



New Zealand College of
Early Childhood Education
Te Whare Matauranga Kohungahunga o Aotearoa
Hand in hand with your success

DIPLOMA OF TEACHING (ECE) & NZ CERTIFICATE IN NANNY EDUCATION APPLICATION TO ENROL FORM

Units 12 & 13 114 Sawyers Arms Road
Christchurch 8052, New Zealand
PO Box 5561, Papanui, Christchurch 8542
Ph: (03) 365 3153 Fax: (03) 366 0391
0800 CHILDHOOD (244534)
www.teacher.co.nz

PROGRAMME & ENROLMENT INFORMATION

College Programmes and Accreditation

The New Zealand College of Early Childhood Education (NZCECE) is a registered Private Training Establishment. It is accredited by the New Zealand Qualifications Authority and approved by the New Zealand Teachers Council to deliver the Diploma of Teaching (ECE). This is a three year programme at level 7 on the New Zealand Qualifications framework.

The College is also accredited to deliver the New Zealand Certificate in Nanny Education. This qualification is at level 5 of the New Zealand Qualifications Framework. This is a one year programme and only available for on campus study. It is delivered in conjunction with the Diploma of Teaching (ECE).

Entry Criteria

Enrolment is subject to availability of student places. Enrolments are accepted on a first come, first served basis to those who have met the following entry requirements to the satisfaction of the College.

On Campus

Diploma of Teaching (ECE) and New Zealand Certificate in Nanny Education.

- Applicants under 20 years of age are required to have completed four years of secondary school education and gained the NCEA Level 2 qualification or an approved Level 3 or higher early childhood qualification or equivalent. From 2013, applicants are required to have University Entrance (UE).
- Applicants over 20 years of age are enrolled as adult students and do not require NCEA Level 2 or an approved early childhood qualification. From 2013 applicants over 20 years of age are required to have literacy and numeracy competency to an equivalent level of University Entrance (UE).
- Three satisfactory written character references from appropriate and relevant referees (not immediate family or relatives). These must be provided on the College's official referee form.
- We require all applicants to complete a police vetting check to the satisfaction of the College. The College requires all applicants to be of good character and suitable to apply to the New Zealand Teachers Council for registration as a teacher. Criminal convictions do not necessarily prevent you from admission into our programme and will be assessed on a case by case basis. These issues will be discussed with you and an opinion given whether convictions are likely to be a barrier to your teacher registration.
- A good standard of English is required for all applicants. Applicants may be required to complete a literacy test to the satisfaction of the College.
- All applicants for whom English is not their first or primary language will be required to provide proof that their English is at IELTS grade 7 level or higher in each category of the academic version of the IELTS assessment.

Exemptions are:

- Applicants who have studied in New Zealand for a minimum of two years at secondary school, and who have eight Level 2 NCEA University Entrance literacy credits (4 credits in reading and 4 credits in writing).
- Applicants whose medium of instruction was fully in English in a New Zealand or Australian tertiary education organisation (TEO - university, institute of technology, polytechnic, wānanga or PTE) **and** who are graduates at degree level (7) or higher.

- When the College holds concerns about a student's English language competency the student will be required to complete an IELTS assessment and to meet the required level for entry into the programme.
- The selection process includes an interview.
- Completed enrolment form with correctly validated information attached.

Field-based Programme

Diploma in Teaching (ECE) programme only.

In addition to the above criteria, Field-based students are also required to be currently involved in teaching in a licensed Early Childhood Education centre for at least 15 hours per week for the duration of the programme.

International Students

The New Zealand College of Early Childhood Education has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the code are available on request from the College or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

International applicants are required to have Medical Insurance that is approved by the College and a valid visa for the duration of the programme.

IT Literacy

Prospective students must have access to a computer and the internet and possess sufficient IT skills to produce Microsoft Word and Power Point documents, send emails and use an internet browser such as Internet Explorer. Students are required to submit word processed assessments.

Recognition of Prior Learning (RPL)

Separate, non refundable fees, are charged for the assessment of a Recognition of Prior Learning (RPL) Application and any subsequent Assessment of Prior Learning (APL). Please refer to www.teacher.co.nz for RPL & APL fees, and cut off dates.

Application for RPL must be made on the RPL application form and submitted with the application fee, a completed enrolment form and all the required verified documentation.

College Fees

For current programme fees, please visit www.teacher.co.nz or contact us on 0800 CHILDHOOD.

