

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 be considered for enrolment in Te Aho o Te Kura Pounamu (Te Kura) as a secondary overseas student, the family 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 must be a New Zealand citizen or permanent resident, have lived in New Zealand for two years or more, be planning to be overseas for at least six months and have parents or caregivers who are:

Group A

- 1. Military or diplomatic personnel or others employed by the New Zealand Government whose duties take them overseas.
- 2. University staff and others on sabbatical leave.
- 3. Teachers recruited by inter-governmental or non-governmental organisations for service overseas.

For any of the above three categories, please include a letter from your employer stating that you meet the following criteria for enrolment: There is no employee subsidy towards the student's education costs, the family intends to return to New Zealand on completion of the overseas service, and that there is no local suitable education service available. For group A the initial application for enrolment must be within twelve months of the departure of the family from New Zealand.

Group B

- 1. Going to a non-English speaking country where a suitable or comparable New Zealand education system is not available and the student cannot gain admission to a suitable school locally (if you are applying under this category the maximum enrolment period is five years).
- 2. Going to a country where New Zealand qualification level subjects previously studied are not available or where New Zealand qualification level subjects that a Year 9 or 10 student wants to advance to qualification level are unavailable (if you are applying under this category the maximum enrolment period is five years).

For either of the above two categories, please include a written declaration that you meet the following criteria for enrolment: There is no employee subsidy towards the student's education costs, the family intends to return to New Zealand on completion of the overseas service, and that there is no local suitable education service available. For group B the initial application for enrolment must be within twelve months of the departure of the family from New Zealand.

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

What happens next?

If the enrolment is accepted you will receive written confirmation. 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 Ministry of Education funding arrangements and enrolment criteria for Te Kura may change. 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. Initial applications made under this category must be received before you leave New Zealand, or within 12 months of the date on which your family departed from New Zealand.

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

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

Does the student normally reside in New Zealand? Yes No

If not, where do they normally reside? Please state:

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)

Enrolment Services Only

Date received Finance	Donation received	Date received in ES	Approved by	Date approved
Review date	Date enrolled	Start date	Education adviser/Team leader	
Year level	Category	Estimated expiry	SLF	Te Kura

Section 3 Contact information

Address and contact numbers

(It is important that you advise us of any changes to these details.)

Student's New Zealand address

Street address

Postal address (if different)

Rapid number (if rural)

Postcode

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Postcode

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Email address

Home phone

Work phone

Mobile phone

Fax

Student's overseas address

Street address

Postal address (if different)

Postcode

--

Postcode

--

Email address

Home phone

Work phone

Mobile phone

Fax

If travelling to multiple destinations please list these below (including anticipated arrival and departure dates):

Destination	Arrival Date	Departure Date

Section 3 Contact information

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)	<input type="text"/>	Email address	<input type="text"/>
Family name	<input type="text"/>	Home phone	<input type="text"/>
Postal address <small>If different</small>	<input type="text"/>	Work phone	<input type="text"/>
	<input type="text"/>	Mobile phone	<input type="text"/>
	<input type="text"/>	Fax	<input type="text"/>
Postcode	<input type="text"/>		

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

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)

Section 3 Contact information

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

Does the parent/caregiver live at the student's NZ address?

or overseas address as detailed?

First parent/caregiver

First name(s)

Family name

Relationship to student

Occupation or beneficiary status

Email

Home phone

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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

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Postal address (if different)

Postcode

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 4 Dispatch information

New Zealand departure date

Day	Month	Year
-----	-------	------

Intended return date

Day	Month	Year
-----	-------	------

Tick the box to indicate where the student's initial learning materials are to be sent:

- Student's New Zealand address prior to departure (21 working days notice from receipt of payment is required)
- Student's overseas address

Tick the box to indicate where the student's marked work, mail, materials and equipment are to be sent:

- Student's New Zealand address
- Student's overseas address

Please indicate any known issues with the local postal system at your destination that may effect the ability for you to send and receive work.

Provide details of another person as a contact in New Zealand when you are overseas:

First name(s)

Family name

Relationship to student

Street address (if different)

Postal address (if different)

Rapid number (if rural)	Postcode

Postcode

Email address		
Home phone		
Work phone		
Mobile phone		
Fax		

Section 5 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:

Student choices

What is the student enrolling in?

Full programme Individual subjects

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

Subject	Level

If the student is enrolling in a full programme, please select subject choices and enter them below. Refer to Subjects and Courses/What you can study, on our website www.tekura.school.nz.

Year 9/10 students

Using the subject list, please indicate four subjects to start your student's programme. All Year 9/10 students will have opportunities to achieve success in the essential learning and skill areas of the New Zealand Curriculum. These are: health and physical wellbeing, the arts, social sciences, technology, science, mathematics, language and languages. Please indicate other areas of study the student is interested in so a programme can be developed for them, e.g. agriculture or Chinese.

1.	2.	3.	4.
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Year 11

Students must do subjects 1 and 2. A science is strongly recommended as a third choice based on your student's strengths and interests. Please indicate other choices for subjects 4 and 5:

1. English/Māori (choose one)	2. Mathematics	3. A Science (specify one)
4.	5.	

Year 12

Please indicate subject choices:

1.	2.	3.
4.	5.	

Year 13

Students may choose five or six option subjects

1.	2.	3.
4.	5.	

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

Please outline why there is no suitable local education service available:

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 myself/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 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 provided both in my written statement and on this form is accurate and I will adhere to the Terms and Conditions contained in section 1 of this Application for Enrolment.

I declare the written statement provided confirms the following:

- no employer contribution is provided for the student's education cost
- my family will be absent from New Zealand for at least six months
- there is no suitable local education service available
- I am a New Zealand citizen/permanent resident (having lived in New Zealand for two years or more).

Parent/caregiver name
(please print)

Parent/caregiver signature

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 a copy of the student's proof of New Zealand citizenship or permanent residency (unless the student has attended another primary or secondary school in New Zealand within the last five years), if required
- Included a completed Student Education Profile (completed by the student's last school), where necessary
- Included a letter from your employer as detailed on the front page of the application, where required
- Provided a written declaration that you meet the Overseas Policy.

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.

Date

Day	Month	Year
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Section 9 Payment form

Donation

Parents/caregivers are asked to donate \$90 per student or \$125 per family to provide additional support which directly benefits students. The money is used to subsidise items like library books, equipment and resources to support special events, the school magazine and prizes. The school donation may qualify for an income tax rebate and is a voluntary payment.

Enrolment request ID

Donation (included with this enrolment application)

(office use only)

THIS IS NOT AN NZQA FEE

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

Te Kura student ID number (if known)
First name(s)
Family name

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"/>	<input type="text"/>	<input type="text"/>	
Visa <input type="radio"/>								expiry date	<input type="text"/>	<input type="text"/>
MasterCard <input type="radio"/>									Month	Year
									Cardholder name <input type="text"/>	
									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		

Money order <input type="radio"/>	Make your money order payable to: Te Aho o Te Kura Pounamu
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An organisation is paying the fees <input type="radio"/>	(For example: a Defence Force, your workplace, or a social service provider)
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Donation

\$

this amount is copied from the donation box above

Total payment

\$

Tick if you require a receipt for payment

Section 10 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

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

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.