

# Enrolment Form

Domestic Students 2020



The purpose of this form is to collect the necessary information for enrolment on one of Evolution Training Solution Courses as well as record any information required by government agencies for registration and statistical purposes. **Please fill in all required fields and any others that apply. Please read Evolution Terms and Conditions as well as the Student Handbook before signing the declaration.** A copy of identification must be supplied at the time of enrolment - A copy of your Driver's License PLUS a valid National Student Number (NSN). If you do not have a valid NSN then a Birth Certificate/Passport will be required. If you have any questions or require assistance, please advise us.

## A | Personal Details

Surname:

First name/s:

Date of birth: (DD/MM/YY)

Gender: (please tick)  Female  Male

Home address:

Postcode:

Address while studying: (if different from above)

Postcode:

Email:

Telephone / Mobile:

NZTA Number: (if applicable)

## B | Citizenship and Residency Status (you will be requested to supply evidence)

Which best describes your citizenship/residency? (please tick one box)

New Zealand Citizen

New Zealand Permanent Resident

Australian Citizen

Australian Permanent Resident

Other

Dual

If Other, please specify your country of citizenship:

If Dual, please specify the country of the passport used to enter NZ:

During your time studying, please tick which residency you will hold:  New Zealand  Overseas

## C | Ethnicity

Please select the ethnicity group/s that you belong to:

NZ European/Pakeha

Fijian

NZ Maori

British/Irish

Samoan

Australian

- |  |   |
|--|---|
| <input type="checkbox"/> Cook Island Maori | <input type="checkbox"/> Other European |
| <input type="checkbox"/> Tongan            | <input type="checkbox"/> Chinese        |
| <input type="checkbox"/> Niuean            | <input type="checkbox"/> Indian         |
| <input type="checkbox"/> Tokelauen         | <input type="checkbox"/> Other          |

If Other, please specific:

## D | Iwi

If you identified as a NZ Maori, what is the name of your Iwi/s?

Iwi: Rohe (Iwi home area)

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## E | Health

Do you have any disability, impairment, learning disability, long-term injury, or chronic medical condition that may impact your ability to study and/or participate in practical activities? (please tick one box)  Yes  No

If Yes, please provide details if you have a disability, impairment or learning disability:

If you have a long-term injury, or chronic medical condition that may impact your ability to study and/or participate in practical activities, please provide a report from a registered health professional so that we can assess our ability to support you during your studies.

## F | Learning Needs

Do you require extra support with your learning? (please tick one box)  Yes  No

Is English your second language? (please tick one box)  Yes  No

Do you have any special dietary requirements? (please tick one box)  Yes  No

## G | Programme of Study

Please select the course that you are registering for?

- |   |   |
|---|---|
| <input type="checkbox"/> TC Level 1       | <input type="checkbox"/> TC Refresher           |
| <input type="checkbox"/> STMS Level 1     | <input type="checkbox"/> STMS Refresher         |
| <input type="checkbox"/> Class 2 (24089)  | <input type="checkbox"/> Class 2 (17574)        |
| <input type="checkbox"/> TTMW Road Worker | <input type="checkbox"/> Other (please specify) |

What is the course start date that you are registering for? Date: (DD/MM/YY)

## H | Company Details (if applicable)

Please provide details of your company:

Company Name:

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Contact Phone Number:	Contact Person:
Business Address:	
	Postcode

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## I | Licence Details

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Please provide details of your driving licence:

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Driver Licence Number:

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Licence Class:

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Licence Endorsements:

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## J | Prior Activity

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What has been your MAIN activity in the past 12 months? (please tick one box only):

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<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Self-employed
<input type="checkbox"/> Tertiary/University student	<input type="checkbox"/> Non-employed or beneficiary
<input type="checkbox"/> Employed	<input type="checkbox"/> Other

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## K | Academic

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Where did you attend your last school? (please tick one box only):  New Zealand  Overseas

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What was the name of your last high school?:

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What was your last year at high school?:

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What is the highest level of achievement you hold? (please tick one box):

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<input type="checkbox"/> No formal secondary qualification	<input type="checkbox"/> NCEA Level 3 or Bursary
<input type="checkbox"/> NCEA Level 1 or School certificate	<input type="checkbox"/> University
<input type="checkbox"/> NCEA Level 2 or 6 <sup>th</sup> Form certificate	<input type="checkbox"/> Other please state:

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## L | NZQA History

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Please provide your NZQA Record of Learning number / National Student Number (NSN) **if you know it**:

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Please write number in the boxes:    -    -

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## M | Declaration

I declare that I agree with and will abide by all Evolution Training Solution rules, including Code of Conduct, payment of fees and meeting any pre-requisites as detailed in the Student Handbook and/or the Course Information Sheets provided to me, or accessed via the website: [www.evolutiontraining.co.nz](http://www.evolutiontraining.co.nz). In signing this enrolment form you authorize disclosure of personal information on the understanding that Evolution will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. Please note that your name, date of birth and residency as entered in this enrolment will be included in the National Student index and will be used in an Authorised Matching program with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>. I declare that to the best of my knowledge all information supplied on and with this enrolment form is true and accurate.

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Signature:	Date:
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# Terms and Conditions

## Refund and Cancellation Policy

All courses less than 3 months' duration:

Course Length	Withdrawal Period	Refund Amount
For courses of 2 days or less	None	Any refund is at Evolution discretion
For courses of more than 2 days but under 5 weeks	Up to the end of 2 calendar days of the course commencing	A minimum of 50% of the amount the student paid in respect of the course
For courses of five weeks or more but less than three months	Up to the end of five calendar days of the course commencing	A minimum of 75% of the amount the student paid in respect of the course

All courses over 3 month's duration

Withdrawal Period	Refund Amount
If the student withdraws on or before the 8 <sup>th</sup> day of the course start date	Evolution will make a refund equal to the full amount paid, less \$500.00 or 10% of the course fees (whichever is the lesser)
If the student withdraws after the 8 <sup>th</sup> day of the course start date or is expelled from the course due to non-attendance or a serious breach of the rules	Nil refund (Evolution will consider refunds on a case by case basis due to exceptional circumstances). A request would need to be put in writing to Evolution Quality Team for consideration. The Quality Teams decision is final.
If Evolution cancels the course	The student is entitled to a pro rata* refund of the fees paid, less the cost of any textbooks, external examinations or other materials supplied to the student

Note: \*A pro rata fee refund is calculated according to the following formula:

Course fee (less cost of materials supplied to the student) divided by length of course (in weeks) multiplied by time remaining on course (in weeks) equals refund paid if course cancelled by Evolution.

All withdrawals must be received in writing (email or message) on or before either the 1<sup>st</sup> day of commencement of the course for courses less than 3 months' duration or the 8<sup>th</sup> day after commencement of the course for courses over 3 months' duration.

In accordance with Evolution's policy, all refunds have to be approved by the Quality Team.

## Payment of Fees

Fees must be paid upon receipt of an invoice – please refer to section 5.0 Payment of Fees, of the Evolution Training Solutions Student Handbook. This can be located on the website: [www.evolutiontraining.co.nz](http://www.evolutiontraining.co.nz).

## Recognition of Prior Learning

Evolution Training Solutions have a policy for recognition of prior learning. A form can be requested for this, and will be processed within one week for no additional cost.

## Credit Transfer

Evolution Training Solutions has a policy of recognising the transfer of credits from other New Zealand training establishments to us. For students who have already completed some of the modules included in the course there are some other options available to you. Please discuss this with us at the time of enrolment.

## Complaints, Concerns and Appeals

If you have a complaint it should be taken in the first instance to your Class Trainer, for discussion. It will be discussed with you, along with the various options available, and if necessary discussed with any other parties involved and the Manager, in an attempt to solve it. Please refer to the Student Handbook for further information on the process, see Section 11. Concerns and Appeals.

## Course Content

Evolution Training Solutions reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason, such as political unrest in a country, strikes, legislative changes, adverse weather event, pandemic, price increases from suppliers etc. There is no refund for any part of the course not provided or undertaken for whatever reason.

Please visit our website to download the latest version of the Student Handbook 2020. For all other policies and procedures, please contact Evolution Training Solutions on 0800 007 070.