

Part-time or Full-time

If you are currently receiving a benefit, whether you intend to study full-time or part-time may affect your payments and your Student Allowance. You will need to check this carefully with your WINZ Case Manager or StudyLink before advising us of your chosen study option.

Please tick:

Full-time Part-time

Payment of Fees

Please indicate how you will pay your fees:

Send me an Invoice Training Incentive Allowance
Student Loan Cheque attached
(Cheque should be made payable to Learning Post Ltd)

Ethnicity Details

What ethnic group do you belong to?

You may tick up to three boxes which apply to you:

NZ European/Pakeha	<input type="checkbox"/> 111	Greek	<input type="checkbox"/> 123	Chinese	<input type="checkbox"/> 421
New Zealand Maori	<input type="checkbox"/> 211	Polish	<input type="checkbox"/> 124	Indian	<input type="checkbox"/> 431
Samoa	<input type="checkbox"/> 311	South Slav	<input type="checkbox"/> 125	Sri Lankan	<input type="checkbox"/> 441
Cook Island Maori	<input type="checkbox"/> 321	Italian	<input type="checkbox"/> 126	Japanese	<input type="checkbox"/> 442
Tongan	<input type="checkbox"/> 331	German	<input type="checkbox"/> 127	Korean	<input type="checkbox"/> 443
Niue	<input type="checkbox"/> 341	Australian	<input type="checkbox"/> 128	*Other Asian	<input type="checkbox"/> 444
Tokelauen	<input type="checkbox"/> 351	*Other European	<input type="checkbox"/> 129	Middle Eastern	<input type="checkbox"/> 511
Fijian	<input type="checkbox"/> 361	Filipino	<input type="checkbox"/> 411	Latin American	<input type="checkbox"/> 521
*Other Pacific Peoples	<input type="checkbox"/> 371	Cambodian	<input type="checkbox"/> 412	African	<input type="checkbox"/> 531
British/Irish	<input type="checkbox"/> 121	Vietnamese	<input type="checkbox"/> 413	*Other	<input type="checkbox"/> 611
Dutch	<input type="checkbox"/> 122	*Other Southeast Asian	<input type="checkbox"/> 414	Not Stated	<input type="checkbox"/> 999

* Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other":

Citizenship and Residency

You may need to supply evidence of residency status or citizenship. Please tick the box which best describes your citizenship:

NZ Citizen NZL Australian Citizen AUS

Other (Includes NZ Permanent Resident)

If you ticked 'Other' please also specify your **citizenship** and whether you are a **New Zealand Permanent Resident**:

Citizenship:
(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand)

NZ Permanent Resident: Yes No

If you ticked "Other", and you are not a NZ permanent resident please also specify your fee/assistance status.

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

Iwi Details

If you identified yourself as New Zealand Maori in the Ethnicity section on Page 1, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please tick the 'Don't Know' box below:

Iwi: Iwi: Don't Know:

Rohe (Iwi home area):
Rohe (Iwi home area):

Disability (the completion of this section is not compulsory)

Do you live with the effects of significant injury, long term illness or disability? Yes No
The information you supply is confidential.

If Yes, how would you describe your impairment, disability or long term medical condition:

Prior Activity

What was your MAIN activity or occupation in New Zealand at **1 October 2007**? You may tick only one box:

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 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
Wananga student	<input type="checkbox"/> 12		

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: Year

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** box:

No formal secondary qualifications	<input type="checkbox"/> 00	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> 15
14 or more credits at any level	<input type="checkbox"/> 11	Overseas qualification (includes International	
NCEA Level 1 or School Certificate	<input type="checkbox"/> 12	Baccalaureate & Cambridge Exams)	<input type="checkbox"/> 09
NCEA Level 2 or 6 th Form Certificate	<input type="checkbox"/> 13	Other	<input type="checkbox"/> 98
University Entrance	<input type="checkbox"/> 14	Not known	<input type="checkbox"/> 99

Please specify if "Overseas qualification" or "Other":

Tertiary Study

Since leaving secondary school 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? (Do not include enrolments in STAR, community or hobby classes.)

Yes (go to Contact Details section below) No (enter name of institution and year of first enrolment below)

Provider name: Year

Contact Details

Home Address:
(Not a PO Box number)

Delivery Address:
(If different from Home Address)

.....
.....

.....
.....

