

Enrolment Application: Certificate in Chaplaincy

INSTRUCTIONS: Please complete this form neatly in blue or black pen. Once it is completed and signed, please return it, along with all necessary certified supporting documents:
 Email: andrewk@spbc.org.nz with subject line: Attn: Enrolment Applications - CertChap

Office Use: Change to Enrolment: Note changes to initial enrolment here. Attach signed form/documentation.

Date	Brief Description of Change	Doc attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SECTION A: PERSONAL DETAILS

1. **Your full legal name:**

2. **Preferred first name:**

3. **Previous name(s) known by:** N/A

4. **If you previously enrolled at SPBC with another name, write it here:** Same Name Never Enrolled

5. **Preferred Title:** Ms Miss Mrs Mr Other:

6. **Date of Birth:** 7. **Gender:** Male Female

8. **How did you hear about SPBC?**

9. **Your Contact Details:**

Permanent Address:	Postal Address: (if different)
<i>Street address</i>	<i>Street address</i>
<i>Suburb/Town</i>	<i>Suburb/Town</i>
<i>Country</i>	<i>Country</i>
<i>Postcode</i>	<i>Postcode</i>

Phone:	<input type="text"/>	Address While Studying: (if different) <input type="checkbox"/> Unknown
Mobile:	<input type="text"/>	Street address
Email:	<input type="text"/>	Suburb/Town
		Postcode

10. SPBC Student ID: returning students Unsure N/A

11. National Student Identifier (NSI): Unsure N/A

12. Next of Kin / Emergency Contact:

Name:

Relationship to you:

Phone:

Email:

At our discretion, SPBC may share your personal information with this contact in case of an emergency, or if we have reasonable concern for your safety and/or wellbeing.

13. Disability: Do you live with the effects of significant injury, long-term illness, or disability? The information you supply is confidential. If yes, please specify: Yes No

If SPBC determines special needs were not disclosed or known at the time of admission, the student will bear all costs of any extra services the student requires.

14. General Health: Please provide relevant information on your overall wellbeing below: For example, allergies, regular medication, ongoing conditions (not mentioned above), or other relevant details.

SECTION B: STUDY DETAILS

15. Please specify your intended enrolment YEAR.

Year:

Usually, study commences in February and ends in December. Enrolment type and qualification is detailed below.

Type:

Credit

Intend to complete the full certificate qualification for credit.

Certificate – Part-time

Qualification:

Certificate in Chaplaincy (Christian Ministry) (CertChap, Level 5, 60 credits)

(Students who aren't eligible for the NZQA qualification can complete a similar course of study and receive SPBC Certification).

SECTION C: CITIZENSHIP AND ETHNICITY

16. Citizenship and Residency: Tick ONE box which best describes your citizenship or permanent residency status. Dual citizens, specify the country of citizenship of the passport used to enter New Zealand:

New Zealand Citizen

New Zealand Permanent Resident

Other (specify below):

Australian Citizen

Australian Permanent Resident

17. Fee Assistance Status: If you ticked 'Other' above, please specify your fee assistance status:

- 01 NZAID Student
- 03 International Fee-Paying Student (including people on current work visa)
- 04 Student on a recognised exchange scheme
- 06 Foreign Research Based Post-Graduate
- 08 Visiting military personnel, diplomatic staff or family, or persons associated with Antarctic programme
- 09 International on-shore PhD student
- 12 International student who is ITO off-job trainee
- 13 Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa

18. During your time studying in this qualification, will you be resident in New Zealand or Overseas?

- New Zealand Overseas

19. Which ethnic groups do you belong to? Tick up to three if they apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> 111 NZ European/Pakeha | <input type="checkbox"/> 123 Greek | <input type="checkbox"/> 421 Chinese |
| <input type="checkbox"/> 211 New Zealand Māori | <input type="checkbox"/> 124 Polish | <input type="checkbox"/> 431 Indian |
| <input type="checkbox"/> 311 Samoan | <input type="checkbox"/> 125 South Slav | <input type="checkbox"/> 441 Sri Lankan |
| <input type="checkbox"/> 321 Cook Island Māori | <input type="checkbox"/> 126 Italian | <input type="checkbox"/> 442 Japanese |
| <input type="checkbox"/> 331 Tonga | <input type="checkbox"/> 127 German | <input type="checkbox"/> 443 Korean |
| <input type="checkbox"/> 341 Niue | <input type="checkbox"/> 128 Australian | <input type="checkbox"/> 444 Other Asian* |
| <input type="checkbox"/> 351 Tokelauan | <input type="checkbox"/> 129 Other European* | <input type="checkbox"/> 511 Middle Eastern |
| <input type="checkbox"/> 361 Fijian | <input type="checkbox"/> 411 Filipino | <input type="checkbox"/> 521 Latin American |
| <input type="checkbox"/> 371 Other Pacific Peoples* | <input type="checkbox"/> 412 Cambodian | <input type="checkbox"/> 531 African |
| <input type="checkbox"/> 121 British/Irish | <input type="checkbox"/> 413 Vietnamese | <input type="checkbox"/> 611 Other* |
| <input type="checkbox"/> 122 Dutch | <input type="checkbox"/> 414 Other Southeast Asian* | <input type="checkbox"/> 999 Not Stated |

*If you ticked *Other Pacific Peoples, Other European, Other Southeast Asian, Other Asian, or Other* above, please specify:

20. Maori Descendants and Iwi: If you identified as New Zealand Māori above, please specify your Iwi.

You may enter more than one.

I don't know

Iwi:	1	2	3
Rohe (Iwi home area):			

SECTION D: ACADEMIC AND VOCATIONAL INFORMATION

21. Prior Activity: What was your MAIN activity in New Zealand at 1 October last year? Choose ONE. If you were not living in New Zealand, tick "09 - Overseas".

- | | |
|---|--|
| <input type="checkbox"/> 01 Secondary school student | <input type="checkbox"/> 06 Polytechnic student |
| <input type="checkbox"/> 02 Non-employed or beneficiary (excluding retired) | <input type="checkbox"/> 07 College of education student |
| <input type="checkbox"/> 03 Wage or salary worker | <input type="checkbox"/> 08 House-person or retired |
| <input type="checkbox"/> 04 Self-employed | <input type="checkbox"/> 11 Private Training Establishment student |
| <input type="checkbox"/> 05 University student | <input type="checkbox"/> 12 Wānanga student |

09 Overseas (irrespective of occupation). Please specify:

22. Current Occupation: **Previous work experience:** Include paid and volunteer work:**23. Secondary Schooling:** What year did you finish secondary (high) school?Name of the last secondary school you attended: City and country where this school was located:

What is the highest level of achievement you hold from a SECONDARY school? Choose ONE.

Your highest achievement may be a "traditional" award such as a School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have.

- | | |
|--|---|
| <input type="checkbox"/> 00 - No formal secondary qualification | <input type="checkbox"/> 14 - University Entrance |
| <input type="checkbox"/> 11 - 14 or more credits at any level | <input type="checkbox"/> 15 - NCEA Level 3 or Bursary or Scholarship |
| <input type="checkbox"/> 12 - NCEA Level 1 or School Certificate | <input type="checkbox"/> 99 - Not Known |
| <input type="checkbox"/> 13 - NCEA Level 2 or 6 th Form Certificate | <input type="checkbox"/> 09 - Overseas qualification (incl. Int. Baccalaureate & Cambridge Exams. Select this option for overseas secondary school). Specify below: |
| <input type="checkbox"/> 98 - Other. Specify below: | |

24. Tertiary Study: Will this be the first year you have ever enrolled in a University, Polytechnic, Junior College, College of Education, Private Training Establishment, or Wānanga, either **in New Zealand or overseas**, since leaving school? (Do not include enrolment in STAR, community or hobby classes).

-
- Yes
-
- No If no, please provide details of your
- first
- enrolment. Year:
-

Name of Institution: Name of Course: **25. Other Qualifications:** Please list other qualifications earned or education undertaken.

Institution	Country	Qualification	Years enrolled from/to	Qualification Completed Year

26. English Language: Is English your first language? Yes No

SECTION E: FURTHER BACKGROUND AND SUPPORTING INFORMATION

27. Chaplaincy Background and Goal: In your own words, please share what drives your interest in chaplaincy and desire to complete this course, and your relevant personal and/or professional goals.

