

Quick Reference Guide

How to find Academic Forms

Overview	<p>This <i>Quick Reference Guide</i> will step you through accessing the online forms available to you as you progress through your study.</p> <p>You must first login to the NZIHF database. Once logged in you will have access to your Certificate III or IV in Fitness Homepage Menu.</p> <p>There are a variety of forms available online, from requesting to defer study, re-commence study, provide feedback, complaints and appeals to obtaining a replacement Certificate and more</p> <p>In doubt about which form you should complete? Just ask your friendly Tutor who will point you in the right direction</p>
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Find Academic Forms using the Certificate in Fitness Homepage option

The following steps describe how to access the relevant online Academic Forms dependant on which certificate you are currently studying for.	
Steps	Description
1	<p>Click on the required Certificate in Fitness Homepage option within the menu box located to the right hand side of the screen</p> <div data-bbox="727 1423 987 1575"> <p>Certificate III in Fitness Homepage</p> <p>Certificate IV in Fitness Homepage</p> </div> <p><i>Note: You will be taken to the relevant Certificate in Fitness Homepage</i></p>
2	<p>Click on the Academic Forms button</p> <div data-bbox="662 1764 1055 1858"> <p>Academic Forms</p> </div> <p><i>Note: You will be taken to the Forms page</i></p>

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Forms can be accessed **one of 3 ways**

1. **Click on the title** of the form required. (Each title hyperlinks to the form)
2. **Click on Read More...**
3. **Click on the form** required from within the **NZIHF Forms navigation menu** to the right

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Forms

by Linda — last modified Sep 22, 2014 10:08 PM

This page contains a full list of forms you may need when dealing with NZIHF. Please ensure that when you complete a form, you make sure you fill in all fields accurately. This will greatly assist us to provide you with a timely response!

Withdrawal Form for NZIHF Programmes

Read More...

Refund Request Form

You are entitled to request a refund or waiver of Course Fees if you withdraw once your place on the course is confirmed (within 10 days of the first Tutorial or greater than 24 hours after the induction session for late enrolments), or after your course has started. Refunds are uncommon, however may be approved in special circumstances.


NZIHF Forms

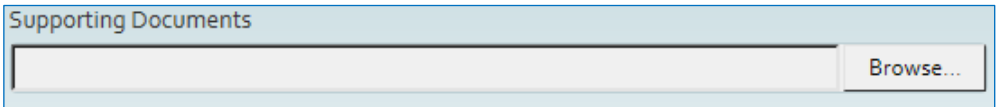
- Refund Request Form
- Request to Defer Study
- Request to Re-commence Study
- Request for Recognition of Prior Learning (RPL) or Credit Transfer
- Request for Special Assistance
- Complaints and Appeals Form
- Feedback Form
- Accident and Injury Report Form

Note: the required online form will be displayed

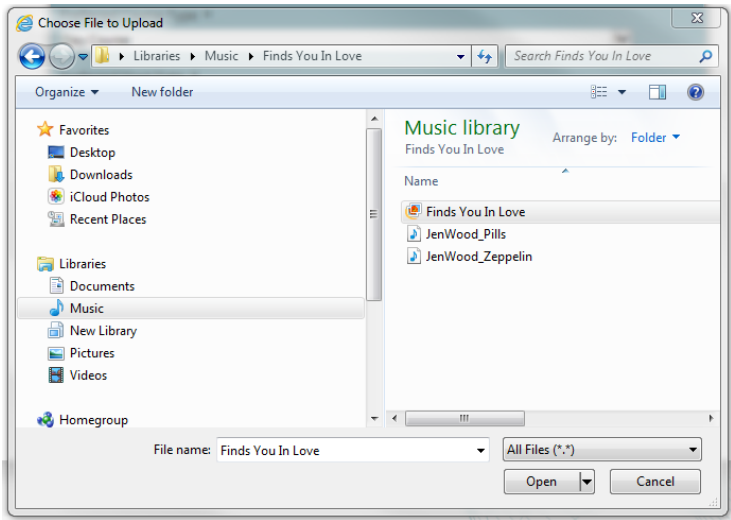
How to Complete the Online Form Selected

