



Ntec National Technology Institute
Concordia Institute of Business

National Tertiary Education Consortium NEW ZEALAND



International Student Prospectus 2009 - 2010

Education, Employment and Enterprise

www.ntec.ac.nz



Welcome

Welcome to the National Tertiary Education Consortium (Ntec). Ntec consists of National Technology Institute (NTI) and Concordia Institute of Business (CIB), tertiary institutes with a focus on preparing students for careers in computing, business and hospitality. Concordia's English Academy (CEA) offers a wide selection of English courses, including general, business, academic and IELTS English.

Ntec has developed a reputation for being friendly, caring, and welcoming, and has a multi-cultural staff with wide experience in education for international students. Our tutors, counsellors and support staff are happy to mentor and give guidance that will help students to get the most out of their study and to reach their full potential.

New Zealand's immigration policy recognises that many international students would like to stay on and work in New Zealand. At Ntec, we actively train students in presentation skills and CV writing, and assist them to integrate into the New Zealand environment and to find employment.

Studying at Ntec offers you a rewarding experience in a new culture and environment. We look forward to your joining us soon.

Rogan Falla
Director of Studies



Ansari MA
Director
ansari.ma@ntec.ac.nz



Isaac Phua
Director
isaac.phua@ntec.ac.nz



Sheela Ansari
Marketing Manager and
International Student Counsellor
sheelans@ntec.ac.nz



Anne Feeney
Academic Manager
anne.feeney@ntec.ac.nz



Rogan Falla
Director of Studies
rogan.falla@ntec.ac.nz



Altaf Shaikh
Head of Information
Technology
altaf.shaikh@ntec.ac.nz



Sam Malafeh
Head of Business Management
and Hospitality
sam.malafeh@ntec.ac.nz



Jerry Lam
Head of English Academy
jerry.lam@ntec.ac.nz



Bharat Chawla
Market Development Manager
- India Subcontinent
india@ntec.ac.nz



Wei Lin
Marketing and Student
Administrator
wei.lin@ntec.ac.nz



Daisuke Yamamoto
Marketing Executive
daisuke.yamamoto@ntec.ac.nz



Ting Cheng
Group Accountant
ting.cheng@ntec.ac.nz

Our Mission

To deliver affordable, quality education which uplifts the spirit of learning and contributes to the betterment of the community.

Contents

- 4** Living in New Zealand
- 5** Summary of courses and intake dates @ Ntec
- 6** Entry Requirements
- 7** Computing and Information Technology Courses
 - National Diploma in Computing Level 5
 - National Diploma in Computing Level 6
 - Diploma in Computing Level 6
- 10** Hospitality Courses
 - National Diploma in Hospitality (Management) Level 5
 - National Certificate in Hospitality (Operations Supervision) Level 4
 - National Certificate in Hospitality (Food and Beverage Service) Level 3
 - Short Courses:
 - Barista
 - Customer Service
 - Food Safety
 - Hospitality Operations
 - Host Responsibility
 - Licence Controller Qualification (LCQ)
- 13** English Courses
 - General English
 - Business English
 - IELTS Preparation
 - Academic English
- 15** Business and Management Courses
 - Diploma in Business Management Level 5
 - Diploma in Business Management (Advanced) Level 6
 - Certificate in International Business (Foundation Studies) Level 3
- 17** Student Services and Facilities Accommodation
- 18** Student Activities
- 19** Application Form
- 21** Key Information for International Students
- 22** Student Fee Protection, Student Withdrawals and Fee Refunds
- 23** Course Fees and Expenses Enrolment
- 24** (Back Cover) Contact us



Ntec is located in the heart of Auckland, just a few minutes' walk from cafes, food courts, cinemas, shops, the Britomart train and bus station and the ferry terminal.

New Zealand (Aotearoa – Land of the Long White Cloud)



New Zealand is made up of two main islands, the North Island and the South Island, and has a population of 4 million people, three quarters of whom live in the North Island. The capital city is Wellington, which is located on the southern tip of the North Island.

New Zealand is a unique country with beautiful scenery and friendly people. New Zealand is a parliamentary democracy offering a safe political environment for international students and visitors. It is primarily a European culture with a strong Maori cultural heritage. New Zealand has absorbed many of the rich and historic cultural elements from the Maori and Pacific Island heritages and now from its rapidly growing multi-cultural Asian communities.

The following internet sites can help with more information about living in New Zealand:

www.newzealand.com/International/

www.newzealandeducated.com/

Living in Auckland

Auckland is New Zealand's largest city. Over 1.4 million people live in the greater Auckland area, which represents about one third of the population of the whole country. Auckland has been ranked the best city in the Asia Pacific area and the 4th best city in the world to live in, by the 2009 Mercer's Quality of Living Survey.

Auckland is built on a narrow isthmus between two harbours, and is surrounded by extinct volcanoes and picturesque islands. The climate is temperate, with warm summers (averaging 12° to 24°C) and cooler winters (averaging 9° to 16°C). The summer months are from December to March. Auckland is also the gateway to New Zealand for tourism and immigration.

You can find out more about Auckland by visiting this website:

www.aucklandnz.com/

Living in Tauranga

Tauranga is one of New Zealand's fastest growing cities, and is located 205km south-east of Auckland. Tauranga has a vibrant town centre, beautiful beaches, a warm climate, and is surrounded by fertile farm land. There are many kiwifruit, citrus and avocado orchards around Tauranga.

Many international students find part-time work in the orchards, ranging from horticulturists to fruit pickers and packers. There are also hospitality jobs available in cafes, restaurants and hotels.



Auckland



Tauranga

Courses at National Technology Institute and Concordia Institute of Business

National Technology Institute and Concordia Institute of Business are registered and accredited as private training establishments by the New Zealand Qualifications Authority (NZQA).

