

## QUICK GUIDE TO WELLPARK FORMS

What do you want to do?	What Form do you need?	What else do you need to know?
You are struggling with course work or have an extenuating circumstance (see Student Handbook) that is severely affecting your pathway of study.	<b>Alternative Study Contract Form</b>	After discussing your options with the Programme Leader, request an Alternative Study Contract Form from Faculty Support. Fees may apply.
You have received notification from Faculty Support about a FAIL. This may include either: non-attendance; non-submission or notification of a failed grade.	<b>Application for Assessment RESIT/Resubmission Form</b>	Apply to RESIT the Test/Exam or Practical or Resubmit the written assessment and submit to Faculty Support within 7 working days (1 week) with appropriate and authorised evidence to support your application. Include any assessment material completed so far. Fees apply.
You have sustained: A serious acute and/or chronic condition that is impacting upon your ability to study or attend classes; Complications in your pregnancy certified by an obstetrician, Midwife or Doctor; A death or terminal illness suffered by a dependent within your immediate family providing a Medical or Death certificate is supplied.	<b>Application for Deferral Form</b>	Form ONLY available from Faculty Support and must be completed and received within 2 weeks from the date you last attended class with appropriate supporting evidence including a written explanation for seeking a Deferral. Deferrals will only be approved in exceptional circumstances at the discretion of the College. Fees may apply.
You have extenuating circumstances and need an extension for an assessment (not for Tests/Exams) to be applied for one week prior to due date. Only ONE Extension is granted per student per year.	<b>Application for Extension Form</b>	Form located at Reception or on the website. Submit the completed Form by email to Faculty Support with proof of extenuating circumstances and assessment completed to date. NO fees apply for the Extension.
If you experience extenuating circumstances where you know that you are unable to attend an assessment (Tests/Exams only) on campus, apply 4 weeks prior to assessment date.	<b>Application for Offsite Invigilation Form</b>	All applications for an assessment invigilated outside of Wellpark College are considered by the ESC and approval is not guaranteed. An offsite invigilator may not be a direct supervisor, colleague, relative, friend, or another student. Fees apply.
You have already acquired the knowledge/skills of a course of learning through successful assessed learning, or have already successfully completed a relevant course at Wellpark College.	<b>Application for Recognition of Prior Learning Form 1) - Credit Transfer or Cross Credit.</b>	Apply for a Credit Transfer or Cross Credit at the time of enrolment; provide evidence of assessed equivalent learning Challenge Test may apply. Fees apply.
You have already acquired current skills, experience and knowledge of a course of learning, but have not been formally assessed.	<b>Application for Recognition of Prior Learning Form 2) - Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC).</b>	Apply for a RPL or RCC at the time of enrolment; provide evidence of current, previously unassessed equivalent learning in a portfolio of evidence. Challenge Test applies. Fees apply.

