

COURSE COSTS

All pricing in NZ \$

Enrolment fee for all courses	\$150
Materials fee for all courses	\$50

GENERAL ENGLISH

Full-time intensive (25 x 60 minutes)	\$375 per week
Full-time semester programme (minimum 12 weeks)	\$350 per week
Part-time (15 x 60 minutes)	\$280 per week

ENGLISH FOR ACADEMIC PURPOSES (EAP)

EAP1 (minimum 7 weeks)	\$395 per week
EAP2 (minimum 7 weeks)	\$395 per week

EAP1 and EAP2 are delivered by CCEL's academic partner, the University of Canterbury. Additional fees (student card and health levy) may apply.

BUSINESS ENGLISH

4 weeks	\$1,540 per course
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EXAM PREPARATION (IELTS, TOEFL or TOEIC)

6 weeks	\$2,310 per course
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CAMBRIDGE EXAMINATION COURSES

12-week Cambridge courses	\$4,680
10-week PET option	\$3,900
9-week FCE and CAE option	\$3,510
6-week Cambridge TKT (TESOL) course	\$2,400

EXAMINATION FEES (APPROXIMATE COSTS)

Examination fee - IELTS, TOEFL or TOEIC	\$295
Cambridge PET and BEC	\$270
Cambridge FCE and CAE	\$280
Cambridge TKT	\$230

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

PROVIDED AT NO EXTRA CHARGE

- Airport pick up and transfer to accommodation
- Access to University of Canterbury libraries and cafeterias
- Wireless internet access - plus free email and internet use in the CCEL computer room
- Sports activities on campus
- Conversation Club
- Counselling services
- Help with opening a New Zealand bank account

OTHER EXPENSES

HOMESTAY/ACCOMMODATION PLACEMENT AND SUPERVISION

Homestay weekly charge (\$28 for each extra night)	\$196
University of Canterbury campus residences - please contact CCEL for fees and availability	
Homestay change fee	\$100

HOMESTAY PLACEMENT FEES

Walking zone*	\$280
Bus zone**	\$180

* 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	\$7 per day
Social/recreational activities (optional)	\$20 per week
Bus ride (concession cards are available)	\$4 per day
Flattening - sharing a private flat (usually unfurnished) can cost \$100 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 \$190 per week.	

HOW TO ENROL

Contact us at:

www.LanguageCourse.net □

info@languagecourse.net □

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English US: +1-800 613 63 45 (toll-free □ number) □

English UK: +44-709 200 15 64 (UK-only □ number) □

English (worldwide): +34-932 688 774 □

Enrolment Guide 2008

START DATES

GENERAL ENGLISH START DATES 2008

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

BUSINESS ENGLISH START DATES 2008

7 January	4 February
2 June	30 June
28 July	24 November

EAP START DATES 2008

25 February	21 April
23 June	18 August
20 October	8 December

EXAM PREPARATION START DATES 2008

7 January	18 February
31 March	12 May
23 June	4 August
15 September	27 October

CAMBRIDGE DATES 2008

PET

7 January - 14 March 2008 (10 weeks)	
17 March - 6 June 2008	15 September - 5 December 2008

FCE, CAE

7 January - 7 March 2008 (9 weeks)	
17 March - 6 June 2008	15 September - 5 December 2008

TKT

7 January - 15 February 2008	10 March - 18 April 2008
4 August - 12 September 2008	3 November - 12 December 2008

BEC - Preliminary

17 March - 6 June 2008	25 August - 14 November 2008
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BEC - Vantage

17 March - 6 June 2008	8 September - 28 November 2008
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GENERAL INFORMATION

WEEKENDS AND PUBLIC HOLIDAYS

CCEL is closed on weekends and the following public holidays for 2008:

- 1 January
- 6 February
- 24 March
- 2 June
- 14 November
- 2 January
- 21 March
- 25 April
- 27 October
- 20 - 31 December

The 2008 school year will begin on Monday 7 January 2008.
CCEL will be closed from 20 December 2008 - 4 January 2009.

CONDITIONS OF ENROLMENT

COURSES

1. CCEL reserves the right to change course arrangements without prior notice.

PAYMENT OF FEES

- 2.1 Fees include tax and 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.
- 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 CCEL. Fees received are placed in a trust account and the trustee's contact details are:
**Neil Stevenson,
Neil Stevenson and Co Ltd,
332 Riccarton Rd,
Christchurch,
New Zealand
Phone: +64 3 341 2013
Email: 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 4 weeks' homestay must be paid in advance with a first time enrolment. After that, homestay fees must be paid four-weekly in advance.
- 5.2 If the student changes accommodation from homestay, both the host family and CCEL must receive 1 week's notice of the student's intention to leave. We will then refund the balance of the pre-paid homestay fee which remains.
- 5.3 CCEL requires a minimum of 2 weeks' notice of enrolments that require homestay placement.

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 considerably 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.

GRIEVANCE PROCEDURES

- 8.1 If the student wishes to make a complaint, he/she should see the Director of Studies (DoS). If the problem cannot be resolved through the DoS, the Managing Director of CCEL may be consulted.
- 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:
**New Zealand Qualifications Authority or C/-Ministry of Education
125 The Terrace, PO Box 160 Private Bag 47 911
Wellington 6015 Ponsonby, Auckland, New Zealand
New Zealand Phone: (09) 374 5481
Phone: +64 4 802 3000 Fax: (09) 374 5403
Fax: +64 4 802 3112 Email: info.ieaa@minedu.govt.nz**

IMMIGRATION REQUIREMENTS

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