National Technology Institute	NZQA Level	Duration	Campus
Computing and Information Technology			
National Diploma in Computing	5	1 year	Auckland/Tauranga
National Diploma in Computing	6	2 years	Auckland
Diploma in Computing	6	1 year	Auckland
Hospitality			
National Diploma in Hospitality (Management)	5	2 years	Auckland
National Certificate in Hospitality (Operations Supervision)	4	Six months	Auckland
National Certificate in Hospitality (Food and Beverage Service)	3	Six months	Auckland
Hospitality Short Courses			
Hospitality Standards Institute (HSI) Certificates of Achievement:			
Certificate of Achievement in Barista		2 to 6 weeks	Auckland
Certificate of Achievement in Customer Service		2 to 6 weeks	Auckland
Certificate of Achievement in Food Safety		2 to 6 weeks	Auckland
Certificate of Achievement in Hospitality Operations		2 to 6 weeks	Auckland
Certificate of Achievement in Host Responsibility		2 to 6 weeks	Auckland
Certificate of Achievement in Licence Controller Qualification (LCQ)		2 to 6 weeks	Auckland

Concordia Institute of Business	NZQA Level	Duration	Campus
English			
General English		4 to 72 weeks	Auckland
Business English		4 to 72 weeks	Auckland
IELTS Preparation		4 to 72 weeks	Auckland
Academic English		4 to 72 weeks	Auckland
Business and Management			
Diploma in Business Management	5	1 year	Auckland/Tauranga
Diploma in Business Management (Advanced)	6	1 year	Auckland
Certificate in International Business (Foundation Studies)	3	1 year	Auckland

Intake Dates for 2009 - 2010

Main intake dates	Late admission cut-off dates	Interim Intakes
7 September 2009	5 October 2009	23 November 2009
25 January 2010	19 February 2010	19 April 2010
17 May 2010	11 June 2010	9 August 2010
6 September 2010	1 October 2010	29 November 2010



Entry Requirements

1. English Proficiency

Course	English Requirements
Diploma in Business Management (Advanced) Level 6	IELTS 6.0 with no band less than 5.0
All other Certificates and Diplomas	IELTS 5.5 with no band less than 5.0
English Language courses	Internal placement test

International Students for whom English is their first language, or who have studied at an institution where English is the language of instruction and assessment, may be exempted from the IELTS requirement.

2. Academic Entry Criteria for Certificate and Diploma Courses

- Minimum 18 years of age (international students).
- Successful completion of New Zealand Year 12 secondary schooling, or international equivalent (see table below).
- Please see also the programme specific requirements on the relevant course page.

Country	Qualifications
Bangladesh	First division pass in Higher Secondary Certificate
Brazil	High grades in Certificado de Conclusao de 2 Grau
Cambodia	Completion of Year 12 HSC
Chile	At least 6 on Licencia de Educacion Media
China	Senior High School graduation
Fiji	Fiji school leaving certificate
Hong Kong	HK Certificate of Education
India	Higher Secondary Certificate with average of 50% in 4 subjects
Indonesia	Indonesian SMU
Iran	Pre-university Certificate (Peeshdaneshgahe)
Italy	Successful completion of the Diploma di Maturita with a pass of at least 55%
Japan	Average of 3.5 GPA in the Senior High School Leaving Certificate
Korea	High School Diploma
Mexico	Average of 8 or more in the Bachillerato
Nepal	First division pass in Higher Secondary Certificate
Pakistan	Higher Secondary Certificate with average of 60% in 4 subjects
Russia	Certificate of secondary education
Spain	Spanish Selectividad at grade 5.5 or equivalent
Sri Lanka	Sri Lanka GCE "O" levels with pass in 4 subjects
Taiwan	Senior High School
Thailand	Matayom 6
Turkey	Overall score of around 4/5 in the Devlet Lise Diploması and Lise Bitirme Diploması
United Arab Emirates	Tawjihyya with overall average of 50%
Vietnam	Grades of 8.0 in Bang tot nghiep pho tong trung hoc

For countries not listed above, please write to us at admin@ntec.ac.nz

Computing and Information Technology Programmes

Microsoft® IT Academy Program Member

National Technology Institute (NTI) aims to be one of the leading Computing and Information Technology training providers in New Zealand, producing students of the highest standard to the IT world. Our philosophy – “Continuously striving to be the best” – reflects our commitment to provide students with an environment that stimulates academic and personal growth. Highly qualified staff and the range of qualifications offered make for a stimulating, challenging, and, most importantly, future-focused learning environment. Your future success in gaining employment with highly-regarded IT employers is our highest priority.

Course Delivery

The Computing and Information Technology programmes delivered by NTI are approved

by the New Zealand Qualifications Authority (NZQA). Students have the opportunity to gain industry certifications offered by leading companies like Microsoft, CompTIA and Cisco. The qualifications are mapped to certification contents so that students are prepared for the certification exams while studying towards the qualification. Please see the Course Contents (below) for certification information.



Resources and Infrastructure

NTI provides students with access to the latest computer systems and software. As a member of the MSDN Academic Alliance,

NTI provides students with full licence copies of latest Microsoft development software for free. Each student is provided with a new laptop and all the required Microsoft software at the beginning of the course.

Job Search Assistance

NTI offers job assistance to students to find part-time jobs (subject to student visa conditions) while they are studying. Workshops on job search techniques, CV writing, interview skills and personal development are conducted for each intake. Also students are given extensive training and assistance in finding full-time jobs in the IT industry in New Zealand on completion of the course.

Scholarships

NTI offers full and partial scholarships, recognising and promoting academic excellence, to students of Information Technology. For full details of scholarships, please contact us or refer to www.ntec.ac.nz.

National Diploma in Computing Level 5

The National Diploma in Computing Level 5 is designed to give students the ability to launch a career in the global Information Technology and Computing industry. The qualification prepares students for the industry certification exams of leading software companies. It also serves as a foundation course for further studies at degree level in this area. On successful completion of this course, students will have an in-depth understanding of the fundamental concepts and principles of computer hardware, software development, computer networks and IT helpdesk operations. They will also gain hands-on skills in developing software systems and network maintenance.

Duration

1 year (3 trimesters).

Course Content

The course is made up of 16 unit standards, delivering theoretical knowledge and

developing hands-on skills in the following areas:

- Software analysis and design
- Application programming
- Database development
- Computer hardware and networks (installation, setup and troubleshooting)
- Technical support
- Ethics and professionalism in the IT industry.

The course is delivered by industry qualified teaching staff through lectures, tutorials, and practical assignments.

Certification Pathways

The course prepares students for A+ certification and Net+ certification from CompTIA. Students will have to pay an additional exam fee for the certification exams.

Entry Requirements

- At least 18 years of age (international students).
- Certificate in Computing level 3 or 4; or successful completion of New Zealand Year 12 secondary schooling; or international equivalent; and/or appropriate related work experience. (Please contact us or refer to www.ntec.ac.nz for more details).
- International students require IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

- IT Helpdesk personnel
- Computer technician
- Technical support (hardware, networking and software)
- Computer sales and service
- Entry-level programmer



Alexey Kostenko – Russia
National Diploma in Computing (Level 6) student

My career goal is to become a network engineer. NTI provides quality education at an affordable price.

The teaching staff are very polite and provide good student support with an individual teaching style for every student. The institute also gives good technical support.

