



Seafield School of English

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COURSES & FEES

(Effective from 3 January 2009) **2009**

GENERAL ENGLISH COURSE (Full-Time)

- 23.75 hours / 29 lessons per week
- Courses start every Monday
- Any length from 1 to 50 weeks
- Available from beginner to advanced levels

Courses of 1 to 12 weeks	NZ\$405 per week
Courses of 13 to 23 weeks	NZ\$390 per week
Courses of 24 weeks or longer	NZ\$370 per week

Our full-time General English Course consists of lessons covering grammar, vocabulary, reading, writing, listening & speaking in the mornings and the following afternoon class options *:

- English Conversation Class (All levels from beginner to advanced)
- TOEIC Preparation (Upper Intermediate level)
- IELTS Preparation (Upper Intermediate level)
- Cambridge PET Preparation (Intermediate level)
- Business English (Upper Intermediate level)

* Afternoon exam and Business English classes run subject to minimum numbers. Exams can be taken by arrangement.

Lesson Times

Monday to Thursday: 9:00–9:45 / 9:45–10:30 / Morning Break / 10:45–11:30 / 11:30–12:15 / Lunch / 1:15–2:15 / 2:20–3:15

Friday: 9:00–9:45 / 9:45–10:30* / Morning Break / 10:45–11:30 / 11:30–12:15 / 12:15–1:00 *May include certificate presentation

GENERAL ENGLISH COURSE (Part-Time)

- 15.75 hours / 21 lessons per week
- Courses start every Monday
- Any length from 1 to 50 weeks
- Available from beginner to advanced levels

Courses of 1 to 12 weeks	NZ\$335 per week
Courses of 13 to 23 weeks	NZ\$320 per week
Courses of 24 weeks or longer	NZ\$300 per week

This course consists of morning lessons, Monday to Friday, from 9:00am to 12:15pm (1:00pm Friday) covering grammar, vocabulary, reading, writing, listening and speaking.

CAMBRIDGE EXAMINATION COURSES (Full-Time 23.75 hours per week)

Cambridge First Certificate in English (FCE)

Cambridge Certificate of Advanced English (CAE)

Cambridge Certificate of Proficiency in English (CPE)

10 and 12 week preparation courses beginning in January, March and September. Refer Examination Calendar for details. Exam and textbook fees are additional.

General English Course (Full-Time) fees apply

PRIVATE TUITION – Available from beginner to advanced levels.

NZ\$75 per hour

EVERY SEAFIELD STUDENT IS ENTITLED TO A FREE ONE-TO-ONE FORTNIGHTLY TUTORIAL AFTER CLASS WITH THEIR TEACHER.

- **REGISTRATION FEE** for all courses
- **ACCOMMODATION PLACEMENT FEE**
- **HOST FAMILY ACCOMMODATION**

NZ\$150
NZ\$100

- Half Board (16 meals p/week)
- Full Board (21 meals p/week)

NZ\$203 per week
NZ\$238 per week

CONDITIONS OF ENROLMENT

1 Enrolment Procedure

At least 21 days' notice of enrolment is required on all courses.

Once the school has received a student's completed enrolment form (by fax, post, or e-mail) a Letter of Acceptance and an invoice for fees will be sent to the student or retailer.

2 Payment of Fees

Fees must be received at least 7 days before study begins. We recommend earlier payment if you need to apply for a visa. Registration, placement and accommodation fees may be paid with tuition fees.

Fees can be paid by posting a bank draft to the school OR by bank electronic transfer to our account at the Bank of New Zealand, Christchurch, New Zealand, account number 020863-0173177-000. SWIFT: BKNZ22. Receipt of payment will be acknowledged by the school.

3 Arrival in Christchurch

You should advise the school of your arrival details at least 7 days before arrival, to allow your host family or school staff to meet you and transfer you to your accommodation. The airport meeting service is provided free of charge.

