



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

14 Mills Lane, Albany, Auckland 0632

PO Box 301320, Albany, Auckland 0752

Phone: +64 (9) 360 0560

reception@wellpark.co.nz

REQUEST FOR ACADEMIC RECORDS FORM

NZQA - [4.2 the records listed in rule 4.1](#) for each student must be kept until at least two years after the completion of the education or training in which the student is enrolled.

Students are advised to retain all course information, particularly CODs and syllabi for future reference and educational development. We strongly suggest that students keep a copy of their Academic Records in a safe location for future reference. Students may wish to undertake higher study at another institution and may need to provide evidence of achievement and subjects undertaken. Wellpark College charges for providing academic information once you have graduated.

For graduates who completed study within the last seven years

Recent Academic Records will include information such as whether your courses had Credit transfer, Cross credit, RCC, RPL, Extensions, RESIT/Resubmissions, FAILs, non-completions, withdrawals or deferrals.

For graduates who completed study prior to the last seven years

Often students ask for course information for a programme that has been delivered in the past. We are happy to provide this for recent programmes. Prior to this, we cannot guarantee to provide you with such information, as educational programmes evolve over time. For example, academic information may not include levels or credits.

Please note:

In New Zealand, NZQA have set up a quality assurance framework, which has undergone several changes over the years. Wellpark College programmes fall into two categories:

- Qualifications that are on the framework (These are level 5 & 6 qualifications);
- Qualifications that have what is termed 'local approval', which are unique to Wellpark but meet the standards set by the profession(s).

The qualifications framework in its current form has only been in operation for the last three years. Prior to this all Wellpark Qualifications had approval from NZQA, but were not on the framework. Only those qualifications that are on the framework are searchable through the NZQA website. For all programmes delivered by the College up until this time, you will need to contact the College for programme information.

To apply for Academic Records (unofficial, official, certificates) outside of the normal annual timeframe, submit the completed Request for Academic Records Form via email to Reception. The completed Form must be accompanied by a copy of photo identification verified by Wellpark College Reception or JP, student's full legal name, Wellpark College student ID, qualification completed, or dates of study. No verbal requests are accepted.

Academic Record (Unofficial): Unofficial records of academic achievement at Wellpark College to date includes though is not limited to: feedback about individual students' assessment within 4 weeks of the assessment date (Please note: 4 week marking turnaround does not apply to Extensions, Late Submissions or incorrect submissions, RESIT/Resubmissions or Learning Contracts), and records of programme(s) enrolled in, name of student, grades for each course, date printed, statement that this is not an official academic transcript; printed on Wellpark College templates; given to students 8 weeks after the end of each academic year via email, sent by Faculty Support, or additionally, as requested by students, with a charge of \$25.

Academic Transcript (Official): This document is the official record of each student’s final results at Wellpark College; includes qualification enrolled in, full legal name of student, grades for each course, withdrawals, deferrals, Recognition of Prior Learning, Recognition of Current Competence, Credit Transfers, and Cross Credits; printed with Wellpark College branding and Signed by the Programme Leader; given to students at or after graduation or additionally, as requested by students, with a charge of \$25. Please note: Students must apply to graduate using a Graduation Application Form, see Student Handbook for details.

Qualification Certificate: Official certificate for qualification achieved at Wellpark College; states qualification achieved, level and length of programme, date of completion, students full legal name; printed on card with Wellpark College branding and seal, and signed by the Programme Leader and Principal; is presented at graduation, or may be picked up at Reception after graduation on request. Additionally, also as requested by students using the Request for Academic Records Form, a Qualification Certificate may be reprinted through completion of the Request for Academic Records Form with a charge of \$50. Please note: Students must apply to graduate using a Graduation Application Form, see the Student Handbook for details.

PLEASE COMPLETE ALL SECTIONS: Incomplete request forms will not be processed.

STUDENT NAME **WP STUDENT ID**

DATE:/...../.....

Indicate the document you are requesting:

Academic Record (Unofficial): **YES** **NO**

May be sent through email - please supply email.

.....
Academic Transcript (Official): **YES** **NO**

May be picked up from Wellpark College Reception or, for posted for domestic and international students (Additional charges apply). This document may not be emailed.

Qualification Certificate **YES** **NO**

May be picked up from Wellpark College Reception or, for posted for domestic and international students (Additional charges apply). This document may not be emailed.

I have attached a valid photo ID or a photocopy signed by a Justice of the Peace: **YES** **NO**

I have attached proof of fee payment, please indicate amount: **YES** **NO**

Wellpark College qualification completed, or dates of study.

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How would you like to receive the documentation - pick up from Reception or post?

If Reception, please advise the date you will come to Reception

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If Post, please advise us of accurate and most recent address (Wellpark College cannot be responsible for the



arrival or due date of arrival of any post).

Name

Address line 1 (street and number)

Address line 2 (Suburb and City)

Postal Code

Country

ADMINISTRATION ONLY

RECEPTION OR FACULTY SUPPORT DATE RECEIVED /...../.....

FILEMAKER CHECKED WITH PROGRAMME LEADER

PROGRAMME LEADER CHECKED DATE CHECKED /...../.....

PROGRAMME LEADER SIGNATURE

PRINCIPAL APPROVED DATE APPROVED /...../.....

PRINCIPAL SIGNATURE

NEW DOCUMENT PRINTED, SIGNED BY PROGRAMME LEADER AND SENT BY FACULTY SUPPORT

FACULTY SUPPORT SIGNATURE

DATE COMPLETED /...../.....

DATE DOCUMENTATION POSTED OR RETRIEVED /...../.....