For use by students wishing to change their delivery mode, Option A - F2F <i>to or from</i> Distance learning, or their duration of study, Option B - Full time <i>to or from</i> Part time. First, make an appointment with the Programme Leader to discuss your options.	<b>Application To Change Enrolment Status Form (Options A or B)</b>	After meeting with the Programme Leader, for both Options (A and B), forward the completed Form to Faculty Support. Your application is considered by the Education Subcommittee (ESC). Fees (on approval) and College fees apply.
You have missed a practical session (for F2F learners) or an on campus intensive (for Distance students) and are require making up the session(s) at student's own cost.	<b>Application to Make-up Missed Session(s) Form</b>	To find out if this is possible for a session that you have missed, return the completed Form to Reception. The Form will go to the Programme Leader and be approved by the Academic Leader. Fees and additional resources costs apply.
If you are not satisfied with any aspect of the Wellpark College assessment processes, you can appeal the marks. Please note: The marker or your Tutor is not able to progress an Appeal.	<b>Assessment Appeal Form</b>	Contact your Programme Leader and complete an Assessment Appeal Form located at Reception and on the Wellpark website within 2 weeks of receiving marked work and the grade. NO fees apply.
You are required to hand in an assessment at Reception. Please note: Most assessments are uploaded through Moodle.	<b>Assessment Cover Sheet</b>	Complete and hand in the Cover Sheet with the assessment to be signed off at Reception – see Student Handbook. NO fees apply.
You wish to enrol in a Wellpark College Programme	<b>Enrolment Form may only be found on the website Tab – Enrolment Guide – also see Re-enrolments in the same Tab for 2<sup>nd</sup> and 3<sup>rd</sup> year.</b>	Proceed with your enrolment and you will be asked to provide a set of documents and undertake a Programme Leader Interview. College fees apply.
You have an issue that has not been successfully resolved directly through your Programme Leader. Please note: Generally, issues are best dealt with directly with the affected parties involved as soon as possible.	<b>Formal Complaint Form</b>	Complete the Form and either hand to Reception in a sealed envelope, or email directly to <a href="mailto:Collegeadministrator@wellpark.co.nz">Collegeadministrator@wellpark.co.nz</a> NO Fees apply.
You are ready to graduate and need to complete your Graduating Survey and Graduation Application Form.	<b>Graduation Application Form</b>	Go to Reception to get a Form and go through the Graduation process. Complete the Graduating Survey. Complete the Form and provide any requested documents. Costs include extra friends and family at Graduation Event.
An incident has occurred while on Wellpark College premises.	<b>Incident Report Form</b>	Go to Reception – complete and return the Form to Reception for College Management. NO Fees apply.
You wish to record a learning activity in class. No recordings on personal or College devices permitted without approval. Consent must first be obtained from all affected parties prior to	<b>Learning Activity Recording Request and Permission Form</b>	Complete the Form and return to Programme Leader for ESC approval. Form located at Reception and on website. – takes 10 days and may not be granted. NO fees apply.

session.		
Your Programme Leader has discussed with you an alternative assessment due date pathway.	<b>Learning Contract Form</b>	Learning Contracts are at the discretion of the Programme Leader and require formal approval at ESC. Fees apply.
You wish to hire a Student Locker each year of study. There are limited numbers of lockers and they are hired on a first in first served basis.	<b>Locker Application Form</b>	Please see Reception to arrange a locker. Fees and a bond apply - Lockers \$20 annually, Key Bond \$30.
You are advancing to the next year of your qualifications. Please note: ALL students are require to re-enrol annually.	<b>Re-enrolment Forms</b>	Got to Wellpark College website, Enrolment Guide Tab and scroll down to Re-enrolment Form link. Complete the Form and submit. College fees apply.
You want a copy of your Academic Records other than at the normal once a year printout listing the final results for each of your courses or you need a re-print of your Certificate.	<b>Request for Official Academic Records Form</b>	Submit a request for additional official Academic Records using the Request for Official Academic Records Form via email to Reception. No verbal requests are accepted. Fees apply.
You have read through the Student Handbook and wish to sign the Student Declaration Form and proceed with your enrolment	<b>Student Declaration Form and Fee Protect Student Acknowledgement Form (sent through with your final application to enrol documents)</b>	If you do not receive a DRAFT Timetable, Books and Resources list and Student Declaration Form and Fee Protect Student Acknowledgement Form by Orientation Day, contact Reception.
You have an enquiry, issue or concern about a course and not sure where to go or who to ask.	<b>Student Enquiry Form</b>	Please ensure you have read the Student Handbook and are aware of Policies and Procedures prior to your enquiry. Complete all sections and email to Reception.
For personal or other reasons, you are deciding about withdrawing from your programme of Study	<b>Withdrawal Form</b>	Request a meeting with your Programme Leader to discuss and work through issues that are affecting your motivation and achievement. Suggest Counselling - see Student Handbook for Withdrawals and Abandonment. College fees apply.