

Collection of this information is required by the Tertiary Education Commission for anyone enrolling in a programme receiving tertiary funding. It will be stored securely in the Association files and access limited to Association and Playcentre Education personnel for the purpose of administering the training programme or confirming centre licensing qualifications. It may also be released to NZQA, MOE or TEC personnel upon request during audit processes.

Playcentre Education

Transfer/Withdrawal form



Name: _____ Current Phone no: _____

Current Address: _____ Current Centre: _____

Date of Birth: _____ Course Enrolled in: _____ Date Enrolled: _____

Reason for withdrawal or transfer: [please circle one]

Left playcentre

Family circumstances

Transfer to another association

Breach of code of conduct

Transfers only:

Source association _____ Centre Attended: _____

Courses Completed: _____ Destination centre/association _____

I request that my training record be sent to the destination Association Education Team as soon as possible.

Trainee Signature: _____ Date: _____

Office Use Only: Confirmation of withdrawal/ transfer

Withdrawal yes / no Transfer yes / no P Ed ID (if known) _____ -

Association ID No: _____ New Association ID: _____

Course/modules currently enrolled in (If applicable)					
Current Enrolment Activated: Yes No					

Assessment and workshop records.

Attach a current full training record identifying 1) courses and modules already completed, 2) requirements completed for course or modules currently enrolled in and 3) pending enrolment forms (forms for course or modules currently enrolled in and awaiting activation)

Staff signature: _____ Position: _____