



ENROLMENT GUIDE



FOR STUDENTS APPLYING FOR COURSES BEFORE ACHIEVING UNIVERSITY ENTRANCE OR WHO ARE COMPLETING DEGREE PAPERS WHILST ENROLLED AT SCHOOL.

*This includes students applying for papers in Trimester three (prior to January results) and STAR students.

Who can apply?

Courses are open to Year 13 students. The main criteria are that students have a high level of academic achievement and are well supported by the school to undertake extension study.

It is expected that students will have already attained the University Entrance literacy and numeracy requirements. Students will generally enrol for one course per trimester.

FREQUENTLY ASKED QUESTIONS – for Applicants and Schools

How are the courses taught and assessed?

Most of our courses are taught on campus and students will need to attend all of the lectures, studios, laboratories, tutorials, etc. required by the course. Many of our courses are taught during the day, though some are scheduled in the afternoon/early evening, and students will need to consider how they are going to manage transport to the University to attend. Please note that sometimes University breaks are different from school holidays, and students will need to be prepared to commit to the whole course. Courses are assessed by a combination of coursework, which could include essays, tests and end of course exams.

What courses are available?

There are a wide range of courses offered. The online course finder on our website provides details according to subject, including lecture times and venues. To access this

please click on the Course finder link in the Quicklinks section of the homepage at:
<https://www.wgtn.ac.nz/>
or go to the following link: <https://www.wgtn.ac.nz/study/programmes-courses/courses>

Students who are awaiting their NCEA results can enrol for courses over the summer (Trimester three): <https://www.wgtn.ac.nz/trimester-three>

What happens when the course is passed?

When the course is passed the grade will be recorded by the University; once the student has gained University Entrance, and enrolls for their degree at the University, the points gained will count towards the degree.



: If you wish to speak with someone regarding course availability please contact Student Recruitment and Course Advice. You can set up an appointment online at: <https://www.wgtn.ac.nz/study/course-planning/appointments> or phone 0800 842 867 and ask to speak with a Student Liaison Adviser.

What services will be provided?

Students will be issued with a student ID card once they are fully enrolled, and fees have been paid. This will give them access to student services, library, receive discounts, enter streamed classes etc.

- You can find further information on using your student ID card at: <https://www.wgtn.ac.nz/study/apply-enrol/student-id>
- And other student services at: <https://www.wgtn.ac.nz/students/support>

How are the costs met?

If you are a STAR funded applicant, payment for the course (s) is arranged between the School and the University.

Your School will be contacted on receipt of your enrolment application under the STAR programme and a memorandum of understanding (MOU) will be produced and sent. Your School will need to sign and return this to confirm your study and for STAR funding to be applied.

Once STAR fees are applied an official invoice will be sent to your School, and your School will then need to arrange payment to the University. As the fees need to be manually adjusted some students may receive a full invoice before we amend to the STAR rate. If this happens, please forward the email on to your School and have them email: student-finance@vuw.ac.nz if they have any questions.

Non-STAR applicants will need to arrange for payment of their own fees directly to the University.

Fees are due the **Friday** before your course starts.

What are the costs for STAR funded applicants?

STAR students are charged at 2/3 of the full rate. Costs vary according to the points value and subject area for the course.

The following is an example of the associated fees for 2020:

- Student Services Levy (for one 15 point paper) - \$274
- Student Assistance Scheme - \$18.40
- PHYS114 - \$598.60
- PERF165 - \$599.70
- MUSC105 - \$1,199.40



: If you have any queries regarding your fees please refer to: <https://www.wgtn.ac.nz/study/student-finance/fees> , Email: student-finance@vuw.ac.nz .

See: <https://www.wgtn.ac.nz/students/money/payments> for 'How to pay'.

APPLICATION PROCESS

- 1. Submit your enrolment online at: <https://signups.victoria.ac.nz/oes/> before the relevant deadline.**

See key dates at: <https://www.wgtn.ac.nz/students/study/dates>

When you apply online remember to complete the following:

- When asked to select your 'Programme' please select **undergraduate** for your level and then either the **Certificate of Proficiency (COP)** or the **STAR Programme (PCSTAR)** from the list provided.
- If you are a STAR student please ensure you provide the contact details (name and email address) for your STAR contact at your School as requested on the online form.
- When you are asked to select your 'Admission Type' please select: **Discretionary Entrance.**

- Please remember to complete the entire application and submit this. You will receive an automated email noting receipt of enrolment once this has been successfully submitted.
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2. Complete your discretionary entrance application.

