



**Know.ITall.co.nz**  
**Computer Training**  
**Enrolment Form**

---

**Name of Course:**

---

Preferred Start Date:	End Date:
Preferred Time Of Day:	
Other Courses you may carry through with:	

---

**Personal Details**

---

Family Name:			
Given Name/s:			
Date of Birth:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Ethnicity:	<input type="checkbox"/> NZ Maori	<input type="checkbox"/> NZ European	<input type="checkbox"/> Other (specify)
Email Address:			
Phone:	Mobile:	Work:	Fax:
Current Activity (tick)	<input type="checkbox"/> Employed	<input type="checkbox"/> Student	<input type="checkbox"/> Unemployed/retired
English Proficiency:	My first Language is:		
Evidence of English:			

---

**Contact Details**

---

Street Number:		Street Name:	
Suburb:		City:	
Country:		Postcode:	

---

**Health/Disability**

---

What is the nature of your health/disability?	
In the event of an emergency, would you require assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

---

## Computer/Business Skills Acquired

---

	Subjects Studied	Year	Where	Qualification Achieved
1.				
2.				
3.				
4.				
5.				
6.				
7.				

---

## Career Goals

---

What is your main objective for taking this Course?

What activities are you currently involved in that this course may help in your career path?

---

## How did you hear about us?

---

Where did you find out about us?

For further Enquiries Please phone: +64 21 08816724

email: [enrolment@itall.co.nz](mailto:enrolment@itall.co.nz)

postal: 1<sup>st</sup> Floor, 38 Heuheu Street, Taupo. 3330

---

## Terms and Conditions of Acceptance of Enrolment

---

Please read the following information below carefully, as it specifies the terms and conditions of acceptance and enrolment.

Once you have completed this form and returned it to us, you will receive a Letter of Offer on the course you requested.

To accept our offer please sign and date the acceptance and return it to us with full payment of fees outlined in the Offer.

Payment can be made by credit card (a surcharge may apply), cheque, internet banking and eftpos. Please phone ahead, before coming into our offices, to make a time to process your payment.

If, for any reason, the information you have provided us in your application is incorrect in any significant way, Know.ItAll reserves the right to terminate your place on the course.

---

## Refund Policy

---

Please read carefully.

1. You are entitled to a full refund less any administrative costs. This fee changes from time to time so please ask what this fee will be at the time of your enrolment.
2. If you choose to withdraw your enrolment within 10 working days, you will be entitled to a full refund less our administrative costs.

---

## Declaration

---

**Fees** – On signing this enrolment form you undertake to pay all fees as they become due, to meet any late fee and collection charges associated with debt recovery. Our policy on withdrawal and refund of fees may be obtained from our website.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Know.ItAll with regard to attendance, academic progress, standard of dress, safety and behaviour.

**Privacy** – We collect and store information from this form to comply with the requirements of the New Zealand Private Training Institute and other Training Agencies who support particular students through scholarships etc. The information stored is may also be used to select students for qualifications, to manage internal administrative processes for internal reporting. Information about students may be supplied to and sought from, other educational organisations for the purpose of verifying academic records.

In addition, your information may be released to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC) when required by statute.

Know.ItAll will hold your information within the year of your enrolment on their secure network, then, undertake to discard all information on you in a secure manner after that time.

In signing this enrolment you authorise such disclosure on the understanding that Know.ItAll will observe the conditions governing the release of information, as set out in the guidelines as specified by the Policy document of the New Zealand Privacy Commission 1993 and the Post-compulsory Unique Identifier Code of Practice. As such, you may see any information held about you and amend any errors in this information.

---

**Declaration – I declare that, to the best of my knowledge all the information supplied here in, is true and complete, I agree to abide by the conditions described above, and consent to the disclosure of personal information as described above.**

---

*Signature*

---

*Date*