



ALTERNATIVE STUDY CONTRACT FORM

WELLPARK

Leading Natural Therapies

This Alternative Study Contract Form is used in instances where a student is going to (or has) missed content for a course(s). The form is to be filled in by the student in conjunction with the Programme Leader and handed to Faculty Support. The application will be discussed at an Education Subcommittee (ESC) meeting. The student will receive a reply after all implications are considered. Approval is not guaranteed.

Student Name **Student ID**

Date

Programme of Study

Date commenced study

Reason(s) alternative study contract is needed

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.....

% and dates of non-attendance for each course (request this information from Faculty Support)

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Your plan to catch up missed sessions/pre-readings/content/assessments?

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Please consider the following points carefully before deciding to alter your Programme of Study.

- Some classes require 100% attendance and failure to meet these requirements may require you to catch up missed material at your own cost.
- You will not be able to complete your course, if you do not catch up with the missed information and hence will not complete your qualification.
- Catching up on missed coursework will put you under increased pressure to complete your qualification. Are you able to cope with this pressure at this time?
- All assessments for all courses must be passed in the required timeframes in order to complete your qualification.

www.wellpark.co.nz

6 Francis Street, Grey Lynn, Auckland
PO Box 78-229, Grey Lynn, Auckland, 1021
Ph +64 (9) 360-0560, Fax +64 (9) 376 4307

- Any sessions or content missed will be your responsibility to make up. The College does not offer additional one-on-one tuition in this case (see Student Handbook). You may catch up on specific content from missed sessions by opting to pay for one-on-one tuition with an external person. Wellpark College accepts no responsibility for external tuition or the outcome of the external tuition (see Student Handbook).
- If you choose to pay an external person for one-on-one tuition you must select a Wellpark College approved person so that they are aware of the curriculum (you can request this information from the Programme Leader through Faculty Support to help you arrange a suitable approved external tutor and provide them with the syllabus). The approved external tutor may NOT be the marker/assessor and/or the tutor for the course. The approved external tutor used to cover the missed material must provide a written affidavit of the content covered, as it relates to the syllabus. The affidavit is presented to Faculty Support who will table it at the next Education Subcommittee (ESC) meeting.
- Altering your study may lead to timetable clashes now or in the future. Wellpark College accepts no responsibility for any resulting timetable issues; you will need to find an alternative way to catch up on any missed content in order to complete your qualification requirements.

I (Insert student's full name) understands and agrees to abide by the terms and conditions outlined above.

(Sign here) (Date)

I (Insert Programme Leader's full name) have fully explained all Wellpark processes and regulations for an alternative study contract.

(Sign here) (Date)

I (Insert Faculty Support) have fully explained all Wellpark College processes and regulations in regards the Alternative Study Contract Form.

(Sign here) (Date)

ADMINISTRATION USE ONLY

- ✓ Programme Leader to return signed Form to Faculty Support for tabling at the next ESC Meeting
- ✓ Faculty Support confirms approved external tutor with the student
- ✓ Faculty Support confirms any content or assessment dates are correct
- ✓ Programme Leader advises Tutors of students alternative study pathway
- ✓ Form tabled at Education Subcommittee meeting
- ✓ Faculty Support informs student of outcome via email from SMS
- ✓ Faculty Support stores Form with students SMS file Date