



New Zealand
Centre for Fine Woodworking

ENROLMENT FORM

2025 FURNITURE MAKERS' PROGRAMME

Please complete this form in block capitals

- Please complete all relevant sections and include all attachments – incomplete applications will not be processed
- Your completed application can be sent by email to info@cfw.co.nz or post to Centre for Fine Woodworking Trust, 465 Main Road, R.D.1 Wakapuaka, Nelson 7071, New Zealand

STUDENT DETAILS:	
Family Name:	
First Name:	
Preferred Name:	Passport No:
Date of Birth:	Country of Issue:
CONTACT DETAILS:	
Home Address	
Mobile No:	
Email address:	
EMERGENCY CONTACT DETAILS:	
Please give us details of the person you would like us to contact in case of any emergency	
Name:	
Relationship to you:	
Mobile No.	
Email address:	
HEALTH & WELLBEING:	
<p>This information is strictly confidential and will only be used in cases of emergency where medical intervention is required. Please declare all medication you take and details of any allergies – this is purely so we can share this information should medical intervention be necessary.</p> <p>Do you have any ongoing health issue or a disability that we should know about? If so, please indicate below:</p>	
Hearing impairment	
Visual	
Physical	
Allergic Reaction	
Learning	
Mental Illness/ Anxiety/Depression	
Medical Condition	
Dietary restrictions / food intolerances / cultural or religious	
Do you take any medication?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you take any medication that prevents you from operating machinery?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any health issues that we need to know about so that we can support you to complete the course successfully?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If you have ticked yes to any of the above listed medical issues, please provide specific and full details of medication or preventative allergy items you carry with you such as an EpiPen.</p>	
<p>This specific information is gathered purely for the health, safety and well-being of everyone involved in the programme, and will be treated with the utmost confidentiality, stored securely and destroyed at the end of the year. Thank you for your co-operation.</p>	

FOR NON-NEW ZEALAND STUDENTS

Is English your first language?

* YES * No

If no, please attach evidence of the level attained

Type of Visa applying for:

You will be required to show evidence that your visa is valid for the duration of the course

SUPPORTING DOCUMENTATION:

Your application will only be processed if all of the following documents are included:-

- A covering letter, email or CV with your application outlining your background, experience, reasons for wanting to enrol on the Furniture Makers' Programme and what you want to achieve from attending the programme. Please include any photos relevant of work you have produced (if applicable)
- Two separate written character references from someone who has known you for more than two years, e.g. a former employer, teacher or work colleague who can vouch for your character, work ethic and commitment who is not a family member
- Proof of level attained if English is not your first language

PAYMENT:

The course fee for the 2025 Furniture Makers' Programme is \$27995. Places on the programme are strictly limited to eight students per year. If you are offered a place on the programme you will be invoiced for the non-refundable registration fee of \$350 which will hold your place on the course until 1st December 2024 at which point a 25% deposit of the full course fee is due for payment.

- \$350 Registration fee due on or before 1st October 2024
- 25% Non-refundable deposit is due on 1st December 2024
- The balance of the full course fee is due on 1st February 2025

Please note the following before signing :-

- Any payments made by credit cards will incur a 2% surcharge
- Any payments made by Paypal will incur a 3.5% surcharge
- Late payment of registration fee and/or deposit may jeopardise your place on the programme
- Deposits and registration fees are non-refundable
- Please read below our refund policy

DECLARATION

- I declare all information provided on this form and in support of my application is true and complete
- I agree to full class attendance and am fully committed to this intensive programme
- I agree to comply with the rules and policies of the Centre for Fine Woodworking throughout the programme
- I acknowledge and accept the Terms & Conditions and Refund Policy as explained on Page 3 of this document and understand that there is no refund for withdrawals once the programme has commenced
- My enrolment is not complete until all relevant course fee deposits have been paid
- In signing this enrolment form, I undertake to pay all fees in full as they are due

Signed :

Date:

TERMS & CONDITIONS OF ENROLMENT 2025 FURNITURE MAKERS' PROGRAMME

These terms and conditions should be read and understood, and although wherever possible we will try to be understanding of any change of circumstances, full time students should appreciate that the places on the programme are strictly limited.

Please consider these conditions carefully before applying.

FEES

- The payment of the registration fee of \$350 due on or before 1st October 2024 will reserve your place on the 2025 Furniture Makers' Programme until 1st December 2024 when you will be required to make the deposit. The registration fee is non-refundable and is not part of the course fee
- On 1st December 2024 a 25% non-refundable deposit is due for payment in order to reserve your place on the programme until the balance of the course fee is paid on 1st February 2025.
- Your enrolment and acceptance on the programme will be confirmed once this deposit has been received.
- On 1st February 2025 the full balance of the course fee is due for payment
- All bank charges on overseas transactions are the responsibility of the student

REFUNDS

Refunds of course fees will only be made in accordance with the Centre for Fine Woodworking [Refund Policy](#) :

- By accepting a place on the Furniture Makers' Programme at the Centre for Fine Woodworking, a student enters a contract for the duration of the course. This contract means there is an obligation to pay the fee for the full programme by 1st February 2024 and late payment may jeopardise your place on the course.
- There is no automatic right to a refund of course fees if a student changes his/her mind about attending the Centre for Fine Woodworking's Furniture Makers' Programme
- Where exceptional circumstances necessitate withdrawal from the programme, the Centre for Fine Woodworking may, after consideration of the exceptional circumstances and timeframe, approve an appropriate refund less the deposit and an administration fee of \$250. Information to support the claim for exceptional circumstances must be supplied in writing
- Any students who have paid a course fee and the course is subsequently cancelled will receive a full refund

I fully understand and agree to the above refund policy:

Signed:

Date: