

# 2015 Fees

**CCEL**  
CHRISTCHURCH & AUCKLAND

**COLLEGE OF  
ENGLISH**

IN PARTNERSHIP WITH THE UNIVERSITY OF CANTERBURY

All fees are in NZ Dollars and include GST (local tax) when applicable

Course fees (NZD)		
Course	2 – 11 weeks	12+ weeks
General English Full-time	\$405 per week	\$380 per week
General English Part-time	\$305 per week	\$305 per week
IELTS Exam Preparation	\$405 per week	\$380 per week
Business English	\$405 per week	\$380 per week
Cambridge Exam Preparation (PET, FCE, CAE)	\$405 per week	\$380 per week
English for Academic Purposes – EAP1 & EAP2	\$430 per week	\$430 per week
Job Search Programme (add-on)	4 week programme add-on fee: \$150	
Au Pair Work Placement Programme (add-on)	4 week programme add-on fee: \$300	
Early Childhood Placement Programme (add-on)	4 week programme add-on fee: \$300	
English + UC Community Engagement and Volunteer Programme	14 or 15 week full-time programme: \$7296	
CELTA	4 week package course: \$3050	

All courses are full-time except when indicated. Please refer to the Courses Information section for more details.

Other course-related fees (NZD)	
Enrolment fee – all courses (non-refundable)	\$150
Materials fee – all courses	\$50
Cambridge PET, FCE, CAE exam fees – Christchurch	\$310
Cambridge PET, FCE, CAE exam fees – Auckland	\$330
Cambridge FCE & CAE course book fee	\$60
TKT exam fees	\$550
TOEIC exam fees	\$265
UC Student Services Levy fee (only for EAP students)	TBC

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	
Job search support	
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	

Accommodation fees (NZD)		
Description	Christchurch	Auckland
Accommodation placement fee – Bus Zone (non-refundable)	\$50	\$200
Accommodation placement fee – Walking Zone* (non-refundable)	\$200	Not available
Homestay weekly fee – single room	\$252	\$252
Homestay weekly fee – shared double room	\$455	\$455
Student Residence – shared flat*	from \$250	from \$230
Student Residence – Security Deposit (partially refundable)	\$0	\$400
Airport Transfer – one way (per person)	\$50	\$100

\*Subject to availability

Living expenses Approximate costs in NZD	Christchurch	Auckland
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)	From \$140 per week*	From \$175 per week*
Private flats (usually unfurnished)	From \$250 per week	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. Read the Terms of Enrolment provided on the back of the CCEL Enrolment Form.
2. Complete the CCEL Enrolment Form and send it directly to CCEL Head Office at the address provided OR enrol online at [www.ccel.co.nz](http://www.ccel.co.nz)
3. We will send a Booking Confirmation and an invoice stating the fees to be paid.
4. 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
5. When we receive the fees we will send a Fees Statement (receipt) and an Offer of Place.
6. If you require accommodation, we will send the details once we have it confirmed. We require a minimum of 3 weeks' notice from the date of payment in order to arrange a 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](mailto:study@ccel.co.nz)

This course and enrolment information is valid for 2015. We look forward to receiving your enrolment.

## 2015 Public Holidays

CCEL is open from Monday 5th January 2015 and the last day for the year will be Thursday 24th December 2015. The dates below are public holidays in New Zealand 2015. We will reopen on Tuesday 5th January 2016.

01 January	27 April
02 January	01 June
26 January (Auckland only)	26 October
06 February	13 November (Christchurch only)
03 April	25 December
06 April	26 December

# Course Information

CCEL course levels						
IELTS				4.0 – 5.0	5.0 – 6.5	6.5 – 8.0
CEFR*	A1	A2	A2+	B1	B2	C1
CCEL Levels	100	200	300	400	500	600
CCEL courses	General English (GE)	•	•	•	•	•
	IELTS				•	•
	Business English				•	•
	Cambridge Preliminary (PET)			•		
	Cambridge First (FCE)				•	
	Cambridge Advanced (CAE)					•
	EAP				•	•
	Job Search Programme			•	•	•
	Au Pair Work Placement Programme				•	•
	Early Childhood Placement Programme	•	•	•	•	•
	English + UC Community Engagement and Volunteer Programme				•	•
	TESOL/TKT				•	•
	CELTA					•

