

Return to nursing (Registered/Enrolled NZ trained)
APPLICATION FORM



Personal details

Family name First Name
Date of Birth (day/month/year)..... Gender male female
Photo ID attached

Current Address

Address.....
Telephone/fax
Email

Emergency contact(s): One of these contacts must be from your home country.

Name: Name:
Relationship to you: Relationship to you:
Telephone/mobile number: Telephone/mobile number:

Academic qualifications, NZ Registration

Please attach your academic record to this application form.....

Costs

Course Fee: \$4,900.00 (NZD\$)

Associated with clinical placement

Indemnity insurance for clinical placement \$44.30 (NZNO)

Course Location

Please circle below which training location is your preference.....

- **Auckland**
- **Hawkes Bay**

The Wesley CAP course is 6 weeks in duration and any extension to complete will be charged at cost to the Student.

Payment by internet banking or TT No Eftpos or Credit Card

Declaration

I hereby declare that the information provided by me on this application form is true and correct. I understand that failure to disclose requested information or supplying false information may result in my application/enrolment not being processed or being cancelled.

I agree to abide by all WOIL regulations and policies. I have read, understood and accept the all conditions of enrolment as noted on the reverse side of this application.

Print Name (in English):

Signature:..... Date:

Before you submit your form, check:

- Application form signed
- CV
- Photo ID
- NZ Registration number

Email or Post your application to:

Email: admin@wiol.co.nz

Wesley Institute of Learning
PO Box 56-029, Dominion Road
Auckland 1446, New Zealand
Telephone: +649 630-5173

NOTE - APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SIGNED THE DECLARATION OF THIS APPLICATION FORM.

Conditions of Enrolment

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Enrolment is subject to availability of places with WIOL. If WIOL reserves a place for a student and offers enrolment, then subject to payment, this contract of Enrolment is binding as a contract on WIOL and the applicant (s).

Registration

Please email confirmation of your attendance **21 days** prior to the course starting

Disciplinary Procedures

If a student does not comply with the Institute rules and the laws of New Zealand, the Institute reserves the right to suspend or expel the student. Students will normally be given one verbal warning and two written warnings in an attempt to remedy the problem prior to expulsion. In any case where a student is in breach of New Zealand law, then expulsion is immediate. No refund of fees will be made.

Payment and Fees

In signing this enrolment form you undertake to pay all fees by the payment date on invoice. WIOL reserves the right to amend its fees. Failure to pay course fees within this exact timeframe, will result in your placement being cancelled immediately.

Refund Policy

A student may be eligible for a refund of 80% of the course fee paid, only if the student withdraws and requests a refund in writing at least **3 weeks** before the class start date.

- If the School withdraws an Offer of Place, or is unable to provide the course, all tuition fees are fully refundable.
- A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a refund of 80% of tuition fees. This is subject to the provision of acceptable documentary evidence in support of the application for the refund, and subject to the date the School Administration Manager received written notice of withdrawal.

This includes:

- Inability to obtain the appropriate visa required for entry into New Zealand;
- Serious illness or disability of the student;
- Death of a student or close family member (parent, sibling, spouse or child);
- Political, civil or natural event that prevents arrival of the student.

No Refunds

- The School will not refund the tuition fees of any student whose Offer of Place is withdrawn through the supplying of incorrect and/or fraudulent documentation.
- The School will not refund the tuition fees of any student who is removed from the School roll through non attendance and / or is expelled by the Wesley Institute of Learning.

Liability

Wesley Institute of Learning will take every care to ensure your well-being, However WIOL will not be liable for any loss, damage or injury incurred with the school or on a school excursion. In starting a course with WIOL, you will be deemed to have accepted all of our enrolment conditions.

Compulsory Insurance for NZ Trained Nurses

Indemnity insurance

Students are expected to have Indemnity Insurance cover before commencing nursing practice experience. The students must have indemnity insurance before the clinical practise commences. The NZNO has student coverage for **\$44.30** (NZ\$) This is compulsory and has to be paid on line prior to start of CAP. Please email us your membership document when you have received it from NZNO.

Attendance and Behaviour

You will be expected to attend classes and to behave in a responsible manner at WIOL. If your attendance does not meet WIOL requirements of if your behaviour is detrimental to the school or other students, you may be asked to leave the school. In this event your tuition fees will not be refunded. If you need to work or be in paid employment during the duration of the Wesley CAP course it is vital that you advise the Wesley School Manager of your intentions. This will make sure that are rested, able and alert for your studies and do not pose any threat to residents while working on a Oceania site.

Privacy / Confidentiality

All information obtained on the student during the course of your Enrolment is confidential. You may see any information held about you and amend any errors in that information. To do so please contact the WIOL admissions office.

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CAP Applicants signature