



CPIT International Pre Departure Guide & Information 2011



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Kia Ora and Welcome to CPIT

This handbook has been prepared to provide you with general information that you will find useful before you come to study at CPIT, eg application/ enrolment process; terms and conditions of enrolments at CPIT; student visa application process; accommodation options and living in Christchurch.

Your First Point of Contact at CPIT

Our International Admissions Team will be the first point of contact for any questions you may have. This team is also responsible for looking after your admission and enrolment. Our contact details are:

International Admissions Team

Christchurch Polytechnic Institute of Technology
City Campus Madras Street
P O Box 540
Christchurch 8140
New Zealand

Tel: +64 3 940 8732/8407/8345

Fax: +64 3 940 8642

Email: intladmissions@cpit.ac.nz

Opening Hours

Monday - Thursday 8am-6pm

Friday 9am-4.30pm

Feel free to talk to any of us if you have any questions and we look forward to welcoming you to CPIT, you'll find our office marked on the map on page 19.

CPIT website: www.cpit.ac.nz

Online International Study Guide: <http://cpit.web.fc2.com/international>

International Student Advisors

CPIT has a team of staff who work to support international students requiring pastoral care (help adjusting to living in New Zealand) and help with academic related issues. International students can seek help themselves or may be referred by staff members. Bilingual advisors are also available.

International Student Advisors

Location: A121, A Block, Madras Street

Tel. +64-3-940 8728 or +64-3-940 8434

Mobile: +64 27 303 3114 (Text only)

Email: intadvisors@cpit.ac.nz

Hours: Monday - Friday, 9am - 4.30pm (office)

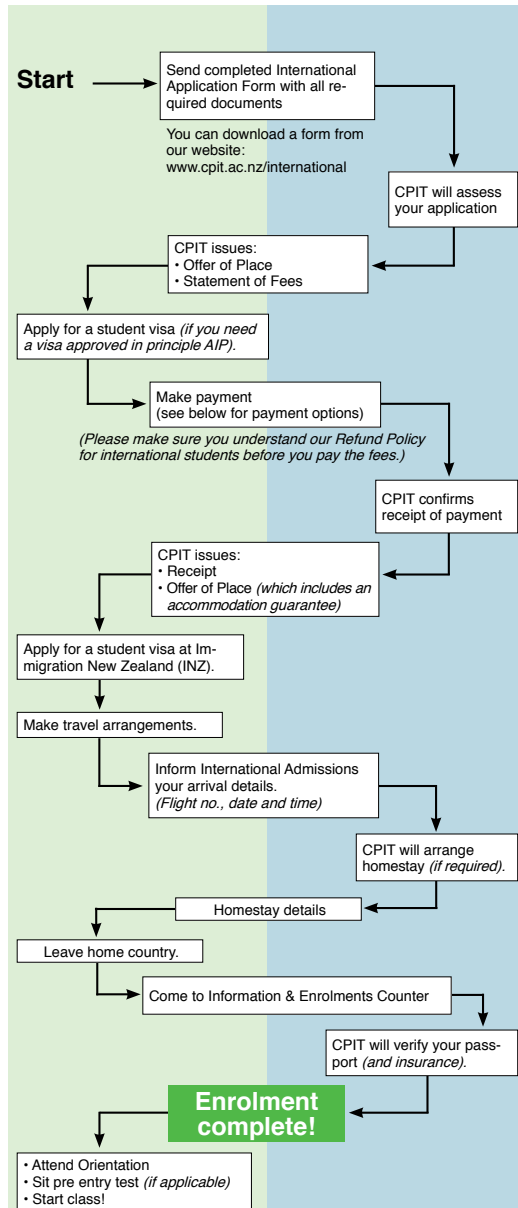
Enrolment Process

Shortly after your arrival in Christchurch, please report to the Enrolments counter in the Rakaia Centre on Madras Street **with your passport** to complete the enrolment process.

It is important that you do this before starting your classes.

Information on the enrolment process and international application form are available on our website: <http://www.cpit.ac.nz/international/how-to-apply>

Application/Enrolment Process for International Students at CPIT



Acceptance Documents

When you have been accepted onto the programme(s) you apply for, CPIT will send you the following **acceptance documents**:

- Offer of Place
- Statement of Fees

The **Statement of Fees** explains the fees you are required to pay to study at CPIT. It also states the terms and conditions of acceptance of your Path of Study as indicated on the **International Pre Departure Guide** and the payment due date. Please note that tuition fees are quoted in NZ\$ per year unless otherwise stated.