The RPL application fee does not apply to previous students of the College.

Assessment of Prior Learning (APL) tasks are often required to be completed in conjunction with RPL entry into the College. APL fees are based on the extent of the tasks which are required to be completed.

Safeguarding Tuition Fees

All tuition fees are placed in a trust account operated by the Public Trust. Should the College close unexpectedly due to financial reasons before the programme is completed, the Public Trust account ensures a pro-rata refund of fees paid by the student based on the programme termination date.

Refund of Tuition Fee

If a student withdraws within the "first 8 working days of the programme" commencing, all tuition fees less 10% or \$500, whichever is the lesser, will be refunded.

ENROLMENT DETAILS

The purpose of this enrolment form is to gain from you the information we need to enrol you into a qualification at our College. We also require information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical, registration and monitoring reasons. Please:

- Complete all sections of the form.
- Print your answers clearly in pen, and tick the appropriate box.
- Sign the form.
- Attach to the form any additional documentation that is required for Ministry of Education and Tertiary Education Commission funding purposes.

A Qualification

1.	What stage do you wish to enrol in:	Stage 1 <input type="checkbox"/>	Stage 2 <input type="checkbox"/>	Stage 3 <input type="checkbox"/>	Commencing in year 20 <input type="checkbox"/> <input type="checkbox"/>
	Do you intend to study:	On Campus	February <input type="checkbox"/>		
	In which intake:	Distance CHCH	March <input type="checkbox"/>	August <input type="checkbox"/>	
		Distance AKL	March <input type="checkbox"/>	August <input type="checkbox"/>	

2.	Have you studied at New Zealand College of Early Childhood Education before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered "yes", what was your last year of study?	Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3.	Are you applying for Recognition of Prior Learning? (please attach RPL application form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B Personal Details

4.	Print your full legal name: Family Name					
	Given Name(s)					
5.	Preferred first name:					
6.	If you have previously enrolled at this or any other tertiary institution under another name, what was that name?					
7.	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	
8.	Date of birth:		9.	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
9.	If you have an a National Student Index number (also known as the "NSN" or NZQA Record of Learning number), please write it here.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

