

LIDLAW  
COLLEGE  
TE WANANGA AMORANGI



# Undergraduate

FORM  
Application

**WHO SHOULD COMPLETE THIS FORM?**

Applicants for full-time or part-time study at Laidlaw College who intend to complete a recognised undergraduate or graduate qualification.

**WHO SHOULD NOT COMPLETE THIS FORM?**

Applicants intending to complete less than 50 credits who are not working towards a recognised qualification should instead complete an Interest Only Application Form, available from the Admissions Coordinator.

Applicants for the Master of Theology, or other postgraduate programmes through Laidlaw-Carey Graduate School should contact the Laidlaw-Carey Registrar.

Each application incurs an Application Fee (non-refundable) of \$50.00. A Late Application Fee of \$100.00 is payable by those who apply after the Early Deadline. Please ensure that you include it with this application.

Application Deadlines	Semester 1	Semester 2	Fee
Early Deadline	30 Nov 2009	30 May 2010	\$50
Final Deadline	30 Jan 2010	30 Jun 2010	\$100
CDL Final Deadline	30 Jan 2010	18 Jun 2010	\$100
Counselling Deadline	15 Nov 2009	N/A	\$50
International Applicants	01 Nov 2009	01 Apr 2010	\$50

Please complete all sections of this application **in pen** and return it as soon as possible to the chosen regional campus (contact details listed on the back page). If you are unclear about any aspect of this application, please contact us. Incomplete applications cannot be processed.

**SECTION ONE: PERSONAL DETAILS**

Title (*Mr, Miss, etc*) ..... Surname/Family name .....

First name(s) .....

Preferred first name ..... Other names (*eg, maiden*) .....

Date of birth  Day  Month  Year Gender (*please tick*)  Male  Female

Postal address .....

Post code .....

Mobile no. .... Phone no. ....

Work no. .... Email address .....

The following information will help us locate you on our database:

Have you done any previous study with Laidlaw College, BCNZ or Masters Institute?  Yes  No

If you were given a student ID number, please specify it here: .....

**Citizenship**

Tick the box which best describes your citizenship or permanent residency status. Please attach a certified copy of your birth certificate, passport, residency certificate or citizenship certificate. (This must show your current surname)

NZ citizen (*incl. Niue, Tokelau, Cook Islands citizens*)  NZ permanent resident  Australian citizen

If none of the above: ..... What is your country of citizenship? .....

What type of visa/permit do you have? ..... When does your visa/permit expire? .....

**Ethnicity**

What ethnic group do you belong to? .....  
*(You may write up to three groups. Ethnicity details are used for Ministry of Education and Laidlaw College statistics only.)*

If New Zealand Maori please identify your iwi below. You may identify two to three, or if you don't know your iwi, please write 'don't know'.  
.....  
.....  
.....

## Emergency Contact Person Details

Title (*Mr, Miss, etc*) ..... Surname/Family name .....

First name(s) .....

Relationship to applicant ..... Gender (*please tick*)  Male  Female .....

Postal address .....

Post code .....

Mobile no. .... Phone no. ....

Work no. .... Email address .....

## SECTION TWO: PROGRAMME OF STUDY

At which Laidlaw College campus do you expect to do most of your study in the first year? (*please tick one*)

Auckland  Christchurch  Centre for Distance Learning

In which semester do you wish to begin study?

Semester One (March)  Semester Two (July)

What will your study status be?

Full-Time  Part-Time

How long do you intend to study at Laidlaw College?

In which year do you wish to begin study?

## Intended Programme of Study

Check the prospectus, school brochures or [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz) for entry requirements and locations of each programme. Not all programmes listed below are offered at every Campus.

