



Laidlaw
College
Te Wananga Amorangi

APPLICATION FORM

WHO SHOULD COMPLETE THIS FORM?

1. Applicants for full-time or part-time study for credit towards a formal qualification.
2. Applicants for Certificate of Proficiency. (Designed for those who do not at this stage intend to complete a qualification but who wish to keep the option open for entering a qualification at a later date. This differs from Non-formal study in that all assessments are completed and credit is recorded.

Applicant to indicate (please tick one box) I am applying for: a qualification (1) the Certificate of Proficiency (2)

WHO SHOULD NOT COMPLETE THIS FORM?

Applicants for the Master of Theology, or other postgraduate programmes through Laidlaw-Carey Graduate School should contact the Laidlaw-Carey Registrar. Applicants for non-formal study (not for credit) should use the Non-Formal Application Form.

NOTE FOR APPLICANTS

Applicants should note that all programmes at Laidlaw have limited places. This means that enrolment as a student is not guaranteed until an acceptance letter is sent.

Please complete all sections of this application in pen and return it as soon as possible to the chosen campus (contact details listed on the back page). If you are unclear about any aspect of this application, please contact us. Incomplete applications cannot be processed.

Each application incurs an Application Fee (non-refundable) of \$50.00 (for those who submit early applications) or \$100.00 (for those who apply by the Final Deadline). Please ensure that you include it with this application.

APPLICATION DEADLINES

	Semester 1	Semester 2	Fee
International Applicants	01 November 2011	01 April 2012	\$50
Counselling Deadline	15 November 2011	20 June 2012	\$50
Early Deadline (Incl CDL, SoEd, SoTMM, CAPS)	30 November 2011	31 May 2012	\$50
Education Final Deadline	20 January 2012	N/A	\$100
Final Deadline (Incl CDL, SoTMM, CAPS)	31 January 2012	20 June 2012	\$100

NB: Dates correct at the time of printing but are subject to change.

SECTION ONE: PERSONAL DETAILS

Title (Mr, Miss, etc) Surname/Family name

First name(s)

Preferred first name Other names (eg, maiden)

Date of birth Day Month Year Gender (please tick) Male Female

Postal address

City Postcode

Mobile no. Home no.

Work no. Email address

The following information will help us locate you on our database:

Have you done any previous study with Laidlaw College, BCNZ or Masters Institute? Yes No Student ID No:

How many years have you lived in New Zealand in the last 10 years:

Citizenship

Tick the box which best describes your citizenship or permanent residency status. Please attach a certified copy of your birth certificate, passport, residency certificate or citizenship certificate. (This must show your current surname)

NZ citizen (incl. Niue, Tokelau, Cook Islands citizens) NZ permanent resident Australian citizen

If none of the above: What is your country of citizenship?

What type of visa/permit do you have? When does your visa/permit expire?

Ethnicity

What ethnic group do you belong to?

(You may write up to three groups. Ethnicity details are used for Ministry of Education and Laidlaw College statistics only.)

If New Zealand Maori please identify your iwi below. You may identify two to three, or if you don't know your iwi, please write 'don't know'.

.....

.....

Emergency Contact Person Details

Title (<i>Mr, Miss, etc</i>)	Surname/Family name
First name(s)	
Relationship to applicant	Gender (<i>please tick</i>) <input type="checkbox"/> Male <input type="checkbox"/> Female
Postal address	
City	Post code
Mobile no.	Home no.
Work no.	Email address

SECTION TWO: PROGRAMME OF STUDY

At which Laidlaw College campus do you expect to do most of your study in the first year? (*please tick one*)

Auckland Christchurch Centre for Distance Learning

In which semester do you wish to begin study? Semester One (*March*) Semester Two (*July*)

What will your study status be? Full-Time Part-Time

Full time study generally requires 40 hours of study per week. Please indicate your intended employment and ministry commitments per week (hours).

How long do you intend to study at Laidlaw College? _____ In which year do you wish to begin study? _____

Intended Programme of Study

Check the current Academic Calendar or www.laidlaw.ac.nz for entry requirements and locations of each programme. Not all programmes listed below are offered at every Campus.