<p>11. Citizenship and Residency:</p> <p>You will need to supply evidence of residency status or citizenship</p>	<p>Tick the box which describes your citizenship. New Zealand Citizen <input type="checkbox"/> NZL Australian Citizen <input type="checkbox"/> AUS Other <input type="checkbox"/></p> <p>If you answered "Other" please specify your citizenship and whether you are a New Zealand Permanent Resident :</p> <p>Citizenship: _____ (For Students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)</p> <p>New Zealand Permanent Resident: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered "Other" and you are not a NZ Permanent Resident, please also specify your fee/assistance status.</p> <p>NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate) <input type="checkbox"/> 01 Full Fee Paying Foreign Student <input type="checkbox"/> 03 Exchange Student approved by Ministry of Education <input type="checkbox"/> 04 Foreign Research Based Post-Graduate and International Doctoral Students (prior to 19 April 2005) <input type="checkbox"/> 06 Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze <input type="checkbox"/> 08 International On-Shore PhD Student (enrolled after 19 April 2005) <input type="checkbox"/> 09 International ITO Off-Job Trainee <input type="checkbox"/> 12</p>																																																																																																												
<p>12. Language</p>	<p>English is my first first or primary language Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																																																																																												
<p>13. Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes which apply to you.</p>	<table border="0"> <tr> <td>NZ European/Pakeha</td> <td><input type="checkbox"/></td> <td>111</td> <td>Filipino</td> <td><input type="checkbox"/></td> <td>411</td> </tr> <tr> <td>New Zealand Māori</td> <td><input type="checkbox"/></td> <td>211</td> <td>Cambodian</td> <td><input type="checkbox"/></td> <td>412</td> </tr> <tr> <td>Samoan</td> <td><input type="checkbox"/></td> <td>311</td> <td>Vietnamese</td> <td><input type="checkbox"/></td> <td>413</td> </tr> <tr> <td>Cook Island Māori</td> <td><input type="checkbox"/></td> <td>321</td> <td>Other Southeast Asian *</td> <td><input type="checkbox"/></td> <td>414</td> </tr> <tr> <td>Tongan</td> <td><input type="checkbox"/></td> <td>331</td> <td>Chinese</td> <td><input type="checkbox"/></td> <td>421</td> </tr> <tr> <td>Niue</td> <td><input type="checkbox"/></td> <td>341</td> <td>Indian</td> <td><input type="checkbox"/></td> <td>431</td> </tr> <tr> <td>Tokelauen</td> <td><input type="checkbox"/></td> <td>351</td> <td>Sri Lankan</td> <td><input type="checkbox"/></td> <td>441</td> </tr> <tr> <td>Fijian</td> <td><input type="checkbox"/></td> <td>361</td> <td>Japanese</td> <td><input type="checkbox"/></td> <td>442</td> </tr> <tr> <td>Other Pacific Peoples *</td> <td><input type="checkbox"/></td> <td>371</td> <td>Korean</td> <td><input type="checkbox"/></td> <td>443</td> </tr> <tr> <td>British/Irish</td> <td><input type="checkbox"/></td> <td>121</td> <td>Other Asian *</td> <td><input type="checkbox"/></td> <td>444</td> </tr> <tr> <td>Dutch</td> <td><input type="checkbox"/></td> <td>122</td> <td>Middle Eastern</td> <td><input type="checkbox"/></td> <td>511</td> </tr> <tr> <td>Greek</td> <td><input type="checkbox"/></td> <td>123</td> <td>Latin American</td> <td><input type="checkbox"/></td> <td>521</td> </tr> <tr> <td>Polish</td> <td><input type="checkbox"/></td> <td>124</td> <td>African</td> <td><input type="checkbox"/></td> <td>531</td> </tr> <tr> <td>South Slav</td> <td><input type="checkbox"/></td> <td>125</td> <td>Other *</td> <td><input type="checkbox"/></td> <td>611</td> </tr> <tr> <td>Italian</td> <td><input type="checkbox"/></td> <td>126</td> <td>Not Stated</td> <td><input type="checkbox"/></td> <td>999</td> </tr> <tr> <td>German</td> <td><input type="checkbox"/></td> <td>127</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Australian</td> <td><input type="checkbox"/></td> <td>128</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other European *</td> <td><input type="checkbox"/></td> <td>129</td> <td></td> <td></td> <td></td> </tr> </table> <p>* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p> <p>_____</p>	NZ European/Pakeha	<input type="checkbox"/>	111	Filipino	<input type="checkbox"/>	411	New Zealand Māori	<input type="checkbox"/>	211	Cambodian	<input type="checkbox"/>	412	Samoan	<input type="checkbox"/>	311	Vietnamese	<input type="checkbox"/>	413	Cook Island Māori	<input type="checkbox"/>	321	Other Southeast Asian *	<input type="checkbox"/>	414	Tongan	<input type="checkbox"/>	331	Chinese	<input type="checkbox"/>	421	Niue	<input type="checkbox"/>	341	Indian	<input type="checkbox"/>	431	Tokelauen	<input type="checkbox"/>	351	Sri Lankan	<input type="checkbox"/>	441	Fijian	<input type="checkbox"/>	361	Japanese	<input type="checkbox"/>	442	Other Pacific Peoples *	<input type="checkbox"/>	371	Korean	<input type="checkbox"/>	443	British/Irish	<input type="checkbox"/>	121	Other Asian *	<input type="checkbox"/>	444	Dutch	<input type="checkbox"/>	122	Middle Eastern	<input type="checkbox"/>	511	Greek	<input type="checkbox"/>	123	Latin American	<input type="checkbox"/>	521	Polish	<input type="checkbox"/>	124	African	<input type="checkbox"/>	531	South Slav	<input type="checkbox"/>	125	Other *	<input type="checkbox"/>	611	Italian	<input type="checkbox"/>	126	Not Stated	<input type="checkbox"/>	999	German	<input type="checkbox"/>	127				Australian	<input type="checkbox"/>	128				Other European *	<input type="checkbox"/>	129			
NZ European/Pakeha	<input type="checkbox"/>	111	Filipino	<input type="checkbox"/>	411																																																																																																								
New Zealand Māori	<input type="checkbox"/>	211	Cambodian	<input type="checkbox"/>	412																																																																																																								
Samoan	<input type="checkbox"/>	311	Vietnamese	<input type="checkbox"/>	413																																																																																																								
Cook Island Māori	<input type="checkbox"/>	321	Other Southeast Asian *	<input type="checkbox"/>	414																																																																																																								
Tongan	<input type="checkbox"/>	331	Chinese	<input type="checkbox"/>	421																																																																																																								
Niue	<input type="checkbox"/>	341	Indian	<input type="checkbox"/>	431																																																																																																								
Tokelauen	<input type="checkbox"/>	351	Sri Lankan	<input type="checkbox"/>	441																																																																																																								
Fijian	<input type="checkbox"/>	361	Japanese	<input type="checkbox"/>	442																																																																																																								
Other Pacific Peoples *	<input type="checkbox"/>	371	Korean	<input type="checkbox"/>	443																																																																																																								
British/Irish	<input type="checkbox"/>	121	Other Asian *	<input type="checkbox"/>	444																																																																																																								
Dutch	<input type="checkbox"/>	122	Middle Eastern	<input type="checkbox"/>	511																																																																																																								
Greek	<input type="checkbox"/>	123	Latin American	<input type="checkbox"/>	521																																																																																																								
Polish	<input type="checkbox"/>	124	African	<input type="checkbox"/>	531																																																																																																								
South Slav	<input type="checkbox"/>	125	Other *	<input type="checkbox"/>	611																																																																																																								
Italian	<input type="checkbox"/>	126	Not Stated	<input type="checkbox"/>	999																																																																																																								
German	<input type="checkbox"/>	127																																																																																																											
Australian	<input type="checkbox"/>	128																																																																																																											
Other European *	<input type="checkbox"/>	129																																																																																																											
<p>14. Iwi: If you identified as New Zealand Māori in question 12, what is the name of your iwi (tribe or tribes) and rohe?</p> <p>You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know".</p>	<p>Iwi: Rohe (iwi home area):</p> <p>Iwi: Rohe (iwi home area):</p> <p>Iwi: Rohe (iwi home area):</p>																																																																																																												

