

## COURSE COSTS

All pricing in NZ \$

Enrolment fee for all courses	\$150
Materials fee for all courses	\$75

## GENERAL ENGLISH

Full-time intensive (25 x 60 minutes)	\$395 per week
Full-time semester programme (minimum 12 weeks)	\$365 per week
Part-time (15 x 60 minutes)	\$295 per week

## BUSINESS ENGLISH

6 weeks	\$2,370 per course
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## IELTS PREPARATION

6 weeks	\$2,370 per course
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## CAMBRIDGE EXAMINATION COURSES

10-week Cambridge courses	\$3,950
12-week Cambridge courses	\$4,740

## TESOL COURSES

TESOL / Cambridge TKT (6-week course)	\$2,400
Cambridge CELTA (4-week course)	\$3,000
Cambridge DELTA – please contact CCEL for course fees and dates	

## EXAMINATION FEES (APPROXIMATE COSTS)

IELTS	\$340
Cambridge PET	\$280
Cambridge FCE and CAE	\$300
TESOL / Cambridge TKT	\$250

Course fees for IELTS preparation and Cambridge courses do not include exam fees. Minimum numbers (5 students per class) apply to Business English, IELTS Preparation and Cambridge courses.

## PROVIDED AT NO EXTRA CHARGE

- Access to University of Canterbury libraries and cafeterias
- Advice about further study in New Zealand
- Free grammar book on arrival
- Digital listening lab
- Email and internet use at CCEL
- Wireless internet access at CCEL
- Sports activities on campus
- Conversation club
- Counselling services in students' own language
- Access to CCEL nurse
- Help with opening a New Zealand bank account

## OTHER EXPENSES

### ACCOMMODATION COSTS

Homestay weekly charge*	\$210
Homestay extra night charge	\$30
Sonoda residence weekly charge	\$200
Airport pickup upon arrival	\$25

\* Includes weekly service fee

### ACCOMMODATION PLACEMENT FEES:

Walking zone*	\$280
Bus zone**	\$80

\* Walking zone - up to 2.5 kilometres from CCEL (subject to availability)

\*\* Bus zone - up to a 45-minute ride (average 20 minutes)

### LIVING EXPENSES (APPROXIMATE COSTS)

The prices below are estimates of some living expenses and are only provided as a guide.

Lunch	\$9 per day
Social/recreational activities (optional)	\$25 per week
Bus ride (concession cards are available)	\$4 per day

Flating - sharing a private flat (usually unfurnished) can cost \$120 per week. This depends on the number of people sharing the flat and would not usually include food or utilities (electricity, telephone etc). Private flats (usually unfurnished) cost more, starting from \$200 per week.

## HOW TO ENROL

1. Complete the enrolment form and send it directly to CCEL (Christchurch College of English Limited) at the address below.
2. We will send an invoice stating the fees to be paid.
3. Send us the fees either by telegraphic transfer or bank cheque.

Our bank Trust Account is:

Bank of New Zealand: 020874-0142595-02  
Swift Code: BKNZ22

When we receive the fees we will send a receipt, an Offer of Place, and homestay information if required. We require a minimum of 2 weeks' notice of enrolments that require homestay or Sonoda accommodation.

### CCEL

PO Box 31212, Christchurch 8444, New Zealand

Phone: +64 3 343 3790

Fax: +64 3 343 3791

Email: [study@ccel.co.nz](mailto:study@ccel.co.nz)

This course and enrolment information is valid for 2010. We look forward to receiving your enrolment.

# Enrolment Guide 2010

## START DATES

### GENERAL ENGLISH START DATES 2010

Students can start on any Monday (or Tuesday when Monday is a public holiday).

### BUSINESS ENGLISH START DATES 2010

4 January	15 February
29 March	10 May
21 June	2 August
13 September	26 October

### IELTS PREPARATION START DATES 2010

4 January	15 February
29 March	10 May
21 June	2 August
13 September	26 October

### CAMBRIDGE COURSE DATES 2010

#### PET

15 March - 4 June	13 September - 3 December
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#### FCE, CAE

4 January - 12 March (10-week course)	
22 March - 11 June	13 September - 3 December

### TESOL COURSE DATES 2010

#### TESOL / Cambridge TKT

11 January – 19 February	29 March – 7 May
21 June – 30 July	2 August – 10 September
26 October – 3 December	

#### Cambridge CELTA

11 January - 5 February	28 May - 25 June
30 August - 24 September	29 October - 26 November

#### Cambridge DELTA

Cambridge DELTA - please see <a href="http://www.ccel.co.nz">www.ccel.co.nz</a> for 2010 DELTA course dates and fees.
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CCEL is closed on weekends and the following 2010 public holidays:

- 1 January
- 5 April
- 25 October
- 25 - 31 December
- 2 April
- 7 June
- 12 November

The 2010 school year will begin on Monday 4 January 2010. CCEL will be closed from 25 December 2010 to 2 January 2011. The 2011 school year will begin on 3 January 2011.

