.school.nz for information about our laptop and internet assistance programme and materials, equipment and books required for specific courses or call us on 0800 65 99 88.

9. Fees and the school's refund policy

Tuition fees (fee paying students only):

Tuition fees are set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

Refund of the course fee in the event of enrolment withdrawal

Eighty per cent of the course fee(s) paid by a fee-paying student will be refunded provided the withdrawal application is received before the expiry of one month after the enrolment has been completed.

Refunds for any withdrawal applications received outside of this one month period will be at the discretion of the Enrolment Services Manager and may only be considered where exceptional circumstances are demonstrated.

Refunds will not be made for any materials (including items of equipment) returned to Te Kura.

Tuition administration fees (adult students only):

All adult enrolments are charged a tuition administration fee set for the year the study is undertaken regardless of when the enrolment is accepted. A fee is payable per course. This must be paid in full at the time of enrolment and cannot be paid in installments.

The administration fee is non-refundable after the enrolment process is completed. Refunds will not be made for any materials (including items of equipment) returned to the school.

10. Duration of enrolment

Adult and fee-paying students

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

Adults

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.

Fee-payers

A further course 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 of full-time students is dependent on the student continuing to meet the eligibility criteria determined by the Ministry of Education.

11. Pastoral care responsibilities (fee-payers only)

The student's parent/legal guardian must retain control of the overall educational direction including pastoral care as required by holders of an exemption from enrolment at a registered school.

12. 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.

Note:

- Overseas exams are sat in October and arranged through Te Kura.
- You cannot sit New Zealand scholarship exams overseas.

Section 2 Student's personal details

Has the student been enrolled with Te Kura before?

No

Yes Te Kura student ID number (if known)

National Student Number (if known)

What is the student's name?

The student's full legal name as shown on their birth certificate or passport. (You need to provide a copy of your child's citizenship, permanent residence or domestic student status as proof of their eligibility to enrol.)

First name(s)

Family name

Preferred name (if different from the first name)

What is the student's date of birth and age?

Day	Month	Year

Age

Student is: Male Female

What is the student's first language?

English

Māori

Other (please specify)

Student is a

New Zealand Citizen Permanent Resident of New Zealand

Domestic Student* (please send in copies of proof of domestic student status)

If the student is not a New Zealand Citizen, please state their country of citizenship

Ethnicity

This information is required to fulfill Ministry of Education regulations. Tick the ethnic group(s) the student identifies with – you may tick up to three groups.

NZ Māori

To which iwi does the student belong?

NZ European/Pākehā

Tongan

Southeast Asian

other European

Cook Island

Niuean

Chinese

other Pacific Island

Samoan

Tokelauan

Indian

other Asian

Fijian

other (please specify)

*If you are unsure whether the student qualifies as a domestic student, please call Enrolment Services on 0800 65 99 88 and one of our advisors will be able to help you verify their eligibility.

Does the student have any siblings studying with Te Kura?

No Yes

Please list the names of brothers/sisters studying with Te Kura and their year level.

Sibling name	Year level	Student ID number

Section 3 Contact information – Student

Address and contact numbers *(It is important that you advise us of any changes to these details.)*

It is essential that we have up-to-date contact details for each student and their parent or guardian.

Resources to support a student's programme of learning will occasionally be sent to the student's postal address. Student reports, NCEA payment and registration details as well as other important information will be sent to parents/supervisors by email, so please provide the address of an email account that you access regularly. This information will be posted to you if you do not have access to email.

Permanent address

Street address

Postal address (if different)

Postcode

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Postcode

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Rapid number (if rural)

--

Home phone

--	--

Work phone

--	--

Mobile phone

--	--

Fax

--	--

Email address

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An email address is essential for access to online courses.

Section 4 Student education profile

Does the student wish to study a

Full programme Individual subjects

If the student is enrolling in individual subjects, please list them below:

Subject	Subject code	Curriculum/qualification level

All NCEA Level 1 courses are online courses. Students will require access to a suitable device with internet connectivity. Under certain circumstances Te Kura is able to assist families of full-time students who are unable to provide access to a suitable device and connectivity. Ask an Enrolment Advisor for more details or visit our website at www.tekura.school.nz.

