

**Welcome to Kalandra Education Group. Please read the instructions below carefully before you complete this Enrolment form. Once you have completed it, either fax or email all pages to us directly.**

**Please keep a copy for your own records**

## Instructions

The purpose of this form is to obtain all of the required information that we require to enrol you on a programme with Kalandra Education Group. We also need to collect information from you which is required by the Ministry of Education and other Government organisations for statistical and registration reasons.

Please fill the form in correctly by:

- Filling in all sections
- Printing your answers clearly
- Signing and dating the form
- Attaching any additional information required

A. QUALIFICATION				
1.	NZC in Health and Wellbeing Level 3		Health Assistance Strand	
	Programme Start Date:		Programme End Date:	
2.	Have you studied at Kalandra Education Group before?	Yes / No	When	
B. PERSONAL DETAILS				
3.	Family Name:			
	First/Given Name(s):			
4.	Preferred title:			
5.	Date of birth:		6.	Gender:
6.	If you know your NSN (National Student Number), please write it here:			
7.	Citizenship:		9.	Email Address
8.	Ethnicity (e.g. European, Asian, Polynesian):			
9.	Prior Activity	What was your MAIN activity or occupation at 1 October last year? Write "Overseas" if you were not in New Zealand:		
10.	Disability	Do you live with the effects of significant injury, mental, behavioural, medical condition, physical illness, long term illness or disability which may affect your ability to study? If Yes, please provide details: <b>Yes / No</b>		
11.	Conviction Checks	Is there any other information that we need to be aware of that may impact on your study in relation criminal proceedings / convictions either in your own country and / in New Zealand If yes please provide details on a separate document: <b>Yes / No</b>		
APPLICATION CHECKLIST - For student/agent to complete (verified documents are required)				
All sections completed:			Copy of Conviction Check attached (if applicable):	Consultant Stamp
Copy of Drivers Licence or 18 plus card			Copy of passport (and visa if applicable) attached:	
Copies of Certified transcripts and certificates awarded attached:			Evidence of employment contract attached	
Work history (if applicable):			Scholarship form (if applicable)	
OFFICE USE ONLY				
Sales Administrator's Name:		Entry Criteria Satisfied	Entry Criteria Not Satisfied	
Signature: Date:		Comments:		
Student ID Number		Enrolment Number		