Which programme of study are you intending to undertake? (*please tick one box*)

<input type="checkbox"/> Certificate of Preparatory Studies (CertPrep)	<input type="checkbox"/> Bachelor of Ministries (BMin)
<input type="checkbox"/> Diploma in Ministry Internship Tongan Language (DipMI)	<input type="checkbox"/> Bachelor of Theology (BTheol)
<input type="checkbox"/> Diploma of Biblical Studies (DipBS)	<input type="checkbox"/> Bachelor of Teaching (Primary) and Worldview Studies (BTch)
<input type="checkbox"/> Graduate Diploma in Theology (GradDipTh)	<input type="checkbox"/> Bachelor of Counselling (BCouns)

## SECTION THREE: EDUCATION AND EMPLOYMENT

### English Proficiency

What is your first language? ..... How many years of your education were in English? .....

If English is not your first language or was not the language used in your secondary or tertiary education you will need to have completed an IELTS (Academic) test. If English is not your first language, please tick one of the following:

I have completed in IELTS language test and received an overall band score of  (*attach a copy*)

I will be sitting the IELTS test on: .. / .. / ..

### Education History: Secondary Education (High School)

What was the highest secondary qualification you achieved? (*Please tick one box*)

(*We need to know the level of secondary school education you have completed, particularly if you intend entering a degree programme. The Ministry of Education also uses this data for their statistics.*)

<input type="checkbox"/> NCEA 14 plus credits at any level	<input type="checkbox"/> University Entrance
<input type="checkbox"/> NCEA level 1 or School Certificate	<input type="checkbox"/> Overseas qualification (includes Int Baccal. & Cambridge Exams)
<input type="checkbox"/> NCEA level 2 or Sixth form Certificate	<input type="checkbox"/> No secondary qualification
<input type="checkbox"/> NCEA level 3 or Bursary or Scholarship	<input type="checkbox"/> Other .....

What was the last secondary school (high school) you attended? If overseas write 'overseas'

Last year of secondary school (high school)  First year of tertiary study

If you have an NZQA Record of Learning or NSI number, please write it here:

**Education History: Tertiary Education**

Please list below all completed or partially completed tertiary programmes. If you are applying for a graduate programme please attach a certified copy(ies) of your tertiary qualification. Please tick if the programme was successfully completed.

Qualification	Institution	
First year	Last year	Completed <input type="checkbox"/>
Qualification	Institution	
First year	Last year	Completed <input type="checkbox"/>
Qualification	Institution	
First year	Last year	Completed <input type="checkbox"/>

**Employment History**

Current position	Employer
Period of employment (start date/finish date)	
Previous position	Employer
Period of employment (start date/finish date)	
Previous position	Employer
Period of employment (start date/finish date)	

**Main Activity (as at 1st October in Year Prior to Current Formal Enrolment)**

(Please tick only one box)

<input type="checkbox"/> Secondary School Student	<input type="checkbox"/> Polytech Student	<input type="checkbox"/> Unemployed or Beneficiary	<input type="checkbox"/> Houseperson or Retired
<input type="checkbox"/> College of Education Student	<input type="checkbox"/> Private Training Establishment	<input type="checkbox"/> Wage or Salary Worker	<input type="checkbox"/> Overseas
<input type="checkbox"/> University Student	<input type="checkbox"/> Wananga	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Top Trainee
<input type="checkbox"/> None	<input type="checkbox"/> Other (Please specify) .....		

**SECTION FOUR: HEALTH AND WELL-BEING**

**Disability/Accessibility Details**

Do you live with the effects of a significant injury, long-term illness or disability?  Yes  No

If yes, please give details:

Do you need any assistance with your studies? (Please specify)

The intensity of study and self-examination during the course of a Laidlaw College programme can sometimes cause past issues or illnesses to resurface. To assist Laidlaw College to determine the appropriate level of study for you and any pastoral care requirements, please indicate YES or NO to the following.

Have you ever suffered from, or required treatment for:

Depression	<input type="checkbox"/> Yes <input type="checkbox"/> No	Burn Out	<input type="checkbox"/> Yes <input type="checkbox"/> No
Self-harm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Severe headaches or migraines	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drug or alcohol addiction	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If YES to any of these questions, please give details (eg, how long ago, severity, current susceptibility?).

Do you require regular medication or medical attention for any physical, psychological or psychiatric conditions?

