



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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**APPLICATION FOR TEMPORARY OFF-CAMPUS STUDY STATUS
(EMERGENCY)**

Students, who require a temporary change to enrolment status from on-campus to off-campus due to emergency circumstances (e.g. pandemic, road closures, medical or whanau emergencies), are to complete this application and **send for processing to the Faculty Support.**

The Faculty Support will discuss this application with the Programme Leader and then the request for a temporary change to study status goes to the Education Sub-committee (ESC) for decision whether to approve or deny the request. Approval is not guaranteed.

- The temporary off-campus study status is for a two week period only
- This does not apply to immersion

Student

You must provide evidence to support this request

1. If approved a temporary variation to your student on campus status will be granted for a two week period only
 - a. You must attend live classes to gain attendance during this approve period
 - b. This will be monitored by Faculty Support
2. If denied an appeal can be lodged to Management under the conditions listed on the form.

Fees: There is no charge for this application.

Please ensure you complete and sign the form for processing.

STUDENT NAME: _____ STUDENT ID: _____

NAME OF QUALIFICATION: _____ DATE: ____/____/____

STUDENT SIGNATURE: _____

I would like to change my Enrolment Status Temporarily from (On campus) to (Off campus)

From: _____ To: _____

STUDENT TO COMPLETE

Please provide details about your reasons:

Please attach evidence:

PROGRAMME LEADER

1. Programme Leader to assess any impacts on course delivery; student learning and achievement and discuss with the student
2. PL recommendation for Education Sub Committee and give completed form to Faculty Support

Education Subcommittee Decision

Approved / Declined

Date _____

Comments

ESC Chair name and signature _____

ADMINISTRATION USE ONLY

Faculty Support (FS) complete the following tasks and date when completed.

Notify the student of the outcome **Date** _____

Notify relevant tutors **Date** _____

Upload this Form to the SMS **Date** _____