

<b>Morning Lessons - 10 Students per class maximum</b>			
Morning Lessons	- 9.00 am - 12 noon - Monday - Friday	<i>All prices per week</i>	1 - 23 wks \$280 <b>free transfer at 12 wks</b> 24 wks plus \$265
<b>General Course - 10 Students per class maximum</b>			
Morning Lessons Afternoon Lessons	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 2.45 pm - Monday - Thursday	<i>All prices per week</i>	1 - 23 wks \$395 <b>free transfer at 12 wks</b> 24 wks plus \$380
<b>General Plus Course - 10 Students per class maximum</b>			
Morning Lessons Afternoon Lessons Activities	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 2.45 pm - Monday - Thursday - 1.15 pm - 3.45 pm - Friday	<i>All prices per week</i>	1 - 23 wks \$460 <b>free transfer at 12 wks</b> 24 wks plus \$445
<b>Morning Lessons with Activities - 10 Students per class maximum</b>			
Morning Lessons Activities	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 3.45 pm - Monday - Friday	<i>All prices per week</i>	1 - 23 wks \$580 <b>free transfer at 12 wks</b> 24 wks plus \$565
<b>English Plus 3 - 10 Students per class maximum</b>			
Morning Lessons Activities	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 3.45 pm - Tuesday, Wednesday, Friday	<i>All prices per week</i>	1 - 23 wks \$455 <b>free transfer at 12 wks</b> 24 wks plus \$440
<b>Private Lessons</b>			
One to one private lessons	- designed for individual needs	<i>60 minutes</i>	\$85
<b>English Plus Surfing - 10 Students per class maximum</b>			
Morning Lessons Surfing Lessons Activities	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 3.45 pm - Monday - Thursday - 1.15 pm - 3.45 pm - Friday	3 weeks	\$1850 <i>All equipment is included in course fee</i>
3 week courses begin: 16 January, 13 February, 12 March, 9 April, 29 October, 26 November			
<b>Environmental Course - 10 Students per class maximum</b>			
Morning Lessons Environment Course	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 3.45 pm - Monday - Friday	3 weeks	\$1850
3 week courses begin: 30 April, 01 October			
<b>Examination Preparation Course - 10 Students per class maximum</b>			
Morning Lessons Special Examination Preparation Course	- 9.00 am - 12 noon - Monday - Friday - 1.15 pm - 3.15 pm - Monday - Thursday		
<b>6 Week Courses</b>	- FCE begins: 31 January, 30 April, 29 October	6 weeks	\$2600
<b>9 Week Course</b>	- FCE begins: 09 January	9 weeks	\$3900
<b>12 week Course</b>	- FCE, IELTS begin: 19 March, 17 September - IELTS begins: 11 June	12 weeks 12 weeks	\$5200 \$5200

<b>Registration Fee</b> .....		\$200
<b>Material Fee</b> - per 12 weeks .....		\$75
<b>Homestay/Accommodation Arrangement Fee</b> .....		\$150
<b>Homestay</b> - Breakfast and Dinner, Monday - Friday; 3 meals per day at weekends	per week/night	\$235/\$34
- Students under 18 years	per week/night	\$250/\$36
- Surcharge applies for students not attending school	per week day	\$10
<b>International Lodge</b> - Hostel Accommodation	Single - per week	on enquiry
<b>Meals by arrangement. Minimum age: 18</b>	Double/Twin - per week	on enquiry
<b>Other Accommodation Options</b> .....	by arrangement	
<b>Transfer Fee</b> - Students will be met at Auckland Airport and transported to their host family in Whitianga		\$200*
* Transfer from Auckland airport <b>free</b> to students enrolled for 12 weeks & over		

OPTIONS		
<u>Further Education Placement Fee</u>		\$220
<u>High School Guardianship</u>		per term \$400
<u>Holiday Study Course</u>	Tour groups by arrangement	

ENGLISH PLUS		
<p><b>English plus Bone Carving</b>  Monday - Friday: morning classroom lessons 9 am - 12 noon  Monday - Thursday afternoons: <i>Individual instruction to make traditional Maori bone jewellery; 1.15 pm - 3.15 pm</i>  Friday afternoon: Join other students for Activities 1.15 pm - 3.45 pm</p>		\$680 per week
<p><b>English plus Golf</b>  Monday - Friday: morning classroom lessons 9 am - 12 noon  Monday - Thursday afternoons: <i>Individual golf coaching, instruction and accompanied practice on at least two different courses; 1.15 pm - 3.45 pm</i>  Friday afternoon: Join other students for Activities 1.15 pm - 3.45 pm  If weather conditions are unsuitable, students will join the activity programme that day.</p>		\$880 per week
<p><b>English plus New Zealand Cooking</b>  Monday - Friday: morning classroom lessons 9 am - 12 noon  Monday - Thursday afternoons: <i>Individual instruction and practice in cooking typical New Zealand dishes; 1.15 pm - 3.15 pm</i>  Friday afternoon: Join other students for Activities 1.15 pm - 3.45 pm</p>		\$880 per week
PLEASE NOTE: If 2 or more students enrol together for the same weeks, the above English Plus courses will be discounted by arrangement. All courses are per week with a minimum period of one week.		