Post Code:
(Must fill in)

Post Code:
(Must fill in)

Home Ph:
(Must match your home address)

Mobile:

Daytime Ph:

Email:
(Must be an active email address)

Next of Kin

(To be contacted in emergencies only)

Name

Phone

Entry Profile

Learning Post wishes to provide relevant and effective training. We collect information from students to help us do this. At the time of enrolment we collect information about what you were doing prior to enrolment. This is your "entry profile". Later we will collect feedback from you on what you think of our organisation and your experience of studying with us and, after you have finished your studies, we will collect information on your employment and further training.

It would be appreciated if you could complete the questions below to provide us with entry profile data. The data is required for statistical purposes by the Tertiary Education Commission and is treated confidentially. We do not contact any organisations named by you.

What is the most recent (latest) study you have done?

Name of Qualification: Level:

Where did you study the qualification:

Did you complete this qualification: Yes No

Did you study part time or full time: Part time Full time

What is the most recent employment?

Position:

Employer:

Did you work part time or full time: Part time Full time

IRD Number Collection For Student Loan Interest Write-off

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

- Yes (please enter your IRD number here (see below for more information on interest write-off))
 No (please go to the next section)

IRD number: □□□ - □□□ - □□□

Please also state your StudyLink/WINZ number if you have one: □□□ - □□□ - □□□

Interest Free Student Loans and other 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.

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

DO NOT SEND ANY ORIGINAL DOCUMENTS. Please send only photocopies of your original documents, signed as being a true and accurate copy either by a Justice of the Peace (JP), Solicitor, your Case Manager, Minister of the Church, School Principal or your Doctor for example.

(Documents should be securely stapled to the back of this form)

Please note: If you already have a National Student Index number (NSN) and have previously been verified on the NSI, you will not need to resend us the above documents. Please contact us to check if you are unsure.

Hardware and Software requirements:

It is important for a distance learning student to have all the necessary equipment to study successfully. The following questions help us establish what you already have and identify anything else you will need before commencing the programme.

Please indicate which of the following you have:

A personal computer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*The computer hardware specifications required for the course you have chosen? (See 2008 Programme Booklet)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Access to an additional computer to practice on? (if required, e.g. Certificate in Computer Support and Network Technology, Diploma in Computing, Diploma in IT - Support)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Internet and Email facilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Land phone	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Tick below which operating system you have on your computer?

Windows ME Windows 2000 Windows XP Vista
 Other (Please Specify) -----

READ THIS VERY CAREFULLY – the necessary software is absolutely compulsory and your study cannot be completed without it

Tick below the software applications you have on your computer?

Word Excel Access FrontPage Office 2000 Professional Office Professional XP
 Publisher Project PowerPoint Office 2003 Professional (see Note 2 below)
 Office 2007 Professional
 Other: -----
Note 1: If you wish to complete a technical programme you must have a minimum of Windows XP and Office 2000 Professional on your computer. The Programme Guide specifies all the software you will require for the programme you have chosen.
Note 2: Office Professional 2003 will only run on the following 3 Operating Systems – Windows 2000 with service pack 3, Windows XP, or Vista

Please confirm the following:

I have read and accept the 2008 Terms and Conditions of Enrolment.	Yes <input type="checkbox"/>
I know I am required to complete the academic requirements of my programme within the start and finish dates.	Yes <input type="checkbox"/>
I know I have 30-days to change my study decision and the stated refund will only be paid if I complete and return a withdrawal form within 30-days of my start-date.	Yes <input type="checkbox"/>
I know if I fail to meet the academic requirements of the study programme I may be formally withdrawn.	Yes <input type="checkbox"/>
I understand that I am required to submit my assessment tasks to meet deadlines set out in my Student Progress Report.	Yes <input type="checkbox"/>
Please write a brief explanation below on your background in computing and what you hope to gain from the qualification:	

Checklist

- Have you completed all sections of this form?
- Have you attached verified documentary evidence of age, citizenship or residency?
- Do you have all the requirements for your distance learning study as stated in the 2008 Qualification Programme Booklet?

If you have ticked all 3 boxes, read the Declaration below and sign and date the form.

Declaration

Privacy

Learning Post 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 Institute 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 Learning Post 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 Student Registry.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Learning Post 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. Learning Post's policy on withdrawal and refund of fees may be obtained from Student Registry.

Rules

In signing this enrolment form you undertake to comply with the published rules and policies of Learning Post with regards to participation, academic progress, health and safety, and behaviour.

Read the Terms and Conditions of Enrolment carefully before signing this Declaration

I wish to apply to be enrolled in the programme I have selected on this form and confirm that I have read the 2008 Terms and Conditions of Enrolment and the Privacy Act statement in the 2008 Enrolment Guide. I have also read the detailed path of study (list of units) in the programme I have chosen. I confirm that I understand and accept the following:

- The details I have supplied, particularly my name, date of birth, and citizenship/residency status, are true and correct
- If this information is subsequently found to be false, my enrolment may be cancelled and I will be liable for any costs incurred by Learning Post Ltd in cancelling my enrolment
- That Learning Post Ltd have the right to refuse my application for enrolment
- My enrolment will not be actioned if I have not completed this form correctly and if I do not sign this Declaration
- I understand that this enrolment application expires 4 weeks after receipt by Learning Post.

Name:
(Please Print)

Signature:

Date:/...../.....
Day Month Year

Office Use Only:

The information contained within this form has been verified by:

Staff Member: _____

Date: ____/____/____

Choosing Electives:

If you have chosen to study one of the following programmes, please go to the specified page to select the electives you wish to study.

Use the Qualification Programme Booklet to help you, or phone us on 0800 895 895

Elective selections:	NC5212	National Certificate in Computing Level 2	Page 9
	NC5213	National Certificate in Computing Level 3	This page
	NC5429	National Certificate in Computing Level 4	Page 10
	PC9669	Certificate in Computing Essentials Level 3	Page 11
	NC0633	National Certificate in Business Administration & Computing Level 3	Page 12
	NC0634	National Certificate in Business Administration Level 4	Page 13
	PC9657	Certificate in Computer Programming	Page 14
	PC9633	Diploma in Computing Level 5	Page 15

If you have chosen to study NC5213, please complete this page

Elective Selection NC5213 – National Certificate in Computing Level 3

Choose:

- Electives from List A totalling a minimum of 15 credits, and
- Electives from List A or B totalling another 15 to 17 credits

Tick your choices, add the credits and check the total is correct.

Title	Course Code	Credits	Tick	Credits	Total	Note
Core Courses						
General Computing	GC2C	12	✓	12	22	Core courses are compulsory
Document Processing	DP3C	10	✓	10		
Elective List A						
Spreadsheet 2	EM3C	7				Credits from List A must add to 15 credits or more. You may choose more electives from List A.
Flatfile Database	GCAF3C	5				
General Computing	GCGC3C	3				
Desktop Publishing	GCDP3C	5				
Presentation	GCPP3C	5				
Problem Solving (check prerequisite requirement)	GCPS3C	3				
Systems Development	GCSD3C	3				
IT Social Implications	GCSI3C	3				
Elective List B						
Customer Enquiries	SSCE3C	4				Add your List A credits. Continue to select electives from List B until your elective credit total is 30, 31 or 32.
Text Management 3	TITM3C	6				
Text Management 4 (check prerequisite/co requisite)	TITI3C	6				
Specialist Documents	BITP4C	10				
Text Reading	RCTR3C	4				
Report Writing	WCRW3C	4				
Total Programme Credits = 52				Add your total → (core plus elective credits)		Total credits, including the 22 core, must add to 52, 53 or 54.

Elective Selection NC5212 – National Certificate in Computing Level 2

Choose either:

- 2 electives from List A (totalling a minimum of 11 credits) and 1 elective from List B, or
- 3 electives from List A

Tick your choices, add the credits and check the total is correct.

Title	Course Code	Credits	Tick	Credits	Total	Note
Core Courses						
General Computing	GC2Z	12	✓	12	24	Core courses are compulsory
Document Processing & Ergonomics	DPE2C	12	✓	12		
Elective List A						
Excel/Access	GCAF2C GCES2C	6				Credits from List A must add to 11 credits or more. You may choose 2 or 3 electives from List A.
Desktop Publishing	GCDP2C GCCT2C	6				
Html	HT2C	6				
Web Authoring	WD2C	6				
Graphics	GCCG2C GCDS2C	5				
Email	WE2C	5				
LAN	GCCP2C GCLN2C	5				
Integrated Applications	GCIA2C GCTA2C	5				
Elective List B						
Text and Data Entry	TITM2C BIDE2C	6				If you have only chosen 2 electives from List A, select 1 more from List B.
Text and Images	TITI2C	6				
Business Transaction (check prerequisite requirement)	BABD2C BAFR2C	6				
Clerical	BACP2C	5				
Customer Service	BACT2C SSCS2C	5				
Communication	ICCL2C ICWC2C	5				
Business Writing	WCBW2C	6				
Total Programme Credits = 40			Add your total → (core plus elective credits)			Total credits, including the 24 core, must add to 40, 41 or 42.