The **Offer of Place** officially accepts you onto your chosen path of study, providing you comply with the enrolment conditions and you pay your fees by the due date. Once you have paid your fees, you may use the Offer of Place, together with your receipt, to apply to Immigration New Zealand for a student visa.

The **International Pre Departure Guide & Information** is the booklet you are now reading. It is important that you fully understand its content.

Conditional Offer

CPIT may still accept International students onto a programme conditionally if they don't quite meet all the entry requirements for the programme they applied for. The offer of place will clearly outline the conditions you are required to meet before you can begin to study the programme you have been accepted for. The study required can almost always be undertaken at CPIT.

For example: you may be accepted onto a programme which requires a certain level of English. This means that you will need to prove that you have the required English level to study for that programme before the programme starts. Alternatively you can enrol to study English at CPIT to achieve the required English level before you start your academic study.

English Language Requirement

We use the International English Language Testing System (IELTS) as a benchmark for our International students to show that they have the required English level. CPIT provides IELTS courses and is an official IELTS testing centre. For more information about IELTS and where you can sit for the test, please visit the website at: www.ielts.org

We may also accept alternative International English Testing results eg TOEFL (Test of English as a Foreign Language).

It is important for you to double check the required English level as the English requirement may vary between programmes. Please refer to your chosen programme for requirements. If you are unsure, check with us!

Meeting Conditions of Acceptance

Once you meet all the requirements, you should submit evidence of this to CPIT for verification and pay your fees. You will then receive an **'Offer of Place'** and **'Receipt'** so that you can proceed/continue with your student visa application process.

Not Meeting the Conditions of Acceptance

If you do not meet all the conditions before the programme commencement, **don't panic!** Talk to us and we will help you to work out an alternative path of study. You may need to study more English, or undertake one of our Foundation programmes, depending upon your situation. We will arrange your study based on your individual needs, and you can defer your original plans until the next intake.

Fees Payment

Preferred method – Custom House



Available via the following link:

http://www.cpit.ac.nz/international/how_to_pay

CPIT prefers students paying fees from outside of New Zealand to use the Custom House payment option. Custom House is a safe and fast payment method that enables CPIT to quickly identify your payment so an Offer of Place can be issued in a timely manner for student visa purposes.

Custom House is simple and easy to use and provides you with the option to pay in your local currency or in various major currencies, as well as enabling you to track the payment progress on the website.

Alternative methods

If you are unable to pay using the preferred Custom House method, you may use one of the following methods:

- Bank Transfer (telegraphic transfer) to CPIT's bank account using the following details below. Please include your name and Student ID number in payment information. Payments will incur a \$30 bank charge.

Christchurch Polytechnic Council
Bank of New Zealand
129 Hereford Street Branch
Hereford Street
Christchurch
New Zealand

Account No: 02-0800-0911670-00
Attention: International
Swift Code: BKNZ NZ22800

- Credit Card (Visa, Mastercard, American Express)
- Bank cheque (made out in New Zealand dollars)
- EFTPOS or cash if you are in New Zealand. Please note that for safety reasons we advise that students do not carry large amounts of cash

All bank charges are to be met by the student.

Obtaining a Student Visa

You will need to apply for a student visa through Immigration New Zealand (INZ) to study in New Zealand. A student visa allows you to travel to New Zealand. When you arrive in New Zealand on a student visa, a student permit will be granted and stamped on your passport to allow you to study in New Zealand.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand and can be viewed at their website at www.immigration.govt.nz You can also download the forms from the website. If you have any problems or need advice, please don't hesitate to ask us.

If your visa application is declined, you need to let us know as soon as possible as many of our programmes have limited spaces available.

Please check your Student Visa conditions before you leave your country. If you do not have '**Outward Passage Waived**' written on your visa, you must have a return air ticket when you come to New Zealand. If you do not have one, you will be asked to buy an air ticket upon your arrival before you go through Customs. This can be very expensive!