If yes, please provide details (please note: for some specific conditions, we may require a professional medical report).

## SECTION FIVE: CHRISTIAN LIFE

### Church Association

Laidlaw College encourages students to maintain links with their home church throughout their study. Obtaining information about these churches enables links to be fostered between Laidlaw College and those churches from which students have come.

Are you currently attending a church?  Yes  No

Home church (if applicable)

Denomination

Postal address

How are you involved at your home church?

### Personal and Spiritual Development

Please attach an essay of approximately 500 words which addresses the following areas:

- How and when you came to faith in Christ
- How you maintain and develop your Christian Life
- Significant experiences you have had that have shaped who you are at this point
- Why you want to study at Laidlaw College

### Personal Interests

Please list your hobbies, interests and any voluntary work / community organisations (outside of church) which you are involved in.

## SECTION SIX: REFEREES

Forward reference forms to the people you have nominated below. (If you did not receive the forms with your enquiry pack you can download them from [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz) or request them from Laidlaw College. Please make sure that your referees know which campus to post the forms to by providing an addressed envelope or crossing out the other addresses on the form.)

Please provide the details of your Minister, Pastor, or Chairperson of Elders of your church:

Name

Church name

Church position

Postal address

Email address

Mobile no.

Phone no.

Please provide below the details of another mature Christian who knows you well and who is not related to you:

Name

Postal address

Email address

Mobile no.

Phone no.

### For Counselling Students Only:

Please provide below the details of **one further** person who knows you well, is not related to you, and can assess your people-helping skills.

Name

Church name

Postal address

Email address

Mobile no.

Phone no.

## SECTION SEVEN: ADDITIONAL INFORMATION

### Accommodation

Accommodation is available at the Auckland Campus for single students, married couples and families. You can download the Accommodation Guide from [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz) or request a copy from the Admissions Co-ordinator (09 836 7829) or the Accommodation Manager (09 836 7806). Accommodation is allocated on a first-come-first-served basis.

I will be applying for Accommodation  Yes  No

### Personal Relationship Details

Please indicate your marital status below:

Never married  Separated  Engaged  Divorced  Married  Widowed

Name of spouse (or fiancé if engaged) .....

Please provide details of any dependants who will be living with you while you are studying at Laidlaw College.

Name	Relationship	Gender	Date of birth	/	/
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

### Financial Details

Significant costs are involved in tertiary education. We expect you to have firm ideas on how you will meet these costs before you begin the study programme. How do you anticipate meeting the cost of study at Laidlaw College?

Personal savings/income  Student allowance  Student loan  Personal support  Scholarship

Have you previously received any student allowance? (please tick the appropriate box)  Yes  No

If 'Yes', please specify which years: .....

Do you currently have a student loan?  Yes  No

Personal Support from:  Church  Family  Friends  Scholarships from trusts or support organisations

If you currently have a Student loan, or anticipate applying for one for your year of study, please provide your Inland Revenue Department number below. The IRD will use this to determine your eligibility to receive a full Student loan interest write-off. The information you provide here will be used solely for the purpose stated above.

IRD Number

### Criminal Record

Do you have any criminal convictions?  Yes  No

Have you ever lost your driving licence?  Yes  No

Have you ever been arrested?  Yes  No

Have you been dismissed from a previous employment for dishonesty, harassment, or other serious misconduct?  Yes  No

Have you previously been the subject of diversion by the police and if so, what for?  Yes  No

If yes, briefly provide details below: .....

### Marketing Statistics

We would appreciate you completing this section for our marketing statistics.

How did you hear about Laidlaw College?

<input type="checkbox"/> From a pastor or minister	<input type="checkbox"/> From Laidlaw College staff
<input type="checkbox"/> From a Laidlaw College student	<input type="checkbox"/> From the Laidlaw College website
<input type="checkbox"/> From a Laidlaw College, BCNZ or MASTERS graduate	<input type="checkbox"/> From an advertisement (please name media) .....
<input type="checkbox"/> From a Laidlaw College event (please name) .....	<input type="checkbox"/> From a Laidlaw College Publication (please name) .....
<input type="checkbox"/> Other (please explain briefly) .....	