15.	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand last October? You may tick only one box.</p> <table border="0"> <tr> <td>Secondary school Student</td> <td><input type="checkbox"/></td> <td>01</td> <td>Non-employed or beneficiary (excluding retired)</td> <td><input type="checkbox"/></td> <td>02</td> </tr> <tr> <td>Wage or salary worker</td> <td><input type="checkbox"/></td> <td>03</td> <td>Self-employed</td> <td><input type="checkbox"/></td> <td>04</td> </tr> <tr> <td>University Student</td> <td><input type="checkbox"/></td> <td>05</td> <td>Polytechnic or Institute of Tech. Student</td> <td><input type="checkbox"/></td> <td>06</td> </tr> <tr> <td>College of Education Student</td> <td><input type="checkbox"/></td> <td>07</td> <td>House-person or retired</td> <td><input type="checkbox"/></td> <td>08</td> </tr> <tr> <td>Overseas (irrespective of occupation)</td> <td><input type="checkbox"/></td> <td>09</td> <td>Private training establishment Student</td> <td><input type="checkbox"/></td> <td>11</td> </tr> <tr> <td>Wānanga Student</td> <td><input type="checkbox"/></td> <td>12</td> <td></td> <td></td> <td></td> </tr> </table>	Secondary school Student	<input type="checkbox"/>	01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/>	02	Wage or salary worker	<input type="checkbox"/>	03	Self-employed	<input type="checkbox"/>	04	University Student	<input type="checkbox"/>	05	Polytechnic or Institute of Tech. Student	<input type="checkbox"/>	06	College of Education Student	<input type="checkbox"/>	07	House-person or retired	<input type="checkbox"/>	08	Overseas (irrespective of occupation)	<input type="checkbox"/>	09	Private training establishment Student	<input type="checkbox"/>	11	Wānanga Student	<input type="checkbox"/>	12			
Secondary school Student	<input type="checkbox"/>	01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/>	02																																	
Wage or salary worker	<input type="checkbox"/>	03	Self-employed	<input type="checkbox"/>	04																																	
University Student	<input type="checkbox"/>	05	Polytechnic or Institute of Tech. Student	<input type="checkbox"/>	06																																	
College of Education Student	<input type="checkbox"/>	07	House-person or retired	<input type="checkbox"/>	08																																	
Overseas (irrespective of occupation)	<input type="checkbox"/>	09	Private training establishment Student	<input type="checkbox"/>	11																																	
Wānanga Student	<input type="checkbox"/>	12																																				
16.	<p>Medical History:</p> <p>Please indicate if you have had any of the following medical conditions:</p>	<table border="0"> <tr> <td>Asthma</td> <td><input type="checkbox"/></td> <td>Diabetes</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Epilepsy</td> <td><input type="checkbox"/></td> <td>Psychiatric Disorders</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (please state)</td> <td></td> <td></td> <td></td> </tr> </table>	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Psychiatric Disorders	<input type="checkbox"/>	Other (please state)																											
Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>																																			
Epilepsy	<input type="checkbox"/>	Psychiatric Disorders	<input type="checkbox"/>																																			
Other (please state)																																						
17.	<p>Impairment*:</p> <p>Please indicate if you have any of the following impairments:</p>	<table border="0"> <tr> <td>Visual</td> <td><input type="checkbox"/></td> <td>Learning</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hearing <small>(If ticked please specify below)</small></td> <td><input type="checkbox"/></td> <td>Other (please state)</td> <td><input type="checkbox"/></td> </tr> </table> <p>Will you require any additional support in relation to teaching and learning at College or on professional teaching experiences? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please describe the additional support you require and how you anticipate this will be provided.*</p> <p><input type="checkbox"/> Copies of recent reports provided (if applicable)</p> <p><small>* In considering this criterion, the College will assess the applicant's requirements in conjunction with the College's Higher Needs policy. Support to be provided by the College will be documented. Any additional external support required is to be documented including how this will be funded at point of enrolment. Support provided by the College will be at the College's discretion.</small></p>	Visual	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Hearing <small>(If ticked please specify below)</small>	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>																												
Visual	<input type="checkbox"/>	Learning	<input type="checkbox"/>																																			
Hearing <small>(If ticked please specify below)</small>	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>																																			
18.	<p>Disability*:</p> <p>Do you live with the effects of significant injury, long term illness, or disability that would render you mentally or physically unfit to carry out a teaching role safely and satisfactorily? The information you supply is confidential.</p> <p>If "Yes", how would you describe your impairment, disability, or long term medical condition:</p> <p>Please note that students must inform the college if the answer to the question above changes from "No" to "Yes" during the period of their programme of study. In circumstances where a student is not meeting programme requirements and the College holds serious concerns about the student's health and well-being the College can require a student to undergo a medical examinaion. The College reserves the right to dis-enrol a student if it deems a student's mental or physical condition affects their ability to satisfactorily and safely study as a trainee teacher.</p> <p><small>* In considering this criterion, the College will distinguish between any mental or physical condition that may affect an applicant's ability to carry out the teaching role satisfactorily, gain teacher registration, and any disability that an applicant has that does not impact on that ability. The College is aware of its obligation not to contravene the Human Rights Act 1993 by unlawfully discriminating against any person.</small></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																				