C. CONTACT DETAILS						
12.	Your details	Phone:		Home Address:		
		Mobile:				
		Fax				
	New Zealand Emergency Contact	Name:		Home Address:		
Phone:						
D. ACADEMIC INFORMATION						
13.	Secondary School/ High School	What was the name of the last secondary school you attended? State "Overseas", if not in New Zealand.				
		What was your last year at secondary school?				
		What is the highest level of achievement you hold from a secondary school?				
14.	Tertiary Study	Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment or Wananga either in New Zealand or overseas since leaving school? <span style="float: right;"><b>Yes / No</b></span>				
		If you answered "No", Please enter the name of the institution you studied at and the year of our first enrolment:				
		Name:		Year:		
15.	What are your career intentions?					
E. IMPORTANT INFORMATION						
Fees	All students are required to pay the course fee prior to beginning their programme of study unless a scholarship has been awarded. Your total fees will be \$ 3170 this is made up of: Tuition: \$2995 <u>Workplacement costs i.e: Uniforms (approximately \$175.00)</u>					
	Payments must be made into our Public Trust Account – details will be provided upon final acceptance into the programme.					
	Payments must be made out for New Zealand Dollars. <b>If the amount is less than that required, we will not issue a receipt until the correct amount is deposited into the Public Trust Account.</b>					
	I have read and understood the Programme Fees & if i am not successful in a scholarship they will be payable in full		Signed:		Date:	
Refund Policy	Kalandra Education Group has the following refund and reimbursement procedures for the various circumstances that may arise:  <u>Programme of study cancellation</u> If for any reason we cancel a programme of study (including low enrolments) prior to the commencement date, students will be offered a full reimbursement of the fees paid for the programme of study. In the unlikely event that a course is cancelled after the commencement date students will be offered a pro rata reimbursements of fees within five (5) working days based on the programme of study in which they were enrolled & had paid fees for the time of the closure or cessation.  <u>Closure</u> In the unlikely event that Kalandra Education Group goes into liquidation, receivership or has its accreditation withdrawn (in which case the Ministry of Education and New Zealand Qualification Authority will be informed immediately) students will be offered the following options by the appointed trustees.  A pro rata reimbursement of fees based on the programme of study in which they were enrolled and had paid fees for at the time of the event, <b>Or</b> A full reimbursement of fees for the programme of study that fees had been paid for but not yet commenced at the time of the event.  The Trust fund and Fees Refund policies and procedures state here comply with the legal requirements set out in section 253 of the Education Act 1989.  <u>Domestic Students Only</u>  <i>Withdrawal of enrolment before start date</i>  If the student withdraws from a programme of study before the start date of the programme of study, the student will receive the total fees paid, less any applicable fees and costs incurred. Such fees and costs must be explained.  <i>For a programme of study longer than 3 months</i>  If the student withdraws from a programme of study before the end of the eighth (8) working day following the start date of the programme of study, the student will receive the total fees paid, less any applicable fees and costs incurred. Such fees and costs will be explained and will not exceed 10% of the course fees or \$500, which ever is the lesser. In order to receive a refund, the student must complete an application for withdrawal.  No refund of fees will be made after the eighth (8) working day following the start date of the programme of study, unless management accepts that there are exceptional circumstances sufficient to warrant a pro rata refund. Refund applications due to exceptional circumstances must be in writing and will be approved on a case by case basis. The student may be required to provide evidence to support their application.					
	I have read and understood the refund policy		Signed:		Date:	

## F. DECLARATION AND STUDENT ACKNOWLEDGEMENT

### Privacy

Kalandra Education Group collect and store information from this form to comply with the requirements of the Ministry of Education, New Zealand Qualifications Authority, Tertiary Education Commission, Training Organisations, Ministry of Social Development, Department of Immigration and Agencies who support particular students through scholarships and prizes, payment of fees or other awards. The information is also used to select students for qualifications, to manage internal administrative processes, for internal reporting and to provide ancillary services. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute, Kalandra Education Group release 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 Kalandra Education Group will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact your Student Support Advisor.

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 Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <https://www.privacy.org.nz/the-privacy-act-and-codes/the-privacy-act/>

**Fees** - In signing this enrolment form you undertake to pay (a) all fees as they become due; (b) if you are paying fees in instalments or year by year, you commit to paying the full fees for your entire course of study even if you withdraw or are withdrawn from your course; and (c) any late fees and collection charges associated with debt recovery.

Kalandra Education Group policy on withdrawal and refund of fees is listed in the Student Handbook and Important Information' section of this Enrolment Form.

**Rules** - In signing this enrolment form you undertake to comply with the published rules and policies of Kalandra Education Group with regard to attendance, academic progress standard of dress, health and safety, behavior, and to provide Kalandra Education Group with an up-to-date changes to your contact details, next of kin, and residential address.

### Student Acknowledgement

Kalandra Education Group wishes to ensure that you understand what will happen to the unused portion of your fees in the unlikely event of a course closure event. The unused portion of any fees you pay to Kalandra Education Group is protected by a Trust Fund administered by Public Trust, an independent trustee. By signing this enrolment form, you understand that if your course closes, it will be the trustee's duty to make sure the correct amounts of any refunds owing are distributed in accordance with Ministry of Education and the New Zealand Qualifications Authority Guidelines. You acknowledge and agree that

