

2018

Application Pack

Term One: 19 February 2018 – 20 July 2018

Certificate in Bicycle Mechanics Level 3
(Service Technician)

Please post your completed application form, along with verified ID to:
Cornerstone Education, Bike Mechanic Programme
PO Box 10070, Bayfair
Tauranga 3152

If sending by courier, our physical address is:
Cornerstone Education, Bike Mechanic Programme
Level 1 (above BedsRUs), 5d Owens Place
Mount Maunganui 3116



Enrolment Checklist:

- Application and Enrolment form – all sections completed, and signed and dated on Page 9
- Pre-enrolment Questionnaire completed, and signed and dated
- Student Needs Assessment circle completed, and signed and dated
- Public Trust forms completed, signed and dated Page 11, and initialled Page 12
- Verified ID attached, or active NSI number provided in Section 14
- Curriculum Vitae (CV), and NZQA Record of Learning (if available)

Types of Identification and Verification

If we don't receive the correct type of identification, or if it has been incorrectly verified, it will delay the processing of your application so please read carefully and ensure this is done correctly. If you're unsure, please contact us.

New Zealand or Australia Citizen:

Please provide either: a copy of your **full birth certificate**; the front personal details page of your **current passport**; or **certificate of citizenship**.

If you don't have a passport and are unable to locate your birth certificate, a new birth certificate may be ordered from the Department of Internal Affairs (Births, Deaths, and Marriages) on 0800 22 77 77. They cost around \$26.00, and will take approximately two weeks to arrive.

We are unable to accept a drivers' license as ID as it doesn't include your citizenship status or place of birth.

New Zealand Permanent Resident:

Please provide a copy of the **front personal details** page of your **current passport**, and a copy of your **residency status stamp** from that passport.

If your passport has expired, please contact Immigration New Zealand to get a letter confirming your residency status. The letter from Immigration NZ must include your full legal name, your date of birth, your place of birth, and your residency status.

Change of Name/Marriage Certificate:

If you have changed your name from those on the documents provided above (birth certificate or passport), please provide copies of your marriage certificate or other relevant documentation.

Verification of Documents:

All identification documents must be verified – meaning someone eligible under the Oaths and Declarations Act 1957 has sighted the original document and signed the copy to say there have been no amendments.

An eligible verifier is either: a Member of Parliament; Court Registrar; Land Transport NZ representative; Justice of the Peace; Solicitor or Lawyer; Doctor/General Practitioner; NZ Police representative; Church Minister; or School Principal.

The verifier must include: their name, position/title, organizational stamp, signature, date verified, and the statement 'original document sighted' across the copied image (not on the back)

The verified copies must be posted to us – we're unable to accept electronic copies.

Pre Enrolment Questionnaire – Bike Mechanic Level 3

Your responses to the following questions will help you (and us) determine if this course is suitable for you. Please answer *ALL* of the questions.

1. What is your Name? _____

2. What were you doing prior to applying for this programme? (circle one)

Employed Student Unemployed

3. Have you worked in a Bicycle Workshop before? (circle one) Yes No

4. Do you have access to a bike(s) that you can use to service or repair for assignment work set to be completed at home, or that you can use on field trips? (e.g. Woodhill Forest)

Yes No (circle one) **If Yes** How many?

What type of bikes are they? BMX Road Off-Road

Comments:

5. During the programme you may have the opportunity to go on field trips where you will be required to ride your own bike and do some on road training sessions.

a. Do you have your own transport? (circle one) Yes No

b. Can you transport your own bikes? (circle one) Yes No

Comments:

6. Why are you interested in completing the Bicycle Mechanic Programme?

Comments:

7. Do you have any medical conditions, or take medication? Yes No

If yes, please provide details:

8. In what year did you last undertake academic study?

9. Please list your past educational achievements:

10. Do you have access to the Internet? (circle one) Yes No

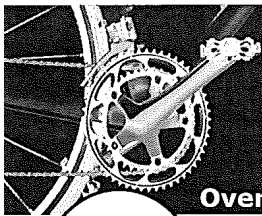
11. Do you have a valid email address? (* Required) Yes No

12. Where did you hear about the Bicycle Mechanic Programme? (circle one)

Internet Newspaper Advertising Other _____

Email: _____

Your Signature: _____ Today's Date: ____ / ____ / ____



Initial Student Needs Assessment

Overview and Instructions

I am able to read text to find ...

The purpose of the Initial Students Needs Assessment is to find out how you rate yourself against the 5 foundation skill areas within the programme you are applying for. Your response to any of the questions will not necessarily disqualify you from participation in the programme.