If you have a current visa and wish to obtain or renew a student visa, please see the staff at Information & Enrolments. Applications will normally take no more than three working days. You will need the following documents to apply for your student visa:

- Tuition fees paid
- Bank statement (showing a balance of approximately \$10,000 for one year visa and \$5,000 for six months visa)
- Completed student visa application form (attached)
- \$150 visa application fee
- Passport
- Passport-sized photos (2 copies).

CPIT Policies

CPIT has developed a range of policies that apply to all students including international students. The policies that the Students' Association and CPIT management think are the most relevant to students are held in the Student Policy Manual available for reference in each faculty, CPSA and the Enrolments counter or online at: www.cpit.ac.nz/policies

Terms & Conditions of Enrolment

Please make sure that you understand all costs, requirements, terms and conditions of enrolment and the refund policy for International Students at CPIT before you start your study. Full details are available at: www.cpit.ac.nz/enrolment/terms_and_conditions and also published on the Statement of Fees.

Refund Policy for International Students

CPIT's Refund Policy is based on a student's '**Path of Study**'. The definition of Path of Study (for International students) is:

Path/Course of Study is defined as the total length of each programme which the student has chosen to study as detailed in the Statement of Fees and accepted by payment and enrolment.

Example:

- For International School of English Language (ISEL) students this would be the total number of weeks of enrolment, depending on their chosen programme (this information is provided when they apply to CPIT).
- For mainstream international students, this would be either one semester if the programme is 6 months long, or one year for other programmes offered at CPIT.
- International School of English Language (ISEL) students enrolling in English Language and mainstream programmes, the path of study would be the total number of weeks of enrolment of English language **plus** the first year of the mainstream programme.

The formula for calculating a refund is as follows:

Refund Policy	Tuition Fee	Registration Fee	Homestay Placement Fee
Withdrawing 14 calendar days or more prior to commencement	20% of tuition fee plus NZ\$500 administration fee will be deducted.	No refund	Full refund
Withdrawing less than 14 calendar days prior to commencement	20% of tuition fee plus NZ\$500 administration fee will be deducted.	No refund	No refund
Withdrawing within the first seven calendar days of study	20% of tuition fee plus NZ\$500 administration fee will be deducted.	No refund	No refund
Withdrawing after seven calendar days of study	No refund	No refund	No refund
Compassionate refund	International students may, in certain circumstances, apply for a compassionate refund. This is only considered when withdrawal circumstances are beyond a student's control. The Grounds for Consideration of Compassionate Refund of Fees and Charges is applicable to both domestic and international students.		

Changing Your mind about Studying at CPIT

If you change your mind about studying at CPIT, you **MUST** let us know as soon as possible about your decision.

Think carefully about your study decision before you commit. It is important that you know you are making a commitment to yourself and CPIT, therefore you are committed to your 'Path of Study' when you make the payment.

If you change your mind before you arrange to pay your fees, please let us know so that we can accept another student in your place.

If you change your mind after you have paid your fees, please understand that the Refund policy for International Students will be applied to your case and Immigration New Zealand (INZ) will be notified.

Code of Practice for the Pastoral Care of International Students

CPIT 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 the Ministry of Education's website: www.minedu.govt.nz/goto/international

The purpose of the Code of Practice is to ensure a high quality pastoral care is delivered for all international students studying within New Zealand institutions. All schools and institutions who wish to have international students studying on their programmes must comply with the Code of Practice.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

When does the Code apply?

The Code commenced on 31 March 2002 and CPIT is a signatory to the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit, work permit or visitor's permit from Immigration New Zealand.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from:

www.minedu.govt.nz/goto/international

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This list is available from:

www.minedu.govt.nz/goto/international

If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from Immigration New Zealand and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

Summary

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

You can write to the IEAA at:

The International Education Appeal Authority
Tribunals Unit
Level 1, 86 Custom House Quay
Private Bag 32001
Panama Street
Wellington 6146
New Zealand

Tel. +64-4-462 6660
Fax. +64-4-462 6686
Email: ieaa@justice.govt.nz

Medical and Travel Insurance

The Code of Practice for the Pastoral Care of International Students requires all International students to have comprehensive health and travel insurance. We will arrange insurance for the period of your enrolment. To be exempt from this insurance you must provide us with proof (translated to English) that your health and travel insurance adequately covers you during your enrolment at CPIT.