19. Criminal Convictions:*

Have you any criminal convictions:

Yes No

Details:

Please note that students must inform the College if the answer to the question above changes from "No" to "Yes" during the period of their programme of study.

NOTE: Applicants are also required to undergo a police check

* If a person has committed a criminal offence, his or her character as fitness to teach is brought into question. The fact that a person has committed an offence does not necessarily mean that he/she is not of good character. NZCECE must weigh in each case how much the offence(s) impacts upon the person's character and fitness to teach, and how this would impact the acquisition of teacher registration.

C Academic Information

20. Secondary School: What was the name of the last secondary school you attended? State "overseas", if applicable.

School: _____

What was your last year at secondary school?

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows how many credits you have. Tick only one.

- No formal secondary qualifications 00
- 14 or more credits at any level 11
- NCEA Level 1 or School Certificate 12
- NCEA Level 2 or 6th Form Certificate 13
- University Entrance 14
- NCEA Level 3 or Bursary or Scholarship 15
- Overseas qualification (includes International Baccalaureate & Cambridge Exams) * 09
- Other * 98
- Not known 099

* Please specify if "Overseas qualification" or "Other".

21. Tertiary Study:

Will this be the first year you have ever enrolled in a University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

No Yes

If you answered "No", please enter the name of the institution you studied at and year of your first enrolment.

Name:

Year:

What year do you expect to complete the academic requirements necessary to graduate from your qualification?

Year:

D IRD Number Collection for Student loan interest write-off

22. Do you currently have or will you have a Student Loan this year?

No Please go to the next section

Yes Please enter your IRD number here (see below for more information on interest write-off)

IRD number: --

Interest Free Student Loans and other Interest Write-offs

If you have a Student Loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free Student loans, visit www.ird.govt.nz/studentloans. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your Student Loan account automatically. Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can not be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

G Referees

25. Three satisfactory written character references from appropriate and relevant referees (not friends, immediate family or relatives) and must be provided on the College's official Referee form, (available at www.teacher.co.nz).