1

This activity is a self assessment and your tutor will follow up to find out if there are areas of the programme that you and the tutor should plan extra support for your learning.

Starting with **1**, use a pen to draw a circle around the number where you rate your skill level for each of the **16** statements. For example, the diagram on the left indicates a rating of 6.

10
9
8
7
6
5
4
3
2
1

Rate yourself from 1 – 10 on these Statements
1 = Very poor
10 = Excellent

1 I am able to read text to find a specific piece of information and/ or skim text for 'gist'

2 I am able to interpret information from graphical material eg: tables, lists, charts, maps

3 I can follow written instructions

4 I can write short answers to questions using legible handwriting, grammar and punctuation

5 I am able to add, subtract, multiply and divide whole and decimal numbers using a calculator

6 I can estimate using metric measuring systems- length, depth, volume, weight

7 I can speak clearly and read information out loud

8 I am able to look up information and find what I need to complete a task.

9 I am able to recall and follow specified procedures after being briefed

10 I am able to use active listening skills eg: summarise instructions in my own words

11 I am able to apply knowledge of safety requirements/ principles to work practice

12 I have a positive outlook and am committed to achieving this course

13 I can reassemble objects in a methodical manner

14 I am interested in finding out how mechanical objects function

15 I am a confident bike rider on either a BMX, Road or Off Road Bike

16 I am able to keep the time and be punctual.

10 9 8 7 6 5 4 3 2 1

I have completed this activity to the best of my ability and I accept the responsibility for not disclosing any past need that I am aware of which may impede my success on this programme.

Student Name: _____ Student Signature: _____

Follow these 3 easy steps to prepare and enrol at Cornerstone Education Ltd.

STEP 1: Understand our Programme and Qualify

See programme brochures or information to determine if you meet the entry prerequisites.

You will be required to participate in an interview to cover any queries you might have, and so we can make sure you have all the required information.

Note: If you are under 16 you will need to provide proof of your parents or guardian's permission.

STEP 2: Applying

We will arrange an interview with you to discuss the programme and enrolment details further. We are also required to verify your personal details, so we need you to send us your:

- Completed and Signed Application and Enrolment Form
- Completed and Signed Public Trust Application
- Verified Copy of your Passport or Birth Certificate (required if you *do not* have an **Active NSI Number**)
- Curriculum Vitae (CV) and NZQA Record of Learning (if available)

StudyLink will require the following documentation:

- IRD Number
Ring 0800 257 777 or go into your nearest IRD branch to obtain your IRD number and get a signed and/or stamped copy
- Bank Account Number
A copy of your bank statement or bank printout with your account number, or a stamped and signed bank slip from your nearest bank branch

STEP 3: Programme Fees and Student Loans

- Apply for your Student Loan and Allowances, *or*
- Pay your programme fees yourself

If your application is accepted, the next step is to sort out your fees as soon as possible. You can either pay the fees yourself, or apply for a Student Loan and Allowance with StudyLink.

Applying online is easy – just follow the step by step instructions at www.StudyLink.govt.nz Once you have finished your application, StudyLink will send you a letter asking for the documents they need to support your application. Forward these to StudyLink as soon as possible and Cornerstone Education Ltd will then be able to verify your study details via the StudyLink online VoS system, and payment can commence without delay as soon as your programme begins.

Cornerstone Education Programme Details for your StudyLink Application

PTE / Provider Name:	Cornerstone Education
PTE Number:	8365
Programme Code:	PC 8365
Programme Title :	Certificate in Bicycle Mechanics (Level 3)
Start Date and Duration:	19 February 2018 – 20 July 2018 – 22 Weeks
Programme Fees:	\$3,920.00

Please direct all StudyLink enquires to Gloria: (07) 571 4350 ext: 700



Cornerstone Education Ltd

Application and Enrolment Form 2018

Cornerstone Education Ltd – Head Office
 PO Box 10070, Bayfair
 Tauranga 3152
 New Zealand
 Phone: +64 7 571 4350

HEAD OFFICE USE ONLY (DL) Site: _____
 SMS ID: _____
 NSI Checked and Verified:
 NZQA ROL Attached and Checked:
 Pattern Selected and Checked:
 PT Account Set Up:
 PT Account App Emailed:
 WAT Entered:
 Date Enrolment Entered: _____

TRAINING CENTRE Documentation Check

Verified ID attached (circle one): BC / PP / Other
 If Other, type of ID: _____
 Public Trust form attached:
 NZQA RoL checked and attached:
 Initial Needs Assessment form attached:
 All Forms signed (Pages 3, 4, 9 and PT form)

Welcome to Cornerstone Education Ltd. Please read the instructions below carefully before you complete this enrolment form. Some areas have been filled in for you.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in **blue** pen, or by ticking the box that applies for multi-choice questions.
- Signing the form on Page 9
- Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided under the heading 'Documentation' on the last page of this enrolment form.

