

Enrolment Form 2013

CCEL
CHRISTCHURCH & AUCKLAND

**COLLEGE OF
ENGLISH**

IN PARTNERSHIP WITH THE UNIVERSITY OF CANTERBURY

Which location/s do you want to enrol at? Christchurch Auckland

PERSONAL DETAILS			
Family Name		Given Name(s)	
Date of Birth	<input type="radio"/> Male <input type="radio"/> Female	Nationality	Passport Number
Address (student)			
Emergency contacts (name and address) in country of origin or in New Zealand			
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"/> None <input type="radio"/> Other			
Previous English study		Years	Months
International English exams already taken		Exam mark received	

COURSE REQUIRED			
<input type="radio"/> General English Start date:	<input type="radio"/> Full-time	<input type="radio"/> Part-time No. of weeks	<input type="radio"/> Business English* (Christchurch only) Start date:
<input type="radio"/> Cambridge* Start date:	<input type="radio"/> PET	<input type="radio"/> FCE	<input type="radio"/> CAE
<input type="radio"/> IELTS Preparation* (Christchurch only) Start date:	<input type="radio"/> TESOL / Cambridge TKT* (Christchurch only) Start date:		
<input type="radio"/> English for Academic Purposes* (Auckland only) Start date:			

*Minimum entry level required for these courses

INSURANCE	
It is compulsory for students to have travel and medical insurance cover. We strongly recommend ordering an insurance policy through us. 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 http://www.orbitprotect.com 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"/> Please arrange a CCEL homestay for me from _____ to _____	List any medical conditions or allergies
<input type="radio"/> Walking zone (Christchurch only) <input type="radio"/> Bus zone	List any foods you cannot eat
<input type="radio"/> I need student residence accommodation from _____ to _____	Occupation
<input type="radio"/> Airport pick up on arrival? <input type="radio"/> Yes <input type="radio"/> No	Do you smoke? <input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Personal interests/hobbies	
Additional requests / comments	

<input type="radio"/> I will arrange my own accommodation

DECLARATION			
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 www.ccel.co.nz			Constulant's Stamp
Signed	(the student)	Date	
Signed	(parent/ guardian - for students under 18 years of age)	Date	

Course Information

Course name	Campus	Hours per week	Start date	Number of weeks	Levels available	Course price \$NZ	Placement and assessment
General English Part-time	Christchurch Auckland	15	Every Monday (or Tuesday, when Monday is a public holiday)	2 - 50	100 - 600 A1 - C1	\$305 per week	You will take a placement test on the first day of the course and join a class with other students at the same level. Assessment is continuous throughout the course. CCEL students are tested every 6 weeks and receive individual progress reports.
General English Full-time	Christchurch Auckland	23 + 2**	Every Monday (or Tuesday, when Monday is a public holiday)	2 - 50	100 - 600 A1 - C1	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+)	
IELTS Exam Preparation	Christchurch	23 + 2**	07 January 18 February 02 April 13 May 24 June 05 August 16 September 29 October	6	400 - 600 B1 - C1	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+) Exam Fee \$360 (Approximate Cost)	Minimum entry levels apply. Placement in these courses depends on a level assessment which can be taken overseas before arriving in New Zealand.
Business English	Christchurch	23 + 2**	07 January 18 February 02 April 13 May 24 June 05 August 16 September 29 October	6	400 - 600 B1 - C1	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+)	
English for Academic Purposes (EAP)	Auckland	20 + 5 hours of online study	07 January 02 April 01 July 30 September	12	400 - 600 B1 - C1	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+)	
Cambridge Exam Preparation - PET	Christchurch Auckland	23 + 2**	11 March 09 September	12	300 A2+	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+) + \$550 Cambridge Exam Preparation course supplement*	
Cambridge Exam Preparation - FCE	Christchurch Auckland	23 + 2**	07 January 18 March 03 June 09 September	10 12	400+ B1+	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+) + \$550 Cambridge Exam Preparation course supplement*	Minimum entry levels apply. Placement in all Cambridge courses depends on level assessment. Assessment for entry to Cambridge Exam courses can be taken overseas before arriving in New Zealand.
Cambridge Exam Preparation - CAE	Christchurch Auckland	23 + 2**	07 January 18 March 03 June 09 September	10 12	500+ B2	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+) + \$550 Cambridge Exam Preparation course supplement*	
TESOL/ Cambridge TKT	Christchurch	23 + 2**	07 January 02 April 01 July 23 September	8	400 - 600 B1 - C1	\$405 per week (2 – 11 weeks) \$380 per week (12 weeks+) + \$550 Cambridge Exam Preparation course supplement*	

* Includes Exam Fee ** These courses include 2 hours of optional supervised self-study

Course name	Campus	Hours per week	Start date	Number of weeks	Levels available	Course price \$NZ	Placement and assessment
CELTA	Christchurch	40 +	11 January 21 March 24 May 26 August 01 November Due to NZ public holidays not all CELTA courses start on a Monday.	4	Native or near-native speakers of English (equivalent IELTS 7.0 or above)	\$3050* No Enrolment or Materials fees apply	Candidates are selected by means of a pre-interview task and an interview. To download application forms and for more information please visit www.ccel.co.nz

