

INTERNATIONAL STUDENT CONDITIONS OF ENROLMENT

1. ENROLMENT INFORMATION

- 1.1 Upon acceptance of the Conditions of Enrolment Agreement, the student confirms that the details and information submitted to BTI in the application process are true, correct, and complete.
- 1.2 Withholding information, providing false, incomplete, and misleading information in the application, or submitting fraudulent or dishonest documentation may result in the application being declined or enrolment being terminated.
- 1.3. The student will update BTI as soon as practicable if any information provided to BTI changes including but not limited to contact details, current address while studying, and immigration status. This includes the name and contact details of the student's nominated/emergency contact person(s), (if possible, someone who speaks English, plus someone local to be contacted in case of emergency).
- 1.4 The student understands that BTI may collect, use, retain, and disclose personal information in accordance with its Privacy Notice, Privacy Policy, and the Privacy Act 2020.

2. TUITION FEES

- 2.1 Tuition fees including student services fees are to be paid in advance for the period of study requested on the Application Form, or on an annual basis at the start of each year if study programme is longer than one year. Enrolment is subject to full payment of tuition fees before the due date. If payment of tuition fees is not made by the due date, BTI may terminate the enrolment.
- 2.2 The tuition fees do not cover expenses such as travel costs, living costs, and other programme related costs.

3. IMMIGRATION AND VISAS

- 3.1 This agreement is conditional upon the student securing the appropriate student visa to live and study in New Zealand. Holders of other types of visas must ensure their visa allows them to study in New Zealand.
- 3.2 **The student cannot begin their studies under any circumstances unless they have the appropriate visa that permits them to study.** The student is responsible for providing a copy of the appropriate visa to BTI before study commences.
- 3.3 International students must abide by the conditions of their student visa at all times.

4. ATTENDANCE

- 4.1 International students are expected to attend 100% of classes (both on and offsite) unless permission has been granted by the Programme/ Professional Leads of Bethlehem Tertiary Institute or an agreed representative, or a Medical Certificate to explain absence is provided. If an international student continues to be absent without due reason, BTI has the right to contact Immigration New Zealand, and may result in potential visa consequences.
- 4.2 The student must make satisfactory progress in the programme of study, which is primarily determined by BTI, the education provider offering the programme of study, and assessed against its academic progress policies.
- 4.3 BTI has the right to report to Immigration New Zealand of any breaches or suspected breaches of the student's visa.

5. WITHDRAWAL FROM PROGRAMME/COURSE AND REFUNDS

- 5.1 Students may not withdraw/leave before the end of their course unless it is by mutual agreement between Bethlehem Tertiary Institute and the student. All notices of withdrawal must be submitted to the Programme/ Professional Leads using the “Withdrawal or Deferral from Programme Form”, available from BTIOnline.
- 5.2 If a student withdraws from their study programme up until the end of the tenth working day, the student is entitled to receive a full refund less deduction for costs incurred by BTI up to a maximum of 25% of fees paid. BTI must be able to justify the deduction.
- 5.2.1 Once the early withdrawal date has passed (end of tenth working day from the start date of the programme), there will be no refund in respect of the fees for full year or first semester courses.
- 5.2.2 Fees paid for second or subsequent semesters will be refunded less an administration fee of 10% or \$500.00, whichever is the lesser.
- 5.2.3 If fees have not been paid, the full fee for that semester is still payable to BTI plus the administration fee for the second or subsequent semester will also apply.
- 5.2.4 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.
- 5.3 BTI will notify Immigration New Zealand when an international student withdraws or if a student's enrolment is terminated.

6. ACCOMMODATION

- 6.1 Bethlehem Tertiary Institute does not provide accommodation but can assist students find initial accommodation if requested.
- 6.2 Students are required to notify the Institute of any change in their contact details and residential address as soon as possible.

7. MEDICAL AND TRAVEL INSURANCE

- 7.1 **International students must hold appropriate and current medical and travel insurance at all times while studying in New Zealand. The student cannot begin their studies under any circumstances unless they have the appropriate medical and travel insurance.**
- 7.2 The insurance cover must comply with the requirements of the Tertiary and International Learners Code of Practice. The coverage should start from the day they leave their home country until the day they depart New Zealand to return home, including repatriation. For more information about insurance requirements: <https://bti.ac.nz/international/medical-and-travel-insurance/>
- 7.3 BTI is able to help arrange this with a reputable insurance company upon request.
- 7.4 Bethlehem Tertiary Institute cannot be held responsible for any sickness, injury, damage or loss incurred within the Institute, in the student's accommodation, on Practicum, or on study-related activities.

8. NEW ZEALAND LAW

- 8.1 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.
- 8.2 This Agreement is subject to and governed by the laws of New Zealand.

9. BETHLEHEM TERTIARY INSTITUTE (BTI)

- 9.1 Bethlehem Tertiary Institute's Mission Statement says: "BTI's mission is to provide Christ-centred, biblically-informed professional preparation, development and research for influential service."
- 9.2 BTI is committed to delivering high-quality instruction and professional guidance within the programme of study the student is enrolled in. BTI may need to make alterations to its courses and programmes, which could encompass modifications in the course, content, mode of delivery, fees, or timing for delivery. These changes may be necessitated by shifts in funding, staffing, legal requirements, government directives, or unforeseeable circumstances beyond BTI's reasonable control. In such instances, BTI will give the student reasonable advance notice of these changes.
- 9.3 Students attending the Institute are expected to take part in all programme activities in an appropriate professional manner.
- 9.4 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 Principal, should this be necessary.
- 9.5 Acceptable Behaviour – All students are expected to be familiar with the policies on BTIonline and abide by the Institute's Academic Regulations.
- 9.6 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.

The student acknowledges that this Agreement comes into force when the Offer of Place is accepted, and when this Agreement is signed. It remains in force until the student's programme of study ends or until the Agreement is terminated. In the event that the student is not able to meet or choose not to comply with the stipulations outlined in this Agreement, BTI reserves the right to terminate both this Agreement and enrolment at BTI.

Please sign the form in the next page and return the Conditions of Enrolment agreement to the Applications Administrator.

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:

E-mail:

Signed:

Date: