



# Application For Credit Towards a NaSA Programme Form 2020

Version 1.0

## What are Assessment of Prior Learning, Cross Crediting, and Credit Transfer?

<b><u>Assessment of Prior Learning</u></b>	Assessment of Prior Learning (APL) assesses informal training you received and determines whether you meet the required standards for recognition of that learning.
<b><u>Credit Transfer</u></b>	Credit Transfer means you would like formal (NZQA-Approved) training credited towards a NaSA programme.
<b><u>Cross Crediting</u></b>	Cross Crediting means you are a former NaSA student and would like your previous study with us credited towards another NaSA programme.

See the Enrolment section of our Web site for further information, and please read that information before applying for credit towards one of our programmes. **If you are not sure, please contact us.**

## When Do I Apply for Credit Towards a NaSA Programme?

You must apply for credit towards a NaSA programme **when you first apply for the programme** (submit the Application Form). You cannot apply at a later stage.

## Instructions

**Questions? Please contact us**

Please fill out this form and supply evidence of claims you have made. Please also be aware charges may apply. If you aren't sure whether or not charges apply to you, please contact us.

1. Your evidence must be a **verified copy** or **original academic transcript**. A verified copy is a photocopy of the original **signed and sighted by a Justice of the Peace** or another person with authority to do this. Results notices, interim results, et cetera, will not be accepted as evidence.
2. If you have changed your name from what is listed on any information submitted, you must provide a verified copy of evidence of your name change.
3. Any overseas study must be accompanied by course outlines and any relevant supporting information in English.
4. **NaSA graduates** from 2010 onwards may not need to supply evidence of NaSA training of graduation.
5. Please check [www.nasa.co.nz/fees/](http://www.nasa.co.nz/fees/) for any charges associated with your application.

When filling out this form, please:

- Use a blue or black pen.
- Print answers in NEAT BLOCK LETTERS.
- Initial all pages in the bottom right corner.
- Sign and date the signature part of the form.

**Include this form with your application to study with us. Attach the supporting paperwork and arrange payment with an Operations team member.**

<b>Student name:</b>	<i>Office use only</i>
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**Please complete all relevant sections.**

Students Initials

<b>Personal Details</b>	<b>Print answers CLEARLY and in BLOCK LETTERS</b>		
<b>Legal surname</b>	<input style="width: 100%;" type="text"/>		
<b>Legal first names</b>	<input style="width: 100%;" type="text"/>		
<b>Common name</b>	<i>Which name people normally call you</i>		
<b>Address</b> List your address using NZ Post Guidelines	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
	<input style="width: 60%;" type="text"/>	<b>Postcode</b>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
<b>Cell phone</b>	<input style="width: 25%;" type="text"/>	<b>Landline</b>	<input style="width: 25%;" type="text"/>
<b>Email address</b>	<input style="width: 100%;" type="text"/>		
<b>Date of birth</b>		<b>NZQA number / National Student Number</b>	
<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
Day	Month	Year	

<b>Programme You Are Applying For</b>	<b>Please write the full name and PC Code</b>
<input style="width: 100%; height: 100%;" type="text"/>	

<p>Visit the specific programme page on our Web page to help you with this section.</p>								
<p><b>Which of our courses / components are you applying for credit against?</b> Please use the official titles of each course / component.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 25px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 25px;"></td><td></td></tr> <tr><td style="height: 25px;"></td><td></td></tr> <tr><td style="height: 25px;"></td><td></td></tr> </table>								
<p>You can only apply for a certain number of credits. See the Student Handbook or our Web site for more information on maximum credits awarded during RPL.</p>								

Students Initials
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**I Am Applying For**

- Assessment and Recognition of Prior Learning**
  - If “Yes”, proceed to Assessment of Prior Learning section below.
  - If “No”, continue to answer the next check-box.
  
- Credit Transfer**
  - If “Yes”, proceed to Credit Transfer section on page 4.
  - If “No”, continue to answer the next check-box.
  
- Cross Crediting**
  - If “Yes”, proceed to Cross Crediting section on page 5.
  - If “No”, please contact our Ops team for further advice.

**Assessment of Prior Learning**

**Where did you learn the skills and knowledge you wish to gain Recognition of Prior Learning for?**

**Name of person**

**Company name**

**Address**  
List the address using NZ Post Guidelines

	<b>Postcode</b>				

**Cell phone**       **Landline**

**Email address**

**Which year did you start this training?**      **Year**

**Which year did you complete this training?**      **Year**

**Have you given this person written permission to correspond with us about your previous training?**       Yes       No

You will need to give this person written permission to correspond with us about your training as per the requirements of the Privacy Act 1993 and its subsequent amendments.

**Have you provided us with a written statement from this person to support your claims of having been taught these skills and knowledge?**       Yes       No

You will need to provide a written statement from this person, verifying he or she has taught you these skills and knowledge. The letter needs to have the person’s legal name, signature and date of signature.

Students Initials

**Credit Transfer**

**Which of your previous courses / components are you applying for Credit Transfer against?**

Please use the official titles of each course / component as listed on your transcript or their Web site.