Elective Selection NC5429 – National Certificate in Computing Level 4

Choose one elective. Tick your choices, add the credits and check the total is correct.

Title	Course Code	Credits	Tick	Credits	Total	Note
Core Courses						
Document Processing	DP4C	20	✓	20	50	Core course is compulsory
Web Design	GCWD4C	15	✓	15		
Database	GCAR4C	15	✓	15		
Choose ONE of the following Electives						
Elective 1				12		
Relational Database	GCAR3N	4				
Web Development	GCWD3N	5				
<i>Circle one of....</i>						
Systems Development	GCSD3Z	3				
General Computing	GCGC3NZ	3				
Problem Solving	GCPS3Z	3				
IT Social Implications	GCSI3Z	3				
Elective 2				10		
Flatfile Database	GCAF3N	5				
Web Development	GCWD3N	5				
Elective 3				12		
Flatfile Database	GCAF3N	5				
Relational Database	GCAR3N	4				
<i>Circle one of....</i>						
Systems Development	GCSD3Z	3				
General Computing	GCGC3NZ	3				
Problem Solving	GCPS3Z	3				
IT Social Implications	GCSI3Z	3				
Elective 4				10		
<i>Circle two of....</i>						
Spreadsheet	GCSS3N	5				
Flatfile Database	GCAF3N	5				
Desktop Publishing	GCDP3N	5				
Powerpoint	GCPP3N	5				
Web Development	GCWD3N	5				
Total Programme Credits = 60				Add your total → (core plus elective credits)		Total credits must add to 60, 61 or 62.

Elective Selection PC9669 – Certificate in Computing Essentials Level 3

Tick your elective choices.

Add the credits and check the total is correct – you need 66 credits.

Please call us if you need help to choose your electives.

Title	Course Code	Credits	Tick	Credits	Total	Note		
Core Courses								
General Computing	GC2E	12	✓	12	27	Core courses are compulsory		
Word Processing	BIWP2E	5	✓	5				
Document Processing	DP3E	10	✓	10				
Elective List A – Choose a minimum of 26 credits (maximum 40 credits)								
<i>Choose up to 3 of...</i> Spreadsheets Flatfile Database Desktop Publishing Computer Programming	EMP3E AFP3E DPP3E CPP3E	10 8 8 9				Choose units that add to at least 26 credits		
<i>Choose any of.....</i> PowerPoint Problem Solving General Computing Systems Development IT Social Implications	GCPP3E GCPS3E GCGC3E GCSD3E GCSI3E	5 3 3 3 3						
Elective List B – If you do not already have 66 credits, select units from List B								
<i>Choose any of.....</i> Text Management 3 Text Management 4 Specialist Documents Text Reading Report Writing Customer Enquiries	TITM3E TITI3E BITP4E RCTR3E WCRW3E SSCE3E	6 6 10 4 4 4					If Core (27 credits) plus credits from List A add to less than 66 credits, select units from List B	
Total Programme Credits = 66			Add your total → (core plus elective credits)					Total credits must add to 66 or 67.

Elective Selection

NC0633 – National Certificate in Business Administration and Computing Level 3

Choose and tick one elective combination

Title	Credits	Tick	Credits	Total	Note
Core Courses					
Computing Skills	12	✓	12	24	Core courses are compulsory
Workplace Skills	12	✓	12		
Elective combinations – choose 1					
	TICK	Choose one combination from the 13 listed below. Each elective combination has been designed to meet the Programme requirements.			
1		Text Management	Spreadsheet	Presentation	
2		Text Management	Spreadsheet	Html	
3		Text Management	Spreadsheet	Integrated Applications	
4		Text Management	Spreadsheet	Technical	
5		Text Management	Presentation	Html	
6		Text Management	Presentation	Integrated Applications	
7		Text Management	Presentation	Technical	
8		Text Management	Html	Technical	
9		Text Management	Integrated Applications	Technical	

Elective Selection

NC0634 – National Certificate in Business Administration Level 4

Choose one elective

Tick your choice

Title	Course Code	Credits	Tick	Credits	Total	Note
Core Courses						
Computing Skills	DP4B GCPM4B	25	✓	25	35	Core courses are compulsory
Workplace Skills	WCBW2B ICCL2B/Z SSDW2B	10	✓	10		
Elective List						
Database	AFP3B ARP4B	27				Choose 1 elective
Web Design	WDP4B GCSI3BZ	28				
Advanced Word/Publishing	BITP4B GCCA4B GCMF3N DTP3B	25				
Total Programme Credits = 60			Add your total → (core plus elective credits)			Total credits, including the 35 core will add to 60, 62 or 63.

