

## CONDITIONS OF ENROLMENT

### Courses

- Southern Lakes English College (SLEC) reserves the right to change course arrangements without prior notice.

### Payment of Fees

- You must pay in full advance for the period of study you request on the Application for Enrolment.
- Tuition fees are non-transferable.
- Pre-paid full-time study cannot be changed to part time study.

### Cancellations and Refunds

- Before commencement of the course:  
SLEC will refund all fees, less \$500 or 10% of fees, whichever is the lesser.
- After commencement of your course:  
SLEC will refund the following  
**1-5 week courses:** 50% of tuition fees for cancellation in the first two days.  
**6-12 week courses:** 75% of tuition fees for cancellation in the first five days.  
**13+ week courses:** Refund all fees, less a deduction for costs incurred, up to 25% of the total fee paid, for cancellation in the first ten days.
- Following these periods, SLEC will refund any unused portion of your homestay fees, see conditions below. No other fees can be refunded.
- All cancellations and applications for a refund must be received in writing. Before making a refund, we will require evidence that you have changed your visa status or returned to your home country. You must return your original "Offer of Place" and Receipt of Fees before we refund your fees. When the refund is made, SLEC will advise New Zealand Immigration Services (NZIS) that the "Offer of Place" has been cancelled.
- If Southern Lakes English College has to cancel a course, the College will refund the unused weeks of tuition.

### Homestay

- You must pay a homestay application fee before your course begins.
- Homestay fees include a liaison charge of \$10 per week.
- Homestay fees include breakfast and dinner on weekdays (Monday to Friday) and three meals at weekends.
- Homestay fees are paid in advance to your homestay family.
- You must give a minimum of two weeks' notice if you wish to change from homestay to another form of accommodation. You must also pay for the final two weeks of homestay. There is a cancellation charge of \$100 for cancelling your homestay.
- Under no circumstances will homestay fees be paid out in one lump sum, for example if you change from a homestay placement to rental accommodation. If you do change to another form of accommodation you will be paid the remainder of the homestay fees on an equal monthly basis for the duration of your course.
- You must not make private accommodation or payment arrangements with SLEC homestay families.
- You must be prepared to leave your homestay when you finish your course at SLEC.

### Holiday

- Holidays are not included in the length of your enrolment. However, your course may be extended, at the discretion of the College Principal, to allow for up to a maximum two weeks of holidays. This is for courses over 12 weeks.

- When you go away on holiday and expect your room to be kept with your homestay family, you must pay all homestay fees.

### Attendance and Behaviour

- You are expected to have 100% attendance and attend all of your classes on time and behave in a responsible manner at the college and with your homestay family. You are also expected to adhere to the college's "English-only" policy while on college grounds. If your behaviour is detrimental to the college or to other students, you may be suspended or asked to leave the college. In this event, we regret that no tuition fees can be refunded.
- If you do not meet the minimum attendance requirements without the written permission of the Principal, the New Zealand Immigration Service will be notified. Unsatisfactory attendance can result in cancellation of a student visa.
- Students are required to contact the college if they are going to be absent. If students are away for more than three days without contacting the college or without the permission of the college, the college may deem that the student has left their course and may cancel the course. In this event we regret that no tuition fees can be refunded.

### Liability and Insurance

- At SLEC we take care to ensure your well being. However, SLEC will not be liable for any loss, damage or injury incurred within the college, or with a homestay family or on a college tour or activity.
- In starting a course of study at SLEC, you will be deemed to have accepted all of our enrolment conditions.
- As a student of SLEC you must have insurance for your health and personal property. Proof of insurance must be provided to cover you for the duration of your course. We are happy to arrange this for you if you request it on your application. SLEC shall not be liable if, for any reason, the published courses cannot be offered.
- By accepting the conditions of enrolment the student agrees to the free use of their image and written references in SLEC promotional material

## CODE OF PRACTICE

Southern Lakes English College 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>

### Health & Travel Insurance

Most international students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

### 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>

### Student Declaration *(read the conditions of enrolment carefully, then complete this section)*

- I declare that the information set out in this application is correct and complete and I have not withheld any information which could affect my enrolment.
- I agree to SLEC collecting, using and disclosing information about me, subject to the provisions of the Privacy Act 1993.
- I understand that I am bound by the regulations of SLEC. I have read and accept all of the conditions of enrolment and I acknowledge that by signing below I agree to be bound by those conditions.

Signed ..... Date .....

*(If the applicant is under 18 years of age, this application must be signed by a parent or guardian)*