



Annesbrook
Leadership College

ENROLMENT FORM (Domestic student)

Programme Title:

Start date:

Course Code	Course Title	Semester

Please note; the name entered on this form will appear on your NZQA Record of Achievement, Certificates and Diplomas (if applicable)

National Student Number: (if known)

(Not necessary for non-accredited courses)

If you are not registered with NZQA tick the box. ALC will register you with NZQA unless you enrol for the NZQA New Zealand Qualifications

Surname (family name)

First names (given names), Enter all names in full

Address: This should be your permanent address, NOT your work address or a temporary address used while attending a teaching institution

Email address

Phone No:

Mobile No:

Date of Birth				Gender (circle): (for statistical purposes only)	Male	Female
	Day	Month	Year			

Ethnicity: tick box(es) beside the ethnic group(s) you feel you belong to (for statistical purposes only)

European/NZ	<input type="checkbox"/>	Tongan	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Indian	<input type="checkbox"/>
NZ Maori	<input type="checkbox"/>	Niuean	<input type="checkbox"/>	Tokelauan	<input type="checkbox"/>	Other Pacific Islander			
Samoaan	<input type="checkbox"/>	Cook Is Maori	<input type="checkbox"/>	Fijian	<input type="checkbox"/>	Other (specify)			

I declare that I agree to comply with the attached student Information and the rules and regulations of Annesbrook Leadership College regarding this course

Signed

Date

PAYMENT OF FEES

Confirmation of enrolment will be provided in the form of an invoice. Fees must be paid in full before the start of your programme on the ALC website

CHEQUE

Please make payable to Annesbrook Leadership College.

CREDIT CARD

A credit card surcharge of 1.5% of the value of the transaction will apply

STUDYLINK STUDENT LOAN

Please lodge an application with StudyLink (*check first that funding is available*) prior to the start of your programme. Please phone 0800 88 99 00 for advice or visit their website: www.studylink.govt.nz.

EMPLOYER OR COMPANY

Please attach Company Order form/cheque or complete credit card details with a surcharge of 1.5%.

WORK AND INCOME TRAINING INCENTIVE ALLOWANCE (TIA)

Please complete the required TIA documentation. and arrangements must be made to pay the remainder prior to the start of your programme. Please note that the TIA payment may not cover your entire fees

How will you pay for your study?

- Cash/Eftpos
- Company Order Form from Employer
- WINZ Training Incentive Allowance
- Credit Card
- Visa
- MasterCard
- Cheque
- Student Loan Scheme
- Self-funding: account number 06-0705-0493503-00; reference "studentfees(surname)" e.g. studentfeesbrown

Cardholder

Card No

Expiry

Amount

Signature

Domestic Student Information

Entry Criteria

See the entry criteria for your chosen course in the Annesbrook Leadership College prospectus/pre-enrolment pack

Health and Safety Procedures

Your tutors will make you aware of emergency evacuation procedures and any potential hazards in the training environment. Should you see anything hazardous in the training environment bring it to the attention of the tutor immediately.

Learning Support

ALC staff are available for guidance and support during normal office hours and, if appropriate, outside of those hours. Please discuss with your tutor any course-related problems. Staff guarantees strict confidentiality. If you need guidance and support outside the expertise of your tutor, please ask to see the Student Support Coordinator who can provide direct support of help you seek specialist support through a range of agencies.

Special needs

If you have any special needs which impact on your ability to undertake training and assessment, please discuss these with your tutor at the commencement of the course. Your tutor will then arrange with you on how these will be accommodated.

Assessment & reassessment and Appeals

See the details of your course assessment requirements in your pre-enrolment pack and/or Student Manual.

Recognition of Prior Learning or Current Competence

ALC acknowledges and supports the right of learners to gain credit for existing skills and knowledge through the process of Assessment of Prior Learning and Existing Skills. If you let us know that you wish to have existing skills and knowledge recognised a process of assessment of this prior learning will be begun. Credit will be allocated to you if you meet the assessment requirements.