Refer to Subjects and Courses/What you can study on our website www.tekura.school.nz. If you wish to speak to someone about your student's course choices please call 0800 65 99 88 to speak to a student support advisor.

Attach a photocopy of qualifications relevant to the student's studies for example, Achievement of Unit Standards, Record of Learning.

Section 5 Fees

Please complete ONE of the tables below that best describes your residential status.

- All charges are in New Zealand dollars.
- A full-year programme in years 1 to 10 is twelve months' work in the eight curriculum areas.
- If enrolling after 30 June a half year fee applies.

Enrolment in individual subjects is limited to a maximum of three subjects apart from NCEA enrolments.

Fee-Payers

New Zealand citizen, permanent resident, domestic or international student living in New Zealand (GST inclusive)

Or

Student living in New Zealand but not a New Zealand citizen, permanent resident or domestic student (GST inclusive)

Programme	Fee	Total (\$NZ)
Full year programme: Years 1–6	\$6,940.00	
Full year programme: Years 7–10	\$7,061.00	
Half year programme: Years 1–6 (July to December only)	\$3,470.00	
Half year programme: Years 7–10 (July to December only)	\$3,531.00	

Individual subjects	Number of subjects	Fee	Total (\$NZ)
Per individual subject: Years 1–6	x	\$1,735.00	
Per individual subject: Years 7–10	x	\$1,766.00	
Per individual subject: Years 11–13	x	\$1,696.00	
Per individual subject: Years 1–6 (half year)	x	\$868.00	
Per individual subject: Years 7–10 (half year)	x	\$883.00	
Per individual subjects: Years 11–13 (half year)	x	\$848.00	
Total subject/programme fee			\$

Section 6 Payment form

Enrolment request ID

(office use only)

If you are making a payment, please complete the payment form below.

Te Kura student ID number (if known):	
First name(s)	
Family name	
Postal address	
Postcode	
Phone no.	<input type="text"/>

Payment method (complete for the one payment method that you will be using)

Credit card	Credit card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visa <input type="radio"/>	Expiry date	<input type="text"/>	<input type="text"/>	CVV number*	<input type="text"/>	<input type="text"/>	<input type="text"/>
MasterCard <input type="radio"/>	Cardholder name	<input type="text"/>					
* The CVV number is the last three digits of the number on the back of your card on, or above the signature line.	Signature	<input type="text"/>					

Internet banking <input type="radio"/>	Enter Te Aho o Te Kura Pounamu bank details:
Bank:	Westpac
Account No:	03-0518-0134660-25
Make the reference the student's name and/or their Te Kura student ID number	
Reference entered	<input type="text"/>
Date payment made	<input type="text"/>

Cheque/bank draft <input type="radio"/>	NZ cheque <input type="radio"/>	Bank draft <input type="radio"/>
Make your cheque/bank draft payable to: Te Aho o Te Kura Pounamu		

Invoice <input type="radio"/>	Student <input type="radio"/>	School <input type="radio"/>
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Subject fees

\$

this amount is copied from page 7

Total payment

\$

Tick if you require a receipt for payment

Section 7 Declaration and checklist

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.

Read and sign the following

As the parent/caregiver of a student of Te Kura, I understand that:

- the student must return assignments regularly (every two or three weeks) in order to stay on the roll
- the student will spend the usual school time studying an approved programme
- all assessment activities must be the student's own work
- I must inform the school immediately of any contact details change
- if my chosen course/s are online it is my responsibility to ensure I have regular access to a computer and internet connectivity (refer to our Terms and Conditions for more information).

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 1 of this Application for Enrolment.

Parent/caregiver name
(please print)

Parent/caregiver signature

Date

Day	Month	Year
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Checklist

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

Make sure you have:

- Entered all of the student's personal and contact details
- Signed the declaration
- Completed the payment form
- Included any additional documentation that is required to support the application (detailed on front page of application)
- Included a copy of the student's proof of New Zealand citizenship, permanent residency or domestic student status or proof of other citizenship
- Included a completed Student Education Profile (completed by the student's last school), where necessary

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enrolment@tekura.school.nz

or mail to:

Enrolment Services
Te Aho o Te Kura Pounamu
Private Bag 39992
Wellington Mail Centre
Lower Hutt 5054

Please contact us on 0800 65 99 88 or enrolment@tekura.school.nz if you require any further information.