A QUALIFICATION

Name of the qualification: (Provider Code: 8365, Programme Code: PC8365)		Certificate in Bicycle Mechanics - Level 3 Location Option: Auckland <input type="checkbox"/> Rotorua <input type="checkbox"/>																									
You will be enrolling into the following courses: <input checked="" type="checkbox"/> CBML3-1 Service Technician 1 <input checked="" type="checkbox"/> CBML3-2 Service Technician 2		<input checked="" type="checkbox"/> CBML3-3 Service Technician 3 <input checked="" type="checkbox"/> CBML3-4 Service Technician 4																									
Qualification Start Date: <table border="1"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Day</td><td>Month</td><td>Year</td><td></td><td></td><td></td> </tr> </table>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year				Qualification End Date: <table border="1"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Day</td><td>Month</td><td>Year</td><td></td><td></td><td></td> </tr> </table>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
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Day	Month	Year																									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
Day	Month	Year																									
Do you intend to study part time or full time?		Part time <input type="checkbox"/> Full time <input checked="" type="checkbox"/>																									
1	Have you studied at Cornerstone Education before?	Yes <input type="checkbox"/> No <input type="checkbox"/>																									
	If you have previously enrolled at Cornerstone Education under another name, what was that name?																										

B PERSONAL DETAILS

2	Print your full legal name :	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (Specify) _____
	Family Name: <small>(must match the name provided on your verified ID)</small>	
	Given First Name(s): <small>(must match the name provided on your verified ID)</small>	
	Preferred First Name:	
	Previous Name(s) known by:	

3 Home Address and Contact Details:			4 Address While Studying:		
		Home Address: (Address 1)	Address While Studying: (Address 2)		Postal Address: (Address 3)
		Please tick if: Same as "Home" <input type="checkbox"/>			Please tick if: Same as Home <input type="checkbox"/>
Street Address:					
Suburb:					
Town/ City:					
POST CODE:					
5	Phone: ()		6	Fax: ()	7
					Phone: () (While studying)
8	Mobile: ()		9	Email:	
10	Next of Kin Name:		11	Next of Kin Phone: ()	
12	Learner Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	13	Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
		day month year			
14	If you know, what is your National Student Number? (NSN) If you answered Yes to Question 1 you MUST fill in this section		Do you already have some of the units in this qualification?		
	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>		
			If you answered Yes or Unsure , please attach a copy of your NZQA Record of Learning		
15	Citizenship and Residency:		Tick the box which best describes your citizenship or permanent residency status.		
	You may need to supply evidence of citizenship or residence: - NZ Birth Certificate - Passport		New Zealand Citizen <input type="checkbox"/> NZL Australian Citizen <input type="checkbox"/> AUS		
			New Zealand Permanent Resident <input type="checkbox"/> NZP Australian Permanent Resident <input type="checkbox"/> AUS Other <input type="checkbox"/>		
			Please specify Country of Citizenship if NZ Permanent Resident, Australian Permanent Resident, or Other: _____		
			(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.)		
			If you ticked "Other", please also specify your fee/assistance status.		
			Domestic Student <input type="checkbox"/> 00		
			NZAID Student <input type="checkbox"/> 01		
			International Fee-Paying Student (including people on current work visa) <input type="checkbox"/> 03		
			Student on a recognised exchange scheme <input type="checkbox"/> 04		
			Foreign Research Based Post-Graduate <input type="checkbox"/> 06		
			Visiting military personnel, diplomatic staff or family, persons associated with Antarctic Programme <input type="checkbox"/> 08		
			International On-Shore PhD student <input type="checkbox"/> 09		
			International student doing ITO off-job training <input type="checkbox"/> 12		
			Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person who holds a valid temporary visa <input type="checkbox"/> 13		
			<i>Note: 00 for NZL, NZ Permanent Resident and AUS students, but only if NZ Permanent Residents and AUS students are resident in NZ during the time studying in this qualification.</i>		
	During your time studying in this qualification will you be resident in New Zealand or overseas?				
	In New Zealand <input type="checkbox"/> Overseas <input type="checkbox"/>				
16	Please tick which address / contact details would be the best way to contact you in six months time? (please tick the Address number from Question 3 above)				
	Address 1 <input type="checkbox"/> Address 2 <input type="checkbox"/> Address 3 <input type="checkbox"/>				
	Phone: ()		Mobile: ()		
	Personal Email:		If no personal email, please provide your StudyLink Email:		

