



Information for prospective international students

EASTWEST 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/goto/international>

It is a Ministry of Education regulation that all international students are required to read and understand the following information before entering into any commitments.

ENROLMENT AND STUDY

STUDY DATES 2010 and 2011

A Semester 2010	15 th February to 2 nd July
B Semester 2010	19 th July to 3 rd December
A Semester 2011	14 th February to 2 nd July
B Semester 2011	4 th July to 3 rd December

Application requirements and procedures :

Students will need to apply on the official application form which can be found :

- on the Eastwest College of Intercultural Studies (“the College”) website: www.eastwest.ac.nz
- through a WEC sending base
- via a request from the College’s address, email or phone number

Once an international student’s application has been approved by the College, the student is then required to submit a signed declaration that they have read and understood this document, and they then forward their fees to the Public Trust Account.

When the fees have been received into the Trust Account (which sometimes takes several days), the College will forward the relevant documents to the student for them to apply to their nearest New Zealand Immigration Service for an international study visa.

Conditions of acceptance :

All of the following are conditions that must be met for a student to be accepted for enrolment at Eastwest College of Intercultural Studies:

- Required level of English (IELTS 5.5 or TOEFL 520) – with no component less than 4.5
- Payment of fees in advance
- Three satisfactory character references (the names of referees are included on the application form. The name of one of them must be your pastor/minister/senior elder)

Assessment of prospective international students

Where it is impractical to accurately assess a student’s level of English or prior learning while the student is still overseas, the College may require students to undertake English or prior learning testing on their arrival in New Zealand if results from overseas testing have been found to be unreliable.

The offer of place is conditional upon the student demonstrating a stated level of English or prior learning, and the offer of place will be withdrawn if the stated level is not achieved.

Once Eastwest College has accepted a student for enrolment, their acceptance is guaranteed unless the student has provided incorrect information on their enrolment documentation.

Course/s or qualification/s by the College :

Eastwest College of Intercultural Studies offers the following three courses :

- Diploma of Intercultural Studies (2 year full time programme) Level 5
- Certificate of Intercultural Studies (1 year full time programme) Level 5
- Certificate in Foundations for Intercultural Studies (ESOL) Level 4

These programmes are accredited by the New Zealand Qualifications Authority.

Arrangements for the recognition of prior learning and details of credit transfer processes.

Students may apply to the Faculty, through the Dean of Studies, for cross credit of prior learning. They must submit an approved formal transcript (with an English translation if necessary), and complete an Application for Cross Credit form. In making any decision under this part of these regulations, Faculty may take into account the levels achieved by the student in their prior study, the nature of the accreditation and programme at the previous institution, and the achievements of the student in studies at Eastwest College. The decision of the Faculty in regard to cross credits is final.

In a Certificate of Intercultural Studies programme, the maximum number of credits that can be recognised from other institutions is 20. Students must still complete at least 100 credits in the Eastwest Certificate programme in order to graduate.

In the Diploma of Intercultural Studies programme the maximum number of credits that can be awarded is 120. Students must complete a minimum of 120 credits in the Diploma programme in order to graduate.

Students are advised to carefully plan their programme from the beginning of their studies at the College, in consultation with the Academic Dean, in order to satisfy academic and other requirements.

Attendance at lectures :

Attendance at lectures is a requirement. If a student fails to attend 80% of a class, unless they have special consideration for not doing so (for example medical or family reasons), they will be deemed to have failed the class.

Circumstances in which Eastwest College may terminate tuition

These include (but are not exclusive to) :

- Continued and unexplained absenteeism
- A sexual relationship outside of marriage, or any other form of immorality including pornography etc.
- The exclusion or expulsion of the student in accordance with the Education (Stand-down, Suspension, Exclusion, and Expulsion) Rules 1999
- Provision of false or misleading information by the student on enrolment
- Plagiarism or any other form of cheating
- Inadequate progress by the student
- Failure by the student to pay fees
- Where Eastwest College is unable to guarantee accommodation due to the student's behaviour

- In the event of criminal behaviour by the student (including such behaviour outside Eastwest College's premises)
- An inability to attend due for reasons such as illness or family obligations, where the student cannot practicably make up the missed course time.

