

Canterbury Sports Management College



Courses & Tuition Fees

General English

FULL TIME

25 hours per week

1 to 10 weeks ————— \$360 per week

11 to 20 weeks ————— \$355 per week

21 to 30 weeks ————— \$350 per week

31+ weeks ————— \$345 per week

PART TIME

15 hours per week

1 to 20 weeks ————— \$260 per week

20+ weeks ————— \$240 per week

Business

National Diploma in Business Level 5 ————— \$16,400 per course

New Zealand Diploma in Business Level 6 ————— \$18,500 per course

Golf

Certificate in Golf and English ————— \$780 per week

Certificate in Advanced Golf and English Level 4 ————— \$28,700 per year

Diploma in Golf Level 5 ————— \$35,800 per year
2 years

Other Fees

Enrolment Fee ————— \$200

Accommodation

College Student Hostel ————— \$100 per week

Homestay ————— \$225 per week

All fees are in NZ dollars and include 15% GST

HOW TO ENROL

- 1 Complete this Enrolment Application Form and send it with all required attachments directly to Canterbury Sports Management College by mail or fax to or to an authorised Canterbury Sports Management College Agent.
- 2 Please send the signed and completed Enrolment Application Form to Canterbury Sports Management College by fax to Christchurch +64 3 982 2961.
- 3 We will send you an Invoice for fees.
- 4 Pay your fees directly to Public Trust Account (see HOW TO PAY). We will then issue an Offer of Place and a Receipt.
- 5 Take the Offer of Place and the Receipt to the nearest New Zealand Embassy or Consulate Office and check any visa requirements that might apply.
- 6 Make your air travel bookings and send us details of your arrival date and time. We will meet you at Christchurch Airport and introduce you to the hostel or to your host family.

HOW TO PAY

Pay in person or by telegraphic transfer in NZ Dollars to Public Trust Account.

Bank: Bank of New Zealand

Account No.: 02-0536-0305865-01

Remittance information: 7725817TR01 Canterbury Sports Management College

Bank Address: North End Branch, Wellington, New Zealand

Swift Code: BKNZ22

In accordance with the NZ Education Act of 1989, Canterbury Sports Management College operates a student fee protection trust. All student fees will be paid directly in and held in a trust account with Public Trust.

Terms and Conditions of Enrolment

CONDITIONS OF ACCEPTANCE

1. The minimum age for Diploma courses at CSM College is 18 years.
2. There is no minimum level of English required for English studies or Sports (Golf) courses. Students must be at a pre-intermediate or above level of English to start exam or Business courses.
3. All applications will be considered for acceptance by CSM College. However applications must meet the criteria and standards of entry expected by CSM College.
4. Any enrollee suffering from any mental or physical disability or illness should record the details on the CSM enrolment form (or provide further information). Failure to do so may lead to cancellation of the student's enrolment.
5. Only complete applications will be processed. CSM College reserves the right to accept or decline the application.

IMMIGRATION REQUIREMENTS

Students must obtain a New Zealand Student Visa. This will require

- Completed, signed "Application to Study in New Zealand"
- The application fee
- Passport
- A recent passport size photograph attached to the form at the section indicated.
- Completed Medical and Chest X-ray Certificate (NZIS 1007) for people who intend to be in NZ for 12 months.
- or completed Temporary Entry X-ray Certificate (NZIS 1096) for people who intend to be in NZ for more than six months
- Police Certificate if you intend to be in NZ for two years or longer and you are aged 17 or over
- A completed Financial Undertaking for a Student (NZIS 1014) form; or evidence of sufficient funds to support yourself for the period you will be studying.
- An "Offer of Place" from Canterbury Sports Management College with guaranteed residential accommodation
- A Receipt of tuition fee from Canterbury Sports Management College

Applications for study visas should be made no later than three months preceding entry, to the nearest New Zealand diplomatic office in the student's own country. If the student is already in New Zealand, application should be made to the local New Zealand Immigration Service Office.