Referee report forms have been completed and attached

Or

Referee report forms have been passed to the following three people who will complete confidential referee reports and forward to NZCECE

Name:

Email:

Daytime Contact:

Relationship with Applicant:

Name:

Email:

Daytime Contact:

Relationship with Applicant:

Name:

Email:

Daytime Contact:

Relationship with Applicant:

H Contact Details

26.	Address and contact details:	Permanent Address:			
		Post Code:			
		Phone: ()	Cell:		
		Email:			
		SMS: I authorise the College to contact me via SMS text		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		What is your postal address?			
		Permanent Address <input type="checkbox"/> Other <input type="checkbox"/>			
		If you ticked "Other" please write your postal address below.			
		Next of Kin Name:			
		Address:			
Post Code:					
Phone: ()					

Checklist

I have enclosed CERTIFIED copies of the following documents which apply to me.

- Certified Birth Certificate/ Passport (also Marriage Certificate if your surname has changed)
- Certified copies of school and tertiary qualifications (if under 20 - NCEA level 1 & 2)

I have also enclosed the following:

- Character references on the referee forms. (These may be posted separately)
- Police Check Form (signed and dated with copy of driver's licence or passport)
- Verification of involvement in teaching in a licensed Early Childhood centre (for Distance Students only)
- RPL Application Form including Fee (and any other relevant papers)

I have checked:

- The Enrolment form is completed fully and signed and dated.

Your application can not be processed until all necessary documents are recieved.

Please post all the above to PO Box 5561 Papanui. The College will NOT accept faxed, scanned or emailed applications.

Student Declaration

Privacy – All information collected from students by the New Zealand College of Early Childhood Education (NZCECE) will be treated under the terms of the Privacy Act 1993. The College collects and stores information from the enrolment form to comply with the requirements of the Ministry of Education (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), Department of Work and Income (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). 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 institutions for the purpose of verifying academic records. In addition, when required by statute, the College releases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation (ACC).

I understand that personal information is being and will be collected by the NZCECE, Units 12 & 13 114 Sawyers Arms Road, Christchurch. I understand that the information will be collected and held for the purposes of assisting the NZCECE, in providing me with education. I understand that if all or any part of the information requested by the NZCECE should not be provided, the NZCECE is entitled at its discretion to review my enrolment status. I understand that I have rights of access to, and correction of, the information about me held by the NZCECE. I have an obligation to advise the College, immediately if any of the personal information I have provided changes including on-going or developing health issues, name changes and criminal convictions during the period of enrolment. I authorise the NZCECE to release information collected and held by the NZCECE to a third party where the NZCECE judges it is in my interests to do so. I have read the College statement on the New Zealand Teachers Council criteria for Registration as a Teacher/Educator and agree to have a Police Check.

Fees – In signing this form I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The NZCECE's policy on withdrawal and refund of fees is on the enrolment form and I have read and understood this.

Rules – In signing this form I undertake to comply with the published rules and policies of the NZCECE, including, but not limited to, attendance, academic progress, standard of dress, health and safety, ICT use, and behaviour. I will at all times obey the instructions of NZCECE staff and/or the person responsible for the venue and/or activities and will, whether requested to or not, make full disclosure of any medical condition or other information which may be relevant to participation in activities on or offsite. I agree as a condition of my enrolment to read information on my College student email at least twice a week as detailed in the information Technology Policy and Procedures. Planned programme changes - I have read and understood the implications for the continuation of my study should I not pass a stage of the programme and the College phases out the Diploma of Teaching (ECE) programme. These implications are detailed in the letter of offer of enrolment.

Liability – I will not under any circumstances seek to hold NZCECE responsible, accountable and or liable for any loss, injury or damage (including in each case direct, indirect and/or consequential loss, injury or damage and howsoever arising) whether to myself, to others or to property arising from or related to participation in off-site activities.

The College produces a regular eNewsletter and promotional materials which feature photographs of College Students. Please indicate on the bottom of this form if you do not consent to your photo being used.

I hereby declare that the information on this application form to be true and correct and that I will notify the College of any changes. In the event that it is determined that I have provided inaccurate information or failed to inform the College of changes the matter may be referred to the College Academic Management Committee for consideration and the outcome could be disenrollment.

Signature

Date / /

Please ensure that you sign and date your enrolment form above.