Student Testimonial



National Diploma in Computing Level 6 (With embedded National Diploma in Computing Level 5)

The National Diploma in Computing Level 6 is designed to give students the ability to pursue a rewarding career in the global Information Technology and Computing industry. The qualification prepares students for the industry certification exams of leading software companies. It also gives students advanced standing for further studies at degree level in this area. On successful completion of this course, students will have an in-depth understanding of the concepts and principles of helpdesk operations and computer troubleshooting, software development, network administration, database administration and project management.

Duration

2 years (6 trimesters)

Course Content

The course is made up of a total of 27 unit standards of which 16 are delivered in year 1 and the remainder in year 2 of the course. Over the duration of two years, students will gain skills in the following areas:

Year 1: (Same as for National Diploma in Computing Level 5)

Year 2:

- Database design, development and administration

- Advanced application programming
- Network administration (LAN and WAN)
- Information system security
- Project management
- Networking project

The course is delivered by industry qualified teaching staff through lectures, tutorials, and practical assignments.

Certification Pathways

The course prepares students for A+ and Net+ certification from CompTIA and MCSE and MCDDBA certification from Microsoft. Students will have to pay an additional exam fee for the certification exams.

Entry Requirements

- At least 18 years of age (international students).
- Certificate in Computing level 3 or 4; or successful completion of New Zealand Year 12 secondary schooling; or international equivalent; and/or appropriate related work experience.

(Please contact us or refer to www.ntec.ac.nz for more details).

- International students require IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

- Helpdesk administrator
- Network administrator
- Database administrator
- Software programmer
- Technical support (hardware, networking and software)
- Project Manager



Nazneen Percy Sukherwala - India

National Diploma in Computing (Level 5) student

I want to become an IT technician in an IT faculty.

NTI develops students into highly disciplined and time-bound professionals. The course I am pursuing is very interesting and I am learning many new things. The teaching staff are very friendly and approachable. I got a lot of help from them, not only in studies but also in other areas such as finding a part-time job.

NTI helps us identify our main goals in life and how to overcome obstacles and achieve those goals.

Student Testimonial

Diploma in Computing Level 6

The Diploma in Computing Level 6 is recognised and approved by the New Zealand Qualifications Authority, giving students advanced standing into the global IT workforce or a degree level programme in New Zealand. It is specifically designed to prepare students with a fundamental understanding of computing and information technology concepts, for a rewarding career in network and database development and administration.

Duration

1 year (3 trimesters)

Course Content

Module A:

(Duration: 1 trimester)

Students will gain an understanding of database design and development and hands-on skills in administering and managing a multi-user database system. In this trimester, students will also learn the principles of project planning and control.

Module B:

(Duration: 1 trimester)

During this trimester, students will gain an in-depth understanding of the concepts

and principles of network administration and security. They will also gain practical skills in installing and administering an organisation-wide computer network.

Students may start their course with either Module A or Module B, depending on which is being offered that Trimester.

Module C:

(Duration: 1 trimester)

Students are required to do a networking project in their final trimester, applying the knowledge and skills gained in the first two trimesters of the course. Generally students will be put onto an in-campus academic project. Students who meet the following criteria will be assigned an industry-based project:

- Overall C1 grades in the first two trimesters.
- Completed MCSE or CCNA certification.
- 80% and above in the Aptitude test.

Certification Pathways

MCSE and MCDBA certification from Microsoft (additional exam fee applies for certification exams)

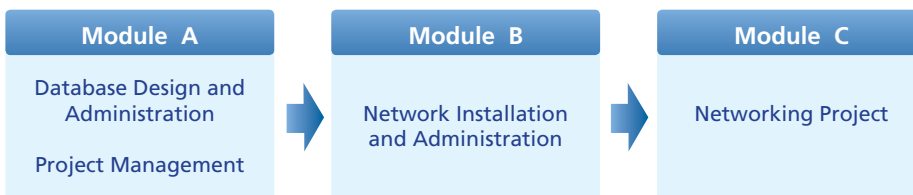
Entry Requirements

- At least 18 years of age (international students).
- Successful completion of National Diploma in Computing Level 5; or international equivalent; and/or appropriate related work experience (Please contact us or refer to www.ntec.ac.nz for more details)
- International students require IELTS level 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

On successful completion of this qualification the student is prepared for the following career opportunities in the IT industry:

- Network administrator
- Database administrator
- Technical support (hardware, networking and software)
- Project manager



IT staff



Amandeep Kaur Mavi – India

National Diploma in Computing (Level 5) student

Student Testimonial

I want a professional career in computing and I want to secure my future here in New Zealand. NTI emphasises a practical education with plenty of hands-on experience which is why I came to study here. The people here have become like a family to me. The staff are very helpful and provide the students with detailed course information.

I had just completed my 12th grade from India and I needed to find an institute where I would find it easy to study computing as I had very limited knowledge of computers. NTI has provided me with the perfect platform. I would like to say one more thing about NTI – if anyone is coming from any country to NTI, they should not worry – they are definitely going to find a new family here.



Hospitality Courses

The Hospitality Industry is one of the fastest growing areas of our economy. A career in hospitality is fun, exciting, creative, and offers worldwide employment opportunities. National Technology Institute (NTI) holds Hospitality Standards Institute (HSI) accreditation, and is approved by the New Zealand Qualifications Authority (NZQA) to deliver hospitality qualifications.



Hospitality students attending the annual Auckland Food Show.



Hospitality tutor

National Diploma in Hospitality (Management) Level 5

This course prepares students for management positions in the hospitality industry.

Duration

2 years (3 trimesters per year).

Course Content

The course is made up of New Zealand Qualifications Authority unit standards, delivering theoretical knowledge and developing hands-on skills in the following areas:

- Food safety
- Employment practices and law
- Marketing in the hospitality industry
- Sale of Liquor Act 1989 and requirements of a duty manager of licensed premises
- Small business franchising options
- Interpersonal communication skills in the hospitality industry
- Performance management
- Accounting systems and financial statements
- Advanced restaurant food service

- Commercial accommodation management
- Food and beverage service and management
- Hospitality management control systems
- Purchasing and stores management
- Regional cuisine and culinary options
- Gastronomy

Pathways

The course provides students with pathways to various higher level qualifications at undergraduate and postgraduate levels.

Entry Requirements

- 18 years of age or over (international students).
- National Certificate in Hospitality Level 4; or successful completion of New Zealand Year 12 secondary schooling; or international equivalent.
- International students must have IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

This diploma prepares graduates for supervisory or junior management roles in hotels, restaurants, bars and catering.