\* Common European Framework of Reference

Course name	Campus	Hours per week	Start date	Number of weeks
General English Full-time	Christchurch Auckland	23 + 2 hrs of optional supervised self-study	Every Monday (or Tuesday, when Monday is a public holiday)	2 - 50
General English Part-time	Christchurch Auckland	15	Every Monday (or Tuesday, when Monday is a public holiday)	2 - 50
IELTS Exam Preparation	Christchurch Auckland	23 + 2 hrs of optional supervised self-study	05 January 16 February 30 March 11 May 22 June 03 August 14 September 26 October	6
Business English	Christchurch Auckland	23 + 2 hrs of optional supervised self-study	05 January 16 February 30 March 11 May 22 June 03 August 14 September 26 October	6
EAP 1 - Pathway to UCIC	Christchurch Auckland	20 + 3 hours of online training + additional self-study	05 January 30 March 20 July 26 October	12
EAP 2 - Pathway to UC	Christchurch Auckland	20 + 3 hours of online training + additional self-study	13 April 20 July 26 October	12
Cambridge Exam Preparation – Preliminary (PET)	Christchurch Auckland	23 + 2 hrs of optional supervised self-study	05 January 16 March 14 September	10 12 12
Cambridge Exam Preparation – First (FCE)	Christchurch Auckland	23 + 2 hrs of optional supervised self-study	05 January 16 March 01 June 07 September	10 12 12 12
Cambridge Exam Preparation – Advanced (CAE)	Christchurch Auckland	23 + 2 hrs of optional supervised self-study	05 January 16 March 01 June 07 September	10 12 12 12
Job Search Programme	Christchurch Auckland	2 hrs of special programme (add-on)	First Monday of each month (or Tuesday, when Monday is a public holiday)	4
Au Pair Work Placement Programme	Christchurch Auckland	2 hrs of special programme (add-on)	First Monday of each month (or Tuesday, when Monday is a public holiday)	4
Early Childhood Placement Programme	Christchurch	2 hrs of special programme (add-on)	First Monday of each month (or Tuesday, when Monday is a public holiday)	4
English + UC Community Engagement and Volunteer Programme	Christchurch	20 +	23 February 13 July	Semester 1: 15 Semester 2: 14
TESOL/Cambridge TKT	Christchurch	23 + 2 hrs of optional supervised self-study	05 January 30 March 22 June 14 September	8
CELTA	Christchurch	40 +	09 January 23 February 15 May 10 August 30 October	4

## Placement and assessment

- General English courses – A placement test and interview on the first day determines which level a student joins.
- All other courses and programmes – Minimum entry levels apply. Placement in these courses depends on level assessment. Level assessment can be done before arrival in New Zealand or at CCEL. Minimum student numbers apply.
- Special Programmes - Add-on programmes are to be taken in conjunction with other CCEL courses (e.g. General English, IELTS, Business English).
- Assessment is continuous throughout all courses. Students in non-teacher training courses are regularly tested and receive individual progress reports every 6 weeks.
- CELTA – Candidates are selected through a pre-interview task and an interview. To apply, please visit [www.ccel.co.nz](http://www.ccel.co.nz) (Teacher Training Courses).

# Enrolment Form

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

PERSONAL DETAILS			
Family Name		Given Name(s)	
Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	Passport Number
Address (student)			
Telephone	Fax	Email	
Emergency contact (name and phone number):			
I want to study English: <input type="checkbox"/> To prepare for future study <input type="checkbox"/> To prepare for work <input type="checkbox"/> To prepare for an exam <input type="checkbox"/> To prepare for Au Pair <input type="checkbox"/> To improve my communication <input type="checkbox"/> Other _____			
Future study plans in New Zealand <input type="checkbox"/> Foundation Studies <input type="checkbox"/> University <input type="checkbox"/> High School <input type="checkbox"/> Other _____			
Previous English study: <input type="checkbox"/> No <input type="checkbox"/> Yes – Years _____ Months _____			
International English exams already taken: <input type="checkbox"/> No <input type="checkbox"/> Yes – Exam taken _____ Exam mark received _____			

