

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 family lives in New Zealand and has a Ministry of Education Exemption to home school for the student.
Please attach a copy of your exemption to home school and proof that the student is a New Zealand citizen, permanent resident or verified domestic student.
- The student lives in New Zealand, is not attending a registered school, but does not need an exemption to home school (i.e. is 16 years of age or older), is a New Zealand citizen, permanent resident, or domestic student and is not eligible for a funded enrolment with Te Kura.
Please attach proof that the student is a New Zealand citizen, permanent resident or verified domestic student.
- The student lives in New Zealand, is a New Zealand citizen, permanent resident, or domestic student, is attending another school and is wanting to enrol in an extra subject but is not eligible as a funded student.
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.
Please attach proof of attachment to other NZ education provider.
- The student lives overseas, is a New Zealand citizen or permanent resident but is not eligible to enrol under the Ministry of Education's enrolment policy.
Please attach proof that the student is a New Zealand citizen or permanent resident.
- The student lives overseas and is not a New Zealand citizen or permanent resident.
There is no documentation required to support this application.

Contact Enrolment Services on 0800 65 99 88 if you require more information.

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 and other relevant agencies, where it relates to the education, health, welfare or safety of the student.

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. Copyright

By signing this Application for enrolment, you authorise Te Kura to copy and transmit the student's copyright material in the course of their education.

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. 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.
- In courses that lead to NZ 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.

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.

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

Some courses may require you to provide your own materials, and/or audio/video equipment and/or textbooks. Refer to our website for the latest list of materials, equipment and books required for such courses. Go to Subjects and Courses/What you can study for a list of subjects, or contact us on 0800 65 99 88.

In order to utilise audio/video resources, you will need access to the equipment required to play or receive them.

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.

Administration fees (adult students only):

All adult enrolments are charged an 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 (adults and fee-payers)

The duration of enrolment is until all relevant subject level assessments for your programme of learning are complete, or for 12 calendar months from the enrolment date, whichever is the sooner.

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

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

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
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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.

Section 2 Student's personal details

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

Enrolment Services Only

Date received Finance	Subject fees received	Access fees received	Approved by	Date approved
Enrolment reason				Year level
Comments		Start date	Expiry date	
SLF	Te Kura school	Individual subject <input type="radio"/>	Date enrolled	
		Full year <input type="radio"/>		
Course	Order			

Section 3 Contact information

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

Student's permanent address

Street address

Postal address (if different)

Rapid number (if rural)

Postcode

--	--

Postcode

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Email address

Mobile phone

--	--

Home phone

Fax

--	--

Work phone

Supervisor information

If neither of the parents/caregivers can supervise the student's Te Kura work, please give details of the authorised supervisor and the address to which the Te Kura work is to be sent, if different from the student's permanent address.

First name(s)

--

Email address

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Family name

--

Home phone

--	--

Postal address
If different

Work phone

--	--

Mobile phone

--	--

Fax

--	--

Postcode

--

What is the supervisor's relationship to the student?

Mother Father Guardian/Caregiver Grandfather Grandmother

Other family/whānau member (please specify)

--

Friend Other (please specify)

--

What is the supervisor's employment status?

Full-time employment (please specify)

--

Part-time employment (please specify)

--

House-person Beneficiary Retired Student Other (please specify)

--

What is the supervisor's highest educational qualification?

No formal educational qualifications NCEA Level 1, School Certificate or equivalent

NCEA Level 2, Sixth Form Certificate or equivalent NCEA Level 3, Bursary or equivalent

Bachelor degree/Diploma Postgraduate qualification

Other educational, partly completed or professional qualifications (please specify)

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Section 3 Contact information

Details of parent(s)/caregiver(s) who is/are authorised to deal with any matters relating to this student

First parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

--	--

Work phone

--	--

Mobile phone

--	--

Street address

Rapid number (if rural)

Postcode

--	--

Postal address (if different)

Postcode

Second parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

--	--

Work phone

--	--

Mobile phone

--	--

Street address

Rapid number (if rural)

Postcode

--	--

Postal address (if different)

Postcode

I agree that my contact details may be passed on to The Correspondence School Parents' and Supervisors' Association. The Correspondence School Parents' and Supervisors' Association is a support organisation for families of Te Kura students.



