



OTUMOETAI COLLEGE

2019 ENROLMENT FORM

ADMIN
SMS <input type="checkbox"/> ENROL <input type="checkbox"/>
BARCODE:

ENROLMENT SCHEME CATEGORY:

- Category A** Home Zone – absolute right of entry
- Category B** Out of Zone (see categories below)

DOUBLE ENROLMENT:

- Are you also enrolling this student at another school?
NO **YES**

1. Siblings – current <input type="checkbox"/>	3. Child – former student <input type="checkbox"/>	Principal approved:
2. Siblings – former <input type="checkbox"/>	4. Employees Child <input type="checkbox"/>	
	5. All Others <input type="checkbox"/>	

Eligibility to enrol is dependent on receipt of a copy of: a Birth Certificate or NZ Passport (please attach)

STUDENT'S SURNAME (Legal): **GENDER:** Male / Female

FIRST NAME(S) (Legal): **DATE OF BIRTH:** ____/____/____
day month year

PREFERRED NAME: **COUNTRY OF BIRTH:**
If not born in NZ, please complete the next section

IF STUDENT WAS NOT BORN IN NEW ZEALAND:

Please tick appropriate box and provide photocopies of your passport and appropriate document/visa:

<input type="checkbox"/> NEW ZEALAND CITIZEN	<input type="checkbox"/> OTHER PASSPORT: No
<input type="checkbox"/> NZ PASSPORT HOLDER Expiry Date	<input type="checkbox"/> VISITOR'S VISA STATUS Expiry Date
<input type="checkbox"/> PERMANENT RESIDENCE PERMIT Expiry Date	<input type="checkbox"/> STUDENT VISA STATUS Expiry Date

Previous School and Address:

Country of Origin: **Date of first arrival in New Zealand:**

FULL NAMES OF PARENT/S OR LEGAL GUARDIAN/S STUDENT IS LIVING WITH:

CAREGIVER 1: MR/MRS/MISS/MS **SURNAME:**

FIRST NAME: **RELATIONSHIP TO STUDENT:**

STREET ADDRESS: **SUBURB & POSTCODE:**

TELEPHONE: (Home) (Work) (Mobile)

EMAIL:

OCCUPATION: **PLACE OF WORK:**

CAREGIVER 2: MR/MRS/MISS/MS **SURNAME:**

FIRST NAME: **RELATIONSHIP TO STUDENT:**

ADDRESS:

TELEPHONE: (Home) (Work) (Mobile)

EMAIL:

OCCUPATION: **PLACE OF WORK:**

Who are the Legal Guardians for the enrolling student?

PARENTS/CAREGIVERS EMAIL ADDRESS FOR NOTICES :	NOMINATED MOBILE FOR SCHOOL TO TXT NOTICES:
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OTHER LOCAL EMERGENCY CONTACT: FULL NAME

RELATIONSHIP TO STUDENT: TELEPHONE

TO BE COMPLETED BY SCHOOL: YEAR LEVEL: 9 10 11 12 13 ADU FORM CLASS:

Other Categories – Circle if applicable ORS / IFFS / PERM / EXCHANGE STUDENT / ADU

DEAN'S INITIALS: ENROLMENT DATE: ____/____/____ STUDENT START DATE: ____/____/____

PREVIOUS NEW ZEALAND SCHOOL:

FULL NAME(S) OF OTHER SIBLINGS NOW AT OTUMOETAI COLLEGE:
..... DATE OF BIRTH ___/___/___ YEAR LEVEL:
..... DATE OF BIRTH ___/___/___ YEAR LEVEL:

NAME OF PERSON(S) FOR MAIL TO BE SENT TO:
POSTAL ADDRESS (if different from above)

STUDENT MOBILE: **STUDENT EMAIL:**

BUS TRANSPORT: Are you applying for a Bus Pass? YES NO

CULTURAL IDENTITY: (please tick the appropriate box(s))

New Zealander	<input type="checkbox"/>	
NZ European	<input type="checkbox"/>	
NZ Maori	<input type="checkbox"/>	→ Please state iwi(s):
Cook Island Maori	<input type="checkbox"/>
Pacific Island	<input type="checkbox"/>	→ Please state which Pacific Island:
Other	<input type="checkbox"/>	→ If Other, please specify:

FIRST LANGUAGE: **LANGUAGE SPOKEN AT HOME** (if different)

Does your student need English Language Support? YES / NO

CONFIDENTIAL:

Has your son/daughter been stood-down, suspended or excluded from a school? NO YES

If yes, please provide further details:

IDENTIFY ANY PARTICULAR HOME SITUATION THE SCHOOL SHOULD BE AWARE OF:
.....
.....