Hani Mohamed – Sri Lanka

National Diploma in Hospitality (Management) Level 5 student

My career goal is to specialise in western food and ultimately perhaps to manage a chain of hotels. I chose to study in New Zealand because I found from my research that New Zealand is one of the best and most affordable countries to study hospitality management.

I particularly like the low student to tutor ratio at NTI. It is easy to learn and to do the practical courses. The course is easier than I expected so far and the teaching staff are very helpful. All the hospitality students feel blessed to be able to work in the commercial café attached to the institute so we can interact with people while studying and to gain practical hospitality experience.

Student Testimonial

National Certificate in Hospitality (Operations Supervision) Level 4

This qualification provides students with the competence, knowledge, and skills to work as supervisors in commercial hospitality.

The National Certificate in Hospitality (Operations Supervision) Level 4 offered by National Technology Institute is on the New Zealand Department of Labour's Immediate Skills Shortage List. (Please check the Immigration New Zealand website (www.immigration.govt.nz) for details).

Duration

Six months (3 intakes per year).

Course Content

This course is made up of New Zealand Qualifications Authority unit standards, delivering theoretical knowledge and developing hands-on skills in the following areas:

- Business and management
- People development and training
- Interpersonal communication

- Hospitality operations skills
- Food and beverage service
- Sale of liquor, Host Responsibility and Licence Controller Qualification (LCQ)

The course is delivered by industry qualified teaching staff through lectures, tutorials, and practical assignments.

Pathways

The course provides students with pathways to various higher level qualifications at Level 5.

Entry Requirements

- 18 years of age or older (international students).
- Completion of New Zealand Year 12 secondary schooling, or international equivalent.
- International students require IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

The course provides graduates with the skills and knowledge to work as supervisors in a junior or departmental manager's role in a commercial hospitality environment.



National Certificate in Hospitality (Food and Beverage Service) Level 3

This qualification provides students with useful knowledge and skills in food and beverage skills. Students who successfully complete the course will also achieve the following Certificates of Achievement issued by the Hospitality Standards Institute:

- Hospitality Operations
- Food Safety
- Customer Service
- Barista

Duration

Six months (3 intakes per year).

The course is delivered by industry qualified teaching staff through lectures, tutorials, and practical assignments.

Pathways

The course provides students with pathways to various higher level qualifications at Level 4 or Level 5.

Entry Requirements

- 18 years of age or over (international students).
- Basic literacy and numeracy skills, and interest in hospitality work.
- International students require IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

This course prepares graduates for hospitality jobs such as barista, food and beverage service and functions service.



Amy Najib – Malaysia

National Certificate in Hospitality (Operations Supervision) Level 4 student

Why did you choose to study in New Zealand?

NZ is a great place to study and the course is a good preparation for my career. NZ is an eco-friendly country, full of farmers and sheep, and it's also an excellent place to live.

What do you like about NTI?

NTI is awesome. It's a great institution to study hospitality, business management and IT. It has a great learning environment and nice friendly staff and students from various counties. When I finish my course, there are plenty of job opportunities for me. I have had great learning experiences here, and I hope NTI will produce many professional graduates in the future!

Student Testimonial



Hospitality Short Courses

The following programmes are available as part-time and / or evening short courses, and are designed to help candidates develop their skills in hospitality. The flexible timetable and regular intakes give students the chance to attend in their free time. These programmes are approved and accredited by the New Zealand Qualifications Authority (NZQA) and the Hospitality Standards Institute (HSI).

Certificate of Achievement in Barista

This Barista Certificate gives candidates a comprehensive knowledge of barista skills. The course covers the history and evolution of coffee, espresso technology, and recipes requested in today's café society. Students gain practical experience using a commercial espresso machine.

Certificate of Achievement in Customer Service

This course looks at what it means to offer great customer service, both from a customer's and an employer's

perspective.

Certificate of Achievement in Food Safety

Students gain the basic knowledge and skills that are needed to work safely with food.

Certificate of Achievement in Hospitality Operations

Candidates gain a thorough understanding of hospitality core skills such as occupational safety, working as part of a team and understanding employment relations.

Certificate of Achievement in Host Responsibility

This course gives candidates a comprehensive appreciation of the responsibilities a server of alcohol has.

Certificate of Achievement in Licence Controller Qualification (LCQ)

This course covers the Sale of Liquor Act 1989 as amended, host responsibility, and also the application of skills for a Licence Controller.

The duration of these part-time courses is usually from 2 to 6 weeks. Flexible intake options are available, and courses are held during the day and evenings throughout the year.

Please contact us for intake dates.



Barista class

Southern
Café
comfort food

Southern Cafe is a commercial cafe serving hot and cold drinks, and a wide selection of food. The Cafe is located near the Ntec building, and is also used as a training facility for our hospitality students.



Stephanie Phua - New Zealand
Certificate of Achievement in Barista student

My goal is to be a competent barista, so that I can find part-time work in cafés during my university studies and when I travel overseas.

I found the NTI tutors and staff to be friendly, helpful and professional and greatly appreciated the opportunity to do a lot of practice making coffee. I thoroughly enjoyed the group activities.

Post-qualifying I have been working part-time in a café as a barista.

Student Testimonial

English Language Courses

At Concordia English Academy we offer students the opportunity to study in New Zealand while making new friends and enjoying the Kiwi lifestyle.

Students can study English full-time or part-time, and have the option of combining English with short hospitality courses. We also have a range of holiday programmes designed to meet the needs of students who wish to learn English and enjoy what New Zealand has to offer. We offer:

- Modern, comfortable classrooms
- Competitive prices
- Friendly atmosphere
- Individual attention
- Fun, easy learning
- Weekend activities
- Teacher-monitored improvement

Activities

Activities include horse riding, sailing, bush walks, ice skating, barbecues and more. Each activity has been specially designed by our in-house activities co-ordinator.

Progress Reports

Every 6 weeks you will be given a progress test and report. Your teacher will then discuss this report with you to determine whether your class is the right level for you.

At the end of your course you will be presented with a certificate detailing your graduating level.

School Hours

You may join Concordia English Academy every Monday except public holidays. Classes start at 9:00am and finish at 3:30pm for day courses and from 4:00pm to 8:00pm for short hospitality courses.

Course Information

Concordia English Academy offers General English, Business English, IELTS Preparation and Academic English courses. Courses are from 4 weeks to 72 weeks.

The Concordia English Academy courses consist of 6 levels. You will be initially enrolled in a level according to the placement test outcome where you will meet with a Concordia English Academy teacher who will test your speaking and listening ability. Each level consists of three months of English language study. The levels are:

- Beginner
- Elementary
- Pre Intermediate
- Intermediate
- Upper Intermediate
- Advanced

Teachers

At Concordia English Academy our teachers are qualified and experienced. They make learning English fun and enjoyable by encouraging you and building your confidence.

Student Support

Our caring staff are always available to help or assist you with any problem you may have. Counsellors who speak your language are more than happy to help discuss future pathways and organise your Kiwi experience.



CIB English Academy staff

General English

The General English course prepares international students for entry to University Foundation, National Certificate and Diploma courses, entry to polytechnics, and undergraduate and postgraduate university degree programmes.



CIB English Academy Building



Business English

The Business English programme is designed for business and professional people. The course focuses on language skills for the business world and includes:

- Business vocabulary
- Telephone skills
- Attending meetings
- Giving presentations
- Writing reports and emails

Visits to industry and appropriate business houses are an integral component of the course. This course can be customised to group/client requirements.

Entry Criteria:

IELTS level 4 or equivalent.

IELTS Preparation

This course prepares students for the IELTS test by focusing on their needs and the examination skills they require to achieve the English level score necessary for further study. The IELTS course uses a range of IELTS course books, practice tests, newspaper articles, interactive games and vocabulary boosting activities. Excursions are organised to reinforce language development.

Academic English

The Academic English course is linked to the IELTS Preparation course and introduces topics such as:

- Research skills
- Academic writing skills
- Skim and speed reading skills
- Self-study skills necessary to survive and succeed at tertiary level

Individual tuition is available on request - please contact us for fee and course details

Lina Rong – China

My parents chose New Zealand because schooling here is cheaper than in other countries. I like the English Academy and my teachers. They are Kiwis and help me very much with my pronunciation. They are friendly. I really like the activities we do outside the school, like going to the park, the Museum, and on boat trips. We do these quite often. I think this is a good place to study and a good country to visit.

Naoka Akizawa – Japan

I chose to study in NZ because New Zealand is a beautiful country. My teachers are good.

Kwang Hyuk Ahn – Korea

I came to NZ to improve my English and to get some experience of life. New Zealand is cheaper than other countries, and we get the chance to study the barista course as well as English.



English students



Business and Management Courses

Diploma of Business Management Level 5

The Diploma of Business Management Level 5 provides competency-based training and personal development for the workplace. The programme equips students with the knowledge and skills to enable them to commence and progress through a management career. The course focuses on the skills needed by managers. It gives students the ability to understand an organisation's business needs and to develop strategies and action plans to meet those needs.

Duration

1 year (3 trimesters).

Course Content

The course is made up of Australian Standards, delivering theoretical knowledge and developing hands-on skills in the following areas:

- Team and personal development
- Analysis and presentation of research information
- Marketing and communications
- Budgeting
- Financial planning
- Managing people
- Planning and reviewing administration systems
- Industry based project

The course is delivered by experienced, qualified teaching staff through lectures, tutorials, and practical assignments.

Pathway

The course provides a pathway to the Diploma in Business Management (Advanced) Level 6.

Entry Requirements

- Minimum 18 years of age (international students).
- Certificate in Business Level 3 or 4; or completion of New Zealand Year 12 secondary schooling; or international equivalent; and/or appropriate related work experience.
- International students require IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

On successful completion of the qualification the student is prepared for junior management roles in various industry sectors.



Dweepesh Khirsariya – India

Diploma in Business Management (Advanced) Level 6 student

I am working towards establishing myself as an efficient manager in the New Zealand Finance Industry. I chose to study in New Zealand because the level of education is impressive with a nice blend of natural beauty in the country. Staff at Concordia have been very supportive. The intellectual level of all the tutors is impressive and they help students to excel in all areas.

I particularly like the professional development sessions carried out at Concordia. Internet and computer facilities are at a par with the national standards and are easily accessed. Guidance and support provided by the student counsellor is better than in any other educational institution I've been at.

Student Testimonial



Diploma in Business Management (Advanced) Level 6

The Diploma of Business Management Level 6 provides competency-based training and personal development for the workplace. Students will develop skills in organisational development, strategic planning and managing risk, and will learn how to develop and evaluate business plans, manage people and market concepts and products.

Duration

1 academic year.

Course Content

The course is made up of Australian Standards, delivering theoretical knowledge and developing hands-on skills in the following areas:

- Corporate strategy
- Business planning
- Business operations
- Marketing planning
- Managing knowledge and information
- Managing risk
- Innovation and continuous improvement
- Industry based project

The course is delivered by experienced qualified teaching staff through lectures, tutorials, and practical assignments.

Pathways

Pathways to degree level programmes are being negotiated.

Entry Requirements

- Minimum 18 years of age (international students).
- Management qualifications at diploma level 5 or equivalent and/or significant management experience.
- International students require IELTS 6.0 (Academic) with no band less than 5.0, or equivalent.

Career Profiles

On successful completion of the qualification the student is prepared for middle and senior management roles in various industry sectors.



Certificate in International Business (Foundation Studies) Level 3

This is a transition programme, equivalent to Year 13 in New Zealand, Year 12 or matriculation in Australia and 'A' levels in United Kingdom. It is equivalent to the Higher School Certificate level offered in some countries. Strong emphasis is placed on numeracy, language and communication skills to prepare students for business education in universities worldwide.

Duration

1 year (3 trimesters).

Course Content

Accounting I, Business Mathematics, Business Computing, Business Economics I, English for University I, Living Skills in

Global Society, Accounting II, Business Statistics, Business Economics II, English for University II, Advanced Writing Skills and Sociology.

Pathways

Students completing the Certificate are guaranteed entry into Diploma in Business Management Level 5.

Successful completion of this foundation programme provides students with exemptions from 5 subjects of the New Zealand Diploma in Business, delivered by the Southern Institute of Technology, a polytechnic in New Zealand. The course also provides entry into the first year of

a business degree programme at the following United Kingdom and Australian universities: University of Westminster, University College Chester, Keele University, University College of Northampton and Edith Cowan University.

Entry Requirements:

- Minimum 18 years of age (international students).
- Successful completion of New Zealand Year 12 secondary schooling, or equivalent
- International students require IELTS 5.5 (Academic) with no band less than 5.0, or equivalent.



Lalit Kumar – India

Diploma in Business Management (Advanced) Level 6 student

My goal on completing my course is to settle in New Zealand and become a good businessman. New Zealand is still a growing country and there are many opportunities even in this period of recession.

Concordia has very professional teachers who provide quality education. Concordia offers 80 hours of work experience to students and gives assistance in all sorts of ways – both educationally and personal.

Student Testimonial

Student Services and Facilities

Ntec's head office and main campus is at 25 Federal Street in Auckland City. As well as a dozen classrooms, there are a barista training room, a computer room and a student lounge and kitchen.