CPIT's preferred insurance provider is Inbroke Limited, who have specifically tailored their StudentCare policy to meet the needs of CPIT students. Details of this policy can be obtained by contacting CPIT, or by visiting: www.studentcare.biz/studentcare_nz_cpit.htm

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: 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: www.acc.co.nz

Students under 18 years

Students under the age of 18 years must have a designated caregiver or guardian while in New Zealand. CPIT will forward the relevant idemnity documents for completion as required if you are under 18 years of age.

If you are coming directly to CPIT, and not living with your parents, you must stay with one of our approved homestay families.

Orientation Programme

To help you adjust to the lifestyle and study habits in New Zealand, you will take part in an 'Orientation' programme.

- **Mainstream Students**

The Faculty that you study in will organise a **Faculty Orientation** which will introduce you to your tutors, classmates, learning facilities and other topics when you begin your study. An international orientation will be part of this which will cover useful information about living in Christchurch and the support systems at CPIT.

- **English Language Students**

You must join the orientation and pre-entry test on the first day of class.

The pre-entry test ensures students are in the right class for their English level. The orientation continues in the first week of your study. You will be studying English as well as learning more about the day to day living in New Zealand, support systems available to you, and people who can help you if you have questions.

Arrival in Christchurch

Please note that we will be unable to accept you for study if you arrive more than one week after the course commences so it is important that you make your travel arrangements early.

Airport Pick-up

Please let us know your flight details (including arrival date, time and flight number) as soon as you make the travel arrangements; OR at least two weeks prior to your arrival.

If you are staying with one of our homestay families, you will be met by our homestay provider representative at Christchurch Airport and they will take you to your new home. If your flight details change while you are travelling please phone **+64-21 201 6993** as soon as possible.

If you are not booked in to stay with a CPIT homestay, but still wish to be met and taken to your accommodation upon arrival, please contact us and we will arrange your travel for you.

Arriving in New Zealand

The two main international airports are in Auckland and Christchurch, or you might come from Australia to Wellington airport. There are direct flights from Auckland and Wellington to Christchurch.

The arrival process you will go through when you arrive in New Zealand:

- Fill in a New Zealand Passenger Arrival Card
- Show the Arrival Card and passport at Passport Control upon your arrival
- Collect your baggage and go through Customs
 - If you have any Customs or Agricultural goods declared on your Arrival Card, or if you are unsure, please go to the 'Goods to Declare Way Out' (Red Exit)
 - Otherwise depart through the 'Nothing to Declare Way Out' (Green Exit)
- Give your Arrival Card to an official.

You may be stopped and questioned and your baggage may be subjected to further scrutiny including search, x-ray, or detector dog examination. Remember, the Arrival Card is a legal document, therefore fill in the card carefully. Either declare relevant items or put them in the special bin in the airport. False declarations can lead to penalties including confiscation of goods, fines, prosecution and imprisonment. Honesty is the best policy, so declare the items if you are not sure!

After you have completed the arrival process, you will proceed to the Arrival Hall. You need to check in if you are catching a domestic flight to Christchurch.

Christchurch airport is 20 minutes away from the city centre. It will cost about NZ\$35-\$60 for a taxi or from NZ\$15 for a shuttle bus to your destination, depending on where in the city you are travelling to.

New Zealand Passenger Arrival Card

Please go to the following website to get an example of a New Zealand Passenger Arrival Card in your native language: www.customs.govt.nz

Quarantine Regulations

The Ministry of Agriculture and Forestry enforces very strict quarantine requirements to protect New Zealand's agricultural, horticultural and forestry industries. Live animals or plants, or animal or plant products, including seeds, or perishable food, are not allowed into the country. Even dried meat can contain foot-and-mouth disease. Shells, feathers, wooden items and herbal medicines may also have to be inspected. For full details please visit the website at: www.maf.govt.nz/quarantine/

It's a good idea to pack everything you think may be inspected near the top of your suitcase. Clean all outdoor footwear and equipment, including farm, camping and sports gear, before you pack it.