IMMIGRATION INFORMATION

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

ACCOMMODATION TERMS

- College Hostel accommodation is arranged by Canterbury Sports Management College and is based on a semester.
- Homestay accommodation is arranged by Canterbury Sports Management College and is based on a seven day week.
- Fees must be paid even if the student is absent.
- Accommodation fees are required to be paid in full in advance.
- Hostel and Homestay accommodation is assessed prior to entry by Canterbury Sports Management College.

1. CSM College Hostel

- 1.1 The College's boarding Hostel has local government by law occupancy compliance.
- 1.2 The suitability of the resident Duty Supervisors of the Hostel has been checked and verified. Risks to the safety of students will be monitored and managed by the Administration Manager and the Principal.
- 1.3 Students must follow the Hostel rules, safety and emergency procedures, at all times.

2. Homestays

- 2.1 Canterbury Sports Management College will:
 - Determine that the homestay is not a boarding establishment;
 - Assess the homestay carers suitability;
 - Visit and assess the residential facility;
 - Assess that the homestay carer will provide a safe physical and emotional environment.
- 2.2 Students must make homestay payments in advance at the beginning of each term.
- 2.3 Students must not make their own private homestay arrangements without the approval of the Administration Manager.
- 2.4 Students staying in a homestay are required to exhibit appropriate behaviour.
- 2.5 Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be relocated or sent home.
- 2.6 Where the student wishes to withdraw from the homestay, at least two weeks notice must be given in writing to the Administration Manager. Advice and a support infrastructure for homestay carers will be provided by the Administration Manager.
- 2.7 The homestay may be selected by an accommodation agent (see accommodation agent contract).

3. Living in a Flat

- 3.1 Students may make their own living arrangements in a flat or house (if over 18 years).
- 3.2 Canterbury Sports Management College will offer to undertake checks on the accommodation and act as a liaison between the landlord and the student when necessary. Canterbury Sports Management College will provide recommended costs for flatting. (It costs approximately NZ\$150-\$180 per week)

4. Temporary Accommodation

Canterbury Sports Management College will:

1. Assess suitability of all temporary accommodation;
2. Monitor and manage risks to students;
3. Ensure group students are adequately supervised.

ALL ACCOMMODATION ENQUIRIES

Mr. Neil Marwick – Principal:
Canterbury Sport Management College,
PO Box 27094, Shirley, Christchurch, New Zealand
neil.marwick@csm.ac.nz Ph: 64 3 982 2960 Facsimile: 64 3 982 2961

LIABILITY AND INSURANCE

- Canterbury Sports Management College shall not be liable if the services contracted for cannot be provided for reasons beyond its control.
- The Insurance policy must cover travel, medical (doctor, dentists, emergency). Canterbury Sports Management College will not be held responsible for any sickness, injury, change or loss incurred within the college, on external college study programs or on college activities or tours. Please view Insurance details: <http://www.studentcare.biz>

HEALTH AND INSURANCE

Medical & Health Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Students must provide evidence of appropriate and current medical and travel insurance. This insurance must cover the full length of time spent in New Zealand. An overseas insurance policy will be accepted if it is accompanied with an English translation. The college will keep a record of the insurance policy number and the type of cover provided.

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 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 www.acc.co.nz

CANCELLATION AND REFUND POLICY

The following policy applies for cancellations unless special arrangements have previously been agreed upon by all parties.

Tuition fees will be held in a Trust Account, until such time as the student has started the course and are subject to the following cancellation clauses where a refund is due:

1. Fees are for a minimum study period of 2 weeks to a year's study.
2. All notices of cancellation must be made in writing and are not effective until they are received by the College together with the original Offer of Place letter.
3. Tuition fees are not transferable to another person or institution.
4. If the student provides a written application for withdrawal within 28 days prior to or up until the end of the eighth day following the commencement date of the course, the payer will receive a 75% of fees less administration costs of up to 10% of the total fee or \$500 whichever is the lesser. There is no refund for withdrawal received from day 11 onwards after the commencement date of the course.
5. If a student is unable to obtain a visa after paying fees, all tuition fees, and accommodation paid in advance, shall be refunded upon application less administration costs of up to 10% of the total fee or NZ\$500 whichever is lesser.
6. If a student cancels or withdraws from a course, the payer must reimburse the College for any fees which have been paid or incurred by the College to other representatives. Where the College refunds the course fees, the representative's fees will be deducted from the refund.
7. Refunds are made by bank draft in New Zealand Dollars or the foreign currency equivalent at the time of the refund; they will be made out to the person from whom the fees were originally received and sent to that person's home country address unless other arrangements have been approved by the College.
8. If the student cancels an accommodation booking after he/she has notified the College of their arrival details or less than 2 weeks before the accommodation commencement date, then the payer will receive the remaining accommodation fees less administration of up to 10% of the total fee or NZ\$500 whichever is lesser.
9. The refund of any fees charged by an agent must be separately claimed from the Agent.
10. Canterbury Sports Management College reserves the right to alter its fees, conditions, course times, timetables, class locations, class size and course commencement dates at any time, and will inform the students as soon as possible.

PLACEMENT, ASSESSMENT AND ATTENDANCE

On arrival at the College Students will:

- Sit an English Language Proficiency test. The student will be assessed and placed in an appropriate class. Later adjustment may be made after appropriate consultation.
- Be provided with a Student Handbook, which contains information on school rules and regulations. Students are required to become familiar with this material before beginning their studies.
- Be given an orientation tour of the college and its facilities, and discuss aspects of life in New Zealand. Matters and routines relating to daily college life, such as off-site programmes and hostel, will also be covered.
- The student must attend AT LEAST 90% of the classes. Attendance registers will be checked regularly and any unsatisfactory attendances will be notified to the Immigration Authorities.

RULES

- All students of Canterbury Sports Management College are required to observe the rules of the college. A copy of the rules is made available to each student in their Student Handbook. Extra copies are available on request.
- Students are expected to obey the laws of New Zealand.
- The New Zealand Immigration Service will be advised if a student's contract with the college is cancelled because of breach of the above conditions.

PRIVACY OF PERSONAL INFORMATION

The personal information you provide in this application is protected by the Information Privacy Principles set out in the Privacy Act 1993. The information will only be disclosed to staff of Canterbury Sports Management College and to members of any official panel or committee directly involved in assessing applications for enrolment to this program or course. The information will be held on the College's Student Record System and will be confirmed with you, if and when you enrol.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

CODE: Canterbury Sports Management 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>

ENROLMENT FORM

Please send this form by email to info@csmc.ac.nz,
or fax to +63 3 982 2961



Agent Details

Company Name _____
Contact Person _____
Email Address _____

Personal Details

Family Name _____ Given Name(s) _____
Date of Birth _____ Male / Female _____
Nationality _____ Passport Number _____
Email Address _____
Address in New Zealand _____

Telephone _____ Mobile Phone _____

Course Details

Course _____
Course Start Date _____
Number of Weeks _____

Accommodation

- CSM College Student Hostel
 Homestay

Arrival Details

Airport pick up required Yes No
Arrival Date _____ Arrival Time _____ Flight Number _____

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance upon arrival into New Zealand.

- I have medical and travel insurance.
 I will apply for Southern Cross Travel Insurance which CSM College recommends.
(for policy details, please see www.scti.co.nz)

Declaration and Completion of Enrolment

I certify that all information in this application is true and correct. I agree that any information relation to my achievements while a students of Canterbury Sports management College can be collected andpassed on to other agencies such as the Ministry of Education and NZQA as may be required by these aagencies. I have read, understood and accept the conditions of enrolment as outlined in the Enrolment Support information accompanying the this Enrolment Application.

Student Signature _____ Date _____
(Parents Signature if students aged under 18)



CANTERBURY SPORTS --- MANAGEMENT COLLEGE

CSM College - Christchurch

537-541 Innes Road, Marehau, Christchurch, New Zealand

PO BOX 27094, Shirley, Christchurch

PH: 64-3-9822960 FX: 64-3-982-2961

Email: info@csmc.ac.nz

Website: www.csmc.ac.nz