17	Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you.	NZ European/Pakeha <input type="checkbox"/> 111 New Zealand Māori <input type="checkbox"/> 211 Samoan <input type="checkbox"/> 311 Cook Island Māori <input type="checkbox"/> 321 Tongan <input type="checkbox"/> 331 Niue <input type="checkbox"/> 341 Tokelauen <input type="checkbox"/> 351 Fijian <input type="checkbox"/> 361 Other Pacific Peoples <input type="checkbox"/> 371 British/Irish <input type="checkbox"/> 121 Dutch <input type="checkbox"/> 122 Greek <input type="checkbox"/> 123 Polish <input type="checkbox"/> 124 South Slav <input type="checkbox"/> 125 Italian <input type="checkbox"/> 126 German <input type="checkbox"/> 127 Australian <input type="checkbox"/> 128 Other European <input type="checkbox"/> 129	Filipino <input type="checkbox"/> 411 Cambodian <input type="checkbox"/> 412 Vietnamese <input type="checkbox"/> 413 Other Southeast Asian <input type="checkbox"/> 414 Chinese <input type="checkbox"/> 421 Indian <input type="checkbox"/> 431 Sri Lankan <input type="checkbox"/> 441 Japanese <input type="checkbox"/> 442 Korean <input type="checkbox"/> 443 Other Asian <input type="checkbox"/> 444 Middle Eastern <input type="checkbox"/> 511 Latin American <input type="checkbox"/> 521 African <input type="checkbox"/> 531 Other <input type="checkbox"/> 611 Not Stated <input type="checkbox"/> 999
		Please specify if: "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other". _____	

18	Iwi: If you identified as New Zealand Māori in question 17, what is the name of your Iwi? Don't Know <input type="checkbox"/>	You may enter more than one Iwi. Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area):
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19	Prior activity:	What was your MAIN activity or occupation in New Zealand at 1 October 2017 ? Tick only one box Secondary school student <input type="checkbox"/> 01 Wage or salary worker <input type="checkbox"/> 03 University student <input type="checkbox"/> 05 House-person or retired <input type="checkbox"/> 08 Private Training Establishment student <input type="checkbox"/> 11 Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02 Self-employed <input type="checkbox"/> 04 Polytechnic student <input type="checkbox"/> 06 Overseas (irrespective of occupation) <input type="checkbox"/> 09 Wānanga Student <input type="checkbox"/> 12
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20	Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how would you describe your impairment, disability or long term medical condition:
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C ACADEMIC INFORMATION

21	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? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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 you how many credits you have. Tick only one box No formal secondary qualifications <input type="checkbox"/> 00 NCEA Level 1 or School Certificate <input type="checkbox"/> 12 University Entrance <input type="checkbox"/> 14 Overseas qualification (includes international Baccalaureate & Cambridge Exams) <input type="checkbox"/> 09 Not Known <input type="checkbox"/> 99 14 or more credits at any level <input type="checkbox"/> 11 NCEA Level 2 or 6 th Form Certificate <input type="checkbox"/> 13 NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15 Other <input type="checkbox"/> 98 Please specify if "Overseas qualification" or "Other" _____
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22 Tertiary Study:

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school?

No Yes (Do not include enrolments in STAR, community or hobby classes).

If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment:
 Tertiary Organisation Name: _____ Year:

Do you expect to complete the academic requirements of your course(s) in order to graduate with your qualification this year?

Yes No If "No", what year do you expect to complete?

D IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

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

No **If No**, please go to the next section

Yes **If Yes**, please insert your IRD number here --

(see "Enrolment Notes" for more information on interest write-off)

E BANK ACCOUNT (If Applicable)

24 Please provide details of your bank account for the deposit of items such as Travel Allowances.

Bank Branch Account Number Suffix

Name of Bank:	Name of Branch:	Town/City:
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DECLARATION

Privacy - Cornerstone Education Ltd (CEL) collects and stores information from this form to comply with the requirements of the Education Act 1989 and other legislation (this includes legislation governing the maintenance of official records and for accountability of public funding), and to supply information to government agencies and other organisations such as 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.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

In addition, when required by statute, CEL 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 CEL will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Manager, School of Cycling.

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 Organisation 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/privacy-act>

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. Not applicable if your programme is offered under Zero Fees. CEL's policy on withdrawal and refund of fees may be obtained from the Manager, School of Cycling.

Rules - In signing this enrolment form you undertake to comply with the published rules and policies of CEL with regard to attendance, academic progress, standard of dress, health and safety, and behaviour. CEL's Rules and Regulations policies are detailed in your Student Handbook.

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 confirm that I am the legitimate owner of the National Student Index Number provided on this enrolment form, and if required, agree to provide any further documentation to validate my NSI number. I am aware of the conditions described above, and agree to abide by them. I consent to the disclosure of personal information as described above.

_____ / _____ / _____
 Student Signature Date

Please make sure that you sign your enrolment form above

Enrolment Notes:**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't 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.

For more information on interest free loans, visit www.ird.govt.nz/studentloans.

Documentation

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. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua
- Certificate of citizenship or letter of confirmation
- Overseas passport with residency stamp

Please note that additional Verification of Identity documentation may be requested by Cornerstone Education, pending confirmation of your NSI status.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

International students must bring their passport with them when they enrol.

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: <http://www.nsi.govt.nz/ima>

TRAINING CENTRE - OFFICE USE ONLY

Training Centre Documentation Check Completed (page 1)

 YES

Training Centre Name: _____

Representative Name: _____

Signed: _____

Date: ____/____/____

Fee Protect Student Acknowledgement Form

Please read this form carefully. It explains how your student fees will be protected, how your education provider will be paid and how refunds will be handled.

By signing this form I, _____ confirm I understand that:

1. my education provider has appointed Public Trust as trustee and my fees will be held by Public Trust in a trust account to comply with the requirements of the Education Act 1989 (Act). The rules for this trust account are set out in a Trust Deed between my education provider and Public Trust;
2. my fees totalling **\$3,920.00** will be paid from the trust account to my education provider in instalments over the duration of my course in accordance with the attached payment schedule.
3. where I have paid my fees direct to my education provider, my education provider is required to transfer those fees to Public Trust and Public Trust has no responsibility for those fees until they are received into the trust account. My education provider is not an agent for Public Trust;
4. I can pay my full student fee directly to the following Public Trust bank account.

Account Name:	Public Trust
Bank and Branch:	Bank of New Zealand, North End Branch, Wellington, New Zealand
Bank Account Number:	02 0536 0305865 01
Analysis Code (Public Trust student ID)	6954685TR01

5. I agree that if my course is cancelled or my education provider closes:
 - (a) Public Trust will ensure that any refund due to me will be made in accordance with the Act and the current Qualifications Authority student fee protection rules;
 - (b) If I transfer to an alternative provider, (with the approval of the Qualifications Authority), Public Trust will pay the agreed amount from the trust to that alternative provider;
 - (c) If I decide not to transfer, or there is an amount remaining in the trust account after payment to the alternative provider, Public Trust will repay the amount held in trust for me to StudyLink, or directly to me, or to someone on my behalf as agreed by me;
6. if I withdraw from my course that any refund due to me will be made in accordance with the Act and my education provider's own refund policy;
7. once the payments shown in the attached payment schedule or referred to in sections 5 and 6 above, have been paid the trust account will be closed and Public Trust's trustee duties will have been fulfilled;
8. Public Trust will collect and hold personal information about me for the purpose of managing my student fee trust account. I authorise Public Trust and my education provider to disclose the information I have provided to third parties to enable Public Trust to administer and manage the trust account and assist in their compliance with the law.

Signed by student and (if student under 18 years) parent or guardian

Signature _____	Date _____
Contact telephone number _____	
Passport number (international students only) _____	Date of birth _____
Parent/guardian signature (for under 18's) _____	

Confirmed by a duly authorised representative of the education provider

Signature _____	Date _____
Name _____	
Title _____	

Office Use Only

Version _____ P _____

CORNERSTONE EDUCATION 6954685TR01

Payment Schedule

From the Fee Protect student trust account to the education provider

Full name of student	[Redacted]
Education Provider	Cornerstone Education
Course name	PC8365-18

PTE identification reference	8365	Course start date	19 February 2018
Public Trust student reference	P	Course duration (weeks)	22 Weeks
Total student fee	\$3,920.00		

Are you an international student? Yes No

Do you have/are you applying for a student loan? Yes No

Tuition fees	Amount	To be paid:
Tuition fees are paid to your education provider in arrears over the duration of the course.	20% of the Tuition Fee (maximum \$3000)	
	\$784.00	
The first payment of 20% (to a maximum of \$3,000) will be paid at the end of the Refund Period and the remainder will be paid in instalments.	Remaining Tuition to be paid over the duration of the course.	
	\$3,136.00	Total tuition amount remaining paid fortnightly in arrears over the duration of the course
Total tuition fee	\$3,920.00	

[Redacted] Student's (or Parent's/Guardian's) initials

Office Use Only

Version _____ P _____

CORNERSTONE EDUCATION 6954685TR01