## SECTION EIGHT: SENDING THE APPLICATION

### Checklist

Please ensure that you have signed the declaration and have included the following with this application:

- Application Fee (\$50.00) or, if applicable, Late Application Fee (\$100.00)
- A recent photograph of yourself (passport style if you are studying with CDL)
- A **certified copy** of your birth certificate, passport or residency certificate (plus marriage certificate if name has changed)
- A **certified copy** of the certificate of your highest academic award
- A **certified copy** of your NCEA transcript, or equivalent if under 20 years of age)
- A **certified copy** of IELTS (Academic) Test results (if applicable)
- Your personal and spiritual development essay (see page 5)

**Please note that certified copies of documentation must be signed as true and accurate by a Justice of the Peace (JP), solicitor or Laidlaw College staff member.**

- Forward the reference forms to your nominated referees

If applicable you may also need to attach the following:

- Counselling Supplement (for BCouns applicants)
- CDL Course Selection form and Student Support Questionnaire (for applicants applying to study through the Centre for Distance Learning).
- Accommodation Applications (for applicants applying for the Auckland Campus accommodation)

These forms can be downloaded from [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz) or requested from any campus listed on the back page.

## SECTION NINE: DECLARATION

### Privacy Act (1993)

Laidlaw College, like all other teaching bodies involved in the collection, storage and use of personal information regarding its students, is required to meet the obligations of The Privacy Act. The Act requires us to obtain your approval for the collection and use of personal information required to enrol you in a programme of study, monitor your course progress and for conferring your award when a programme is successfully completed.

**Such information may also be required by us for the following reasons:**

- (i) to give you pastoral and vocational guidance where needed.
- (ii) to provide confidential reports when requested, to institutions considering you for further positions of training and service.
- (iii) to meet the reporting requirements of the New Zealand Qualifications Authority, the Ministry of Education, the Inland Revenue Department and Work and Income New Zealand, who assist in some college training costs and who are also required to safeguard the security of such reports.
- (iv) to foster and enhance community life within the Laidlaw Community. We define the Laidlaw community as being students and their families, staff, board members and support workers.

This information will be available for your own perusal, except where it is written in confidence by Laidlaw College personnel at your request, or supplied to us on a confidential basis by a person approved by you. It will not be used for any other purpose without your consent and while you remain enrolled at the College, you will be asked to update it from time to time.

The College also uses personal information, in a general sense, for statistical or research purposes, but not in any way by which an individual can be identified.

If the College ceases to operate as a tertiary teaching college, the Ministry of Education requires us to hold your consent to transfer your formal academic records, held by the College, to the Ministry of Education for safe keeping, and other confidential material concerning you will then be destroyed.

Subject to the limited uses stated above, the College will keep your personal information secure and confidential. Since the College is an educational institution, your formal academic records will be kept indefinitely but your personal information may be destroyed whenever the College decides it is no longer necessary for College purposes to retain that information.

I confirm that all the information I have provided on this application is true and accurate. I consent to allow Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request.

Signature: .....

Date: .....



**Post your completed application to the appropriate campus**

**Auckland Campus**

*Admissions Coordinator*

Private Bag 93104

Henderson

Waitakere 0650

New Zealand

Freephone 0800 999 777

Phone +64 9 836 7829

Fax +64 9 836 7801

Email [admissions@laidlaw.ac.nz](mailto:admissions@laidlaw.ac.nz)

**Christchurch Campus**

70 Condell Avenue

Papanui

Christchurch 8053

New Zealand

Phone +64 3 354 4270

Fax +64 3 354 4279

Email [chch@laidlaw.ac.nz](mailto:chch@laidlaw.ac.nz)

**Centre for Distance Learning**

Private Bag 93104

Henderson

Waitakere 0650

New Zealand

Phone +64 9 836 7836

Fax +64 9 836 7801

Email [cdl@laidlaw.ac.nz](mailto:cdl@laidlaw.ac.nz)