OUTSIDE AGENCIES: Please specify if you have had any previous involvement with:
MOE Group Special Education i.e. ORRS funding, Child and Adolescent Mental Health Service (CAMHS), CYPFA.
Other Agencies:

Do you consent for information to be sourced from relevant agencies YES NO

(Signature)

CONFIDENTIAL MEDICAL:

RELEVANT MEDICAL DETAILS: *(Please circle if any are applicable)*

NONE

ASTHMA BEE STINGS WASP STINGS DIABETES EPILEPSY HEART HEARING MIGRAINE SIGHT

PLANT ALLERGY OTHER ALLERGIES *(please specify)*:

ANY OTHER *(please specify)*:

Any Medications:

NB: Any medication brought to school must be held by the School Nurse.

ADMINISTERING MEDICATION AT SCHOOL:

I / We give permission for the School Nurse to administer the following medication (if required):

(Please circle the applicable medication you give permission for)

PANADOL IBUPROFEN ANTIHISTAMINE INHALER INHALER
(Ventalin) (Respigen) (Signature)

A MOBILE DENTAL SERVICE is available at the College.
After reading the accompanying dental information, please complete a form and sign if you would like your son/daughter to be part of this service.

.....
(Signature)

Completed DENTAL form attached



**OTUMOETAI COLLEGE
SUMMARY OF CORE VALUES**

These core values are the foundation for the policies and procedures of Otumoetai College:

Strive for Excellence – (Kimihia tōu ake maunga teitei) – Collective and individual responsibility to be the best we can.

Working Together – (Whakakōtahitanga) – Productive and trusting learning relationships.

Respect One and All – (Whakakoha tētahi ki tētahi) – A culture of inclusiveness.

Standing Strong - (Tūpakari i tōku ao/te ao) – Self belief with integrity.

School Wide Expectations (non-negotiable):

- Correct Uniform to be worn
- Out of Class – pass from teacher required
- Punctuality – in class on time and no leaving before the bell
- Attendance – being present in class
- Behaviour for Learning – being engaged in the learning
- Mobile phones cannot be used in class for texting or making calls.

As a student at Otumoetai College, I agree to follow the above Core Values , School Wide Expectations and related policies and procedures of Otumoetai College.

Student Signature: **Date:** ____/____/____



OTUMOETAI COLLEGE

UNDERTAKING FROM PARENTS/GUARDIANS OR CAREGIVERS

UNDERTAKING FROM PARENTS/GUARDIANS OR CAREGIVERS:

- I / We request that the above named student be enrolled at Otumoetai College.
- I / We agree that all policies and procedures of the College will be followed and also that consequences will follow for those who fail to meet these.
- I / We hereby authorise Otumoetai College to obtain relevant details from my/our son's/daughter's previous school to assist their further education at Otumoetai College.
- I / We understand and have signed Otumoetai College's Parent/Caregiver Financial Agreement and agree that the College can contact me/us by email or text message regarding any school matters.
- I / We give approval for my/our son/daughter to participate in specific funded year level activities which occur during school hours. These activities are at no cost to the student and will be posted in advance on the College website.
- I / We give consent for the use of school required software applications, including Google Apps for Education.
- I / We give consent for the use of photos of my/our son/daughter in College related publications, including digital and on-line publications.
- I / We will provide to the College any new contact details, eg residential address, email or phone numbers, as soon as they become available.
- If I / We wish to withdraw my/our son/daughter from any of these activities, then as Parent/Guardian, it is my/our responsibility to inform the appropriate College authority to this effect.