- (a) if a Course Closure Event occurs and you transfer to an Alternative Provider with the approval of the Qualifications Authority, any amount agreed by you, up to the Entitled Student Amount attributable to you will be transferred from the Trust Fund to that Alternative Provider;
- (b) if a Course Closure Event occurs and you owe money to a Loan Provider in respect of that Course, the Trustee is authorised to repay the Entitled Student Amount attributable to you, less any amount transferred to an Alternative Provider, directly to that Loan Provider to the extent required to settle the amount due to the Loan Provider;
- (c) if another party is entitled to receive any refund of the Entitled Student Amount attributable to me, you will provide the Trustee with the contact details of that party to which the refund should be sent.
- (d) subject to (b) above, if a Course Closure Event occurs and the Trustee refunds any amount directly to you, the Trustee will refund the Entitled Student Amount attributable to you by way of direct credit to your bank account or cheque posted to your last known postal address notified to that Trustee;
- (e) any interest earned on the Trust Fund prior a Course Closure Event will vest in and be payable to Kalandra Education Group for its own benefit, and you will have no claim to such interest;
- (f) personal information about you and information about your Student Fees may be supplied by Kalandra Education Group to the Qualifications Authority, Auditor or the Trustee and by the Trustee or Auditor to the Qualifications Authority;
- (g) the course fee does not cover any Accommodation Expenses, Travel and Health Insurance and Living Expenses.
- (h) I am/am not 18 years of age or older

### Student Declaration

I confirm that I am enrolling as a student at Kalandra Education Group. I declare that to the best of my knowledge all the information supplied on, and with, this form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

I also agree to the use and disclosure of my information to my parent or student-appointed representative for any purpose related to my education or well-being both before and after admission.

I understand that I may be required to attend organised Kalandra Education Group excursions and activities as part of my course.

I authorise Kalandra Education Group to obtain medical treatment for me should such action be deemed necessary by Kalandra Education Group or a staff member acting on behalf of Kalandra Education Group. I agree to indemnify Kalandra Education Group for any expense, loss, damage or liability of whatsoever nature as a result of authorising and arranging such emergency medical treatment.

I agree that I am responsible for my own books, equipment and personal items and I hereby release Kalandra Education Group from all liability and claims for loss or damage to such terms.

**I have read and understood the important information on the previous pages of this Enrolment Form.**

### Student

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Legal Guardian

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Staff member Declaration - I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Application for Level 3 (Online) Scholarship

### **Purpose**

Aged Care is a growing market in New Zealand and the demand for carers to look after those suffering from illness is growing. Many of the healthcare assistants working with clients have limited training in comfort care etc

The purpose of this scholarship is to enable individuals currently working in the healthcare sector to:

- access specialist level 3 healthcare assistant training
- obtain a Level 3 Healthcare qualification which will entitle them to a higher rate of pay under the Pay Equity Agreement while continuing to work and earn.

This supports our vision of improving the life of the older person

### **Value of the scholarship**

The scholarship will be up to the value of the unfunded tuition fee payable by the student. It will not include course related costs.

### **Eligibility criteria**

- New Zealand Citizen, Permanent Resident, Refugee etc (no international students sorry)
- the student must be enrolling in Level 3 online programme with Kalandra
- the student's reason for enrolling in the programme must align with the purpose of the scholarship
- the student must hold a Level 2 qualification in healthcare or demonstrate sufficient prior knowledge to embark on the programme
- the student must be currently employed in the appropriate workplace
- the student must commit to their programme of study and completing the milestones in accordance with the programme timetable

### **How to apply**

Submit your completed application form to [online@kalandra.ac.nz](mailto:online@kalandra.ac.nz). We will respond to your scholarship application within 3 business days. You can submit this application with your enrolment form.

Please note all information provided in your application will be kept confidential

Name:

Contact Details:

Do you meet all of the eligibility criteria? (if no why not)

Current workplace and role?

Number of hours per week?

What relevance does your work have to this programme?

What access do you have to the internet?

Yes / No / Limited

How comfortable are you using a computer?

Can you:

- send emails

Yes / No

- send files via email

Yes / No

- use word / power point etc to be able to complete assessments

Yes / No

- use facebook

Yes / No

- use skype

Yes / No

- play you tube clips

Yes / No

Why do you want to do the programme? (approx. 150 words)

Any other reasons why we should consider you for the scholarship?