



465 Main Road, R.D.1. Wakapuaka, Nelson 7040, New Zealand
 Tel: (03) 5452674 email: cfwoodwork@gmail.com www.cfw.co.nz

ENROLMENT FORM

2019 FURNITURE MAKERS' PROGRAMME

Please complete this form in block capitals

- Please complete all relevant sections and include all attachments – incomplete applications will not be processed
- Your completed application can be sent by email to cfwoodwork@gmail.com or post to Centre for Fine Woodworking Trust, 465 Main Road, R.D.1. Wakapuaka, Nelson 7071

Information given on this form will be treated with the strictest of confidence

PERSONAL INFORMATION		
Surname or Family Name		
First Name(s)		
Preferred Name		
Date of Birth	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Country of birth:	Ethnicity:	
Country of Citizenship	Passport No:	
Residential details:		
Permanent Address:		
Town:		
Country:		
Contact Information		
Phone No.	Mobile Phone:	
Email address:	Skype address:	
Health & Disability:		
Do you have a disability, impairment, long-term medical condition or take medication that may affect your studies or anything else that you feel we should know about?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If answered Yes, please give more details:		
FOR NON NEW ZEALAND STUDENTS		
Is English your first language?	<input type="checkbox"/> YES <input type="checkbox"/> No	
If no, please attach evidence of the level attained		
Type of Visa applying for: <small>You will be required to show evidence that your visa is valid for the duration of the course</small>		
SUPPORTING DOCUMENTATION:		
Your application will only be processed if the following documents are included:-		
<ul style="list-style-type: none"> • A covering letter, email or CV with your application outlining your background, experience, reasons for wanting to enrol on the Furniture Makers' Programme and what you want to achieve from attending the programme. Please include any photos relevant of work you have produced (if applicable). • Two separate character references from someone who has known you for more than two years, e.g. a former employer, teacher or work colleague who can vouch for your character and work ethic, and who is not a family member. • Proof of level attained if English is not your first language 		

PAYMENT:

Places on the programme are strictly limited to eight students per year. If you are offered a place on the programme you will be invoiced for the registration fee of \$350 which will hold your place on the course until 1st December 2018 at which point a 25 % deposit of the full course fee is due for payment.

- \$350 Registration fee due on 1st October 2018
- 25% Deposit of \$6237.50 is due on 1st December 2018
- The balance of the full course fee of \$18712.50 is due on 1st February 2019.

Please note the following before signing :-

- Any payments made by credit cards will incur a 2% surcharge.
- Late payment of registration fee and/or deposit may jeopardise your place on the programme
- Deposits and registration fees are non-refundable
- Please read below our refund policy.

DECLARATION

- I declare all information provided on this form and in support of my application is true and complete
- I agree to comply with the rules and policies of the Centre for Fine Woodworking throughout the programme
- I acknowledge and accept the Terms & Conditions and Refund Policy (below) and understand that there is no refund for withdrawals once the programme has commenced.
- My enrolment is not complete until all relevant course fee deposits have been paid.
- In signing this enrolment form, I undertake to pay all fees in full as they are due.

Signed :

Date:

CENTRE FOR FINE WOODWORKING TRUST TERMS & CONDITIONS OF ENROLMENT – 2019 FURNITURE MAKERS' PROGRAMME

These terms and conditions should be read and understood, and although wherever possible we will try to be understanding of any change of circumstances, full time students should appreciate that the places on the programme are strictly limited. Please consider these conditions before applying.

FEES:

- The payment of the registration fee of \$350 due on 1st October 2018 will reserve your place on the 2019 Furniture Makers' Programme until 1st December 2018 when you will be required to make the deposit. The registration fee is non-refundable and is not part of the course fee.
- On 1st December 2018 a 25% non-refundable deposit is due for payment in order to keep your place on the programme.
- Your enrolment and acceptance on the programme will be confirmed once this deposit has been received.
- On 1st February 2019 the full balance of the course fee is due for payment.
- All bank charges on overseas transactions are the responsibility of the student.

REFUNDS

Refunds of course fees will only be made in accordance with the following policy:

- By accepting a place on the Furniture Makers' Programme at the Centre for Fine Woodworking, a student enters a contract for the duration of the course. This contract means there is an obligation to pay the fee for the full programme by 1st February 2019 and late payment may jeopardise your place on the course.
- There is no automatic right to a refund of course fees if a student changes his/her mind about attending the Centre for Fine Woodworking's Furniture Makers' Programme.
- Where exceptional circumstances necessitate withdrawal from the programme, the Centre for Fine Woodworking may, after consideration of the exceptional circumstances and timeframe, approve an appropriate refund less the deposit and an administration fee of \$250. Information to support the claim for exceptional circumstances must be supplied in writing.
- Any students who have paid a course fee and the course is subsequently cancelled will receive a full refund.