28. Interests: Please list any areas of personal interest (sports, hobbies, skills):

SECTION F: COURSE ENROLMENT

You will be enrolled in the following courses, which comprise the full qualification.

CERTIFICATE IN CHAPLAINCY (CHRISTIAN MINISTRY) (LEVEL 5) leading to the New Zealand Certificate in Christian Studies (Level 5) Christian Ministry strand			Office Use:		
Course Number & Title	Level 5 Credits 60 total	EFTS	Enrolment Approved? (Y/N) <i>Registrar: Per admission recommendation</i>	Fees Paid or Arranged <i>Secretary: Inv#, receipt date & initial</i>	Entered in SMS <i>Registrar: Date & Initial</i>
CMN501 Chaplaincy Foundations	15	0.125			
CMN502 Chaplaincy Skills and Practice 1	15	0.125			
CMN503 Chaplaincy Pastoral Care	15	0.125			
CMN504 Chaplaincy Practicum	15	0.125			

SECTION G: FEES PAYMENT

29. Please indicate how you intend to pay your fees:

Full up-front fees payment OR Four payments – quarterly (where upfront causes hardship)

SECTION H: SUBMISSION CHECKLIST

All applicants must provide the following evidence to support their enrolment application. Tick the relevant boxes below, to specify which documents you have included. Documents must be in English, and be either original, or a certified copy (a photocopy of the original, signed as being a true and accurate copy by a Justice of the Peace, solicitor, minister of the church, general practitioner or school principal, for example). Originals or certified copies can be sent electronically as a scan, or a tightly-cropped, clear photo.

Providing supporting documents: Label all attached soft-copy documents clearly. Staple all hardcopy documents securely to the back of this form.

Office Use:

Verified by SPBC (date & sign)	If original supplied:	
	Copy retained (tick)	Original returned (date)
<input type="checkbox"/> This enrolment form , with all fields filled out, dated and signed.	n/a	n/a
Police check documents. Either of the following: <ul style="list-style-type: none"> <input type="checkbox"/> A police vetting report (for your country), dated within 12 months. <input type="checkbox"/> A completed NZ Police Vet Request and Consent Form (Australian residents use Australian History Check option). 		
Proof of identity . Use evidence of identity required by the NZ Police vetting service, as outlined in their Guide to completing the request and consent form . <ul style="list-style-type: none"> <input type="checkbox"/> Primary ID: _____, AND <input type="checkbox"/> Secondary ID: _____. 		
Proof of current citizenship/residency status . Include at least one of these: <ul style="list-style-type: none"> <input type="checkbox"/> NZ Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Overseas passport (with residency stamp or current visa if relevant) <input type="checkbox"/> A statement of Whakapapa, including date of birth, countersigned by a kaumatua (NZ only) 		
Your record of learning (per your answers to Questions 22, 23 & 24). Include as many of these as is useful to demonstrate your academic preparedness – usually, proof of the highest learning level from the following: <ul style="list-style-type: none"> <input type="checkbox"/> Secondary school results (high school transcripts) <input type="checkbox"/> Academic transcripts for each year of tertiary study <input type="checkbox"/> Graduation certificate or proof of graduation for each level of education completed 		
Evidence of the chaplainscy role you will perform during your studies: <ul style="list-style-type: none"> <input type="checkbox"/> A completed SPBC placement agreement, AND <input type="checkbox"/> An overview of your chaplainscy role (e.g. position description, letter from your placement chaplainscy mentor). <input type="checkbox"/> Tick this box if you are still working on arranging your placement. (Any offer of place will be conditional upon you securing a placement).		
<input type="checkbox"/> Tick this box to confirm you have a good quality internet connection .	n/a	n/a
<input type="checkbox"/> A recent photo of yourself.		
<input type="checkbox"/> Optional: Please list any extra documents supporting your application.		

SECTION J: DECLARATION

Privacy – SPBC collects and stores information from this form to:

- Manage the business of SPBC (including decisions to grant admission and enrolment, provide pastoral care, undertake internal reporting, administrative processes, and selection of scholarship and prize winners)
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that SPBC will observe the conditions governing the release of information, as set out in the Privacy Act 2020, the Education Act 2020 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the SPBC Privacy Officer.