Credit Transfer

If you can show us recognised achievement (e.g. academic records) of credits for a course component in a similar programme ALC will consider giving you credit transfer and will be exempted the assessment requirements of that component in the ALC course.

Disciplinary Procedures

If you endanger the learning environment by consciously disregarding the rules and regulations of the College you will be reminded verbally of your commitment when you signed the enrolment form. Should your behaviour re-occur, you will be given a written request to abide by the rules and regulations. If the behaviour continues, your suspension from the College will be considered.

Complaints

If you have a complaint about ALC or one of our staff members:

- In the first case, raise it with the tutor/staff member most closely concerned.
- If it is not resolved, write to the CEO and give your letter of complaint to the receptionist. Your complaint will be considered on or before the next meeting of the Management Team.
- If you are not satisfied with the Management Team's response a complaint can be taken to the Quality Commission, PO Box 6411 Wellington 6141 or phone 04 4722757 www.qualitycommission.co.nz.
- If you are not satisfied with the Quality Commission's response you can then contact NZQA at Wellington - Ph. (04) 802 3000.

Fees Information, Withdrawals and Refunds

Full fee details of courses are shown in the Annesbrook Leadership College prospectus, web information and enrolment pack.

- Your fees are protected by a Public Trust account. Any fees you pay ALC are paid into the Trust within a day. ALC can only access the fees at a series of points in the course after you have received training. That means if your ALC course was closed half way through half the money you paid will be safe and can be refunded. If there was a similar course run by another College you would have the option to transfer to that College to complete your training.
- If you decide to withdraw from the course you are studying, you must give written notice to the Registrar before or on the day of your withdrawal.
- If you decide to withdraw from the course before it starts you will be refunded all the fees you have paid.
- If you decide to withdraw from the course within the 'refund period' (this is the first 21 days of a course of more than 3 months' duration) you will be refunded all the fees you have paid less 10% or \$500 whichever is the lesser amount. This covers the time you have been training and any other expense ALC has incurred in teaching you.
- If you decide to withdraw from the course after the 'refund period' or from any course of less than 3 months' duration, no refunds are given but, if your circumstances are such that they are deemed beyond your control, ALC will consider your request for part refund of fees on a case by case basis.

Information about you and your results

Information about you and your learning achievements is governed by the Privacy Act, which ALC follows closely.

There are two reasons why ALC might need to provide copies to other people of your personal information. They are:

- To send achievement results to NZQA so that your 'Record of Achievement' can be updated with new qualifications added to it.
- To make photocopies of some of your assignments to use when the assessment is moderated by another person or persons. The purpose of moderation is to make sure that the assessment is fair, valid and consistent.

When you sign the enrolment form you give permission to ALC to pass on your learning material and learning results to a restricted number of other people. If you have any concerns about your personal information being transmitted to other people, please contact the Registrar or CEO.

Your enrolment records and personal details will be kept for 2 years in hard copy after you complete the programme. All your final achievements, results and qualification records will be retained indefinitely electronically and is safely and securely archived.

CHECKLIST

PLEASE RETURN THIS FORM TO ANNESBROOK LEADERSHIP COLLEGE

We want to ensure your enrolment is processed quickly. Failure to answer any of these questions will result in your application/enrolment being delayed. Have you:

- YES Completed all sections of this form?
- YES Have you provided one of the following?
 - Birth Certificate with a place of birth stated as New Zealand, Cook Island, Tokelau or Niue
 - New Zealand or Australian passport
 - A statement of Whakapapa including date of birth countersigned by a Kaumatua
 - Certificate of citizenship or letter of confirmation
 - Overseas passport with residency stamp
- YES Completed any additional programme-specific information required?
- YES Applied for your Student Loan and Allowance if applicable?
- YES Signed the Declaration?

Declaration of interests of governing members of Annesbrook Leadership College

The governing members of Annesbrook Leadership College do not have any material conflicts of interest in other education or immigration sector organisations.