



**WELLPARK**  
COLLEGE OF NATURAL THERAPIES

**Wellpark College of Natural Therapies**

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**ALTERNATIVE STUDY CONTRACT FORM**

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 Sub-committee (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**

.....  
.....

**% 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.
- 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 Sub-committee (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) .....

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**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 .....