Course / Component Name	Level	Credits

**Tell us more about where you learned the skills and knowledge you wish to have credit-transferred.**

**School name**

**Address**  
List the address using NZ Post Guidelines

**Postcode**

**Phone number**  **Web site**

**Email address**

**Contact name**

**Programme**  **Year**

**Did you successfully complete this programme?**  Yes  No

**Have you provided us with an official transcript or letter?**  Yes  No

You will need to provide a transcript or letter from your previous school to confirm your prior learning.

Students Initials

**Cross Crediting**

**Which of your previous courses / components are you applying for Cross Crediting against?**

Please use the official titles of each course / component as listed on the back of your diploma, if applicable.

Course / Component Name	Level	Credits

Programme

Year

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Did you successfully complete this programme?

Yes  No

**Costs**

These prices were accurate at the time of printing. Please see [www.nasa.co.nz/fees/](http://www.nasa.co.nz/fees/) for current charges.

<b>Assessment of Prior Learning</b>	<ul style="list-style-type: none"> <li>• \$150 application fee (due on application)</li> <li>• \$40 per theory examination (due before the examination)</li> <li>• \$70 per practical examination (due before the examination)</li> </ul>
<b>Credit Transfer</b>	<ul style="list-style-type: none"> <li>• \$150 application fee (due on application)</li> <li>• \$50 per hour research fee</li> </ul>
<b>Cross Crediting</b>	<ul style="list-style-type: none"> <li>• Contact us to discuss your particular case</li> </ul>

**Accepted Payment Types**

You can pay the application fee and associated fees by:

Cash	Visa or Mastercard	Direct deposit	EFTPOS
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Direct deposits can be made to our account 123 148 0065699 00. Please use your surname and first initial in the particulars field and "RPLAPPL" in the code field.

There may be an additional charge for using a credit card.

## Declarations

In this document, the following substitutions will apply:

- The applicant is herein referred to as “you”
- Aesthetics House Limited, trading as The National School of Aesthetics, is herein referred to as “we”

### Important Information

When you submit this application form and any information, we do not automatically grant you credit towards our programme you have applied for; however, if you complete this form properly and submit the requested information with it to our standard, we may start the application process. If your submission is missing any items, it may delay your application. Please ensure you follow the procedures we sent to you.

**We keep this information on file for 10 years for auditing purposes** as required by the Tertiary Education Commission and other government and governing bodies **so we cannot return any of this to you.**

### Your Declaration

- You understand completion and submission of this form and required documentation does not guarantee you credit towards our programme you have applied for.
- You give us permission to perform any relevant academic background checks to support your application.
- You understand **making a false declaration is an offence under the Crimes Act 1961**. We reserve the right to expel you (without refund) if you have made a false declaration or misrepresent yourself.

**Your declaration also indicates you understand if you submit your application (complete or uncomplete) and take no further action, or withdraw it at any stage, we reserve the right to charge you for additional expenses we incur as a result. See [www.nasa.co.nz/fees/](http://www.nasa.co.nz/fees/) for exact fees. Your signature indicates you agree to pay these fees.**

### Fees Payable

You agree to pay the application fee, where applicable, for this service and all and any further charges associated with this service as those fees become due. You cannot pay for this service by Student Loan or other Government funding. Fees, charges and rates can be found at [www.nasa.co.nz/fees/](http://www.nasa.co.nz/fees/)

You understand that payment of the application fee and any further charges does not indicate your application for credit towards a NaSA programme will necessarily be successful.

### Privacy Statement

Our collection, use, storage, disclosure and correction of personal information is governed by The Privacy Act 1993. Personal information means information about an identifiable individual and we comply with the obligations of this legislation.

We take all reasonable precautions to guard against unauthorised access to confidential and personal information including the loss, misuse and alteration of the information we hold. We will use best endeavours to keep personal information confidential and will not sell or otherwise provide your personal information to a third party for any purpose which is not incidental to your use of our services, unless you consent to its disclosure or we are legally required to disclose it, whether by a court of competent jurisdiction or as a result of the legislation itself. When the personal information is no longer required for the purposes for which it was collected, we may delete it.

Personal information you supply to us will be used for the purposes of The National School of Aesthetics including student administration, provision of services and the dissemination of information to staff and in order to appraise you of the services we can offer. It will assist us in providing the services you request, to process any communications you request and assist in any other use that you authorise.

We will use reasonable endeavours to maintain accurate, up-to-date information regarding students and staff. If you believe the personal information held about you is inaccurate and requires correction or if you require copies of the personal information we hold, please contact one of the Operations team members.

## Checklist

- Have you included proof of study / qualification(s), where required?**  Yes  No
- Have you paid the \$150 application fee, if required?**  Yes  No

**Your Signature and Your Guardian's Signature (Where Applicable)**

Your signature verifies your understanding of the information and the declaration and verifies you agree to the terms and conditions listed here and in our supporting documentation and on our Web site.

**If you are under 18 years old**, your legal guardian will need to initial all pages and sign this document.

**Your Signature**

**Date**

Day		Month		Year			

**Guardian's Signature**

**Date**

Day		Month		Year			

**Signature on Behalf of the National School of Aesthetics**

**NaSA Signature**

**Date**

Day		Month		Year			

**Return This Completed Form with Supporting Documentation to:**

**Postal Address**

*Post only*

Admissions  
The National School of Aesthetics  
PO Box 1582  
Christchurch 8140

**Physical Address**

*No postal delivery*

Admissions  
The National School of Aesthetics  
134 Antigua Street  
Addington  
Christchurch 8024