Termination procedures:

The College will decide on any decision to terminate enrolment by evidence received to indicate a misdemeanour by the student. Any student's wrong behaviour of any kind which is of sufficient gravity will be discussed by appropriate staff, and after all attempts to help the student with advice and correction have been followed, the student may be suspended for one or two semesters, or, if necessary, the training will be terminated.

The student will be given the opportunity to respond to any prejudicial information before a decision to terminate is made, to ensure that the decision is fair and any inaccurate information can be corrected.

Grievance procedure :

All students have the right of appeal if they feel that any decision made concerning them is unfair, or if they have any grievance to raise. This should be put in writing to the Principal. They can make an appeal or be heard about a grievance in the following order :

- The Principal
- The full staff meeting of the College
- The Eastwest Advisory Council.

Students may be supported by two members of the Student Council in any appeal or grievance process.

The International Education Appeal Authority (IEAA) is an external agency for contact by students as a last resort. Their contact details are :

International Education Appeal Authority	Phone 64 4 918 8390
District Court	Fax 64 4 918 8303
PO Box 12 083	Email info.ieaa@minedu.govt.nz
Wellington	
New Zealand	

STAFF

Staff dedicated to international students :

The College has a staff member, Keith Jellyman, dedicated to the interests of international students, who can be contacted at jellyman@eastwest.ac.nz, and a financial administrator, Lynda Ballard, who deals with any permit or financial matters relevant to international students. Her email is finance@eastwest.ac.nz. Any matters relating to accommodation should be addressed to Karen Myers, the college hostess at karen@eastwest.ac.nz

Ratio of staff to students :

The ratio of staff to students is one staff member to five students.

LIVING ON SITE

Travel from Auckland Airport :

Students are collected from Auckland airport when they first arrive in New Zealand. Otherwise it is their own responsibility to arrange transport to and from the airport.

Availability and characteristics of living accommodation options :

All international students are accommodated on site :

- Families : in a two or three bedroom unit allocated to their own family
- Single people : sharing a bedroom in a two or three bedroom unit

For the cost of accommodation on site, see Appendix A.

Orientation :

All new students participate in an orientation programme, which commences with a “Welcome In” dinner prior to the beginning of the course. At this time, new students have an opportunity to meet the College staff.

On the Thursday and Friday prior to the beginning of the course, the orientation programme takes the form of an introduction to the college lifestyle, a tour of the campus and of the surrounding Gordonton village, and a trip to the nearest shopping complex (approx 12 kms from the College). Staff explain what is meant – and involved - by living “in community” (duties, responsibilities etc), a tour of the library is organised and an explanation given of how the library cataloguing system operates. The ministry co-ordinator describes how students are expected to undertake their various ministries.

Living cross-culturally in New Zealand will affect all aspects of the student’s life while they are studying at the College, and particular aspects are highlighted during the programme. New students also meet the Student Council.

There is time to ask questions, and any points that are still not clear after the programme has been completed can be discussed with staff members, Student Council members, or other students.

Students are expected to speak English while in any public areas on campus.

GOVERNMENT ISSUES

Immigration requirements :

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 www.immigration.govt.nz.

Eligibility for health services :

Most international students are not entitled to publicly funded health services while in New Zealand. Students who receive medical treatment during their visit will 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 www.moh.govt.nz.

Accident insurance :

The New Zealand Accident Compensation Corporation provides accident cover for all New Zealand citizens, residents, and temporary visitors to New Zealand, but students may still be liable for medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

Compulsory TB Testing

You will need to be screened for TB if:

- you are intending to stay in New Zealand for more than six months and the country stated in your passport is not included in the list below or
- you are intending to stay in New Zealand for more than six months and in the last five years from the date of your application you have visited, and/or lived in, a country or countries that are not included in the list below and the combined total of time spent in the country or countries adds up to three months or more.

