



TE KUPENGA - CATHOLIC THEOLOGICAL COLLEGE

Auckland +64 9 361 1053 Wellington +64 4 819 8380 www.ctc.ac.nz

Edumis Provider Code 8717 registered as Good Shepherd College – *Te Heparā Pai*

APPLICATION FOR ADMISSION

You **MUST** complete **ALL** sections of this form and **SIGN** it on page 6.
Print your answers clearly in pen. **Return** your completed and signed forms to:

Bachelor of Divinity and Graduate Diploma

Post to **PO Box 3440, Auckland 1140**

Or scan and email to admin@ctc.ac.nz

NZ Certificate and NZ Diploma in Christian Studies

Post to **PO Box 12243, Wellington 6144**

Or scan and email to a.king@ctc.ac.nz

All fields marked with a red asterisk are compulsory

Personal Details *Required

PRINT YOUR FULL LEGAL NAME:

Family Name: * _____

Given Names: * _____

Preferred First Name: _____

Previous name(s) known by: _____

Preferred Title (Please specify): _____

Date of Birth: *
day month year

Gender: * Female Male

National Student Number
(if known) - -

Permanent Address: *

 _____ Postcode: _____

***You must provide at least 1 phone number**

Home phone: (h) _____

Work phone: (w) _____

Mobile: _____

Email: * _____

Please note that you must notify the College of any change in your contact details.

Term Time Address (if different from Permanent Address)

_____ Postcode: _____

Phone: _____

Postal Address:

Same as Permanent Address

Same as Term Time Address Other

If you ticked "Other" please write your Postal Address:

_____ Postcode: _____

Invoice Address If someone else is paying your fees

Who is paying your fees? (Name and Address)

Emergency Contact/Next of Kin *Required

Name of Next of Kin: * _____

Phone: _____ Mobile: * _____

Email: _____

Relationship to you: _____

Academic Information **Required*

Secondary Level Education: What was the name of the last secondary school you attended? (State "overseas" if applicable)

School:* _____

Region: _____

What was your last year at secondary school? *

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only **ONE** box. *

- | | |
|---|--------------------------|
| No formal secondary qualifications | <input type="checkbox"/> |
| 14 or more credits at any level | <input type="checkbox"/> |
| NCEA Level 1 or School Certificate | <input type="checkbox"/> |
| NCEA Level 2 or 6 th Form Certificate | <input type="checkbox"/> |
| NCEA Level 3 or Bursary or Scholarship | <input type="checkbox"/> |
| University Entrance ** | <input type="checkbox"/> |
| Overseas qualification *
(includes International Baccalaureate
and Cambridge exams) | <input type="checkbox"/> |
| Other * | <input type="checkbox"/> |
| Not known | <input type="checkbox"/> |

*Please specify if "*Overseas qualification*" or "*Other*"

** University Entrance attained from 2014 onwards is higher than NCEA Level 3 as Level 3 is one of the requirements that must be met to attain UE.

Tertiary Level Education: Will this be your first year enrolled at a University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school?

(Do not include enrolments in STAR, community or hobby classes.)

Yes No

If you answered "No", please enter the year of your **first** enrolment.

Year of first enrolment *

If you have completed one or more tertiary qualification enter the name of the highest level qualification.

Name: _____ Level: _____

Institution: _____

Are you currently studying elsewhere?

Yes No

If Yes, complete the following:

Institution: _____

Course Name: _____

Part-time Full-time

Recognition of Prior Learning

Would you like to apply for credit for previous study?

Yes No

If Yes, you need to include a certified transcript of previous study.

Prior Activity **Required*

What was your MAIN activity or occupation in New Zealand at 1 October **last year**? You may tick only ONE box. *

- | | |
|---|--------------------------|
| Secondary school student | <input type="checkbox"/> |
| Non-employed or beneficiary (excluding retired) | <input type="checkbox"/> |
| Wage or salary worker | <input type="checkbox"/> |
| Self-employed | <input type="checkbox"/> |
| University student | <input type="checkbox"/> |
| Polytechnic student | <input type="checkbox"/> |
| House-person or retired | <input type="checkbox"/> |
| Overseas (irrespective of occupation) | <input type="checkbox"/> |
| Private training establishment student | <input type="checkbox"/> |
| Wānanga student | <input type="checkbox"/> |

English Proficiency

Is English your first language?

Yes No

If No, what is your first language? _____

BDiv and GradDipTh students only:

If English is not your first language, you may be required to complete an IELTS test

Have you completed an English language proficiency test?

Yes No

Name of English Language Test completed: _____

Test Date: _____ Test Score: _____

Please provide the original test results or a certified copy.

Citizenship and Residency *Required

Are you a New Zealand or Australian citizen?

New Zealand Citizen Yes No

Australian Citizen Yes No

Are you a New Zealand or Australian Resident?

New Zealand Resident Yes No

Australian Permanent Resident Yes No

Country of Citizenship: _____

If you are **NOT** a New Zealand or Australian citizen or Resident go to the **International Students** Section below

You **MUST** provide evidence of citizenship or residency to qualify as a domestic student. This means you must provide **one** of the following:

- . Birth certificate
- . New Zealand passport
- . Australian passport
- . Statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- . Certificate of citizenship or letter of confirmation
- . Overseas passport with residency stamp or letter from Immigration NZ confirming resident visa details.