## CONDITIONS OF ENROLMENT

### COURSES

1. CCEL reserves the right to change course arrangements without prior notice.
- 1.1 The minimum age for acceptance on individual programmes is 15.

### PAYMENT OF FEES

- 2.1 2010 fees include all taxes where appropriate. Fees may be altered in certain circumstances e.g. a change in tax.
- 2.2 Fees must be paid in full, in advance, for the period of study requested on the enrolment form.
- 2.3 All fees are calculated in complete weeks and any part of a week is counted as a full week. No compensation is given for public holidays when CCEL is closed.

### CANCELLATION AND REFUNDS

- 3.1 If this enrolment is cancelled before the nominated starting date, fees will be refunded except for the enrolment and homestay placement fees or 10% of payment, whichever is the lesser.
- 3.2 For courses of up to four weeks if the student withdraws within the first two days of the course 50% of the tuition fees will be refunded.
- 3.3 For courses of five to eleven weeks if the student withdraws within the first five days of the course 75% of the tuition fees will be refunded.
- 3.4 For courses of twelve weeks or more if the student withdraws within the first seven days after the first day of study, the fees will be refunded except for \$NZ500 or 10% whichever is the lesser.
- 3.5 After the above withdrawal deadlines no fees except for unused homestay fees will be refunded. We do not refund fees or give a free extension of the course if the student:
  - Arrives late for the course without notifying CCEL
  - Takes time off during the course (unless by prior agreement as set out in clauses 4.1, 4.2, and 4.3)
  - Leaves before the course is finishedWe do not give extra weeks of part-time study in place of pre-paid full-time study. CCEL reserves the right to alter its refund policy in the event of a change to New Zealand legislation.
- 3.6 If CCEL requires a student to leave for not complying with the conditions of enrolment, tuition fees will not be refunded if such requirement is after the first eight days of study.
- 3.7 Student fee protection - CCEL complies with NZQA requirements to protect student fees. Student fees are not at risk in the event of the closure of the CCEL. Fees received are placed in a trust account and the trustee's contact details are:

Neil Stevenson,  
Neil Stevenson and Co Ltd,  
128 Riccarton Rd, Christchurch, New Zealand  
Phone: +64 3 341 2013  
Email: [neils@nls.co.nz](mailto:neils@nls.co.nz)

### HOLIDAY DURING COURSES

- 4.1 A maximum of two weeks' holiday without loss of tuition fees may be taken for each 24 weeks of study. No refunds or extension of course will be granted for holidays in excess of this allowance.
- 4.2 At least one week's notice of a request for leave must be given. If not, holiday credit may not be given and tuition fees will be lost.
- 4.3 Extensions because of holidays can only be given in General English courses.

### ACCOMMODATION

- 5.1 A minimum of 4 weeks' homestay must be paid in advance with a first-time enrolment. After that, CCEL homestay fees must be paid in advance. Payments must match the amount on the invoice.
- 5.2 If the student leaves CCEL homestay accommodation early, both the host family and CCEL must receive one week's notice of the student's intention to leave. CCEL will refund the balance of any remaining pre-paid homestay fees, minus any costs recoverable by CCEL.
- 5.3 CCEL requires a minimum of 2 weeks' notice of enrolments that require homestay or Sonoda accommodation. Walking zone homestay and Sonoda campus residence accommodation is subject to availability.
- 5.4 An accommodation change fee of \$NZ100 will be charged by CCEL.

### ATTENDANCE AND BEHAVIOUR

- 6.1 The student is expected to attend all lessons punctually and must comply with the conditions of his/her permit to stay in New Zealand.
- 6.2 The student must behave considerately both at CCEL and in homestay.
- 6.3 The student must obey the laws of New Zealand, including New Zealand's driver licensing requirements and Road Code.
- 6.4 Failure to comply with these conditions may result in the student having their course of study terminated by CCEL and notification of this given to the New Zealand Immigration Service.

