

## 2010 Domestic Student Application Form (Year 1)

- International students please contact administration for the International Student Application form
- Please send all application forms to Auckland Administration Centre, **98 Carlton Gore Road, Newmarket, Auckland**
- Please note – we require **ALL information and documentation** as advised for **ALL** students
- Please answer every question under each section (SECTIONS A - H)

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 **Diploma in Health Sciences (Reflexology)**
**PC 3122**

### A. Personal Details

Surname/Family name

First name/s

Preferred name

Gender  Male  Female

Date of Birth Day/Month/Year ...../...../.....

NZCM number *Office use only*NSI number *if known*IRD number *for student loan interest write off*

Postal Address

Post Code

Phone

Mobile

Work

Email

Home

Emergency Contact Name

Phone

Citizenship  NZ Citizen  NZ Permanent Resident  Australian Citizen Other - **if other** please contact administration for an International Student Application form

**Ethnicity**

<input type="checkbox"/> African	<input type="checkbox"/> British/Irish	<input type="checkbox"/> Tongan	<input type="checkbox"/> Latin American	<input type="checkbox"/> Other Pacific Peoples
<input type="checkbox"/> Chinese	<input type="checkbox"/> Korea	<input type="checkbox"/> German	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> Samoan	<input type="checkbox"/> Dutch	<input type="checkbox"/> Australian	<input type="checkbox"/> South Slav	<input type="checkbox"/> Other European
<input type="checkbox"/> Niuean	<input type="checkbox"/> Greek	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Cook Island Māori
<input type="checkbox"/> Indian	<input type="checkbox"/> Polish	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Japanese	<input type="checkbox"/> NZ European/Pakeha
<input type="checkbox"/> Fijian	<input type="checkbox"/> Italian	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Sri Lanka	<input type="checkbox"/> NZ Māori - please specify Iwi _____

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see [www.nsi.govt.nz/ima](http://www.nsi.govt.nz/ima)

### B. Academic and Vocational Information

Main activity as at October 1, 2009

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Secondary School Student     | <input type="checkbox"/> Non-employed or Beneficiary (excl. retired) | <input type="checkbox"/> Wage or Salary work                   |
| <input type="checkbox"/> Self-employed                | <input type="checkbox"/> University Student                          | <input type="checkbox"/> Polytechnic Student                   |
| <input type="checkbox"/> College of Education Student | <input type="checkbox"/> House person or retired                     | <input type="checkbox"/> Overseas (irrespective of occupation) |
| <input type="checkbox"/> Wananga Student              | <input type="checkbox"/> Private Training Establishment Student      |  |

Tertiary Education In what year did you first study at a tertiary level? (If this is your first year put 2010)

Secondary School What was the name of the last secondary school you attended? (State overseas if applicable)

What was your last year at Secondary School? e.g. 1988

How did you hear about the College?

Careers Expo	<input type="checkbox"/>	Family/Friends	<input type="checkbox"/>	Internet	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Other	<input type="checkbox"/>	_____	

**What is the highest academic qualification you hold from a Secondary School?**

- No formal secondary school qualifications
- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or 6th Form Certificate
- University Entrance
- NCEA Level 3 or Bursary or Scholarship
- Overseas qualification (includes International Baccalaureate & Cambridge Exams)
- Other \_\_\_\_\_
- Not known \_\_\_\_\_

Please specify if 'overseas qualification' or 'other' \_\_\_\_\_

**C. Health** The information you supply is confidential

Do you live with the effects of a **significant injury, long-term illness, learning or other disability**?  Yes  No

If yes, please specify \_\_\_\_\_

**Are you presently under the care of a physician, therapist or on medication of any kind?**  Yes  No

If yes, please specify \_\_\_\_\_

**Health declaration:** I declare that to the best of my knowledge I have no communicable diseases (e.g. HIV, Hepatitis) or physical or psychological impairments that will affect my ability to undertake study and/or **give and receive** massage safely.

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**PLEASE NOTE:** If this declaration is not signed you will be contacted by the Student Liaison Manager for further information on your condition.

**D. Language/Learning** The information you supply is confidential

**Do you have any language/learning difficulties?** e.g. reading, writing, dyslexia etc  Yes  No

If yes, please specify \_\_\_\_\_

**Is English your 2nd language?**  Yes  No

If yes, please supply evidence of English language oral and written competency to Academic IELTS Level 5 or above

**E. Financial** Please ensure you post in the \$50 non-refundable enrolment fee with this application form

**Are you applying for a student loan?**  Yes  No

**Are you applying for a Training Incentive Allowance through WINZ?**  Yes  No

**F. Course Enrolment**

**All applicants** - please read the General Information section on Pages 4-5 and ensure you sign and date the declaration on Page 5 of this form.