IMPORTANT – if your name does not match that on the proof of citizenship/residency you must supply further evidence of your name change.

During your enrolment in this qualification are you resident?

In New Zealand

Overseas (*BDiv and GradDipTh only*)

International Students

What is the country of citizenship shown in your passport?

Passport Number: _____

Expiry Date: _____

Are you on a study visa? Yes No

Are you on a work visa? Yes No

Visa valid until: _____

Do you hold current medical insurance? Yes No

Insurance valid until: _____

International students MUST bring their passport, visa and insurance documentation with them when they enrol.

For dual citizenship, specify the country of citizenship of the passport used to enter New Zealand

Ethnicity *Required

Please tick the ethnic group you belong to.
You may tick up to three boxes which apply to you. *

- | | | | |
|-------------------------|--------------------------|-----------------|--------------------------|
| NZ European/Pakeha | <input type="checkbox"/> | South Slav | <input type="checkbox"/> |
| New Zealand Māori | <input type="checkbox"/> | Italian | <input type="checkbox"/> |
| Samoaan | <input type="checkbox"/> | German | <input type="checkbox"/> |
| Cook Island Māori | <input type="checkbox"/> | Australian | <input type="checkbox"/> |
| Tongan | <input type="checkbox"/> | Other European* | <input type="checkbox"/> |
| Niue | <input type="checkbox"/> | Filipino | <input type="checkbox"/> |
| Tokelauan | <input type="checkbox"/> | Vietnamese | <input type="checkbox"/> |
| Fijian | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Other Pacific Peoples * | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| British/Irish | <input type="checkbox"/> | Sri Lankan | <input type="checkbox"/> |
| Dutch | <input type="checkbox"/> | Japanese | <input type="checkbox"/> |
| Greek | <input type="checkbox"/> | Korean | <input type="checkbox"/> |
| Polish | <input type="checkbox"/> | Other Asian * | <input type="checkbox"/> |
| Other Southeast Asian* | <input type="checkbox"/> | Middle Eastern | <input type="checkbox"/> |
| Latin American | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Other Ethnicity * | <input type="checkbox"/> | Not Stated | <input type="checkbox"/> |

* Please specify if you have ticked:

"Other Pacific Peoples" "Other European"

"Other Southeast Asian" "Other Asian" or "Other Ethnicity"

Iwi:
If you identified as New Zealand Māori above, what is the name of your iwi (tribe or tribes) and rohe (iwi home area)?
You may enter more than one iwi. If you do not know your iwi, please enter "Don't Know".

Iwi: _____ Rohe: _____

Iwi: _____ Rohe: _____

Iwi: _____ Rohe: _____

Disability

Do you live with the effects of significant injury, long term illness, or disability?

(The information you supply is confidential)

Yes No

If Yes, please indicate.

Hearing Learning Mobility

Vision Medical Other

Please describe: _____

Student Loans and Fees-Free Study

Are you eligible for Fees Free study this year?

Yes No

Check at <https://www.feesfree.govt.nz>

Do you intend to have a Student Loan this year?

Yes No

Study

Please indicate which programme you are seeking admission into:

NZ Certificate in Christian Studies, NZ Diploma in Christian Studies or Certificate of Personal Interest (Level 5 and 6 Programmes) - **complete sections 1 and 2 below**

Bachelor of Divinity or Graduate Diploma in Theology (Level 7 Programmes) - **go to page 5**

NZ Certificate in Christian Studies, NZ Diploma in Christian Studies, Certificate of Personal Interest

Please complete Sections 1 and 2 below

Section 1: Select your Qualification

NZ Certificate in Christian Studies – Religious Education

NZ Certificate in Christian Studies – Christian Ministry

Please specify which strand:

General

Christian Leadership

Hospital / Prison

Youth

Certificate of Personal Interest

NZ Diploma in Christian Studies - Christian Leadership

NZ Diploma in Christian Studies - Religious Education

NZ Diploma in Christian Studies - Pastoral Ministry

Pre-Requisite: NZ Diploma in Christian Studies:

You will need a NZQA approved level 5 or higher qualification in a related subject,
Or any NZQA approved level 5 or higher qualification *and* relevant experience.
Please provide supporting documentation.

What year do you expect to complete your current qualification at CTC?

Section 2: Select your Courses (papers) for 2023

Please enter the individual papers for which you wish to enrol in 2023. State exact start dates and teaching location (see example below). If you are studying through Distance Education please state this. Look at our website <https://www.tekupenga.ac.nz/catholic-theological-college/so-you-want-to-study/timetables-calendars/> for details of courses offered in 2023.