Australia, Austria, Belgium, Canada, Cyprus, Denmark, Finland, France, Germany, Iceland, Ireland, Israel, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Puerto Rico, San Marino, Sweden, Switzerland, United Kingdom, United States of America, Vatican City.

Medical Examination

You must undergo a medical examination if you plan to stay on in NZ after one year. The examination has three components:

- A physical examination by a registered medical practitioner
- A chest X-ray
- Blood and urine tests

TRAVEL

Medical & Travel Insurance

When enrolling international students, the College is required by the NZ Immigration Service/Ministry of Education to ensure that international students have appropriate and current medical and travel insurance for the duration of their planned period of study. Generally, students should have combined travel and medical insurance on one policy, but separate policies are permitted. An English translation is required if the medical insurance policy is in a foreign language.

Students from Australia and the UK are covered for urgent hospital treatment under a reciprocal agreement with the British and Australian Governments, but still need medical cover, travel insurance and hospital cover for non-urgent treatment.

Travel insurance policy components

Where students have separate travel and medical insurance policies, the travel insurance policy should cover:

- Accident and injury
- Disruption to travel plans
- Cost of medical care in any “stopover” countries.

Suggested minimum content for appropriate insurance policies

The policy should:

- Commence the minute the student leaves home for the airport on their way to New Zealand
- Apply while in transit
- Apply while the student is in New Zealand
- Cover the student for any trips to other countries during the period of study
- Cover the student for any holidays back to their home country during the period of study.

When enrolling students who are already in New Zealand, the College requires proof of insurance on enrolment.

High sums insured and medical benefits

- “Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are suggested.
- Medical benefits generally range from general practitioner visits and prescriptions through to major hospitalisation (both public and private), optical cover and emergency dental cover.
- It is preferable that no excess is applied to medical claims as this could deter students seeking treatment.

Emergency evacuation / repatriation

Repatriation represents the cost of getting the student home.

The benefit works two ways:

- If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals these costs are met by the insurance
- If members of the student’s immediate family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.
- Ideally the policy should have “unlimited cover” as very large sums can be incurred in these situations.

Accompanying relative cover

If an overseas student in New Zealand becomes seriously ill or dies the policy should pay for parents to fly to New Zealand on the first available flight. The day-to-day accommodation and reasonable living costs in New Zealand for the parents should be met, as should the cost of their airfares home.

Personal effects (optional)

Insurance should cover students’ personal effects, including items like expensive musical instruments, lap top computers, and sporting equipment. Limits should be realistic but able to be increased to represent the actual value of particular items.

Personal liability cover

This benefit applies when a student causes accidental damage to property at an education provider e.g. breaking expensive laboratory equipment, spilling paint on the carpet.

While persons affected could claim on their insurance, their insurance company should be provided with details of the student’s insurance to recover costs from the student’s insurer.

Desirable additional policy components

Loss of fees due to emergencies

This benefit should cover fees that are lost due to unforeseen events that are insured and unrecoverable from any other source. For example:

- The student is ill, injured, or deceased in New Zealand and unable to complete a course
- Travel delay occurs en route to New Zealand
- A relative becomes critically ill, injured, or dies in the student’s home country.
- Fee payment should be recoverable, or tuition reinstated.

Mental illness

Mental illness is generally excluded from “standard” travel and medical insurance cover. However, some in-bound student plans offer varying amounts of mental illness cover. Signatories may wish to investigate insurance that covers both the medical costs and repatriation back home for students suffering mental illness.

Continuation option

Travel insurance usually ends when the student has returned to their home country. However, it is prudent to ask if a continuation option is available if a student needs to return to his/her home country because of illness or injury during the policy period and is able to use the policy for on-going treatment until the policy has expired.

Implementation

If purchasing cover through a New Zealand insurer the student should purchase this cover at the same time they pay their fees and before they leave home, to cover them for unforeseen medical emergencies that would prevent them coming to New Zealand.