Which programme of study are you intending to undertake? (*please tick one box*)

<input type="checkbox"/> Certificate of Proficiency (COP)	<input type="checkbox"/> Bachelor of Ministries (BMin)
<input type="checkbox"/> Certificate of Preparatory Studies (CertPrep)	<input type="checkbox"/> Bachelor of Theology (BTheol)
<input type="checkbox"/> Diploma of Biblical Studies (DipBS), Internship Option <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Bachelor of Teaching (Primary) and Worldview Studies (BTch)
<input type="checkbox"/> Graduate Diploma in Theology (GradDipTh)	<input type="checkbox"/> Bachelor of Counselling (BCouns)

SECTION THREE: FINANCIAL DETAILS

Significant costs are involved in tertiary education. We expect you to have firm ideas on how you will meet these costs before you begin the study programme. How do you anticipate meeting the cost of study at Laidlaw College?

Personal savings/income Student allowance Student loan Personal support Scholarship

Have you previously received any student allowance? (*please tick the appropriate box*) Yes No

If 'Yes', please specify which years: _____

Do you currently have a student loan? Yes No

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding Student enrolments and your eligibility for a student loan interest write-off can be considered. 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. For more information on interest free student loans, visit www.ird.govt.nz/studentloans.

IRD Number

SECTION FOUR: EDUCATION AND EMPLOYMENT

English Proficiency

What is your first language? _____ How many years of your education were in English? _____

IF ENGLISH IS NOT YOUR FIRST LANGUAGE OR WAS NOT THE LANGUAGE USED IN YOUR SECONDARY OR TERTIARY EDUCATION YOU WILL NEED TO HAVE COMPLETED AN IELTS (ACADEMIC) TEST.

I have completed in IELTS language test and received an overall band score of (*attach a copy*)

I will be sitting the IELTS test on: / /

Education History: Secondary Education (High School)

What was the highest secondary qualification you achieved? *(Please tick one box)*

(We need to know the level of secondary school education you have completed, particularly if you intend entering a degree programme. The Ministry of Education also uses this data for their statistics.)

- NCEA 14 plus credits at any level
- NCEA level 1 or School Certificate
- NCEA level 2 or Sixth form Certificate
- NCEA level 3 or Bursary or Scholarship
- University Entrance
- Overseas qualification (includes Int Baccal. & Cambridge Exams)
- No secondary qualification
- Other

What was the last secondary school (high school) you attended? If overseas write 'overseas'

Last year of secondary school (high school) First year of tertiary study

If you have an NZQA Record of Learning or NSN number, please write it here:

Education History: Tertiary Education

Please list below all completed or partially completed tertiary programmes. If you are applying for a graduate programme please attach a certified copy(ies) of your tertiary qualification. Please tick if the programme was successfully completed.

Qualification	Institution	
First year	Last year	Completed <input type="checkbox"/>
Qualification	Institution	
First year	Last year	Completed <input type="checkbox"/>
Qualification	Institution	
First year	Last year	Completed <input type="checkbox"/>

Employment History

Current position	Employer
Period of employment <i>(start date/finish date)</i>	
Previous position	Employer
Period of employment <i>(start date/finish date)</i>	
Previous position	Employer
Period of employment <i>(start date/finish date)</i>	

Main Activity (as at 1st October in Year Prior to Current Formal Enrolment)

(Please tick only one box)

- Secondary School Student
- University Student
- Polytech Student
- Private Training Establishment
- Wananga
- Wage or Salary Worker
- Self Employed
- Non-employed or Beneficiary
- Houseperson or Retired
- Overseas
- Other *(Please specify)*

SECTION FIVE: HEALTH AND WELL-BEING

Disability/Accessibility Details

Do you live with the effects of a significant injury, long-term illness or disability? Yes No

If yes, please give details:

Do you have any specific learning differences/difficulties that may require extra support? Yes No

If yes, please give details:

The intensity of study and self-examination during the course of a Laidlaw College programme can sometimes cause past issues or illnesses to resurface. To assist Laidlaw College to determine the appropriate level of study for you and any pastoral care requirements, please indicate YES or NO to the following.

Have you ever suffered from, or required treatment for:

Depression	<input type="checkbox"/> Yes	Burn Out	<input type="checkbox"/> Yes
Self-harm	<input type="checkbox"/> Yes	Severe headaches or migraines	<input type="checkbox"/> Yes
Drug or alcohol addiction	<input type="checkbox"/> Yes	Any other issue, illness or addiction (please specify)	<input type="checkbox"/> Yes

Please give details (eg, how long ago, severity, current susceptibility?).

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.....

Do you require regular medication or medical attention for any physical, psychological or psychiatric conditions?
If yes, please provide details (please note: for some specific conditions, we may require a professional medical report).

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SECTION SIX: CHRISTIAN LIFE

Church Association

Laidlaw College encourages students to maintain links with a home church throughout their study. Obtaining information about these churches enables links to be fostered between Laidlaw College and those churches from which students have come.

Are you currently attending a church? Yes No

Home church (if applicable)

Denomination

Postal address

How are you involved at your home church?

.....

.....

Personal and Spiritual Development

Please attach an essay of approximately 500 words which addresses the following areas:

- How and when you came to faith in Christ
- How you maintain and develop your Christian life
- Significant experiences you have had that have shaped who you are at this point
- Why you want to study at Laidlaw College

Intended Outcomes of Study

Please indicate your likely career choice after completing study at Laidlaw College:

<input type="checkbox"/> Primary School Teacher	<input type="checkbox"/> Counsellor	<input type="checkbox"/> Return to previous career
<input type="checkbox"/> Christian Ministry (NZ)	<input type="checkbox"/> Christian Ministry (International)	<input type="checkbox"/> "Marketplace" vocation (beyond traditional Christian Ministry)
<input type="checkbox"/> Unknown at this stage	<input type="checkbox"/> Other	

SECTION SEVEN: REFEREES

Applicants are required to arrange for one referee to complete a confidential Pastoral Referee Form, and also to supply the contact details for one additional referee who may be contacted if deemed necessary.

Forward reference form(s) to the person(s) you have nominated below. Forms can be downloaded from the CD supplied with your enquiry pack or from www.laidlaw.ac.nz. You can also request them from Laidlaw College. Please make sure that your referee(s) know(s) which campus to post the form to by providing an addressed envelope or crossing out the other addresses on the form.

NB. BCouns applicants are required to arrange for two referees to complete confidential Referee Forms (one Pastoral, one Professional) and also to supply the contact details for one additional referee who may be contacted if deemed necessary. These forms must accompany the completed application.

Please provide the details of your Minister, Pastor, or other leader in your church who will complete a confidential Pastoral Referee Form:

Name

Church name

Church position

Postal address

Email address

Mobile no.

Phone no.

FOR COUNSELLING STUDENTS ONLY:

Please provide below the details of one further person who will complete a confidential Professional Referee Form. This person should know you well, not be related to you, and be able to assess your people-helping skills and aptitude for work as a professional counsellor.

Name

Organisation

Postal address

..... Email address

Mobile no. Phone no.

Please provide below the details of another professional or pastoral person that we can contact if deemed necessary, who knows you well and who is not related to you.

Name

Postal address

..... Email address

Mobile no. Phone no.

SECTION EIGHT: ADDITIONAL INFORMATION

Accommodation

Accommodation is available at the Auckland Campus for single students, married couples and families. You can download the Accommodation Guide from www.laidlaw.ac.nz or request a copy from the Admissions Co-ordinator (09 836 7829) or the Accommodation Manager (09 836 7806). Accommodation is allocated on a first-come-first-served basis.

I will be applying for Accommodation Yes No

Personal Relationship Details

Please indicate your marital status below:

Never married Separated Engaged Divorced Married Widowed

Name of spouse (or fiancé if engaged)

Please provide details of any dependants who will be living with you while you are studying at Laidlaw College.