Course Code	Course Title	Course Start Date	Teaching Location Ie. town / suburb or Distance Education	Office Use Only
eg SC501	eg Understanding the Old Testament (Example only)	eg 1 st Feb	eg Auckland	

Students – check you have included:

- Birth Certificate, Passport or Certificate of Citizenship (certified copy)
- Evidence of residency (if required)
- Evidence of name change if your current name does not match that of your passport or birth certificate
- Academic Transcripts – if seeking credit for previous study

Bachelor of Divinity or Graduate Diploma in Theology

Select your programme of study: Bachelor of Divinity Graduate Diploma in Theology

Do you intend to study: On campus (Auckland only) or by Distance
Full-time or Part-time

Please select the papers you wish to study. § Denotes courses available on campus only
Most papers are 15 credits taught over 13 weeks of lectures. Papers marked* are 7.5 credits taught over 6 weeks. [Check the website here.](#)

Semester 1

- B1000 Introduction to the Old Testament and the Pentateuch
- B3010 Johannine Literature
- C3000* Canon Law and the Sacraments
- C3010* Matrimonial and Procedural Law
- D2000 Fundamental Theology
- D3030* Eucharist
- D3050* Ministry in the Church
- D3100 Sacraments of Initiation
- D3120 Marriage and Orders
- M3000* Sexual Ethics, Marriage, and Family
- M3020* Bioethics and Healthcare Ethics
- P1010 Introduction to Pastoral Care and Psychology
- S1000 Introduction to Spiritual Theology
- W1010 Ancient and Early Medieval Philosophy
- W2020 Moral Philosophy
- W3020 Metaphysics

Semester 2

- A1040 Introduction to Ecclesiastical Latin
- B1010 Introduction to the New Testament and Pauline Literature
- B2000 Prophetic Literature
- C2000* Introduction to Canon Law and Governance
- C3020* Selected Themes in Canon Law
- D2010 Christology and Soteriology
- D3010 Creation, Anthropology, Grace and Eschatology
- H1010 Early Church History
- H3060 The Catholic Church in New Zealand
- L1000 Theology and Practice of Liturgy
- W2000 Late Modern and Contemporary Philosophy

Students – check you have included:

- Birth Certificate, Passport or Certificate of Citizenship (certified copy)
- Evidence of residency (if required)
- Evidence of name change if your current name does not match that of your passport or birth certificate
- Academic Transcripts – if seeking credit for previous study

For the Bachelor of Divinity or the Graduate Diploma in Theology only

- Student Support Questionnaire Passport size photograph
- \$100 deposit Academic Transcripts – secondary and / or tertiary
- Student Contract form IELTS Test Results (if required)

Please send certified copies of original documents. All documents must be certified by a person authorised to certify or a college staff member.

Please let us know how you got to know about CTC? _____

OFFICE USE ONLY

<i>Documentation Received</i> ____/____/____	<i>Approved on behalf of CTC</i> ____/____/____	
Application form <input type="checkbox"/> Copy of Birth Certificate / Passport / other proof of citizenship or residency status <input type="checkbox"/> Evidence of residency <input type="checkbox"/> Required <i>Y / N</i> <input type="checkbox"/> Follow-up request sent: ____/____/____	For Bachelor of Divinity and Graduate Diploma of Theology only: Student Support Questionnaire <input type="checkbox"/> \$100 deposit <input type="checkbox"/> Student Contract <input type="checkbox"/> Passport size photograph <input type="checkbox"/> Academic Transcripts - secondary/tertiary <input type="checkbox"/> Academic Transcripts - for credit <input type="checkbox"/> IELTS test results <input type="checkbox"/> Required <i>Y / N</i>	Entered Wisenet ____/____/____ College ID: _____

Declaration:

Privacy – Te Kupenga – Catholic Theological College (CTC)* collects and stores information from this form to:

- manage the business of CTC (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the [Education and Training Act 2020](#) and other legislation including legislation governing the maintenance of official records and for accountability for public funding.
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that CTC will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that CTC holds about you and request to correct any errors in that information. To do so, contact the Registrar.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information. The Privacy Act requires CTC to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act <http://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html?src=qs>.

Supply of information to government agencies and other organisations

CTC supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from CTC to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free and Fees-Free Trades Training initiatives
- develop policy advice for government
- conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

When required by law, CTC releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Consent

In addition, CTC is asking students for their consent to release names and academic information to Catholic diocesan offices for the purposes of using the data to administer records for the Catholic schools Certification and to conduct research/analysis required for planning PD, resources and needs of schools and parishes.

Consent is also requested to survey relevant employers to determine whether our graduate outcomes are fit for purpose, and to take and use images of students for educational and promotional purposes.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. CTC's policy on withdrawal and refund of fees is included in the Disclosure of Information to Students and part of the enrolment information.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of CTC <https://www.tekupenga.ac.nz/catholic-theological-college/ready-to-learn/student-policies> with regard to attendance, academic integrity and progress, conduct and use of information systems.

Declaration –

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

For level 5 and 6 awards only - I acknowledge that I have received and read the information entitled **Disclosure of Information to Students 2023** as required by section 354(a-c) of the Education and Training Act 2020 prior to my enrolment at CTC.

Signature

____/____/____
Date

PLEASE SIGN AND DATE YOUR ENROLMENT FORM ON THE LINE ABOVE

*Te Kupenga – Catholic Theological College (CTC), registered as Good Shepherd College – *Te Heparā Pai*