

Centre for Fine Woodworking

ENROLMENT FORM

2023 BEGINNERS INTENSIVE 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/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	
Contact Phone No.	
Email address:	
Health & Disability:	
Do you have a disability, impairment or long-term medical condition that may affect your studies or a condition that you feel we should know about? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If answered Yes, please give more details:	
You will need to disclose any medication you take that may prevent you from operating machinery:-	
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: You will be required to show evidence that your visa is valid for the duration of the course	

SUPPORTING DOCUMENTATION:

Your application will only be processed if the following documents are included:-

- A covering letter, email or CV with your application outlining your background, reasons for wanting to enrol on the Beginners Intensive 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

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 and Conditions and Refund Policy (below) and understand that there is no refund for withdrawals once the programme has commenced, unless under exceptional circumstances.
- 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 as they are due.

Signed :

Date:

CENTRE FOR FINE WOODWORKING TRUST TERMS & CONDITIONS OF ENROLMENT – BEGINNERS INTENSIVE PROGRAMME 2023

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 deposit of \$350 due will reserve your place on the programme
- The balance of the course fee of \$7900 is due for payment in full on or before 7th July 2023.
- 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 Beginners Intensive Programme at the Centre for Fine Woodworking, a student enters a contract for the duration of the course.
- There is no automatic right to a refund of course fees if a student changes his/her mind about attending the programme.
- Any refunds given for all or part of the programme will incur a \$250 administration fee.
- Where exceptional circumstances necessitate withdrawal from the programme, the Centre for Fine Woodworking may, after consideration of the exceptional circumstances 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.