**Elective Selection
PC9657 –Certificate in Computer Programming Level 4**

Choose one elective

Tick one box

	Description
✓	<p><u>Core Courses</u> – you will complete all of these courses</p> <p>Demonstrate an understanding of ergonomic principles for computer workstations Describe information systems departments in business organisations Create and use simple command sequences in a computer language Create a simple computer programme to the specifications of a given brief Create a computer programme to provide a solution Create and operate a computer program to provide a solution for an organisation Use computer technology to research and present a topic Use a computer application to plan and monitor a project for an organisation</p>
<input type="checkbox"/>	<p><u>Database Elective</u></p> <p>Create and use a simple computer flatfile database to solve a problem Produce a computer flatfile database to provide solutions for organisation use Create and operate a relational database to provide a solution for an organisation</p>
<input type="checkbox"/>	<p><u>Help System Elective</u></p> <p>Create and use a simple computer flatfile database to solve a problem Produce a computer flatfile database to provide solutions for organisation use Develop a simple online help system to provide a solution for an organisation</p>

Elective Selection PC9633 – Diploma in Computing Level 5

The Core Courses are compulsory.

Select one elective (tick a box) -

- Hardware and Network User Support Elective, or
- Programming, Software Development and Database Design Elective
(If you choose this elective, please select 4 of the 5 units – tick 4 boxes in the table below)

Unit	Description
6747 6748 6750 7910 6752 6759 110 6881	<p><u>Core Courses</u> – you will complete all of these courses</p> <p>Explain the principles of business and the role of IT</p> <p>Explain ethics and professionalism for the computing industry in NZ</p> <p>Demonstrate an understanding of computer software development</p> <p>Explain how data is stored on computers</p> <p>Demonstrate an understanding of emerging computerised business information systems</p> <p>Demonstrate an understanding of the implementation of a new computer system</p> <p>Manage text processing and production of business information</p> <p>Assist a person to learn to use a computer application</p>
6869 6854 6871 6741 6855 LPWT5 LP271 LP272	<p><u>Hardware and Network User Support Elective</u></p> <p>Demonstrate an understanding of computer hardware components for personal computers</p> <p>Explain local area computer networks and install network workstations</p> <p>Install a single user computer and peripherals</p> <p>Administer a local area computer network</p> <p>Apply the principles of supporting users of a LAN</p> <p>Wireless and Telecommunications</p> <p>User Support Operating Systems (MCDST)</p> <p>User Support Applications (MCDST)</p>
6761 6763 6776 6808 6801 6724 6725 6825	<p><u>Programming, Software Development and Database Design Elective</u></p> <p><i>These 3 units are compulsory</i></p> <p>Demonstrate an understanding of the principles of computer programming</p> <p>Demonstrate computer programming skills using a third generation language</p> <p>Demonstrate computer programming skills using an object oriented language</p> <p><i>Choose 4 of the following 5 units</i></p> <p><input type="checkbox"/> Demonstrate computer application design skills</p> <p><input type="checkbox"/> Apply the principles of system analysis using a structured methodology</p> <p><input type="checkbox"/> Demonstrate an understanding of computer database management systems</p> <p><input type="checkbox"/> Demonstrate an understanding of computer database design</p> <p><input type="checkbox"/> Test a computer application</p>

STUDENT FEE PROTECTION ACKNOWLEDGEMENT

Attached is a legal document you are required to complete **ALL SECTIONS** and return to Learning Post Ltd along with your Application for Enrolment.

PLEASE READ THESE INSTRUCTIONS CAREFULLY

It is important to understand that your fees are protected in accordance with industry requirements.

Please complete **ALL** of the following steps:

- Read the entire document and make sure you understand it. If you would like to read the Student Fee Protection Trust Deed, please ask us for a copy.
- Fill in the **YELLOW** boxes with your name and where you live.
- Delete one of the **GREEN** options that state whether or not you are 18 years of age or older. If you are not yet 18 years old your Parent/Guardian must also sign the last page of this document.
- Leave the **GREY** section blank unless you wish any refund of your Student Fees to go to someone other than you.
- On the final page, fill in all the **BLUE** sections – the date, your signature, your name.
- Ask someone who knows you well to act as a Witness and fill in the **ORANGE** sections.
- If you are not yet 18 years old you must have your Parent/Guardian complete the final section and have their details witnessed as well.
- Return the completed form to Learning Post with your Application for Enrolment.
Your Enrolment is not complete until we receive this document.