Signatures of Adult(s) responsible for the student: 1.

Date: ____/____/____

2.

PERSONAL PROPERTY:

All personal property should be clearly marked with the owner's name; the return of lost property is then made possible.

Valuable items should **NOT** be brought to school; the responsibility for these articles is solely the pupils; this includes electronic devices, e.g. cell phones, iPods, MP3 players in particular.

Parents / Caregivers are advised to ensure that their insurance policies cover loss or damage to student property.



OTUMOETAI COLLEGE

PARENT/CAREGIVER FINANCIAL AGREEMENT

As a state secondary school Otumoetai College has the statutory responsibility to deliver the national curriculum at no cost to parents/caregivers.

Parents/Caregivers are invited to make a donation to help towards the purchase of additional resources and equipment for the college. The donation is set at \$120.00 per student with a family maximum of \$180.00.

Parents/caregivers will continue to be expected to provide stationery for **all** courses. This has long been standard practice in all New Zealand schools.

To enhance the delivery of the curriculum each student will be issued with an Identity (ID) Card at a cost of \$6.50. Payment of this would be appreciated.

The college must have the agreement of parent(s)/caregiver(s) for these additional costs. Where these items are accepted by your son/daughter the College requires your acceptance of these costs.

	Parent/Caregiver Initials
The cost of course materials, used by your son/daughter, which will be taken home or consumed. Where a student uses school provided materials and payment is not received any product remains the property of the college. Each year these costs will be itemised in the Subject Planning booklet.	_____
The College will make every endeavour to secure parent/caregiver signature(s) for all subjects and associated costs, selected by students	_____
The cost of camps, field trips and similar non-compulsory activities that incur costs that must be paid by parents/caregivers of students who elect to participate in them	_____
The costs incurred by student entry to national qualifications are the responsibility of parent/caregivers	_____
The costs associated with the repair or replacement of damaged equipment or property	_____

Financial assistance is offered by either time or automatic payments or confidential arrangement through the Principal.

I, Parent/Caregiver of (*student's name*) agree to the conditions and payment of costs that I have read and initialled.

.....
Signature: (*Parent/Caregiver*)



OTUMOETAI COLLEGE

EOTC – GENERIC CONSENT FORM

Our school believes in using a range of environments and experiences to enhance our students' learning.

At Otumoetai College we are fortunate to have ready access to the beach, Tauranga City Centre, and other places in our area and beyond. We are also close to various community facilities such as the ASB Baypark Arena and the Art Gallery. These areas are rich learning environments for our students both in and out of school. Our school values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your son/daughter to participate in such learning.

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of event	Description	Type of consent
A	On-site – in the school grounds (i) Lower risk environments, <i>eg orienteering, swimming in school pool</i>	(i) No consent sought or Generic consent
B	Off-site events in the local community and Tauranga region occurring in school time (i) Lower Risk environments, <i>eg A French class visiting a French Café; Athletics day; Cross Country event; running on Mauao; Careers Trips</i> (ii) Higher risk environments*, <i>eg sea kayaking with Waimarino; surfing at the beach</i>	(i) Generic consent at enrolment (ii) Separate consent for each event or programme
C	Off-site events – finishing after school finishes (i) Lower risk environments, <i>eg seeing an art exhibition in the evening</i> (ii) Higher risk environments*, <i>eg Full day tramp in the Kaimai ranges; Going to Field Days.</i>	(i) Generic consent at enrolment (ii) Separate consent for each event or programme
D	Off-site residential overnight events (i) Lower risk environments, <i>eg leadership conferences</i> (ii) Higher risk environments*, <i>eg school camps and overseas trips</i>	(i) Separate consent for each event (ii) Separate consent for each event or programme

**Involves risk assessed to be greater than that associated with the average family activity*

GENERIC CONSENT:

I / We agree to the participation of (student name)
 in **lower risk** category **A** and **B** and **C**, EOTC events while a student at Otumoetai College.