Further information about Discretionary Entrance and a PDF application can be found at: <https://www.wgtn.ac.nz/study/apply-enrol/admissions/discretionary-entrance>

- Page 1 of the application must be completed by you, once completed please give your completed form and all supporting documentation to your advisor or school nominee for completion of Page 2.
- You must also complete a **one page personal statement** in support of your application.

***Please note the following:**

- Your advisor needs to be someone at your current School who can vouch for your academic ability and support your application for example: teacher, dean, principal, careers adviser.
 - If you are going to be studying degree level papers whilst still completing secondary school or are a STAR applicant, you must have the written support of your School Principal. This could be either by the Principal completing Page 2 of the form, or by providing a separate reference letter.
 - Your Advisor's comment is a **confidential recommendation** – it is up to your Advisor to choose to share this information with you. The University is not able to disclose this information to you.
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3. Submit your discretionary entrance application.

On completion of Page 2 of your form, your Advisor should send the entire form and any supporting documentation to: enrolments@vuw.ac.nz for processing.

Alternatively it can be posted to: Enrolments Office, Victoria University of Wellington, PO Box 600, Wellington 6140, New Zealand.

***Please note the following:**

If submitting identity documents (passports, birth certificates) and/or academic transcripts/records with your Discretionary Entrance form these must come with a

declaration attached (from you—the learner to whom the documents relate) in the following format:

I certify that the attached is a true copy of the original document.

Signed: [print name and signature]

Date: [insert]

This declaration needs to be in an attached word document rather than typed into the email so that it can be uploaded to your application.

You may be required to submit a certified copy or present the original document, once Justice of the Peace services resume.

- You can find our certification requirements at:
<https://www.wgtn.ac.nz/study/apply-enrol/documentation>
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4. What happens next?

You may receive an email (before your admission is assessed and approved) advising that your Offer of Study is ready. Your Offer of Study confirms if you have been accepted for the course(s) you have selected by the relevant Faculty. It will be 'Conditional' on having your admission assessed and approved.

You will need to login to your online enrolment application to review and accept this. This offer confirms your places in your courses, so it is important that you complete this step as soon as possible, even if your admission is still pending approval.

On receipt of your enrolment and all supporting documentation, your Discretionary Entrance application will be referred to the University's approving authority for a decision to be made. The approximate turnaround time for a complete application to be returned and decision sent out to an applicant is 3-5 working days.

An email will be sent to you advising of the decision and notifying you of admission conditions.

As long as you have completed the following, you will be fully enrolled and receive a confirmation email:

- ✓ Received and accepted your Conditional Offer of Study
- ✓ Been approved admission
- ✓ Fulfilled all documentation and enrolment requirements

***Please note the following:**

- If your application is approved by the University you will be admitted under 'Personal Interest' section of the VUW Admission Statute rather than Discretionary Entrance.
- Admission will be approved for your selected papers only, not for a full degree programme.
- You will need to ensure that you meet the University Entrance requirements for admission to your degree the following year.



: If you have any queries regarding the application process or the status of your admission. Email: admission-office@vuw.ac.nz or Phone: 0800 04 04 04 .

Accessing student systems once enrolled:

- When you receive your confirmation email, you will need to log back into the Online Enrolment system at: <https://signups.victoria.ac.nz/oes/> in order to access your Confirmation of Study.
- Your Confirmation of Study is for your reference to confirm you are a fully enrolled student. Your ITS Username is located on the top right hand corner of your Confirmation of Study. You will need to follow the instructions on the back of your Confirmation of Study to then re-set your password before you can access other student systems/portals.



: If you have any queries regarding resetting your password or accessing student systems once you receive your Confirmation of Study. Email: its-services@vuw.ac.nz or Phone: 04 463 5050.
