

ETC Learning Centre

Conditions of Acceptance and Enrolment Procedure for International Students applying from Overseas

1. Complete the Application form.
2. We will contact you regarding any decision about your course application and fees.
3. Send payments by telegraphic transfer (t/t) or bank draft.
4. When we have received payment, we will send you confirmation of enrolment and organise your course and accommodation details.
5. Take this confirmation and receipt to your nearest New Zealand Embassy to obtain a student visa.
6. Please tell us about your travel details.

Enrolment Information for Students

1. COURSES

- 1.1 ETC will make every effort to inform students of changes in course arrangements, but reserves the right to make changes in course details and fees prior to students enrolment without notice.
- 1.2 ETC reserves the right to decline any student enrolment.
- 1.3 ETC shall not be liable if for any reason the published courses cannot be offered.
- 1.4 If fewer than 6 students enrol for any course it may be cancelled and all your fees will be refunded.

2 PAYMENT OF FEES

- 2.1 All fees are calculated in complete weeks and any part week is counted as a complete week. No compensation is given for Public Holidays when the school is closed.

3 CANCELLATION AND REFUNDS POLICY

In accordance with s236A of the Education Act 1989,

ETC Cancellation and Refund Policy for Students						
	Less than 3 months enrolment				Three months and greater	
Course length	(Less than 5 weeks)		(Between 5 and 12 weeks)		(13 weeks and greater)	
Withdrawal period	Up until the end of the second day of the course	From day 3 onwards	Up until the end of the fifth day of the course	From day 6 onwards	Up until the end of the eighth day of the course	From day 9 onwards
Amount of refund to student	50% of total fees paid	No refund.	75% of total fees paid	No Refund	Full refund, less administration costs of up to 10% of the total fee or \$500 whichever is the lesser	No refund

- 3.1 No refunds will be made where international students are asked to leave the school because they fail to comply with either the school.
- 3.2 In the 'no refund' situations identified in the table, the Director reserves the right to make part refunds in exceptional circumstances.
- 3.3 **COURSE CLOSURE:** If ETC Learning Centre is no longer delivering or is capable of delivering a course, the student enrolled will be entitled to receive a refund of the balance of the student fees held by the trustee, which have not already been paid to ETC.

4 TRUST ACCOUNT

ETC Learning Centre has arranged for Pritchard Dilks & Associates, Cnr. Broadway Ave & Vivian Street, Palmerston North to hold fees in accordance with s236A(2)(a) Education Act 1989.

5 PUBLIC LIABILITY

5.1 ETC Learning Centre holds public liability and contents insurance with NZI.

6 ETC LIABILITY

6.1 The school shall not be liable if the services we state we offer, cannot be provided for reasons beyond our control.

7 RECOGNITION OF PRIOR LEARNING

7.1 During the enrolment, you will be interviewed to determine your previous education. Recognition of your previous learning maybe accredited to your studies.

7.2 For students who would like additional Recognition of Prior Learning, please request a copy of the RPL form.

8 RE-ASSESSMENT and APPEALS PRODEDURE

8.1 Students who are unhappy with their academic results may approach their tutor or the Academic Director for a reassessment of their results. If the student is still unhappy with the assessment they may use the grievance and complaints procedure which is included in the enrolment information pack.

9 DECLARATION

I declare that all the information I have supplied to be true and complete and I acknowledge that ETC may suspend my enrolment if false information has been supplied or required information is not supplied by the due date. I understand and accept the enrolment conditions set out on this form.

I authorise ETC to collect, store and use any personal information about me for its purposes in accordance with the outline in the Privacy Act 1993.

I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths and Declarations Act 1957.

Signature _____
Student

Date: _ ___ / ___ / ___

Signature _____

Date: _ ___ / ___ / ___

Parent / guardian to sign if student under 18 years

CODE: ETC Learning Centre has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at

<http://www.minedu.govt.nz/goto/international>.

IMMIGRATION: "Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz/>."

ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.