I have provided the school with up-to-date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

My son/daughter has permission to travel by school minibus, bus or staff vehicle to various venues YES NO

.....
 (Parent/Caregiver Name) (Parent/Caregiver Signature)

Date: ____/____/____



OTUMOETAI COLLEGE

HOME ZONE RESIDENCE DECLARATION FORM

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be aware of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary, e.g.

- Renting accommodation in-zone on a short-term basis
- Arranging temporary board in-zone with a relative or family friend
- Using the in-zone address of a relative or friend as an 'address of convenience' with no intention to live there on an ongoing basis.

Before enrolment takes place (i.e. before attendance begins), if the Board of Trustees / Principal has reasonable grounds for believing that the given in-zone address will not be a genuine on-going living arrangement, the Board / Principal may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board / Principal may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board / Principal may annul the enrolment. This course of action is provided for under Section 110A of the Education Act 1989.

The Board requires at least one of the following pieces of documentation to accompany this enrolment form:

Bank Statement
Telephone Account

Rental Agreement
Gas Account

Power Account
Home Insurance Policy

PARENT/CAREGIVER NAME:

ADDRESS:

Suburb:

Postcode:

This is my permanent address: YES NO

Length of time resided at this address: (Years) (Months)

Owner / Tenant (Signed)

For Office Use Only:

Proof of Address Sighted during Enrolment

.....
(Staff Signature)

JUNIOR CURRICULUM

YEAR 9 COURSES

Full Year

English, Mathematics, Physical Education & Health, Science and Social Science

One Term Option Subjects

Drama, Music, Visual Art, Digital Business, Graphics/Design & Visual Communication, Materials Technology, Food Technology/Nutrition

Language Option:

Option 1 – Te Reo Maori (full year)	Option 2 – Te Reo Maori (half year)	Option 3 – Spanish (10 weeks)
Students who select full year Te Reo Maori will forgo 3 other option subjects	Students who select half year Te Reo Maori will forgo 1 other option subject	

Access to these courses is available in Year 10 with no Year 9 prerequisite.

Language Option Selected: (please chose from Language Options 1-3 above)

First Choice:	Second Choice:
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YEAR 10 COURSES

Full Year

English, Mathematics, Physical Education & Health, Science and Social Science

Optional Subjects

Plus a selection of the following, amounting to two full year equivalent courses. To fit with Ministry of Education regulations, the only restriction is that students must choose at least one course (full or half year) from both Columns One and Two.

Column One	Column Two	Other Courses being offered:
ARTS Drama ** Performing Arts** Music * Visual Arts *	TECHNOLOGY Electronics** Food and Nutrition * Hard Materials – Wood * Hard Materials – Metal * Soft Materials * Digital Design * Digital Science * Graphics/Design & Visual Communication *	Business ** Spanish Te Reo Maori

* Available as full year or half year courses

** Available as half year course only

Subjects without an asterisk are available as full year courses only

Subjects Selected:

Full / Half Year	Full / Half Year	Half Year	Half Year

NZQA Credits

If you are enrolling at the College during 2017 – Have you achieved any NZQA credits from Year 9 onwards?	Yes / No
Have you Paid NZQA Fees?	Yes / No

SENIOR CURRICULUM

LEVEL 1-3 COURSES

The multi-level senior school timetable evolves in response to student choice and student demand. At a point in late January it becomes fixed and students have to accept a fixed timetable structure. Students may also not get their first preference as class size becomes a significant factor and some classes may be multi-level.

Entry into courses is determined by subject prerequisites and/or Head of Department approval.

Students need to access the Course Selection Booklet (available on the College website) to select a programme of academic study. All Year 11 students study 6 subjects. All Year 12 and 13 students study 5 subjects.

Before students are placed in a programme all courses are checked by a Dean and an interview arranged if their proposed programme considered not appropriate. Alternative courses (for less academic/vocational focused students) are available at all Senior levels – APAC in Year 11 and Directions in Years 12 and 13.