Computer and Internet Access: Wireless internet access is free to all students. There are computers available for students to use in the student lounge and in the computer room.

Computer Room hours: Monday to Friday 8.30am to 5.30pm.

Job Search Assistance: National Technology Institute (NTI) and Concordia Institute of Business (CIB) recognise that many students would like to work part-time while they are studying (subject to student visa conditions). Workshops on job search techniques, CV writing, interview skills and personal development

are conducted for each intake. Students are also given training and assistance in finding full-time jobs in New Zealand on completion of their course. (See also **Working and Living in New Zealand**, on page 21 of this Prospectus).

Library: The library has reference and borrowing materials, and a seating area where students can study. Our staff can advise you about using library facilities at other institutions, and accessing online databases.

Kitchen: The kitchen is equipped with a microwave oven, an electric kettle, and free tea, coffee and sugar are provided. There is also a seating area where students can consume their food and drinks.

Southern Café: The Southern Café is a commercial café, which is also used as a training facility for our hospitality students.

Students are entitled to discounted food and drinks at the Southern Café. The café is also the venue for school parties and graduation ceremonies.

Student Counselling: Free and confidential counselling services are available to all students. Contact details of our International Student Counsellor are on page 2 (email address), and on the back page (address, phone and fax numbers).

Student Lounge: The student lounge is available for students to use before class, during breaks and after school.



The Courtyard



Relaxing in Student Lounge

Accommodation

There are several accommodation options for students, including homestay, hostels, flats, apartments or private board. Accommodation is not assessed by NTI and CIB, but our Student Administrator and Student Counsellor can help students to find accommodation.

Homestay involves living with a New Zealand family. All homestay families have been inspected and approved by our Accommodation Agents. The cost is around NZ\$210 per week, and includes most meals.

Flats or Apartments: Many students share a flat or apartment with other students. For more information about renting, go to the Department of Building and Housing (Tenancies) website: <http://www.dbh.govt.nz/tenancy-index>

For more information about the different sorts of accommodation available to international students, and an indication of their costs, see our website (www.ntec.ac.nz), and also www.newzealandeducated.com



Student apartments



Student Activities

Orientation

On arrival in New Zealand students attend an orientation programme. This is an opportunity to meet the staff and fellow students, receive useful course information, and find out more about life in New Zealand. Activities include tours of the city and an introduction to the various aspects of living in New Zealand covering social services such as health services and counselling that are available to students.

Sightseeing trips

Students are taken on tours of the city to experience and see for themselves the unique lifestyle they can enjoy.

Student trips and social activities

Special activities organised for students include horse riding, sailing, bush walks, ice skating, barbecues and parties.

Multi-cultural festivities

Our students come from many different countries and Ntec ensures that its students are able to enjoy all the festivities that take place around the world in New Zealand.

This year's Diwali, known as the "Festival of Light," was celebrated with music and dance and a light meal in the college café.

Each year thousands of Aucklanders attend the Chinese Lantern Festival. The festival is one of the events in a series of Chinese New Year celebrations, and includes food stalls, crafts, fireworks and martial arts displays.

Careers Fair

Ntec recognises that many students need to find employment both for professional development and to help with living expenses. Each year several Careers Fairs are held in Auckland, and students are encouraged to attend these. Students are able to find out from the various exhibitors career choices and potential employers.



Students and staff during orientation.



Collage of student activities



Cheltenham Beach



Chinese Lantern Festival, held in Auckland each year.



Your future begins with Ntec.



Ntec

National Technology Institute Concordia Institute of Business

National Tertiary Education Consortium

International Student Application Form

Application Form for domestic students is available on our website

Please read this form carefully and complete all relevant sections. This application form provides us with the information we need to enrol you onto courses delivered by National Technology Institute (NTI) and Concordia Institute of Business (CIB). Please keep a copy of this application form for your reference.

Personal Details (as shown in passport)

Family Name: First Name(s):

Preferred Name:

Date of Birth: / / (DD/MM/YYYY) Gender: Male Female

Citizenship: Country of birth:

Passport No.: Issue date: Expiry date:

Disability

The following information will help us improve services for students with disabilities. The information you supply is confidential.

Do you live with the effects of significant injury, long-term mental/physical illness or disability? Yes No

If "Yes", please describe this disability:

Applicant's Contact Details

Address:

Telephone: Fax:

Email:

Agent Contact For approved NTI or CIB agents. (If applicable.)

Agent name:

Address:

Telephone: Fax:

Email:

Emergency Contact (Home country)

Name:

Relationship to you:

Address:

Tel/mobile no.:

Email:

Emergency Contact in New Zealand (if any)

Name:

Relationship to you:

Address:

Tel/mobile no.:

Email:

Your Study (tick course you are applying for)

Proposed start date:

Campus

		Proposed start date:	Campus
National Technology Institute	Computing and Information Technology Courses:	NZQA Level	Duration
	<input type="checkbox"/> National Diploma in Computing	5	1 year
	<input type="checkbox"/> National Diploma in Computing	6	2 years
	<input type="checkbox"/> Diploma in Computing	6	1 year
	Hospitality Courses:		
	<input type="checkbox"/> National Diploma in Hospitality (Management)	5	2 years
	<input type="checkbox"/> National Certificate in Hospitality (Operations Supervision)	4	6 months
	<input type="checkbox"/> National Certificate in Hospitality (Food & Beverage Service)	3	6 months
Hospitality Short Courses:			
<input type="checkbox"/> Certificate of Achievement in		2 to 6 weeks	
Concordia Institute of Business	English Language Courses:		
	<input type="checkbox"/> General English (Number of weeks: _____)		4 - 72 weeks
	<input type="checkbox"/> Business English (Number of weeks: _____)		4 - 72 weeks
	<input type="checkbox"/> IELTS Preparation (Number of weeks: _____)		4 - 72 weeks
	<input type="checkbox"/> Academic English (Number of weeks: _____)		4 - 72 weeks
	Business and Management Courses:		
	<input type="checkbox"/> Diploma in Business Management	5	1 year
<input type="checkbox"/> Diploma in Business Management (Advanced)	6	1 year	
<input type="checkbox"/> Certificate in International Business (Foundation Studies)	3	1 year	

Arrival, Accommodation and Insurance

Airport Pick-up: Do you want to be met at the airport? (Airport pick up is free for all students) Yes No

If "Yes" please advise us in writing or by email of your arrival date/details once your visa is approved.

Accommodation: Do you require accommodation to be arranged for you on arrival? Yes No

If "Yes" we will contact you to help you arrange suitable accommodation.

Medical and Travel Insurance: Do you wish to purchase our medical and travel insurance? Yes No

If "Yes", we will send you an Insurance Application Form with your Offer of Place.

If "No", you will need to provide us with certified proof of your insurance, translated into English.

Note: Medical and Travel insurance is compulsory for international students in New Zealand. (See further details on page 21 of the prospectus or NTI / CIB websites)

Education Background/Details

Secondary studies (high school/secondary school)

Highest qualification gained	Institution	Country	Date completed

Tertiary studies (college, university, polytechnic)

Qualification	Institution	Country	Date completed

Please attach certified copies of school / college / university certificates.

English Language Proficiency (Please complete this section if English is not your first language)

English as Language of Instruction (must provide evidence)

IELTS Test Date: Result: Result attached: Yes No

TOEFL Test Date: Result: Result attached: Yes No

I am applying to study English

If you do not meet the English requirement for the academic programme you are applying for, we will advise you and provide a conditional offer.

Please attach a certified copy of your test result.

New Zealand Privacy Act

The collection, use, storage and update of personal information by National Technology Institute and Concordia Institute of Business will be in accordance with the New Zealand Privacy Act 1993. Within the two schools, relevant personal information will be available to staff responsible for enrolment, for establishing and maintaining records, providing tuition, programmes and academic support, providing student services, and for maintaining discipline and order. When required by statute, we will release information to government agencies such as the Ministry of Education, New Zealand Qualifications Authority, Industry Training Organisations, Immigration Department, New Zealand Police, Department of Justice, Inland Revenue and the Accident Compensation Corporation. Students have the right to access and correct any information held about them.

Student Declaration

- I confirm that all the information contained in this application and in any attachments is true and correct to the best of my knowledge and belief.
- I have read and understood the information contained in the NTI / CIB Student Prospectus (also available on the NTI / CIB websites), and agree to comply with the attendance and behaviour requirements.
- I have read and understood the NTI / CIB Student Fee Protection, Student Withdrawals and Fee Refunds Policy, which is printed on page 22 of the Prospectus and is on the NTI and CIB websites.
- I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment.
- I will inform the school if there are any changes to the details of this application.

Name: Signature: Date: / /

CHECKLIST

Have you completed all relevant sections on this form?
Please ensure you have attached all necessary documents:

- Certified copy of passport
- Certified copy of English test (Academic IELTS, TOEFL or equivalent) if applicable
- Certified copies of all relevant academic documents
- Evidence of relevant work experience if applicable

Sign this form above and send your application to your agent or to us as follows:



Postal address

Student Administrator

National Technology Institute
/ Concordia Institute of Business
P.O. Box 911 - 312,
Victoria St West,
Auckland 1142, New Zealand

Phone: +64 (0)9 3795700
Fax: +64 (0)9 3795705
Email: study@ntec.ac.nz

Courier address

25 Federal Street
(corner of Swanson and Federal St), Auckland

Key Information For International Students

Accident, Medical and Travel Insurance

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.

Medical and travel insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

National Technology Institute / Concordia Institute of Business can arrange students' insurance through OrbitProtect (for more information go to www.orbitprotect.co.nz). Alternatively, students can arrange their own insurance, and they must provide proof of suitable insurance at the time of enrolment. Please contact the Student Administrator for more information on insurance.

Attendance

Students are expected to attend all of their scheduled classes, and should notify the school if they are unable to attend because of illness, or any other reason. In accordance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students, and as a requirement for student visas, students' attendance will be monitored.

Behaviour

Students are expected to respect other people and property. Students whose behaviour is detrimental to the school or to other students, may, after warnings, be asked to leave the school.

Further details on attendance and behaviour are in the International Students' Handbook, which students receive during orientation.

Health Services Eligibility

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.

Immigration New Zealand

Student Visas

International students are required to have a valid student visa during their stay in New Zealand. Once you have received an Offer of Place from NTI / CIB and you have paid your tuition fees, you should apply for a student visa from your nearest Immigration New Zealand office (contact the New Zealand Embassy or High Commission for details).

Pastoral Care

National Technology Institute and Concordia Institute of Business have 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 NTI / CIB or from the New Zealand Ministry of Education website at www.minedu.govt.nz/gotolinternational.

Recognition of Prior Learning / Competencies

If you already have other tertiary qualifications or previous work experience, you may be granted credit exemptions and may complete your qualification in a shorter time. We will be happy to discuss this with you before or after enrolment. Please contact the Director of Studies (see Contact Details on page 2).

Transport and Driving

Auckland City has a comprehensive bus, rail and ferry system. Weekly fares range from approximately \$14 to \$48. Special discounted passes can be purchased at a bus or ferry terminal.

Some students prefer to buy their own car. A second-hand car costs from approximately \$2,000 upwards, a new car costs from \$20,000. If you want to drive in New Zealand, you must have a drivers licence. (See details about Drivers' Licences at <http://www.ltsa.govt.nz/licensing/>). As a driver, you must wear a safety seatbelt and make sure that any passengers wear seatbelts too. New Zealand has very serious penalties for driving while drunk.

Working and Living in New Zealand

Currently there is strong demand in New Zealand for skilled labour. International students are a valuable source of skilled migrants - approximately one quarter of international tertiary students go on to become New Zealand residents.

Students may be permitted to work part-time while they are studying and also post-study. Students may need to apply, and pay a fee to, Immigration New Zealand for a 'Variation of Conditions' to their Student Visa/Permit to be eligible to work in New Zealand. Full-time students on diploma courses can apply for a change in their permit conditions that allows them to work part-time. Students studying English Language (on courses lasting at least 6 months) can also apply, but must have an IELTS score of at least 5.0.

Students with valid work permits can use Student Job Search services (an enrolment fee applies). Student Job Search helps students find summer vacation and temporary or part-time work. See www.sjs.co.nz for further information.

On completion of your Diploma studies, you are able to apply for a Graduate Job Search Visa which will allow you to stay in New Zealand for a period of up to 12 months to find suitable employment. You may also apply for a Work Visa. Completion of a Diploma may also entitle you to immigration points should wish to consider migration to 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 on their website at www.immigration.govt.nz

See also **Job Search Assistance**, on page 17 of this Prospectus.





Student Fee Protection, Student Withdrawals and Fee Refunds

Student Fee Protection

The New Zealand Government requires that all New Zealand Qualifications Authority (NZQA) registered Private Training Establishments must protect all student fees paid to them in advance. National Technology Institute (NTI) and Concordia Institute of Business (CIB) are registered for Fee Protect through the Public Trust, which has an unsecured capital guarantee from the New Zealand Government. For further information visit www.feeprotect.co.nz

This means that in the unlikely event that NTI or CIB is unable to complete the course in which you are enrolled (this could be because of closure, insolvency, loss of NZQA accreditation or course withdrawal), the remainder of your student fees (including accommodation and living expenses if paid in advance) will be protected. You will have the choice to receive any remaining fees back or have them paid directly to an alternative Education Provider.

