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STAINLESS STEEL & ALUMINIUM
WELDING
ACADEMY

ENROLMENT FORM

Thank you for applying to the Stainless Steel and Aluminium Welding Academy.
Please carefully complete the details set out below. We will contact you on receipt of your application.

Application Information

Course Applied for:

Time Frame:

Start date:

Student Details

Date of Birth:	Male/Female
Last Name	
First Name	
Known as	
Previous names known as	
First Language:	
Email	
Mobile Number	
Address	
Citizenship/Nationality	
Ethnic Group	
Residency Status	

Emergency Contact	Name:
	Phone:
	Relationship to you:

Next of Kin

Relationship:	Relationship:
Last Name:	Last Name:
First Name:	First Name:
Phone No:	Phone No:
Address:	Address:
Email:	Email:

New Zealand Contact
Name:
Phone:
Address:
Email:
Relationship:

Do you meet the following entry criteria?

- International Students must have achieved IELTS with a pass of 5.5.
- Applicants must be 18 years or over
- Applicants must be able to perform the mechanical tasks required to complete the course unit standards.
- Applicants must have the correct VISA and prove their legal status to allow them study in New Zealand.
- Applicants must have achieved Level 3 to proceed to Level 4
- Show proven competency in maths

The Welding Academy Obligations

1. The Welding Academy complies with the relevant sections of the contractual and financial obligations as set out in the Education Act of 1989.
2. The Welding Academy shall use its best endeavours to ensure the safety, health and well-being of the Student but shall not be liable for:

- Any damage or harm caused to the Student or the Student's property while attending the Academy.
- Any damage or harm caused to the Student or Student's property outside of time at the Academy.

The Student's Obligations

3. The Student shall:
 - Pay to the Welding Academy the tuition fees on acceptance of enrolment.
 - Agree to provide the Welding Academy with academic, medical or other information relating to their well-being as may be requested by the Welding Academy from time to time.
 - Accept and abide by the Welding Academy rules and policies, including standards of behaviour as set out in the Student Handbook and will abide by instructions given by the Welding Academy's members of staff.
 - Attend all classes, unless prevented by illness or other urgent cause.
 - Acknowledge that they must inform the Welding Academy of any changes to: their contact details and address,.
 - Confirm that the information given to the Welding Academy is true and complete in all respects.

Limitations of Liability

4. In no event shall the Welding Academy's liability exceed an amount equal to the amount of tuition fees paid by the Student.

Termination

5. Either party may terminate this agreement with 5 (five) days written notice.
6. Upon termination of this agreement, refunds will be made in accordance with the Welding Academy's Refund Procedure as follows:

Refund Procedure

Domestic Students are entitled to a refund if they withdraw from a course up to the 8th day after the start of the course. The Welding Academy will refund an amount equal to the sum of the amount paid less a deduction of the lessor of 10% of the fees paid or \$500.00.

International Students:

- If the course is of 3 months duration or more and the withdrawal occurs up to the end of the 10th working day after the first day of course, the Welding Academy may deduct up to 25% of the fees paid, provided costs to this amount were incurred and justified.
- If the course is 5 weeks or more but less than 3 months and the withdrawal occurs up to the end of the 5th day after the start of the course the Welding Academy will pay an amount equal to the fees paid less a deduction of 25%.

A Student wishing to claim a refund of fees shall submit a claim using the Welding Academy's Student Refund Form, at which point the CEO will verify the claim and, if accepted, arrange for payment within one calendar month.

Students will not receive a refund in the following situations:

- For statutory days that fall within the course. This has been taken into account to ensure NZQA requirements are fulfilled.
- Due to reasons beyond the control of the SSAWA. The SSAWA will ensure the impact on delivery time will be kept to a minimal.

7. The Student acknowledges that:

Personal information collected by the Welding Academy may be held, used and disclosed to third parties to enable the Welding Academy to:

- Process the application for tuition
 - Providing tuition
 - Providing the student with information beneficial to their study at the Welding Academy.
 - Confirm that I have read and I understand the policies and procedures set out in the Student Handbook.
 - The Welding Academy reserves the right due to unforeseen circumstances, to cancel the course at any time whereupon all fees will be refunded in full to the extent of the tuition that the student has received.
 - The Welding Academy reserves the right to alter any aspect of the course at any time with adequate notification.
8. The Student has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the Welding Academy concerning them.

9 Brief summary of your Educational Background

10 Brief summary of your Employment Background – if applicable

11. Learning Support

Learning to weld can be physically and academically demanding.

Do you live with the effects of any disability, illness or injury?

Please indicate any conditions which may be relevant:

	Visual impairment		Physical impairment		Hearing impairment
	Mental Health		Seizures		Medication
	Specific learning disability		Temporary impairment		

How did you hear about the Welding Academy?

12. Payment of Fees

On acceptance of your enrolment to the National Welding Certificate Course you will be required to pay your fees in full to secure your place on the course .

Payment may be made directly to the Public Trust Office Trust Account as set out in the Letter of Offer.

A Receipt will be issued on payment .

I have read and I understand the terms set out in this agreement.

I acknowledge that the provision of false information or the withholding of relevant information may result in the termination of enrolment.

Signature of Student

Signature of Manager
Stainless Steel & Aluminium Welding Academy

Date: