

1. TUITION FEES

- 1.1 Tuition fees should be paid in advance for the period of study requested on the Application Form, up to one year, and for at least one semester.
- 1.2 Home-stay board payments, flatting bond fees and rent, and administration costs are to be paid in advance to the hosts or those involved. These may be held till required in the student's own bank account.

2. ATTENDANCE

- 2.1 Students are expected to attend 100% of classes unless permission has been granted by the Executive Dean of Bethlehem Tertiary Institute or an agreed representative, or a Medical Certificate to explain absence is provided.

3. WITHDRAWAL FROM PROGRAMME/COURSE

- 3.1 Students may not withdraw/leave before the end of their course unless it is by mutual agreement between Bethlehem Tertiary Institute and the student.
- 3.2 If a student withdraws from their course three weeks or more before the course begins at Bethlehem Tertiary Institute, the Institute will refund all fees less an administration fee of 10% or \$500, whichever is the lesser.
 - 3.2.1 Student refunds if electing to withdraw from a course after it has started will be in accordance with the Institute's Withdrawal from the Institute and Refund of Student Fees Policies.
 - 3.2.2 Bethlehem Tertiary Institute will not refund fees if:
 - a student arrives late
 - a student takes time off during the course
 - a student leaves before the course is completed, either voluntarily or at the Institute's request for non-observance of Institute rules and regulations.

4. ACCOMMODATION

- 4.1 As it is a requirement for a Student Visa that students have confirmed accommodation, Bethlehem Tertiary Institute is prepared to find this initial accommodation for students if requested for a prescribed fee.
- 4.2 Shared rental accommodation may be available (by negotiation). Arrangements must be made prior to arrival in New Zealand. Students pay an initial deposit, followed by weekly or fortnightly rental payments.
 - a. If a student is in home-stay accommodation and is absent from their home-stay for a period of one week or more, and has advised their host family they will be away, they may not be charged full home-stay fees for this period. Students should negotiate this directly with the family.
- 4.3 Students are required to notify the Institute of any change in their contact details and residential address as soon as possible.

5. INSURANCE

- 5.1 Students attending Bethlehem Tertiary Institute are required to have adequate medical and travel insurance. Information on the insurance programme recommended by Bethlehem Tertiary Institute will be available from the Insurer’s website – see Frequently Asked Questions - International.
- 5.2 Bethlehem Tertiary Institute cannot be held responsible for any sickness, injury, damage or loss incurred within the Institute, in the home-stay, on Practicum, or on study-related activities.

6. NEW ZEALAND LAW

- 6.1 Any student breaking New Zealand laws, or in possession of, or using illegal drugs or banned substances, whether inside the Institute grounds or in the community, will be instantly dismissed.

7. BETHLEHEM TERTIARY INSTITUTE

- 7.1 Bethlehem Tertiary Institute’s Mission Statement says: **“Bethlehem Tertiary Institute aims to provide Christ-centred programmes for education, service and leadership, while aiming for excellence in all personal and professional endeavours.”**
- 7.2 Students attending the Institute are expected to take part in all programme activities in an appropriate professional manner.
- 7.3 Accident / Illness or Emergency Authority: In the event of accident, illness or any other emergency, Bethlehem Tertiary Institute seeks the authority from the student for any decisions regarding the student’s welfare to be made by the Executive Dean of Bethlehem Tertiary Institute, should this be necessary.
- 7.4 All international students must provide their Programme Administrator with a list of contact details for close relatives plus someone local to be contacted in case of emergency.
- 7.5 Acceptable Behaviour – All students are expected to be familiar with the policies in the Student Handbook and, more fully, in BTionline. Copies of this are available from the Office and on BTionline.
- 7.6 Students of Bethlehem Tertiary Institute are not permitted to smoke anywhere on campus. Any infringement of this rule will, in the first instance, cause a stern warning to be issued and, if repeated, dismissal from the Institute.
- 7.8 Students of Bethlehem Tertiary Institute are expected to abide by the Institute’s Academic Regulations.

CONDITIONS OF ACCEPTANCE

I HAVE READ, UNDERSTOOD AND ACCEPT THE CONDITIONS OF ENROLMENT. I UNDERTAKE TO COMPLY WITH THE CONDITIONS ABOVE:

Student’s name:(Please print clearly)

Date of Birth:(Please print clearly)

Address:

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Telephone No: Fax No: E-mail:

Signed Date: