



PROGRAMME ENROLMENT FORM

- Complete ALL sections of this application
- Attach ALL necessary documents
- Sign and date the declaration at the end

Programme of Study: (Please write below)

Study Information

Have you applied to NZCDI before?

- No Yes (If Yes, enter learner ID number)

When do you intend to begin your studies?

- January
 April
 July
 October

Do you intend to study:

- Full-time
 Part-time

For Administration Purposes Only

1. Learner Programme Handbook supplied

Date:

2. Date application acceptance or rejection advised:

Section A – Personal Details

1.1 Title Mr Mrs Miss Other

1.2 Full Name (as per Passport)

1.3 Preferred Name

1.4 Date of Birth

1.5 Gender Male Female

1.6 Country of Birth

1.7 Country of Citizenship

1.8 Passport Number & Issuing Country

1.9 Ethnicity/Iwi

1.10 Immigration Status

1.11 Current Employment/Work

Section B – Contact Details

2.1 Main Contact Address:
Post Code

2.2 Permanent Address in Home Country:
Post Code

2.3 Email

2.4 Skype Address
Indicate time between 9am – 4 pm NZ time for Skype Chat

2.5 Telephone (Country Code, Area code, Number)

2.6 Mobile (Country Code, Area Code, Number)

2.7 Emergency Contact Number

Section C – Education and Experience

1. EDUCATION: What was your MAIN activity or occupation on the 1st October last year?

Please tick the applicable one:

- Secondary School Student
 Polytechnic Student
 University Student
 House-person or retired
 Employee
 Employer
 Private Institute
 Other: _____

Secondary School:

What was the name of the last high school you attended? _____

What was your last year at secondary school? _____

What was the highest level of achievement you hold from high school? _____

What year was your highest secondary academic award attained? _____

Please explain your reasons for wanting to enter the programme/ what you would like to learn and experience?

2. EXPERIENCE: Please provide information about any work/past academic experience that relates to the programme you are applying for entry to. Attach evidence to support information provided.

Name of Employer

Country

Position Title and Key Tasks

Dates of employment

Section D – English Language - Study Skills

Is English your first language? (Please tick one)

- Yes
 No – please provide complete details of English language tests you have taken.

Test Type (e.g. IELTS)	
Score	
Date taken	

Do you wish to have more information about English and/ Or Study Skills options at NZCDI before beginning your academic programme? (Please tick one)

- No
 Yes

Further information will be supplied to you if you tick Yes.

Section E – Agent (If applicable)

This application is submitted on behalf of the applicant by an approved agent.

- No
 Yes – if Yes please complete details in the section below.

Company Name	
Agent email	
Agent signature	

Agent Stamp:

Section F – Client Information:

Privacy:

Personal information collected, held and exchanged by NZCDI will comply with the Privacy Act 2020.

NZCDI collects and stores information from this form to support administration and services to its learners. When required by law, the Institute may release information to Government agencies.

The information is also used to select learners for qualifications, to manage internal administrative processes, and for internal reporting. It is important that you are aware the Information about learners may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In signing this Application Form, you authorise such disclosure on the understanding that the organisation will observe the general conditions governing the release of information, as set out in the Privacy Act 2020. You may see any information held about you and amend any errors in that information. To do so, contact admin@nzcdi.ac.nz

New Zealand Privacy Guidelines and principles can be viewed at: privacy.org.nz

NZCDI Policies, Procedures, Processes and Regulations

Information about the above will be supplied to you upon receipt of an inquiry or application in the form of our NZCDI Learner Programme Handbook. Agreement to the above as set out in the above publication is a condition of enrolment acceptance.

Fees

In signing this Application Form, you agree, upon successful enrolment, to undertake to pay all fees before commencement or paper by paper as they become due and to meet any late fees and collection charges associated with debt recovery.

You also agree to abide by the NZCDI policy on withdrawals and refunds. NZCDI reserves the right to increase its fees and related costs at any time.

If you withdraw from your programme on or before the tenth day from the commencement date of the programme, you are entitled to a refund of the programme fees paid, less 25% of the total programme payment made. Any learner withdrawing after 10 days will not be entitled to a refund. In exceptional circumstances, a refund may be granted at the discretion of the Board of Directors.

We are also providing you with a:

Programme Brochure

NZCDI Learner programme Handbook

Section G – Documents Checklist

Please ensure that you have provided the following documents:

- Application Form:** Completed and signed
- Academic Transcripts:** Verified copies MUST be supplied.
- Copy of Passport:** Verified copy MUST be supplied.
- Evidence of English language proficiency** (if applicable): Verified copies MUST be supplied.
- Work Experience** (if any) also refer to back of the Application Form for further guidance.
- Curriculum Vitae**

NOTE: A verified copy is a photocopy certified as a true, unaltered copy by a Justice of the Peace or a Notary Public.

Section H – Declaration

Please read the information below and sign to show that you have understood it:

- ✓ I declare that the information provided in this Application Form is true and complete. I acknowledge that the New Zealand Curriculum Design Institute (NZCDI) may suspend my enrolment if false, incomplete, or incorrect information has been supplied or if I fail to provide information requested by the due date.
- ✓ I have read and I understand the 'NZCDI Learner Programme Handbook.
- ✓ I have read and understood the guidelines provided on the Privacy Act. I authorise NZCDI to collect, use and disclose personal information about me in accordance with the Privacy Act 2020.
- ✓ I understand and agree to follow all NZCDI Learner Programme Handbook regulations while I am a learner at the New Zealand Curriculum Design Institute.
- ✓ I authorise NZCDI to verify any information provided by me.
- ✓ I understand that I am only allowed to attend NZCDI classes/utilise resources after paying my fees in full.
- ✓ I understand and agree to inform NZCDI of any changes to the information provided by me, with 96 hours.
- ✓ I agree to obey the NZCDI Educational Facilitator & Learner Contract.
- ✓ I understand that any breach of the NZCDI policies, processes, procedures, regulations or rules will result in disciplinary action against me and penalties may be imposed on me.
- ✓ I understand that when I am enrolling into a programme, NZCDI has clearly stated to me prior to my entry that the programmes I am applying for are owned and approved by the New Zealand Curriculum Design Institute Academic Board exclusively and no other body.
- ✓ By signing this declaration, I am aware that I will not be eligible to graduate until all my fees and any outstanding monies is paid to NZCDI. In the case of a debt in my name at the time of graduation, NZCDI reserves the right to hold my certification, including my Academic Transcript until such time as all outstanding accounts are paid in full.
- ✓ I am aware that I will be a confirmed learner only once I have received a "Confirmation of Enrolment Letter"
- ✓ I have read and understood NZCDI's Withdrawal and Refund Policy.
- ✓ In signing this declaration, I agree to abide by NZCDI's policy on withdrawals and refunds.

I have read, understood, and agree to the above:

Applicant's Signature

Date (day/month/year)

FOR OFFICE USE ONLY	
Comments/Special Considerations	
Checked by	
Offered a place in	

New Zealand Curriculum Design Institute

610 Victoria Street, Central Hamilton, Hamilton, 3204, Waikato, New Zealand



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