Student Programme:

Course 1	Course 2	Course 3	Course 4	Course 5	Course 6 (Year 11)

COURSES OFFERED IN THE SENIOR SCHOOL

Course	Level		
	1	2	3
Accounting for Management	▪	▪	▪
Art Design		▪	▪
Art Exploration		▪	
Art History		▪	▪
Art Painting			▪
Art Photography		▪	▪
Art Visual	▪		
Automotive Studies		▪	
Biology		▪	▪
Building/Construction & Allied Trades	▪	▪	
Business Management	▪	▪	▪
Calculus			▪
Chemistry		▪	▪
Classical Studies		▪	▪
Computing (National Certificate of Computing)	▪	▪	▪
Dance	▪	▪	▪
Digital Media	▪	▪	▪
Digital Science	▪	▪	▪
Directions		▪	▪
Drama	▪	▪	▪
Drivers Education		▪	
Early Childhood Studies		▪	▪
Earth and Space Science		▪	▪
Economics	▪	▪	▪
Electronics	▪	▪	▪
Elite Sports Programme			▪
Employment Skills	▪	▪	▪
English	▪	▪	▪
English - Literacy	▪	▪	
English - Supported Learning	▪		
Fashion and Design		▪	▪
Gateway			▪
Geography	▪	▪	▪
Graphics/Design & Visual Comm.	▪	▪	▪
Health Studies	▪	▪	▪
History	▪	▪	▪
Horticulture	▪	▪	
Hospitality	▪	▪	▪
International English	▪	▪	▪

Course	Level		
	1	2	3
Marine Studies		▪	
Mathematics	▪	▪	
Mathematics Alternate	▪	▪	
Mathematics & Statistics		▪	
Mathematics Numeracy	▪		
Mathematics Supported Learning	▪		
Mechanical Engineering	▪	▪	
Media Studies	▪	▪	▪
Music	▪	▪	▪
Music Contemporary	▪	▪	
Music – Making Music			▪
Outdoor Education		▪	▪
Outdoor Physical Education	▪		
Performing Arts Technologies	▪	▪	▪
Practical Physical Education		▪	
Physics		▪	▪
Science	▪		
Social Science	▪		
Sociology		▪	▪
Spanish	▪	▪	▪
Sport Education			▪
Sport Science	▪	▪	▪
Statistics	▪	▪	▪
Statistics and Probability			▪
Technical Skills			▪
Technology – Food	▪	▪	▪
Technology – Metal	▪	▪	
Tech – Product Dev & Design Metal			▪
Tech – Product Dev & Design Wood			▪
Technology – Soft Materials	▪	▪	▪
Technology – Wood	▪	▪	
Te Ao Maori	▪	▪	▪
Te Reo Rangatira	▪	▪	▪
Tikanga and Maori Performing Arts	▪	▪	▪
Tourism		▪	▪
APAC			Course
Taratahi Enquire			Course
Taratahi Agricultural			Course
Toi Ohomai Trades Academy		▪	▪



OTUMOETAI COLLEGE

ELECTRONIC LEARNING EQUIPMENT RESPONSIBLE USE AGREEMENT

Note: *Electronic learning equipment refers to any computer/digital technology which may be used at the College (eg computers, printers, mobile devices etc).*

I understand that I will be able to use electronic learning equipment as part of my education at Otumoetai College.

I understand that the right to use this equipment is dependent on my using it responsibly. I understand that I may be required to pay for the replacement of any school-owned equipment which is damaged deliberately by me.

I understand that Otumoetai College may monitor my computer activity or the contents of my documents or emails at any time.

I agree to use all electronic equipment responsibly. This means that:

- I will not harm or modify/change any electronic learning equipment owned by the school.
- I will show respect for others when using any electronic learning equipment.
- I will not photograph, video or post on-line another person(s) image(s) without their consent.
- I know that hacking other students' accounts is unacceptable. Bullying, threatening and deliberately spreading false information through the use of electronic equipment is also unacceptable.
- I will not access or attempt to access blocked sites. If I accidentally access an inappropriate site I will close it immediately and inform a teacher.
- I will not use any equipment to illegally download material or do anything that breaks copyright laws.
- I will not load my own software onto College equipment.
- I will look after my private information and be especially careful about what private information I choose to share with other students at school and also online.
- I will not waste my printing or internet data allowances.
- If I know that another student is misusing a computer in any way, or that a student is being cyberbullied, I will tell a teacher, dean or counsellor.