NB: The Privacy Act 2020 promotes and protects individual privacy, by providing a framework for protecting an individual's right to privacy of personal information. It requires agencies (including SPBC) to collect, hold, handle, use and disclose personal information in accordance with the thirteen information privacy principles in the Act. Available via www.privacy.org.nz/privacy-act-2020.

Supply of Information to Government Agencies and Other Organizations:

SPBC supplies data collected on this form to government agencies, including:

- The Ministry of Education
- The New Zealand Qualifications Authority
- The Tertiary Education Commission
- The Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of these awards)

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding
- Develop policy advice for government
- Conduct statistical analysis and research

Personal details entered on this form (name, date of birth, residency) will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register: www.education.govt.nz/national-student-index-nsi

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, module to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

When required by law, SPBC releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporations (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Identity – If you have supplied a National Student number on this enrolment form, and your National Student Index status is verified, you are deemed to have declared that you are the legitimate owner of the claimed identity.

Fees – In signing this form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. SPBC's policy on withdrawal and refund of fees is also available in the SPBC Prospectus.

Rules – In signing this form you undertake to comply with the published rules and policies of SPBC with regard to attendance, academic integrity and progress, conduct and use of information systems.

Terminating Enrolment – If you choose to withdraw or default on tuition fees the contract will be terminated. Termination of the contract may also occur on grounds outlined in SPBC's published policies regarding attendance and conduct.

Change to Course Availability – SPBC endeavours to provide accurate and up-to-date information about delivery, however this is subject to change. If a change in delivery approach, timeframe, or any other change results in a student not being able to complete a course in which they have enrolled, SPBC will not be liable for any claim other than for the proportion of tuition fees which that module bears.

In the event of a programme of study being cancelled by the school prior to commencement, students will be granted a full refund of fees paid or the option to transfer the funds paid to next available intake. Any additional costs that the student may have incurred (direct or indirect) will not be refunded. SPBC reserves the right to offer to charge the current intake fees to students willing to transfer to the next available intake.

Change to Personal Details – You agree to advise administration immediately if there are any changes to contact details, residential address, chaplaincy placement, or any other details on this form, both before your enrolment is finalised, and during your programme of study.

I declare that I have read and understand the SPBC Prospectus and this form, including the information above. I declare that – to the best of my knowledge – all the information supplied on, and with, this form is true and complete. If accepted to study, I agree to abide by the conditions described, and consent to my personal information being disclosed as described above.

Applicant Signature:

Date:

Parent/Guardian Signature:

Date:

Parent/guardian to sign if applicant is under 18 at time of applying. Students must be 18 or older when their study begins.

After you submit this form:

- Acceptance, Offer, and Invoice.** We will review your application, and advise you in writing of the outcome. If your application is accepted, you will receive an official Offer of Place from SPBC. This will also include your invoice for tuition fees, including a payment agreement, if paying by instalment.
- Fees Payment and Receipt.** Once you have completed your agreement and paid your fees, we will issue you a receipt.
- Online Set-up and Orientation:** You will be emailed the online classroom log-in details. Here, you will be able to access Orientation information, announcements, class details, and more. All future emails will be sent to your SPBC email address.
- Conditions:** If your offer is conditional, you must meet any outstanding conditions as soon as possible.
- Contact and Support:** You can also contact the college at any time if you need support during your application and enrolment process.

Enrolment Contract:

- Your enrolment will be considered finalised once fees have been paid.

Once this enrolment form has been finalised and signed by a member of SPBC Management, it becomes the enrolment contract between the student and SPBC. You will be provided with a copy of the finalised form. Any amendments must be signed/initialled and dated by both parties.

Changes to Personal Details:

You must inform SPBC Administration immediately if there are any changes to any details on this form.

OFFICE USE

1. This section must be completed for Admission and Enrolment to be approved, before an offer is sent.

Registrar to complete (Signature confirms separate Admission Recommendation has been completed by required officers, and admission is approved by management).

Sign

Date

Expected start date:

Expected end date:

2. This section must be completed after the student accepts an offer, to finalise their Enrolment Contract.

Fees paid Fees Payment Agreement attached or N/A Enrolment Entered into SMS All supporting docs on file

Enrolment Process Complete:

Sign:

Registrar

Date: