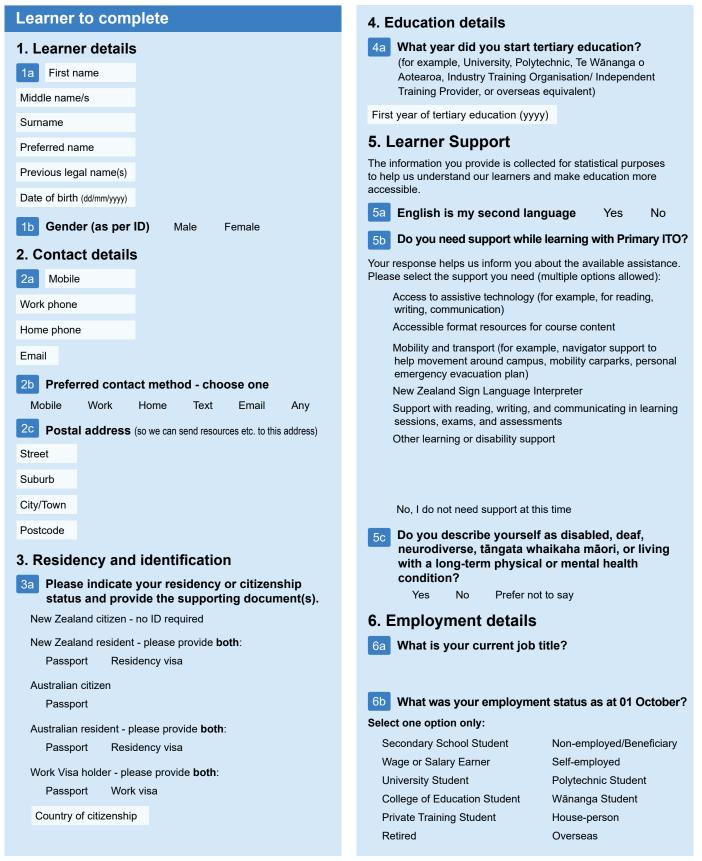
Enrolment Form



Te Pūkenga - The New Zealand Institute of Skills and Technology, trading as Primary ITO. This Training Agreement is a formal agreement between the Employee (Learner), the Employer, and Primary ITO.

▲ No Twink or correction fluid is to be used on the document.



Any modifications, deletions, or alterations to the details on this page must be initialled by the parties as indicated next to the section: L for Learner, E for Employer, and P for Primary ITO representative. Initials must be placed next to the change. Uninitialled changes may not be considered valid.

7. Programme enrolment 7a Programme code and name PR7b Enrolment start date (dd/mm/yyyy)

8. Programme fee and Payment details

8a Is a fee applicable to this enrolment?

Yes Add detail No Go to section 9

Total programme cost \$

Fee breakdown for NZA programmes

Level 3 \$

Ρ

Fee comment

8b Who should be invoiced for the programme fee?

Level 4 \$

An invoice for the programme fee will be emailed to the party below. To pay by direct debit, credit card, or store card, they must contact our Finance team after receiving the invoice.

Employer Learner Third party I Add details

-

Billing email

Billing address

Third party signature

8c Purchase Order number

PO Number

Not applicable

8d Learner IRD number

Only required if learner plans to apply for Final Year Fees Free. For help search <u>www.feesfree.govt.nz/final-year/</u>

8e Please initial to accept refunds policy below and confirm payment details are correct

If you withdraw in writing in the first 60 days **from the invoice date**, a refund or credit note will be issued to the person the invoice was addressed to:

- Within 30 days: Total invoice amount less a \$50 admin fee.
- 31 60 days: 50% of the invoice amount less \$50 admin fee.
- After 60 days: No refund or credit note will be issued.



9. Learner signature

By signing this document, you agree to the following terms:

- I agree to participate in training or study as required, learn the skills to the best of my ability, and undertake assessment to meet the requirements of the programme.
- I understand that any sustained inability to meet reasonable credit achievement milestones of my programme may result in withdrawal.
- I confirm that I have read, understood, and agree to the Terms and Conditions for Learners, Apprentices, and Employers, available at www.primaryito.ac.nz/termsandconditions.
- As an Apprentice (if applicable), I have read the Code of Practice for New Zealand Apprentices, which is part of the Terms and Conditions, and I understand, agree to, and accept my obligations under the NZA programme.

Signature

Date (dd/mm/yyyy)

▲ If the learner is **under 18 years**, this section must be completed by the learner's parent or legal guardian.

By signing this section, I agree to the following terms:

- · I am authorised to sign this agreement on behalf of the learner.
- I undertake to support this learner for the duration of the training programme.
- I agree to pay any outstanding fees associated with this training programme which would normally be the responsibility of the learner.

Name

Mobile Email

Signature

Date (dd/mm/yyyy)

10. Employer signature

By signing this document, you agree to the following terms:

- I agree to allow the learner to attend training or to study as required, to
 provide training to the learner and allow the learner access to formal
 assessment.
- I confirm that the workplace/site is compliant with the Health and Safety at Work Act 2015.
- I confirm that I have read, understood, and agree to the Terms and Conditions for Learners, Apprentices, and Employers, available at www.primaryito.ac.nz/termsandconditions.
- As an Employer of an Apprentice (if applicable), I have read the Code of Practice for New Zealand Apprentices, which is included in the Terms and Conditions, and I understand, agree to, and accept my responsibilities.

Name

Position

Signature

Date (dd/mm/yyyy)

I have sighted the original ID from the learner and have provided a copy to Primary ITO.

I am acting in the role of the employer for training purposes and do not have a legal relationship with the learner from an employment law perspective.

Office use only