If you have any questions about this Agreement, please call us on 0800 895 895

THANK YOU

SCHEDULE 3

STUDENT ACKNOWLEDGMENT

Explanatory Note to Student Acknowledgment

1. The purpose of the Student Acknowledgment form below is to make sure that:
 - (a) you understand what happens to any refunds (if there are any) of your student fees if your course closes (your Entitled Student Amount); and
 - (b) you provide the necessary information about yourself and your student fees.
2. By signing the Student Acknowledgment form below you are agreeing that:
 - (a) You understand that if your course closes (a Course Closure Event), it will be the trustee's duty to make sure the correct amounts of any refunds (if there are any), are distributed in accordance with the Deed and the New Zealand Qualifications Authority Policy. As such, your refunds may need to be paid to another PTE if you enrol in another course (the Alternative Provider), your student loan provider such as Study Link (the Loan Provider), yourself, or anyone else who should be paid you refund (such as any person who may have paid your fees for you) (the Third Party).
 - (b) You understand that your personal information about yourself will be given to your PTE, The New Zealand Qualifications Authority and your trustee.
3. Please read the Student Acknowledgment carefully before signing.

FORM OF STUDENT ACKNOWLEDGMENT

1. By this document, I [redacted] (full name) of [redacted] (place of residence) declare that I am enrolling as a Student at Learning Post Limited ("PTE").
2. I understand that after I sign this document I cannot withdraw this authorisation to the Trustee. I acknowledge and agree that:
 - (a) if a Course Closure Event occurs and I transfer to an Alternative Provider with the approval of the Qualifications Authority, any amount agreed by me, up to the Entitled Student Amount attributable to me will be transferred from the Trust Fund to that Alternative Provider;
 - (b) if a Course Closure Event occurs and I owe money to a Loan Provider in respect of that Course, the Trustee is authorised to repay the Entitled Student Amount attributable to me, 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) subject to 2(b) above, if a Course Closure Event occurs and the Trustee refunds any amount directly to me, the Trustee will refund the Entitled Student Amount attributable to me by way of direct credit to my bank account or cheque posted to my last known postal address notified to that Trustee;

- (d) if another party is entitled to receive any refund of the Entitled Student Amount attributable to me, I will provide the Trustee with the contact details of that party (as required by paragraph 4 below) to which the refund should be sent;
 - (e) personal information about me and information about my Student Fees may be supplied by the PTE to the Qualifications Authority Auditor or the Trustee and by the Trustee or Auditor to the Qualification Authority;
 - (f) after the payments contemplated in (a), (b), (c) and (d) above have been made, the trusts on which the Trustee was holding the Trust Fund will have been discharged;
 - (g) any interest earned on the Trust Fund prior to payment under (a), (b) (c) or (d) above will vest in and be payable to the PTE for its own benefit, and I will have no claim to such interest;
 - (h) this Bank Bond does not cover any Accommodation Expenses, Travel and Health Insurance and Living Expenses. These will be covered by a Standard Trust arrangement and you will be required to sign the Student Acknowledgment Form applicable to that Standard Trust;
 - (i) **I am / I am not** 18 years of age or older (delete whichever is not applicable, if Student under 18, Parent/Guardian to also sign).
3. Capitalised terms used in this agreement shall have the meaning as defined in the Student Fee Protection Static Trust Deed between the PTE and the Trustee, a copy of which has been made available to me by the PTE and the Trustee (the "Deed").
4. **Details of any third party entitled to receive any refund on account of Student Fees:**
- Name:
- Address:
- Telephone number:

EXECUTION

This agreement is executed as a Deed and is dated the [] day of [] 200[]

SIGNED by the Student

[]

Name of Student

[]

SIGNED by the Student's
Parent or Guardian (if the Student
is under 18)

Name of Parent or Guardian

.....
Occupation

.....
Address

.....
Passport Number

In the presence of:

[]

Witness Signature

[]

Name

[]

Occupation

[]

Address

In the presence of:

.....
Witness Signature

.....
Name

.....
Occupation

.....
Address

For office use only

Executed as a Deed by the PTE:

.....
Director/Authorised Signatories

.....
Director/Authorised Signatories