4 Accommodation

Homestays, apartments and student house accommodation is arranged by the school.

Our homestays provide a single room with half board or full board (which includes a packed lunch on school days).

Host family details, if applicable, will be included on the letter of acceptance or sent to students shortly afterwards. All homestays are inspected for suitability by school staff.

Students may join/continue their homestay for up to 7 days outside their course dates, or longer by special arrangement with Seafield. Extra homestay nights are charged at the usual nightly rate.

Students may not make direct payment arrangements with a Seafield-arranged host family.

The school must receive one week's notice of a student's intention to withdraw from a homestay. A full refund of unused homestay fees will be given.

Homestay fees include an amount for administration.

5 Holidays

The school will close for the Christmas/New Year holidays on Friday, 18 December, 2009 and re-open on Monday, 4 January, 2010. Students in homestays arranged by the school may remain with their hosts over this period.

The school will also close for the following public holidays in 2009: 6 February, 10 & 13 April, 1 June, 26 October, 13 November. The usual weekly rate for tuition is charged for weeks which include these public holidays. School outings are usually available on these days.

Students may not break their course of study to take a holiday, except during specified weeks in April, July and October.

6 Course Withdrawal and Refunds

Students withdrawing before commencing a Seafield course will be given a full refund of fees less the registration and homestay placement fees.

Students withdrawing within the first two days of a course less than 5 weeks: 50% refund of course and registration fees. Students withdrawing within the first five days of a course of 5 weeks or more, but

less than 3 months: 75% refund of course and registration fees. Students withdrawing within the first eight days of a course longer than 12 weeks: full refund of course and registration fees, less 10% of the tuition fee or NZ\$500, whichever is the lesser amount.

In any other circumstances, there is no refund of fees.

7 The minimum age of entry to Seafield is 18 years.

8 Seafield School of English shall not be liable if services offered by the school cannot be provided for reasons beyond the school's control.

9 Students are expected to attend classes punctually, and to behave in a responsible manner at the school and in homestays. Students must also obey the laws of New Zealand. Seafield School of English reserves the right to suspend or terminate a student's course or homestay for reasons such as misconduct, illness, etc. In such instances, refund of study fees shall be at the discretion of the school.

10 Seafield School of English reserves the right to alter its fees.

11 Government Notices

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: Seafield School of English 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>.

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.

Student Fee Protection: Fees paid to Seafield School of English, including accommodation, are protected by an arrangement which has been accepted by the New Zealand Qualifications Authority as meeting the requirements of its student fee protection policy.

Privacy Act: In supplying information to Seafield School of English you will be consenting to your information being (i) disclosed to Government agencies as required by law, (ii) used by the School for education and personal safety purposes, and (iii) used for all necessary communications should you require essential or urgent medical treatment.

Driving in New Zealand: To drive in New Zealand you must have a New Zealand driver's licence, an International Driving Permit (IDP) or a New Zealand Government-approved English language translation of your driver's licence. Refer www.landtransport.govt.nz.

Points to Note

- When packing your clothes for the trip, remember that New Zealand has a climate similar to Europe, though the winters are less severe. Don't forget the seasons here are the reverse of those in the Northern Hemisphere. Our summer runs from December to February. June, July and August are our winter months. Ensure you bring warm clothing for winter (coat, gloves, hat and footwear suitable for wet weather).
- Textbooks, library books and practice test papers are freely lent to students during their course. The School has a library, a computer room and free wireless internet available for student use.
- Be certain to bring sufficient spending money to New Zealand for items such as bus fares to and from school and recreational activities. We recommend you allow NZ\$100-\$150 per week for personal expenses.
- **First day of school: Please report to the school office, at 71 Beresford Street, by 9:00am. You will need to bring a pen, a notebook, your own language/English dictionary, your passport and evidence of your medical and travel insurance. (We will need to see your insurance policy to verify what the insurance covers and when it expires.)**