Interviews will commence in **NOVEMBER/DECEMBER**. You will be contacted to arrange a time.

Have you previously studied at NZCM?  Yes  No

If no, you will be required to pay a \$50 non-refundable enrolment fee

If yes, under what name did you study (if now different)? \_\_\_\_\_

Do you wish to apply for credit transfer / Recognition of Prior Learning for any previous courses?  Yes  No

If yes, please attach a completed NZCM Recognition of Prior Learning form. Contact administration for a form.

**Choose one study option**  Full time  Part time

Please indicate whether you have flexibility around dates/times (tick one)

Flexible

Specific Needs (please specify reasons in writing)

**Please tick your course and date choices.** Where there is more than one choice put 1 or 2 indicating your first and second preference. There have been timetable changes from 2009 and days/dates offered may be different to what you may have been informed.

COURSE LIST	FEES	DAYTIME CHOICES	EVENING/WEEKEND CHOICES
<input type="checkbox"/> Anatomy and Physiology 1	\$1,035	<b>Terms 1-4</b> <input type="checkbox"/> Tuesdays 9am - 12.30pm	<b>Terms 1-4</b> <input type="checkbox"/> Thursday evenings 6.30pm - 10.00pm
<input type="checkbox"/> Introduction to Surface Anatomy	\$175		<input type="checkbox"/> 19/20 June
<input type="checkbox"/> Clinical Therapeutics 1	\$890	<b>Term 1 or</b> <input type="checkbox"/> Monday 9am - 4.15pm <b>or</b> <input type="checkbox"/> Thursday 9am - 4.15pm	<b>Weekends</b> M1 <input type="checkbox"/> 23/24 Jan <b>or</b> <input type="checkbox"/> 20/21 Feb M2 <input type="checkbox"/> 20/21 March M3 <input type="checkbox"/> 17/18 April M4 <input type="checkbox"/> 15/16 May M5 <input type="checkbox"/> 26/27 June
<input type="checkbox"/> First Aid - please choose dates NZQA Unit Standards 6400, 6401 & 6402			<input type="checkbox"/> 27/28 February
<input type="checkbox"/> Applied Aromatherapy			<input type="checkbox"/> 27/28 March and 22/23 May <b>or</b> <input type="checkbox"/> 14/15 August and 16/17 October
<input type="checkbox"/> Clinical Reflexology 1 & 2 / Anatomy, Pathology and Footcare	\$1,930		<b>8 Weekends</b> 13/14 March, 8/9 May, 12/13 June, 31 July/1 August, 28/29 August, 18/19 September, 30/31 October, 20/21 November
<input type="checkbox"/> Research Methodology 1	\$440	<b>Terms 1 and 2 only (part of each)</b> <input type="checkbox"/> Wednesdays 9am - 12.00pm	<b>Term 4</b> <input type="checkbox"/> Wednesdays 6.30pm - 9.30pm
<input type="checkbox"/> Health Psychology 1	\$440	<b>Terms 2 and 4 only (part of each)</b> <input type="checkbox"/> Thursday 9am - 2.45 pm <b>or</b> <input type="checkbox"/> Monday 9am - 2.45 pm	

## G. General Information

### Home Study

You need to allow home study hours to match the hours spent in class eg if a course is 6.5 hours per day allow 6.5 hours home study.

### Orientation Days

Monday, 8 February 3pm to 5pm **or**  Monday, 8 February 6pm to 8pm

### Term Dates

Your Diploma/Degree qualification will start in the week beginning 8th February 2010

Term 1 8/02/2010 - 01/04/2010 (Easter Weekend - April 2-5)

Term 2 19/04/2010 - 02/07/2010 (Queen's Birthday - June 7)

Term 3 19/07/2010 - 24/09/2010

Term 4 11/10/2010 - 11/12/2010 (Labour Day - October 25)

Christmas holidays commence 17/12/2010 NZCM Office will close 21/12/10

\*Please note that if you choose to study part time through the evenings your timetabled weeks may differ slightly from the above.\*

**Studylink**

It is essential that you contact Studylink 0800 88 99 00 as soon as you apply for your qualification to ensure adequate time for processing. Do not wait for confirmation from us. Studylink handles all administration for loans/allowances directly with the students. All application forms are available from their website [www.studylink.govt.nz](http://www.studylink.govt.nz) (you can apply online) or phone 0800 88 99 00 to request specific forms to be sent to you.

**Full time students (0.8 EFTS or more)**

You are able to apply for a student loan and student allowance. If you wish to apply for both the student loan and allowance (or just the allowance) then complete the Combination Application form. If you wish to apply for a student loan only you will need to complete a Stand Alone Student Loan Application form.