COURSE REQUIRED			
<input type="checkbox"/> General English Full-time Start date:	<input type="checkbox"/> General English Part-time No. of weeks	<input type="checkbox"/> Business English* Start date:	
<input type="checkbox"/> Cambridge* >>	<input type="checkbox"/> Preliminary (PET) or <input type="checkbox"/> First (FCE) or <input type="checkbox"/> Advanced (CAE)	<input type="checkbox"/> IELTS Preparation* Start date:	
<input type="checkbox"/> EAP 1* <input type="checkbox"/> EAP 2*		<input type="checkbox"/> TESOL / Cambridge TKT* (Christchurch only) Start date:	
<input type="checkbox"/> Au Pair Work Placement Programme* Start date:	<input type="checkbox"/> Early Childhood Placement Programme*	<input type="checkbox"/> English + UC Community Engagement and Volunteer Programme*	<input type="checkbox"/> Job Search Programme*

\*Minimum entry level required for these courses

ACCOMMODATION REQUIREMENTS	
Do you want CCEL to arrange your accommodation? <input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details below)	
<input type="checkbox"/> <b>CCEL Homestay</b> Dates: from _____ to _____ <input type="checkbox"/> Walking zone (Christchurch only) <input type="checkbox"/> Bus zone	<b>Homestay Preferences</b> Please provide details of your homestay preferences: Food restrictions: <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> No Chicken <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>Student Residence Accommodation</b> Dates: from _____ to _____	Family profile preferences: <input type="checkbox"/> No Children <input type="checkbox"/> No Pets <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>Airport Transfer on arrival?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Please provide CCEL with your full arrival flight details.	Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No Any allergies or medical conditions: _____

INSURANCE	
It is compulsory for students to have travel and medical insurance cover. We strongly recommend ordering an insurance policy through CCEL. 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. If you arrange your own insurance cover you must provide CCEL with a copy of the policy in English. Students transferring to university courses may be required to purchase a university approved policy.	
<input type="checkbox"/> I will arrange my own insurance	<input type="checkbox"/> Please arrange insurance cover for _____ months

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 <a href="http://www.ccel.co.nz">www.ccel.co.nz</a>		Agent / Consultant's Stamp
Signed	(the student)	
Date		
Signed	(parent/guardian - for students under 18 years of age)	
Date		

Please send your completed enrolment form to CCEL - FAX: +64 3 343 3791 or scan and email to [study@ccel.co.nz](mailto:study@ccel.co.nz)

# 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 2015 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 NZ\$ 500 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 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. CCEL will notify Immigration New Zealand of students who withdraw from their course.

- 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.

## STUDENT FEE PROTECTION

- 4.1 CCEL complies with NZQA requirements to protect student fees. Student fees are not at risk in the event of the closure of CCEL.
- 4.2 All student fees are transferred directly to an independent Trust Account. After the applicable refund period stated in clauses 3.2, 3.3 and 3.4, 20% of tuition fees, or \$3000, whichever is the lesser will be transferred to CCEL. The rest of the tuition fees will be paid to CCEL on a pro rata basis in arrears. This means that CCEL can only receive fees after students have received the tuition for it. 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

- 5.1 A maximum of one week's holiday without loss of tuition fees may be taken for each 12 weeks of study. No refunds or extensions of course will be granted for holidays in excess of this allowance.
- 5.2 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.
- 5.3 Extensions because of holidays can only be given in General English courses

## ACCOMMODATION

- 6.1 CCEL homestay fees must be paid at least 2 weeks in advance. Payments must match the amount on the invoice.
- 6.2 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.
- 6.3 CCEL requires a minimum of 3 weeks' notice from the date of the booking payment for 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.
- 6.4 Student residence accommodation is only available for students over the age of 18 years.
- 6.5 All CCEL student accommodation is carefully selected and monitored by CCEL staff, in accordance with the provisions set out in the Code of Practice.
- 6.6 CCEL requires a minimum of 1 week's notice for transferring from homestays. A fee of \$100 may be charged at CCEL's discretion.

## 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 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 homestay and/or course of study terminated by CCEL and notification of any course termination will be 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 his/her 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 Head Office Principal. If the problem cannot be resolved by the Principal, the CCEL Managing Director may be consulted.
- 8.2 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)
- 8.3 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
  - 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](http://www.immigration.govt.nz)



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## CCEL Head Office

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