Name (please PRINT clearly): _____

Student's Signature: _____ Date: ____/____/____

Parent's Signature: _____ Date: ____/____/____

MUSIC	Student Name: _____
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If you have had instrumental or singing lessons before, please complete the following section:

Instrument or Vocal Lesson	Teacher	Length of time Learning / Grade <i>(if completed)</i>

Below is a list of instruments and groups we teach at Otumoetai College. If you are interested in being involved with any of the following, please come and meet us in the Music Department.

Symphonic Band Guitar Group String Ensemble Jazz Band Rock Band Percussion Group

Instruments we teach at Otumoetai College:

Brass	Trumpet / Trombone / French Horn / Euphonium / Tuba
Woodwind	Flute / Clarinet / Bass Clarinet / Oboe / Alto Saxophone / Tenor Saxophone / Baritone Saxophone
Strings	Violin / Viola / Cello / Double Bass
Percussion	Drums / Percussion / Timpani / Mallet Percussion
Guitars	Guitar / Bass Guitar
Vocals	Solo / Ensemble

SPORT	Student Name: _____
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Circle your choice of Sports:

- | | | | | |
|------------------|---------------------|-----------------|-----------------|---------------------|
| Athletics | Futsal | Mountain Biking | Skiing | Tennis |
| Badminton | Golf | Motorcross | Snowboarding | Touch Rugby |
| Basketball | Gymnastics | Netball | Softball | Triathlon |
| Beach Volleyball | Hockey – Field | Rock Climbing | Squash | Volleyball - Indoor |
| Cricket | Hockey – Inline | Rowing | Surfing | Waka Ama |
| Cross Country | Hockey – Underwater | Rowing - Indoor | Swimming | Water Polo |
| Dressage | Indoor Bowls | Rugby Union | Table Tennis | Wrestling |
| Equestrian | Lawn Bowls | Rugby 7s | Target Shooting | Yachting |
| Football | | | | |

Please list any sport achievements of note: (eg Representative teams)

Parents / Guardians – Our Sports Office relies on community help for Coaching, Team Management and Officials. Are you interested in assisting in a supported role for any of these sports? **Contact: sport@otc.school.nz**

YES NO If yes, what sport

Type of help

Contact me on Phone: Email:

LEARNING CONSIDERATIONS	Student Name: _____
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Please identify any considerations associated with your daughter/son's learning that would assist us in placing and supporting your child.

.....

Cognitive and Educational Assessment for Learning Difficulties attached? YES NO

Please Note:

Address and phone number details are collected at the time of enrolment and during the student's time at school so that the school can contact the parent or student as necessary. These contact details may also be passed on to the Ministry of Education and the Ministry of Social Development (MSD). This is so young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.

Check List

To speed up the enrolment process, please use this check list to ensure you have attached all relevant documents to this application:

Completed all pages of this enrolment form

Provided a copy of Students Birth Certificate or NZ Passport

If the student was not born in New Zealand:

Provided a copy of passport and relevant documents / visas page 1

Completed up-to-date Medical Information page 3

If opting to use the Mobile Dental Service, completed a Dental Form page 3

Student has read and signed the Summary of Core Values page 3

Read and signed the undertaking from Parents/Guardians or Caregivers page 4

Read, initialled and signed the Parent/Caregiver Financial Agreement page 5

Read, completed and signed the EOTC – Generic Consent Form page 6

Read, completed and signed the Home Zone Residence Declaration page 7

Provided a copy of proof of in-zone address page 7

If the student is a Year 9:

Completed the Language Option page 8

If the student is a Year 10:

Completed the Subject Selection section page 8

If the student is Year 11, 12 or 13:

Completed the Subject Selection section page 9

NZQA Credits

If you have enrolled during the year – advised us of any credits for this year page 8

Advised if you have paid any NZQA fees page 8

Read, completed and signed the Electronic Learning Equipment Responsible Use Agreement page 10

Completed the Music, Sport and/or Learning Requirements sections (where applicable) page 11

Thank you for your application for Enrolment