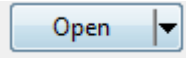
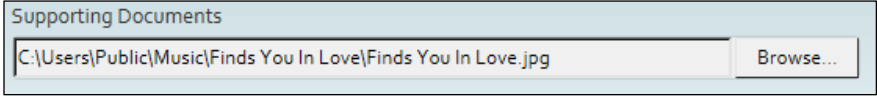
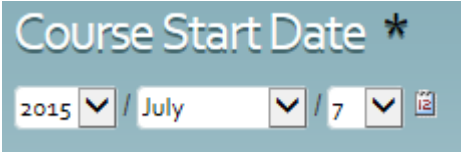



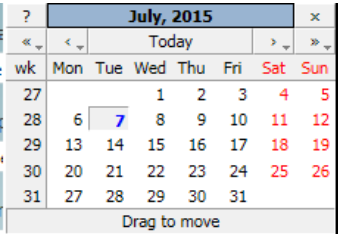




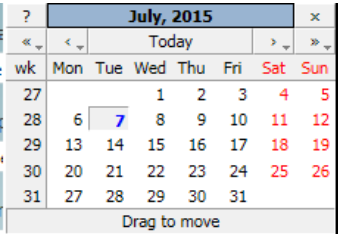




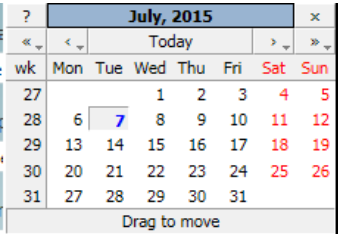

The following steps describe **how to complete** the online Academic Forms you selected.

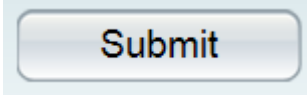
Steps	Description
2	<p>Complete all required fields accurately. Mandatory fields are marked with an * beside the title of the field</p> <p>Eg entry in the Daytime Phone field is mandatory</p> 

3	<p>Upload documents as required by clicking on the Browse button.</p>  <p><i>Note: The Choose File to Upload window will be presented</i></p>
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The following steps describe **how to upload a document** (if required)

Steps	Description
1	<p>From the Choose File to Upload window click on the file that needs to be uploaded. The title of the file will be displayed within the File name field</p> 

2	<p>Click on the Open button</p>  <p><i>Note: the pathway to the file selected will be displayed within the applicable field</i></p>						
3	<p>Check the file you have selected is the correct</p> 						
4	<p>Complete Date fields as required.</p>  <p>There are 2 options for entering dates.</p> <ol style="list-style-type: none"> 1. Individually entering the Year, Month and Day 2. Selecting the date from the calendar function <table border="1"> <thead> <tr> <th>Option</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1</td><td>Click on the downward pointing arrow next to the year, month or day. Then select the required value from the drop list.</td></tr> <tr> <td>2</td><td> <p>Click on the small Calendar Icon next to the date fields . A calendar will be displayed. Using the arrow buttons   move to the required month.</p> <p>Click on the day required.</p>   <p><i>Note: The date selected will populate the year, month, day fields</i></p> </td></tr> </tbody> </table>	Option	Description	1	Click on the downward pointing arrow next to the year, month or day. Then select the required value from the drop list.	2	<p>Click on the small Calendar Icon next to the date fields . A calendar will be displayed. Using the arrow buttons   move to the required month.</p> <p>Click on the day required.</p>   <p><i>Note: The date selected will populate the year, month, day fields</i></p>
Option	Description						
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2	<p>Click on the small Calendar Icon next to the date fields . A calendar will be displayed. Using the arrow buttons   move to the required month.</p> <p>Click on the day required.</p>   <p><i>Note: The date selected will populate the year, month, day fields</i></p>						

5	<p>Click on the Submit button</p>  <p><i>Note the form is submitted and the Thank You page will be displayed</i></p>
6	<p>The Thank You page is displayed with the details you entered into the form. If for any reason the information you entered was incorrect please contact your Tutor to rectify.</p> 