## CONDITIONS OF ENROLMENT

**REGISTRATION** is necessary at least 2 weeks before the course commences.

**FULL PAYMENT OF ALL FEES IS DUE** before the course commences.

**NO TRANSFER OF FEES.**

**COURSE CHANGES** only at the discretion of the Director or, in his absence, the School Manager.

**DISCIPLINARY PROCEDURES:** Students will normally be given two verbal warnings and one written warning in an attempt to remedy the problem prior to expulsion. In any case where a student is in breach of New Zealand law then expulsion can be immediate. Immigration authorities will then be informed that the student is no longer enrolled at Coromandel Outdoor Language Centre. If students are absent for 2 weeks without prior approval, expulsion can be automatic.

### STUDENT COMPLAINTS

1. Students should first complain to their teacher.
2. If necessary students can later approach the Director of Studies.
3. If necessary students can later approach the School Director or, in his absence, the School Manager.
4. If necessary students can later approach English New Zealand – PO Box 2577, Auckland.
5. If necessary students can later approach the New Zealand Qualifications Authority (NZQA) – PO Box 160, Wellington, telephone 0800 QA HELP (0800 697296), email: [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz).
6. If necessary students can later approach the International Education Appeal Authority, Tribunals Unit, Private Bag 32 001, Panama Street, Wellington 6146.

**REFUNDS:** All fees are converted to NZ\$ on the day of receipt and the refund is the equivalent of the NZ\$ value on the day of receipt. All applications for refunds must be accompanied by the original documents issued by Coromandel Outdoor Language Centre along with evidence that the documents were not used to obtain a visa to come to New Zealand. All refunded monies must go to the person from whom Coromandel Outdoor Language Centre received the monies.

1. If the enrollment period is **1 – 34 days**, and the withdrawal is within the first **2 days** of the course, the amount of the refund will be 50% of total fees paid, less any fees used. After **2 days** or more, there may be no refund.
2. If the enrollment period is **34 days – 3 months**, and the withdrawal is within the first **5 days** of the course, the amount of the refund will be 75% of total fees paid, less any fees used. After **5 days** or more, there may be no refund.
3. If the enrollment period is more than **3 months**, and the withdrawal is within the first **8 days** of the course, there will be a full refund less administration costs of 10% of the total fee, or \$500.00, whichever is the lesser of the two. After **8 days** or more, there may be no refund.
4. **NOTE:** Total Fee refers to all fees paid to COLC including tuition, accommodation and one off fees. Any accommodation fees paid to COLC will be refunded on a pro rata basis (that is, if the student is in homestay, the number of nights used will be deducted from any refunds. Refunds do not include registration fee, homestay placement fee or airport transfer fees, if the student withdraws after the start of the course.

**PUBLIC HOLIDAYS:** No compensation is given for days the school is closed due to Public Holidays. The normal weekly rate is payable for weeks in which there are holidays. The Public Holiday dates are available upon request.

**AGES ACCEPTED:** Minimum age 16 years for individual students.

**HOMESTAY ACCOMMODATION** is arranged only for the duration of the studies, except in special circumstances. The family must be respected as their home is not a hotel.

**LIABILITY:** Coromandel Outdoor Language Centre cannot be held responsible for any sickness, injury, damage or loss incurred within the Language Centre or on Language Centre activities. It is the responsibility of the student to arrange personal insurance. Coromandel Outdoor Language Centre can provide information about insurance. Coromandel Outdoor Language Centre cannot be held responsible for any Language Centre closure due to circumstances outside the control of Coromandel Outdoor Language Centre. There is no refund in such circumstances. If the weather is unsuitable for any activity an alternative activity will be arranged. No refunds for cancelled/alternative activities.

**ALL STUDENTS UNDER THE AGE OF 18** who have no legal guardian resident in New Zealand, must stay at Coromandel Outdoor Language Centre arranged accommodation and have prearranged arrival and departure transfers.

**AT PRESENT GOVERNMENT TAXES** include 15% Goods and Services Tax (GST). If Government taxes increase, such increases will be added to fees.

**PERSONAL LIABILITY:** The Law concerning personal liability in New Zealand is entirely contained in the Injury Prevention Rehabilitation and Compensation Act 2001 (Section 20). No personal injury claim can be made against Coromandel Outdoor Language Centre or any other company, organisation or any individual.

**CONTACT DETAILS:** Students must advise Coromandel Outdoor Language Centre of all changes to their contact details.

**PASSPORT:** Students must bring their passports to Coromandel Outdoor Language Centre on the first day of lessons.

**STUDENT FEES PROTECTION POLICY:**

(1) The fees of all students on a student visa are placed in a Trust Fund operated by the Auckland Regional Chamber of Commerce on behalf of English New Zealand.

(2) All student fees are protected with a Bank Bond held by the Trustees, Gilligan Shepherd, 253 Queen Street, Auckland telephone (09) 309 5191. In the event that an application needs to be made with the Trustees, please apply in writing.

(3) Fees are protected as provided for in the Ministry of Education Code of Practice for the Pastoral Care of International Students.

**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>.

**CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS:** COROMANDEL OUTDOOR LANGUAGE CENTRE has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry 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/NZEducation/EducationPolicies/InternationalEducation.aspx>

**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, or 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. We are unable to accept your enrolment unless you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. You must also obtain insurance to cover your travel to and from New Zealand and any loss of luggage. Please advise if you require any help arranging travel and medical insurance. We can arrange insurance for you with Uni-care, their website is <http://www.uni-care.org> You must bring proof of insurance documentation with you on your first day.