NZ Customs Regulations

Remember to tick "Yes" in the Customs section of your arrival card if you are bringing any of the following into New Zealand:

- Goods that may be prohibited or restricted, such as weapons, objectionable (indecent) articles, wildlife products, or illicit drugs
- Goods in excess of the \$700 allowance and the tobacco and alcoholic beverages allowance
- Goods for commercial, business, or trade purposes
- Goods carried on behalf of another person
- NZ\$10,000 or more, or the equivalent in foreign currency.

You do not have to declare your clothing, footwear, jewellery, or toiletries. These are regarded as personal effects if they are intended solely for your own use.

For full details please visit the New Zealand Customs website on:
www.customs.govt.nz/travellers/arriving+in+new+zealand/default.asp

Accommodation

Staff in the accommodation office are available to help, support and advise students on accommodation options and issues. These range from the types of accommodation available in Christchurch to assistance with tenancy problems and disputes. For more information please visit our website at:
www.cpit.ac.nz/accommodation

CPIT Homestay Accommodation

If you are visiting New Zealand for the first time, we strongly recommend you apply for homestay accommodation. Homestay provides a warm family environment with your own room and meals provided. It gives you the opportunity to assimilate into Christchurch and the New Zealand way of life by becoming part of a New Zealand family.

All of our homestay families are carefully selected and supervised. They have been vetted by police and inspected by CPIT's homestay provider. The cost of homestay is NZ\$215 per week and there is a one off homestay placement fee of NZ\$300. An extra \$15 per week may be charged for a Halal diet. For full information on our homestay services please visit our website at www.cpit.ac.nz/accommodation or contact International Admissions.

If you wish to stay in homestay and haven't already applied, please contact International Admissions.

The homestay details will be forwarded to you shortly after we have received payment from you.

Flatting

Many CPIT students live in rental accommodation while studying. Sharing rental accommodation (a "flat") with other students is one of the cheapest ways to live. Houses and flats are available for rental from property owners and through some real estate agents. Most flats are unfurnished so remember to check with the owners or agents because you might need to furnish the flat!

We strongly recommend students to have independent living skills eg cooking, cleaning, budgeting your money, etc. Take time to get to know your friends before you move in together to share a flat.

The following are examples of the average flatting costs per week (based upon a three person share flat in NZ):

- Rent \$80 - \$120
- Electricity \$20
- Phone \$9
- Food \$50
- Appliance Hire \$4

If you are considering flatting in Christchurch, we suggest you to look at the following websites:

www.tenancy.govt.nz

www.flathunt.co.nz

www.flatmatesNZ.com

Please note that students under 18 must live in an approved CPIT homestay.

More about Christchurch

Christchurch is a busy cosmopolitan city with a population of almost 400,000 people. It is the biggest city in the South Island and is well known as the Garden City of New Zealand. Christchurch is also the gateway to the South Island of New Zealand.

To find out more about Christchurch and Canterbury, please visit the following websites:

www.christchurchnz.net

www.christchurch.org.nz

www.bethere.org.nz

www.activecanterbury.org.nz

You can download the city street maps and regional maps so that you can find your way around Christchurch!

For other useful information about living in New Zealand, please visit: www.newzealandeducated.com To find out more about New Zealand as a visiting destination, please visit: www.purenz.com

Weather

Christchurch has a dry climate compared with other places in New Zealand.

- Summer is usually warm and dry.
- Winter is cooler. At night the temperature can be below 0° Celsius but the days are often sunny.
- Autumn and spring have mild days but the nights are cool.

The weather can vary a lot even in one day and the wind can be cool. You need to be prepared for these changes – you need some warm clothes even in summer. Most houses in New Zealand do not have central heating or air conditioning.

Seasons

Spring: September – November

Summer: December – February

Autumn: March – May

Winter: June – August

These figures on temperature, sun and rain are a guide to normal conditions.

February:	Average during the day (°C)	23.9
	Average at night (°C)	8.2
	Sun (hours/month)	188.6
	Rain (days/month)	5.1
August:	Average during the day (°C)	14.4
	Average at night (°C)	0.2
	Sun (hours/month)	147.9
	Rain (days/month)	8.2

Source: NIWA, all temperatures and hours of sun and rain are average figures. For information on Christchurch weather see MetService, www.metservice.co.nz or Christchurch weather online: www.stuff.co.nz

Additional Costs

As well as the tuition fees and general living expenses, please budget for NZ\$1,000 – NZ\$2,000 for additional costs for other items. For example:

- textbooks
- exam fees
- uniforms
- equipment
- field trips
- stationery
- miscellaneous items

What to Bring

Do bring:

- ✓ Plenty of warm clothing, even when arriving in summer, Christchurch has been known to have “four seasons in one day”!
- ✓ Casual clothing to wear on campus, for example jeans and tee-shirt is fine
- ✓ Your national costume! It’s very likely that you will have opportunity to show off your national costume during your stay in NZ, other students love to learn more about different cultures
- ✓ Photos of family and friends to help stop you feeling homesick
- ✓ An electrical adapter. In NZ the electrical supply is 230/240 volts at 50 cycles, and uses ac 20 current (you can purchase this in New Zealand).
- ✓ Personal medication prescribed by your doctor.
- ✓ Originals and copies of:
 - Passport
 - Travel Insurance Documents
 - International Drivers Licence
 - Academic Records (if necessary)

Don’t bring:

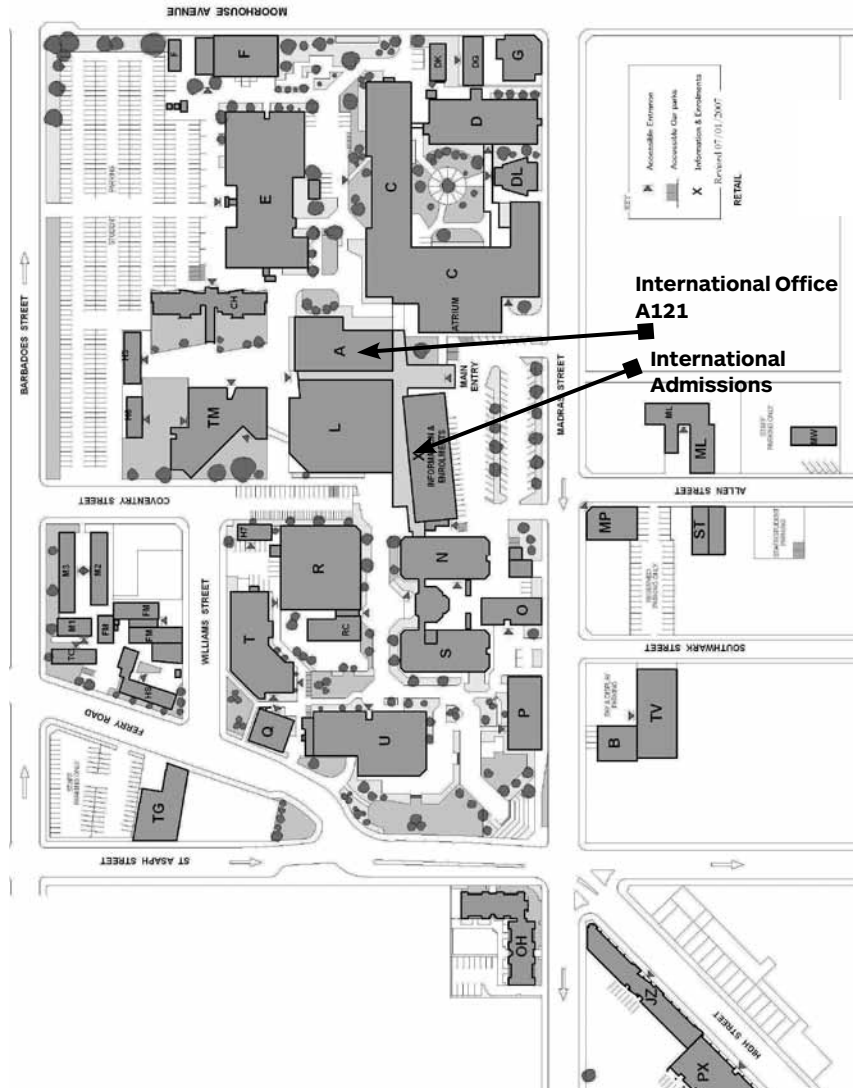
- ✗ Fresh food
- ✗ Wildlife
- ✗ Fish, Shellfish, or Shells
- ✗ Uncured Wood Products
- ✗ Plant life
- ✗ Illicit Drugs – other than prescription medication