Proof of cover is required as part of the enrolment process. The College will retain a record of the insurer and policy number of all their students, which may be used in the event of an emergency.

The College must know at all times which insurance each student has and the expiry date of that insurance.

Ensuring that insurance is appropriate and current

When checking insurance policies, the College will check that :

1. The insurer/re-insurer is a reputable and established company with substantial experience in the travel insurance business, and has an excellent credit rating. AAA is the highest credit rating. The credit rating should be no lower than A from Standard and Poors, or B+ from A M Best.
2. The insurer is able to provide emergency 24-hour, 7 day per week cover.
3. Students have a “certificate of currency” and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc. This is standard insurance practice to validate cover.

If the insurer is an overseas company, the College requires that students provide policy details in English in advance to allow us to ensure that the policy meets our requirements.

International students cannot be accepted for study, nor attend lectures at Eastwest College unless they have the required immigration visas and insurance documentation.

CODE OF PASTORAL CARE FOR INTERNATIONAL STUDENTS

A copy of the summary document of the Code of Practice for the Pastoral Care of International Students, can be downloaded from the Ministry of Education’s website :
www.minedu.govt.nz/international

FINANCE

Fees

The following outlines our current semester fees. There are two semesters per year. Please note that all prices are quoted in New Zealand dollars and are subject to change without notice. Fees are reviewed annually. Please refer to the finance page on our web site –

www.eastwest.ac.nz/finance.html or email the administrator if you are uncertain, on finance@eastwest.ac.nz

Fees per person per semester

Tuition	\$1715
Accommodation	<u>\$2785</u>
Total for students	<u>\$4500</u>
Fees for non-studying partners	<u>\$2785</u>

Fees per child, per semester

Under 1 year	1st child \$830, 2nd child \$585, 3rd and subsequent children \$330
1-4 years	1st child \$1,045, 2nd child \$790, 3rd and subsequent children \$545
5-12 years	1st child \$1245, 2nd child \$1,000, 3rd and subsequent children \$755
13-18 years	1st child \$1,380, 2nd child \$1215, 3rd and subsequent children \$970

Miscellaneous additional costs

- One-off \$25 key bond (refundable at end of enrolment if key is returned)
- One-off \$100 clean-unit bond (refundable if your accommodation is left in a satisfactory condition at the termination of your enrolment)
- One-off \$25 resource fee (non-refundable)
- Annual \$10 student ID/library card (non refundable)
- Annual \$30 Public Trust Registration Fee.

Student fees cover the eighteen weeks of each semester and the mid-semester holidays. Students will require additional funds to cover holiday expenses occurring between semesters (2 weeks in July and 12 week break in December/January/February) or be prepared to make alternative arrangements.

Residential students' fees cover weekly college main meals (not breakfast or Friday evening meal) and accommodation during the semester. They do not cover weekend food, language lessons, text books, writing materials, telephone and internet bills, groceries, personal items, ministry expenses or travel costs on ministry.

Fees are payable on acceptance of enrolment.

Fee Protection

Student fees are protected by an independent Trust Account operated by the New Zealand Public Trust. Accommodation and tuition costs are paid by the Public Trustee to the College monthly. On enrolment, students sign a payment schedule showing the monthly payments to the College of their fees. Fees held in the Public Trust Protect Account are government guaranteed.

Withdrawal & Refund Policy

Before withdrawing from the College, students are urged to discuss the matter with the Academic Dean.

To withdraw from the College prior to the end of the semester, students are required to apply in writing and submit the application to the Academic Dean. The withdrawal date cannot be prior to the date that the application is submitted.

The process for a fee refund will commence immediately upon receipt of a student's application for withdrawal. The process will be completed within 60 days. Payment will be made directly to the student, or to an alternate provider nominated by the student in writing.

- Withdrawals within seven calendar days of course commencement : fees will be refunded in full, less one week's accommodation charges.
- If a student withdraws after seven calendar days and within 40 calendar days of course commencement, the refund will consist of the unexpired portion of fees paid (calculated as the number of whole weeks until the end of the semester as a percentage of the total weeks within that semester) less an administration fee of \$500.

Students who withdraw after 40 calendar days from the commencement of the semester will not receive any refund of fees.

All semesters paid for but not commenced will be refunded in full.

Eastwest College will notify the New Zealand Immigration Service that the international student has withdrawn from study. This affects the student's international study visa, rendering it invalid and may affect obtaining a subsequent student visa to study in New Zealand.

Additional Expenses While Studying

Students need to budget carefully for their expenses whilst studying. A typical budget would cover:

- College fees
- Air fares
- Photocopying fees : 10 cents per single page
- Printing fees. Printers are available for student use, but students need to supply their own paper
- Rainbows Early Childhood fees for pre-school children
- Internet fees, which are payable directly to the Internet Provider
- Personal costs - stationery, toiletries, telephone calls/rental, small items of clothing, etc: \$50+ per adult per week
- Food costs during semester breaks: \$150 to \$200 per week per family
- Car purchase (optional) – an example would be \$3000 for a 10 year old car
- Annual car registration and insurance : \$600 or more per year
- Petrol costs
- Holiday accommodation motel costs if sightseeing: \$100 or more for two people per night
- Fees for school-age children: \$7000 (or more) per year for primary school tuition and \$10000 (or more) per year for secondary school tuition
- Textbooks : allow approximately \$200 for textbooks each semester. Books are obtained by the College at a discounted rate and available for purchase.

Semester Break Student Accommodation Charges

Students remaining on campus during semester breaks are required to pay for their own accommodation and will need to buy their own food. They are also required to provide one half day's work per week in respect to community sharing of responsibility for the College buildings and grounds.

Charges for student accommodation during semester breaks are as follows:

- \$40 per adult for single room per week
- \$35 per adult for shared room per week
- \$10 per child per week
- \$80 per accommodation unit per week for families

Guest Accommodation

The following are the charges for guest accommodation and meals:

Adult	\$20 per night
Child (under 15)	\$10 per night
Adult's lunch	\$2 per person
Children's lunch	\$1 per child
Adult's dinner	\$3 per person
Children's dinner	\$1.50 per child

These fees are correct at time of publishing (14/10/2009) and may be subject to change without notice.

What to Bring

You will be aware that your fees cover :

- your food during the week (you provide your own meals over the weekend, but rice, bread and milk are always available from the college pantry)
- accommodation during the whole semester

For your arrival at the college, we ask our students to bring the following items:

- Personal toiletries
- Wet weather gear for practical work on Monday or Friday afternoons
- Please bring a laptop if you have one. There is a small computer suite with good broadband access in the library for students to use. Personal printing can be done in the Library.
- College does not provide individual telephone connections in student flats. Each accommodation unit is wired for telephone and you may arrange telephone access through Telecom on arrival. If you need assistance with this, the person to speak to is Keith Jellyman. You may also arrange internet access through the College wireless system at a modest cost. The person to see about this is Jae Seong Lee.
- If you have a radio/stereo, you may wish to bring that, and if you have a small portable television, you may like to bring that too (please check beforehand that the TV is suitable for use in New Zealand)

If you have any queries, or are not sure about whether additional items can be brought to the college, please do not hesitate to get in touch with us on office@eastwest.ac.nz

Eastwest College OF INTERCULTURAL STUDIES
Pastoral Care of International Students

This one-page form is to be signed by all international students and returned to the College before acceptance for enrolment can be confirmed

Please write clearly

Name : _____

Address : _____

I have read the document entitled
Pastoral Care for International Students
and the attached refund and fee protection policies
and I have properly understood the regulations that are written in it.

Signed :

Date :

Please fax this page to : +64 7 824 3418

or post it to :

Eastwest College of Intercultural Studies
21 College Drive
RD1, Taupiri 2171
New Zealand

Please do not fax the other 10 pages. Just fax (or send) this one page.

