



**WELLPARK**  
COLLEGE OF NATURAL THERAPIES

**Wellpark College of Natural Therapies**

14 Mills Lane, Albany, Auckland 0632

PO Box 301320, Albany, Auckland 0752

Phone: +64 (9) 360 0560

reception@wellpark.co.nz

**ALTERNATIVE STUDY CONTRACT - APPLICATION FORM**

This Alternative Study Contract Form is used in instances where a student is going to (or has already) missed content of their course(s). The Application Form is to be filled in **by the student with the Programme Leader** and handed to Faculty Support. The application will be discussed at an Education Sub-committee (ESC) meeting. The student will receive a reply after all implications are considered. Approval is not guaranteed, and application of deferral of a Programme of Study may be preferable. Deferrals may be approved or declined on an individual basis by the Management Team.

**Student Name** ..... **Student ID** .....

**Date** .....

**Programme of Study** .....

**Date commenced Programme of Study** .....

**Expected date of completion of this study** .....

**Full time or Part-time?**

**On campus or Off campus?**

**Courses affected - student is going to (or has already) missed the following courses.**

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**% Attendance of each course (number of sessions) and dates of expected non-attendance for each course (request this information from Faculty Support).**

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**Reason(s) why courses are missed and alternative study contract is needed?**

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I ..... (Insert student's full names) understand and agree to abide by the terms and conditions outlined above.

(Sign here) ..... (Date) .....

I ..... (Insert Programme Leader's full name) have fully explained all Wellpark processes and regulations for an alternative study contract.

(Sign here) ..... (Date) .....

I ..... (Insert Faculty Support full name) understand that the Wellpark College processes and regulations in regards the Alternative Study Contract - Application Form have been explained by the Programme Leader to the student.

(Sign here) ..... (Date) .....

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**ADMINISTRATION USE ONLY**

- ✓ Programme Leader to return signed Form to Faculty Support for tabling at the next ESC Meeting
- ✓ Faculty Support confirms approved external tutor with the student
- ✓ Faculty Support confirms any content or assessment dates are correct
- ✓ Programme Leader advises Tutors of students alternative study pathway
- ✓ Form tabled at Education Subcommittee meeting
- ✓ Faculty Support informs student of outcome via email from SMS
- ✓ Faculty Support stores Form with students SMS file      Date .....