**Part time students**

Your study must be at least .25 EFTS to get a student loan. You are not eligible for a student allowance.

**Official start and finish dates for 2010**

Write the following dates on your application form/s for student loans and allowances:  
08/02/10 – 11/12/10

**What happens after your Studylink application has been submitted?**

Your application is screened and receipted. Retain the receipt as evidence of submission of application. Your application is then processed and taken to 'pre-approval' stage (if all required evidence and information has been received). A VOS (verification of study) request from Studylink to NZCM is initiated. When a confirmed VOS is received from NZCM your application will be reassessed. If all information is correct your application is approved and fees paid.

**Application Checklist**

To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand.

**Original Application form and verified copies of documents must be mailed to us. A faxed/emailed copy will not be processed.**

If all the information requested by the College is not supplied your application will be returned to you and your enrolment delayed. Therefore, please ensure you have enclosed the following:

- Verified\* evidence of name, date of birth and citizenship or permanent residency . Please note that if you have changed your name you will need to provide verified evidence of this also. If you have an active NSI number you do not need to supply this information
  - NZ Birth Certificate **or**  NZ passport or Overseas passport with NZ Residency

*\*Where a verified copy is required please have the original document sighted, and a photocopy then signed, by a Justice of the Peace (JP), a solicitor or NZCM Administration staff (Auckland). They are authorised to certify that the copy is a true copy of the original.*

- Two passport size photos (one for student ID card and one for NZCM identification).
- A photocopy of your highest educational qualification plus evidence that you meet the entry criteria as outlined on the prospectus.
- A typed Curriculum Vitae (C.V) that briefly outlines:
  - Your work/life experiences and your current level of experience in positions of responsibility/self employment
  - Reasons why you are applying for the course (as a statement attached to your C.V.)
- One recent written character reference with a contact phone number (not a family member).
- All necessary documentation and application form for recognition of prior learning/credit transfer application (if applicable).
- A \$50 non-refundable enrolment fee. You can pay this using the credit card authorisation below or by posting in a cheque with your application. You can also pay by cash or EFTPOS at the Auckland Administration Centre during office hours (8.30am – 5pm Monday to Friday).

I authorise the NZ College of Massage to debit my credit card as follows: (Visa and MasterCard only)

Credit Card number:                      Expiry date: \_\_/\_\_/\_\_

Name on Card:                      Amount: \$

Signature: ..... Date: .....

The FULL balance of fees for ALL courses you have enrolled in is due before the start of the first course in your qualification.

- Retain a photocopy of the entire application for your own records
- Sign and date the declaration on the next page



**PLEASE READ, SIGN AND DATE YOUR APPLICATION ON PAGE 5**

**Privacy**

The NZ College of Massage collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, when required by statute, the NZ College of Massage releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the NZ College of Massage will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Registrar.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the NZ College of Massage to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

**Fees**

In signing this enrolment form you undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. You also agree to abide by the College's policy on withdrawals and refunds as set out in the prospectus.

**Rules**

In signing this enrolment form you undertake to comply with the published rules and policies of the College with regard to attendance, academic progress, standard of dress, health and safety, and behaviour. Please read the general information section of the prospectus.

Academic requirements:

- Demonstrate competency in all assessment tasks.
- Minimum 80% attendance for all in-class hours. Exceptional circumstances may be negotiated.
- Completion of all assignments and case studies for classes by due date.
- Payment of all tuition and non-tuition fees.

**Declaration**

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions as described above and I consent to the disclosure of personal information as described above. I will make myself familiar with the requirements in regard to student behaviour at NZCM. I will obey the Student Code of Conduct and acknowledge that if I breach this Code I will be subject to penalties imposed according to College Disciplinary Procedures.

I consent to NZCM using my email provided for internal correspondence and reminders

I consent NZCM to use and display my photo and/or testimonials (including name) for the legitimate purposes of the college

**H: Authorisation to Proceed with Enrolment**

**Student signature:**

**Date**

**Office Use Only**

Date application received

Office checklist – information received

- Verified proof of name, date of birth and citizenship or permanent residency
- Two passport size photos
- Photocopy of highest educational qualification plus evidence of meeting entry criteria
- A typed C.V. including personal statement
- One recent character reference
- \$50 non-refundable enrolment fee

All information received and declaration signed? Yes / No

If NO, what is required? .....

Interview: Day ..... Time ..... With .....

Student offered a place in the qualification? Yes / No

College signature ..... Date .....

Designation within college .....

Date enrolment confirmation sent .....