Section 4 Student education background

Last school attended	Date of last attendance	Year/level/form at that time
Last New Zealand school attended (if different)		

Previous school record (subjects taken at previous school in last year of attendance)

Subject	Level	Subject	Level

School achievements (academic, sporting, musical or other achievements)

Student's interests, hobbies and sports

Career plans

Educational needs

Does the student have any special abilities, needs or disabilities we need to be aware of? Yes No

If yes, please outline below:

Other study

Is the student currently doing any other study? Yes No

If yes, name the institution they are studying with:

Would you like work posted to this provider? Yes No

Section 5 Student education profile

Does the student wish to study a

Full programme Individual subjects

NB: Students enrolling with Te Kura who hold an exemption to home school may only choose a maximum of two subjects.

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

Subject	Subject code	Curriculum/qualification level

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 an education advisor.

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

Section 6 Student education profile

National Student Number (NSN) if known:

To be completed and signed by the principal of the student's previous school. If the student has been home-schooled, the family must provide the details. Return this form with the enrolment application.

Student's full name

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Year level (circle one)

9 10 11 12 13

School information

Completed by		Principal's signature
Position		Date
School name		
School telephone		School fax
School email		

Did the student attend school regularly?

Yes No

Date of last attendance

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Year level

Student profile

Comment	
Work habits	

General pattern of progress

Above average ability Coping with normal class level Difficulty with subjects

Reading age

Comprehension age

Strengths/weaknesses in subjects

Is the student able to work independently?

Yes Needs support

Other comments relevant to this student's enrolment with Te Kura:

Recent subjects studied by the student (further subject-specific information for qualifications may be requested):

Subject	Curriculum or qualification level	Level of achievement of the student/ key skills or topics mastered or completed	NZQA standards gained (copy of Record of Learning may be attached)

NB: If you wish to provide more information regarding the student's educational background please attach to the back of this enrolment form.

Section 7 Fees

Please complete ONE of the tables below that best describes your residential status.
All charges are in New Zealand dollars.

Please note: Enrolment in individual subjects is limited to a maximum of three, except for those students holding a homeschooling exemption whose enrolment is limited to a maximum of two subjects

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

Programme	Fee per subject	Total (\$NZ)
Full-year programme of one subject at curriculum levels 1–5	X \$1536.00	
Full-year programme of one subject of 1–24 credits at qualifications levels 1–3	X \$1229.00	
	Total Subject Fee	\$

Or

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

Programme	Fee per subject	Total (\$NZ)
Full-year programme: year 9–10	X \$6144.00	
Full-year programme of one subject at curriculum levels 1–5	X \$1536.00	
Full-year programme of one subject of 1–24 credits at qualifications levels 1–3	X \$1229.00	
	Total Subject Fee	\$

Or

Student living overseas who is a New Zealand citizen or permanent resident and not entitled to enrol under the Ministry of Education's enrolment policy (GST exclusive).

Programme	Fee per subject	Total (\$NZ)
Full-year programme: year 9–10	X \$5343.00	
Full-year programme of one subject at curriculum levels 1–5	X \$1336.00	
Full-year programme of one subject of 1–24 credits at qualifications levels 1–3	X \$1069.00	
	Total Subject Fee	\$

Or

Student living overseas who is not New Zealand citizen or permanent resident (GST exclusive).

Programme	Fee per subject	Total (\$NZ)
Full-year programme: year 9–10	X \$5343.00	
Full-year programme of one subject at curriculum levels 1–5	X \$1336.00	
Full-year programme of one subject of 1–24 credits at qualifications levels 1–3	X \$1069.00	
	Total Subject Fee	\$

Publication of student images and schoolwork

From time to time, we publish in school newsletters or on the school's website 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.

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 myself/ my student while enrolled with Te Kura to be used in teaching and promotional materials produced or published by Te Kura.

Permission to publish student schoolwork

I give permission for student schoolwork created by my student while enrolled with Te Kura to be used 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 address change.

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
- Included a completed Student Education Profile (completed by the student's last school), where necessary

Once the application is complete, please post it 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.