### LIABILITY AND INSURANCE

- 7.1 It is the responsibility of the student to ensure that he/she has adequate medical and travel insurance. CCEL cannot be held responsible for any sickness, injury, damage or loss incurred (including loss of fees) within CCEL or on CCEL activities or tours.
- 7.2 Students must provide evidence of appropriate and current medical and travel insurance. This insurance must cover the full length of time spent in New Zealand. Overseas insurance policies will only be accepted with an English translation.
- 7.3 CCEL will keep a record of each student's policy.
- 7.4 CCEL shall not be liable if the services we state we offer cannot be provided for reasons beyond our control.
- 7.5 By accepting the conditions of enrolment the student agrees to the free use of their image and written references in CCEL promotional material.

### GRIEVANCE PROCEDURES

- 8.1 If the student wishes to make a complaint, he/she should see the CCEL General Manager. If the problem cannot be resolved by the General Manager, the CCEL Managing Director may be consulted. CCEL is a member of English New Zealand. If the student's complaint cannot be resolved by CCEL staff, he/she can contact English New Zealand for help by visiting [www.englishnewzealand.co.nz](http://www.englishnewzealand.co.nz)
- 8.2 CCEL is a signatory of the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students.

Complaints may be made to the New Zealand International Educational Appeal Authority.

Complaints regarding course delivery can be made to:

- The New Zealand Qualifications Authority  
PO Box 160, Wellington  
Phone: 0800 QA HELP
- International Education Appeal Authority (IEAA)  
PO Box 12083, Wellington  
Phone: 04 462 6660  
Fax: 04 462 6686

- IEAA  
C/- New Zealand Ministry of Education  
Private Bag 92644  
Symonds Street  
Auckland  
Phone: 09 632 9513  
Fax: 09 632 9456

### IMMIGRATION REQUIREMENTS

For immigration details, please contact the nearest New Zealand Embassy or Government Representative, or visit the web site [www.immigration.govt.nz](http://www.immigration.govt.nz)

PERSONAL DETAILS			
Family Name	Given Name(s)		
Date of Birth	<input type="radio"/> Male <input type="radio"/> Female	Nationality	
Address (student)			
Address (student or parent) in country of origin (if different from above)			
Telephone	Fax	Email	
Future study plans in New Zealand <input type="radio"/> Foundation Studies <input type="radio"/> University <input type="radio"/> High School <input type="radio"/> Other <input type="radio"/> None			
COURSE REQUIRED			
<input type="radio"/> General English Start date:	<input type="radio"/> Full-time No. of weeks	<input type="radio"/> Part-time Start date:	
<input type="radio"/> Cambridge* Start date:	<input type="radio"/> PET <input type="radio"/> FCE <input type="radio"/> CAE	<input type="radio"/> Business English* Start date:	
		<input type="radio"/> IELTS Preparation* Start date:	
		<input type="radio"/> TESOL / Cambridge TKT* Start date:	
* Minimum entry level required for these courses			
INSURANCE			
It is compulsory for students to have travel and medical insurance cover. CCEL can arrange a policy for you, or you can arrange suitable cover in your own country. If you arrange your own insurance cover you must provide CCEL with a copy of the policy in English. Insurance cover is subject to acceptance by the insurance company and costs are subject to change. The policy and conditions can be viewed at <a href="http://www.orbitprotect.com">http://www.orbitprotect.com</a> and you can also visit this website to see other monthly options and costs. Students transferring to university courses may be required to purchase a university approved policy.			
<input type="radio"/> I will arrange my own insurance	<input type="radio"/> Please arrange insurance cover for _____ months		
ACCOMMODATION REQUIREMENTS (TICK AS APPLICABLE)			
<input type="radio"/> I will arrange my own accommodation	<input type="radio"/> I require a host family arranged by CCEL No. of weeks _____ <input type="radio"/> Walking zone <input type="radio"/> Bus zone		
Airport pick up on arrival <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> I require Sonoda campus residence accommodation No. of weeks _____		
ABOUT YOU			
Personal Interests/Hobbies	Do you smoke? <input type="radio"/> Yes <input type="radio"/> No		
List any foods you cannot eat	List any medical conditions or allergies		
Additional requests / comments			
DECLARATION		Consultant's Stamp	
I am aware of the Code of Practice Summary and have read and accept the conditions of enrolment. The conditions of enrolment can be viewed at <a href="http://www.ccel.co.nz">www.ccel.co.nz</a>			
Signed	(the student)		Date
Signed	(the guardian - for students under 18 years of age)		Date



**SEND THIS FORM TO:**

**CCEL (Christchurch College of English Limited)**

University of Canterbury Campus

Solway Ave, Christchurch

PO Box 31212, Christchurch 8444, New Zealand

Phone: +64 3 343 3790 Fax: +64 3 343 3791

Email: [study@ccel.co.nz](mailto:study@ccel.co.nz)

[www.ccel.co.nz](http://www.ccel.co.nz)