Name	Relationship	Gender	Date of birth	/	/
.....
Name	Relationship	Gender	Date of birth	/	/
.....
Name	Relationship	Gender	Date of birth	/	/
.....

Criminal Record

Do you have any criminal convictions? Yes No

If yes, briefly provide details below, including when:

Police Vetting: All applicants for the Bachelor of Counselling and Bachelor of Teaching (Primary) and Worldview Studies are required to participate in a police vetting process. Domestic applicants for these programmes should sign and return the Authorisation to Disclose Information form with their application. International applicants for these programmes should submit with their application a Police Clearance Certificate as per the programme admissions regulations in the Academic Calendar.

Computer Access

Do you have access to a computer? Yes No How often do you access your email account?

How proficient are you on a computer? Not at all Somewhat Very

Marketing Statistics

We would appreciate you completing this section for our marketing statistics.

How did you hear about Laidlaw College?

- From a pastor or minister
- From a Laidlaw College student
- From a Laidlaw College, BCNZ or MASTERS graduate
- From a Laidlaw College event (please name)
- Other (please explain briefly)
- From Laidlaw College staff
- From the Laidlaw College website
- From an advertisement (please name media)
- From a Laidlaw College Publication (please name)

SECTION NINE: COMPLETING YOUR APPLICATION

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
- Certificate of citizenship or letter of confirmation.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk. Alternatively please provide a certified copy. This means a photocopy of the original document, signed as being a true and accurate copy by a Justice of Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

International students must bring their passport with them when they enrol.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see:

<http://nsi.education.govt.nz/home.aspx>

Checklist

Please ensure that you have signed the declaration and have included the following with this application:

- Application Fee (\$50.00) or, if applicable, Late Application Fee (\$100.00)
- A recent photograph of yourself (passport style if you are studying with CDL)
- A **certified copy** of your birth certificate, passport or residency certificate (plus marriage certificate if name has changed)
- A **certified copy** of the certificate of your highest academic award
- A **certified copy** of your NCEA transcript, or equivalent if under 20 years of age
- A **certified copy** of IELTS (Academic) Test results (if applicable)
- Your personal and spiritual development essay (see page 5)

Please note that certified copies of documentation must be signed as true and accurate by a Justice of the Peace (JP), solicitor or Laidlaw College staff member.

- Forward the reference form(s) to your nominated referee(s)

If applicable you may also need to attach the following:

- Counselling Supplement (for BCouns applicants)
- Police Vetting Authorisation to Disclose Information form (for domestic BCouns & BTch applicants) or Police Clearance Certificate (For international BCouns & BTch applicants)
- CDL Course Selection form and Student Support Questionnaire (for applicants applying to study through the Centre for Distance Learning)
- Accommodation Applications (for applicants applying for the Auckland Campus accommodation)

These forms can be downloaded from www.laidlaw.ac.nz or requested from any campus listed on the back page.

SECTION TEN: DECLARATION

Privacy – The Organisation 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, or to foster and enhance community life within the Laidlaw community. We define the Laidlaw community as being students and their families, staff, board members, and support workers. 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 the Organisation 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 the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation 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/privacy-act>

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. The Organisation's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Organisation with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature:

Date:



**POST YOUR COMPLETED APPLICATION
TO THE APPROPRIATE CAMPUS**

Auckland Campus

Admissions Coordinator

Private Bag 93104

Henderson

Auckland 0650

New Zealand

Freephone 0800 999 777

Phone +64 9 836 7829

Fax +64 9 836 7801

Email admissions@laidlaw.ac.nz

Christchurch Campus

70 Condell Avenue

Papanui

Christchurch 8053

New Zealand

Phone +64 3 354 4270

Fax +64 3 354 4279

Email chch@laidlaw.ac.nz

Centre for Distance Learning

Private Bag 93104

Henderson

Auckland 0650

New Zealand

Phone +64 9 836 7836

Fax +64 9 836 7801

Email cdl@laidlaw.ac.nz