**Subject Enrolment and Agreement form**

**Diploma in Chaplaincy**

Dear Student

Our Semester 1, 2020 intake into the Diploma in Chaplaincy is now open for enrolment. We warmly invite you to enrol as soon as possible into the papers relevant to your programme of study.

Please take note of the dates of your classes on the following enrolment forms.

**PLEASE ENSURE YOU HAVE READ AND UNDERSTAND THE FOLLOWING PRIOR TO ENROLLING:**

1. All students must receive a financial clearance prior to being enrolled. We reserve the right not to enrol any student who has outstanding tuition or fees on their student accounts.
2. All costs related to the new enrolment must be either paid at enrolment or alternative arrangements made (such as Studylink - for NZ citizens only)
3. **Changing Study Programmes and Courses**: Students wanting to change their Programme or to change their enrolment, in a specific paper after their initial nomination should complete an **Enrolment Variation Request Form** (available on the Alphacrucis web site). If this is received after the first week of study a $50 change of paper fee will be incurred.
4. **Tuition**: No student can commence classes unless tuition fees are paid. If, 15 days after the start date of the semester, a student’s tuition fees are not paid, or the student has not made alternate arrangements, then the student will automatically receive a Fail (N) grade for the unpaid units. Students who are unable to pay tuition fees may choose to contact the Registrar and withdraw from their papers before *this date to* avoid this Fail grade

Please contact me if you have any questions regarding the enrolment process

Yours Sincerely

**Ruth Martin**

*Registrar*

ruth.martin@acnz.ac.nz

**Subject Enrolment:**

Semester 1, 2020: 2nd March – 3rd July

**Enrolment form – must be submitted *prior* to the commencement of the semester.**

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** |  |  |
| **Name:** |  | **Student No.** |
| **Address:** |  |  |
|  |  | **Postcode:** |
| **Phone** | **Mobile:** | **Email:** |

Please indicate (with a cross) if your personal details have changed so we can update your records □

|  |
| --- |
| **COURSE SELECTION**  **I am enrolled in: *(please select one option)*** |
| Alphacrucis Award:  **🞏**  **Diploma in Chaplaincy** |
| **PAPER FEES** |
| **STUDY LINK** - (only available when enrolled in an award course. Not available for non-award studies)  I am a NZ Citizen and I wish to apply for a Studylink Loan to cover the cost of tuition? 🞏 Yes 🞏 No |
| **ADDITIONAL STUDENT INFORMATION** |
| **In this semester, I intend to study (*please indicate*):**  **🞏 Full Time 🞏 Part Time** |
| **I am studying on an overseas student visa (*please indicate*):** **🞏 Yes\* 🞏 No**  \*If ‘yes’, International students must be enrolled into a minimum of 4 papers per semester. |
| **GRADUATION**  **I intend to complete my studies at the end of this Semester: 🞏 Yes 🞏 No** |

**Alphacrucis Award – Diploma in Chaplaincy**

**ENROLMENT -** I wish to enrol in the following paper/s (please note you can select a maximum of 4 papers per Semester)**:** Dates 2nd March – 3rd July

**Semester 1, 2020**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper** | **Subject Code** | **Mode** | **Intensive/Distance** | **Enrol**  **CAMPUS** | **Fee per paper** |
| Chaplaincy Foundation | **CHAPM01** | Intensive | 🞏 | N/A | $714 |
| Chaplaincy Practice 1 | **CHAPM02** | Intensive | 🞏 | N/A | $714 |
| Writings in the First Testament | **BIBM01** | Semester Length Campus OR Distance | 🞏 | 🞏 | $714 |
| Understanding the Faith | **THEM01** | Semester Length Campus OR Distance | 🞏 | 🞏 | $714 |

**Agreement for Supply of Educational Services**

Alphacrucis International College (The College) agrees to provide the following course of study in accordance with the Terms and Conditions, which form part of this agreement.

The Student agrees to pay tuition fees and other fees as follows in accordance with the Terms and Conditions, which form part of this agreement.

### Fees

Choose your papers from the table above, add the total fees and write in the box below:

|  |
| --- |
|  |

Tuition fee for course of study:

|  |
| --- |
|  |

Other Fees\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

**Total Fees:**

\*Other Fees include Application fee, Late, RPL and Cross credit fee

### Terms and Conditions

## **Refund Conditions**

1.1 Refund within 8 working days of commencement

A refund of tuition fees will be granted to any student withdrawing from a course of study within the first 8 days of the course. The refund will comprise all monies paid, less 10% of the total amount paid, whichever is the greater.

