



ENROLMENT FORM

PERSONAL INFORMATION

First Name: Last Name:

Address

..... Postcode.....

Phone Mobile

Email

HOME CHURCH:

EDUCATIONAL INFORMATION: (Highest qualification)

Qualification: Graduation Year:.....

School:

Certificate you plan on completing:

Course/s (papers) you are enrolling in (fill or tick square for credit or audit option):

1.....(code:) (Credit \$395/ Audit \$250)

2.....(code:) (Credit \$395/ Audit \$250)

3.....(code:) (Credit \$395/ Audit \$250)

4.....(code:) (Credit \$395/ Audit \$250)

5.....(code:) (Credit \$395/ Audit \$250)

Total Fee: \$.....

*Study for credit involves assessment tasks. Audit is a personal study

Signed: Date:

To fill in, type directly onto the document and email it back to us. Or, scan or photograph and email it to: secretary@gtc.ac.nz . Otherwise, print and post to the address below.

*Those students with an existing degree may be able to gain credit with Birmingham Theological Seminary



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Terms and Conditions.

All fees are to be paid before the semester's commencement, unless by prior arrangement. Please contact the college to discuss your fees if you will find it hard to pay.

1) Payment details:

- When: Payment must be made by the Friday prior to the Monday commencement of the semester.
- How: Online banking to- *Grace Theological College* **12-3032-0876019-00** Ref: 'FeesSem1' or 'FeesSem2'. Your first name and invoice number (which will be on the invoice emailed to you from admin@gtc.ac.nz) will need to be in the other reference fields.
- Changes: If you wish to change from Audit to Credit or vice versa, you must notify us within the first 3 weeks. We can arrange any financial adjustments with you.
- Refunds: Students who wish to withdraw from the course prior to the commencement of the semester will receive a 100% refund, minus a \$40 administration fee.

Students have three weeks in which a full refund will be given (minus the \$40 administration fee).

Students who withdraw after three weeks of classes will receive a 50% refund. This is to cover any costs incurred by your lecturer and administrative staff up to your withdrawal date.

After six weeks, no refund will be given. This includes the change from Credit to Audit cost difference.

- ### 2) When your enrolment has been processed, you will be sent a Microsoft Office 365 notification with your @gtc.ac.nz email login details. Please check your spam or junk box if you don't receive it. Microsoft Teams is our communication platform. Log-in instructions can be sent to you if you need help.

3) Distance students must have access to:

- A. Online capabilities (to access Teams and communicate with your tutor)
- B. A web cam (this is to ensure class attendance and communication during class)

- ### 4) Library: We have a library available on-site. You can view book availability via the Grace Theological College website: <http://library.gtc.ac.nz/>



GRACE
THEOLOGICAL
COLLEGE

Equipping, Supporting, Encouraging

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When you borrow a book, please fill out the 'Borrowing Book' in the library, next to the computer. You need to ensure that you record the bar code (not the spine label number) in the book.

If you damage or loose a book, please let us know so that we can assess what should be done.

For distance learners, books can be sent at your expense.

5) Contact details for Accounts:

Rob Allen

027 269 6099

admin@gtc.ac.nz