* Includes Exam Fee

Other course-related costs (\$NZ)	
Enrolment fee for all courses	\$150
Materials fee for all courses	\$50
Accommodation costs (\$NZ)	
Christchurch homestay weekly fee*	\$217
Auckland homestay weekly fee*	\$231
Christchurch residence weekly fee***	from \$230
Auckland residence weekly fee – shared apartment**	\$230
Auckland residence weekly fee – individual apartment**	\$350
Auckland residence security deposit (partially refundable)	\$400
Accommodation placement fee (walking zone - Christchurch only)***	\$200
Accommodation placement fee (bus zone)	\$150
Christchurch airport pick-up on arrival	\$40
Auckland airport pick-up on arrival	\$95

* Includes service fee

** Minimum 4 weeks (subject to availability)

*** Walking Zone – up to 2 kilometres from CCEL Christchurch (subject to availability)

+ Not including linen fee (\$85)

Provided at no extra charge
• Access to University of Canterbury libraries, cafeterias and clubs for CCEL Christchurch students
• Advice about further study in New Zealand
• Workshops for working holiday visa students
• Listening practice resources
• Email and internet use at CCEL
• Wireless internet access at CCEL
• Conversation Club
• Access to first language support staff
• 2 extra hours of supervised self-study per week
• Help with opening a New Zealand bank account

Living expenses	Christchurch – approximate costs in \$NZ	Auckland – approximate costs in \$NZ
Lunch	\$10 per day	\$10 per day
Bus ride (concession cards are available)	\$4 per day	\$5 per day
Social/recreational activities (optional)	\$45 per week	\$45 per week
Flatting - sharing a private flat (usually unfurnished)	Starting from approx \$120 per week*	Starting from approx \$175 per week*
Private flats (usually unfurnished)	Starting from \$250 per week.	Starting from \$350 per week.

*Depends on the number of people sharing the flat and does not usually include food or utilities (electricity, telephone etc).

How to Enrol

1. Complete the enrolment form and send it directly to CCEL Head Office at the address provided OR enrol online at www.ccel.co.nz
2. We will send an invoice stating the fees to be paid.
3. Send us the fees either by telegraphic transfer or bank cheque.
Payments can also be made at CCEL in person by cash, eftpos or credit card.
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 student residence accommodation.

CCEL Head Office
PO Box 31212, Christchurch 8444, New Zealand
Phone: +64 3 343 3790 / Fax: +64 3 343 3791
Email: study@ccel.co.nz

This course and enrolment information is valid for 2013. We look forward to receiving your enrolment.

2013 Public Holidays

CCEL is open from Monday 7th January 2013 and the last day for the year will be Friday 20th December 2013. The dates below are public holidays in NZ. We will reopen on 6th January 2014.

01 January	25 April
02 January	03 June
28 January (Auckland only)	28 October
06 February	15 November (Christchurch only)
29 March	25 December
01 April	26 December

Conditions of Enrolment

COURSES

- 1.1 CCEL reserves the right to change course arrangements without prior notice.
- 1.2 The minimum age for acceptance on individual programmes is 15.
- 1.3 Minimum student numbers apply for all courses.

PAYMENT OF FEES

- 2.1 2013 fees include all taxes where applicable. 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 in writing 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 enrolments 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 enrolments 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 enrolments of twelve weeks or more if the student withdraws within the first ten days of the course, the fees will be refunded except for \$NZ500 or 10% of the tuition fees, 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 finished

We 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 ten 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 CCEL. Fees received are placed in a trust account and the trustee's contact details are:
Philip Gainsford
Chartered Accountant
7 Cicada Place
Christchurch 8042, New Zealand
Phone: +64 3 942 2447
Email: phil.g@paradise.net.nz

HOLIDAYS 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 extensions 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 CCEL homestay fees must be paid in advance. Payments must match the amount on the invoice.
- 5.2 If the student leaves CCEL homestay 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 student residence accommodation. Walking zone homestay in Christchurch and student residence accommodation in both Christchurch and Auckland are subject to availability.
- 5.4 An accommodation change fee of \$NZ100 may be charged by CCEL.
- 5.5 Student residence accommodation is only available for students over the age of 18 years.
- 5.6 All CCEL student accommodation is carefully selected and monitored by CCEL staff, in accordance with the provisions set out in the Code of Practice.

ATTENDANCE AND BEHAVIOUR

- 6.1 The student is expected to attend all lessons punctually and must comply with the conditions of his/her visa 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 Immigration New Zealand.

LIABILITY AND INSURANCE

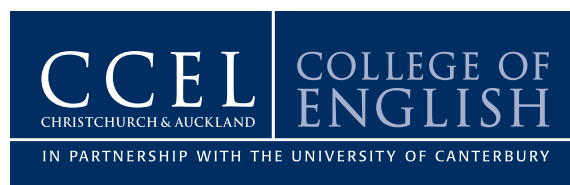
- 7.1 It is the responsibility of the student to ensure that he/she has adequate medical and travel insurance. CCEL cannot be held responsible for any sickness, injury, damage or loss incurred (including loss of fees) within CCEL or on CCEL activities or tours.
- 7.2 Students must provide evidence of appropriate and current medical and travel insurance on enrolment. 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 Principal. If the problem cannot be resolved by the Principal, 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
- 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 697 296
 - IEAA
C/- New Zealand Ministry of Education
Private Bag 92644
Symonds Street
Auckland 1150
Phone: 09 632 9513
Fax: 09 632 9456
 - International Education Appeal Authority (IEAA)
Private Bag 32001, Wellington
Phone: 04 462 6660
Fax: 04 462 6686

IMMIGRATION REQUIREMENTS

For immigration details, please contact the nearest New Zealand Embassy or Government Representative, or visit the web site www.immigration.govt.nz



SEND THIS FORM TO:

CCEL Head Office

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@ccl.co.nz

www.ccel.co.nz