1.2 No refund after the 8th day

In the case of withdrawal or termination after the 8th day of a course of study, no refund of tuition fees will be granted except in the case of serious illness; an official medical certificate must be provided.

* 1. Refund for papers

If a student withdraws from the whole programme after the cut-off date (8 working days), s/he is entitled to receive refund for papers that have not commenced by the withdrawal date. For example: If a student enrolled in one-year programme withdraws in the first semester, then s/he is entitled to receive refund for fees paid for the second semester papers.

1. **Termination Procedures**

2.1 Circumstances leading to termination

The College may terminate a student’s enrolment under the following circumstances:

* The student is found guilty of a crime, which carries a prison sentence.
* The student assaults another student or staff-member causing harm.
* The student refuses to comply with the expected standards of behaviour after a verbal warning and a written warning.
* A full-time student is absent from classes for two continuous weeks without explanation.

2.2 Termination Procedures

* The College will advise the student in writing of termination of enrolment.
* The student may appeal the College’s decision to terminate the enrolment within seven days.
* The appeal shall be in writing and be delivered to the Registrar or the Principal.
* If the student appeals, the College and the student shall endeavour to discuss the situation within seven days of the appeal.
* The College shall advise the student in writing of its final decision within 14 days of the appeal.
* If the College decides to terminate the enrolment, the student may appeal to NZQA.
* Following termination of the student’s enrolment, the student shall be treated as if they withdrew from their course of study.

**3. Withdrawal Procedures**

* 1. A student may withdraw from a course of study at any time by advising the Registrar or Principal in writing on a Withdrawal Form of their intention to do so. No refund of fees will be payable to the student except as stated in the Refund Conditions above.
  2. Following withdrawal by a student from their course of study or termination of the student’s enrolment, the College will do the following:
* If applicable, provide to the student a transcript showing progress made.
* Where a NZ citizen or permanent resident receives a student allowance, notify Study Link of the withdrawal.

**4. Expected Standards of Student Behaviour**

* 1. Students shall not knowingly falsify any information provided to NZIS or the Ministry of Education or on the College’s Application or Enrolment forms
  2. Students shall not attend class while under the influence of drugs or alcohol.
  3. Students shall not physically or verbally abuse staff or other students or act in a threatening manner towards staff or other students.
  4. Students shall not steal property from the College, staff or other students
  5. Students shall not smoke or chew gum in the College building.
  6. Students shall attend to good hygiene and appropriate standard of dress when attending the College.
  7. Students shall advise the College if they are absent.
  8. Students shall apply themselves to their studies.
  9. Students shall attend classes as they are able and submit assignments by the due dates.
  10. Students shall not cheat in any manner in assignments, tests, coursework or examinations.
  11. Students should turn mobile phones off or to silent or meeting mode during class.
  12. Students shall not install unauthorised software on College computers and shall not make unauthorised modifications to computer settings.
  13. Students may meet visitors in the reception area. All visitors shall be signed in and shall comply with the Health and Safety procedures of the College.

1. **Special Needs**
   1. If the College determines that the student has special needs that were not disclosed or known at the time of enrolment, and if the special needs must be addressed in order for the student to successfully complete the course of study, the student agrees to meet the cost of addressing those special needs.
   2. If the College determines that the student’s English language level is less than that required for entry to the course of study, the College may, in consultation with the student, change the course of study to include ESOL training. If the change involves extra tuition fees, the student will pay the extra cost.
2. **Agreement to commit to course requirements**
   1. The College is obligated to meet performance requirements for student attendance, course completion and outcomes set by the New Zealand government.
   2. Each student is therefore required to the best of their ability to attend at least

80% of classes finish required assignments and assessments on time and complete the programme successfully.

* 1. Each student is therefore required to advise the College of study or employment outcomes after completion of programmes.

By signing below, the Student and the College agree to the Course of Study, the fees for the Course of Study and the Terms and Conditions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student (or Guardian) Signature College Representative Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student (or Guardian) Name College Representative Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Please return the completed form to The Registrar, PO Box 12747, Penrose, Auckland, New Zealand or email to registrar@acnz.ac.nz**