Pre Departure Checklist

- Travel documents
- Air Tickets
- Passport
- Medical & Travel insurance documents
- Money
- Credit Card
- Driver’s Licence
- Essential clothing
- Medical records and personal medication
- Extra passport photos
- Your favourite music
- Contact details of your friends and families

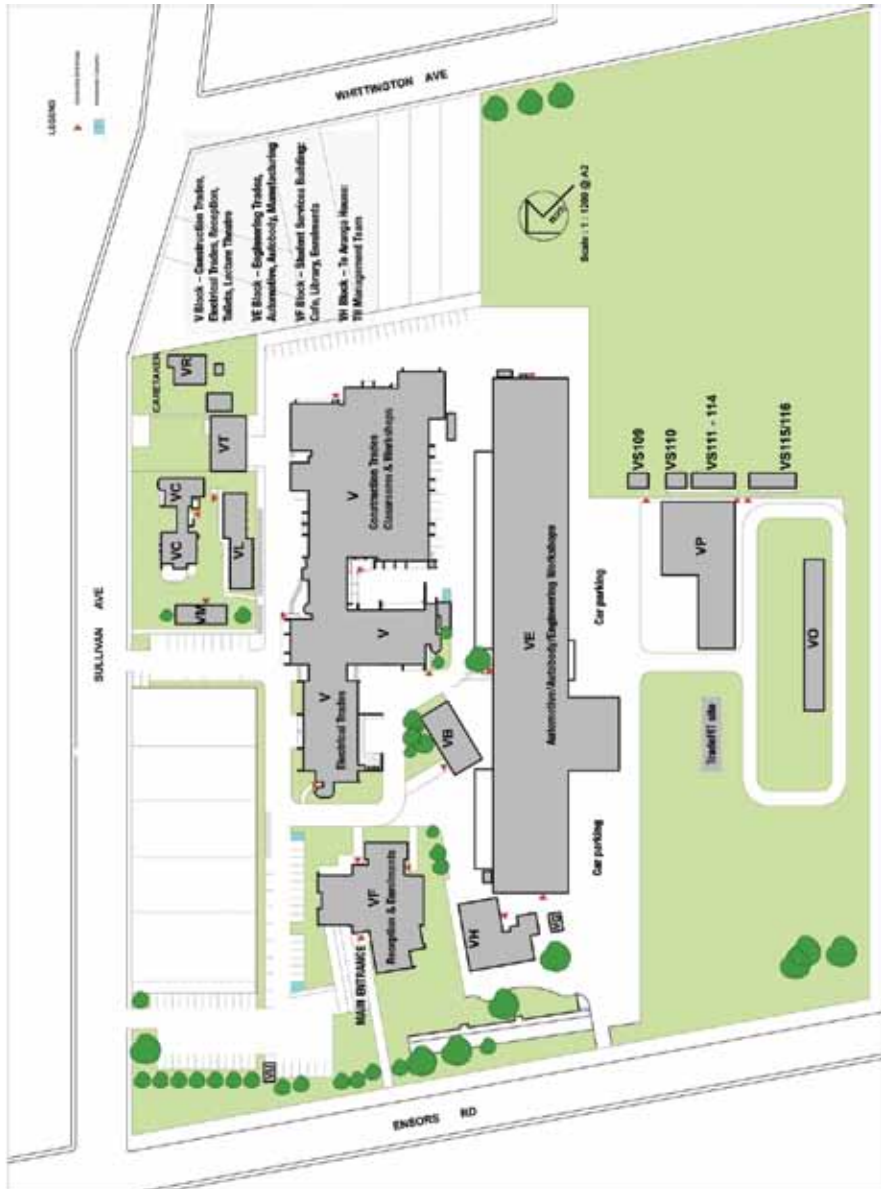
We wish you all the best for your travel to study in New Zealand. We will be here to help and support you along the way, remember we are here to help if you are not sure about anything! See you soon!

City Campus Map



CPIT Trades Innovation Institute

Sullivan Avenue/Ensors Road Campus





PO Box 540 Christchurch 8015 New Zealand
Phone: +64-3-940 8247 Fax: +64-3-940 8220
Email: intladmissions@cpit.ac.nz
www.cpit.ac.nz