Student Withdrawals and Fee Refunds

This fee refund policy is in accordance with the Education Act 1989 and amendments as implemented by the New Zealand Qualifications Authority, and applies to international and domestic students.

1. If a student withdraws (i.e. stops attending class) from any NTI or CIB course, they must notify the Directors in writing. The date of withdrawal is the date that NTI / CIB receives written notification of the withdrawal. The course start date is defined as the published start date of the course.

2. a) Courses of thirteen weeks or more duration:

i. Withdrawal within the first eight days of the course:

If the student withdraws from the

course within the first eight days they will receive a full refund of all fees paid by them, less a processing and administration fee of \$500, or 10% of the course cost, whichever is the lesser amount.

ii. Withdrawal after eight days from the start of the course:

No refunds are provided after the first eight days of the course.

b) Courses of 5 to 12 weeks duration:

iii. Withdrawal within the first 5 days of the course:

If the student withdraws from the course within the first five days they will receive a 75% refund of all fees paid by them, and NTI / CIB will retain 25% of the funds paid.

c) Courses of less than 5 weeks duration:

iv. Withdrawal within the first 2 days of the course:

If the student withdraws from the course within the first two days they will receive a 50% refund of all fees paid by them, and NTI / CIB will retain 50% of the funds paid.

If two days constitutes the full amount of tuition paid for by the student, NTI / CIB may keep 100% of the payment made for the course.

d) All courses:

Students who withdraw before the course commences will also be subject to the above criteria. That is, they will be entitled to a refund less any

amounts allowed to be retained as noted in (i), (iii), or (iv) above.

3. Computing and Business students who have already received their laptop (which is included in their resource fee), will not receive a full refund of their resource fee if they subsequently withdraw from their course, and will be able to keep the laptop.
4. If a student is not granted a student visa or an extension of their student visa a full refund of their unused fees will be made.
5. Refunds will be processed within 30 days of withdrawal, will be paid in New Zealand dollars, and will go to the person or organisation that paid the fees, not necessarily the student.
6. An international student who obtains permanent residency, while studying on a student visa, will not receive a refund of fees for the remainder of the academic year in which residency is granted. However, they will be treated as a New Zealand permanent resident for the following years and will be subject to domestic fees for the remainder of their study at NTI / CIB.
7. If the student is expelled from the course, it is unlikely that any refund will be made.
8. These regulations may be varied in exceptional circumstances that are beyond the control of the student (such as medical or compassionate circumstances). Variation is at the discretion of the Directors.
9. Immigration New Zealand will be informed of all information which affects the status of a student permit or visa.

Withdrawals by Student

Course length	Less than 3 months				Three months and greater	
	(Less than 5 weeks)		(Between 5 and 12 weeks)		(13 weeks and greater)	
Withdrawal period	Up until the end of the second day of the course	From day 3 onwards	Up until the end of the fifth day of the course	From day 6 onwards	Up until the end of the eighth day of the course	From day 9 onwards
Amount of refund	50% of total fees paid	No Refund	75% of total fees paid	No Refund	Full refund, less administration costs of up to 10% of the total fee or \$500 whichever is the lesser	No Refund

Refunds for Other Reasons

Reason for refund Application	Information student must provide	Timing	Amount of refund
A visa was not granted	An official letter from INZ informing of visa refusal	Before programme commences	Total Fee refund
Visa extension is not granted	An official letter from INZ informing of visa refusal	Before programme commences	Total Fee refund
NTI / CIB is unable to proceed with the course	Automatic refund		Total fee refund (However this may be paid to another NZ institution on receipt of Offer of Place).

Course Fees and Expenses

By accepting a place in a programme at National Technology Institute or Concordia Institute of Business, a student enters a contract with National Technology Institute or Concordia Institute of Business for the period of the programme. This means there is an obligation to pay the fees for one year or the length of the programme if less than one year.



Course Fees and Costs Include:

- GST (New Zealand government imposed goods and services tax of 12.5%).
- All tuition and resource fees for classes.
- The use of audio, electronic and learning equipment whilst on the course and during self directed study time on campus.
- Access to all school facilities and equipment during school hours or by arrangement with the tutor in charge after class hours.
- Processing, recording and reporting of assessment results and personal data.
- Free wireless internet access.
- Laptop computer (computing and business students)

Expenses Not Included in your Course Fees:

- Personal expenses.
- Immigration and visa fees including visa changes.
- Pens, pencils and stationery.
- Medical and travel insurance (approximately \$460.00 for 12 months).
- Optional activities after class hours.
- Microsoft and CompTIA exam fees.
- Course textbooks.
- Accommodation (see page 17 and NTI or CIB website for estimated accommodation costs).



Enrolment

To study at National Technical Institute or Concordia Institute of Business, students need to apply directly to NTI / CIB, or through an NTI / CIB registered agent.

1. Complete the Enrolment Form (see pages 19 to 20 of this Prospectus), ensuring all relevant sections are completed, and that the programme of choice is clearly indicated. Please attach:
 - a. Certified copy of passport
 - b. Certified copy of English test (Academic IELTS, TOEFL or equivalent) if applicable
 - c. Certified copies of all relevant academic documents
 - d. Evidence of relevant work experience if applicable.
2. Send the Application Form to your agent (if applying through an agent), or to:

Student Administrator
National Technology Institute
/ Concordia Institute of Business
Postal Address: PO Box 911-312, Victoria St West, Auckland 1142, New Zealand

Courier Address: 25 Federal Street (corner of Swanson and Federal Streets), Auckland 1010

or **Email:** study@ntec.ac.nz
3. If entry criteria are met, applicants will receive an Offer of Place letter, which will give advice on course fees (tuition and resource fees), insurance, and date and methods of payment.
4. To accept an Offer of Place, applicants must sign one copy of the Offer of Place and return it, with full payment of all fees, by the due date.
5. When we receive your fees, we will send you a receipt. This must be presented to your nearest Immigration New Zealand office (contact the NZ Embassy or High Commission for details) with a copy of your Offer of Place in order to apply for a student permit / visa. Note that if you are not granted a student visa you will receive a full fee refund.
6. Once your student visa is approved, and we know when you are coming (i.e. your flight details), we will arrange your homestay (if that is your chosen accommodation). You will receive details of your homestay family before you arrive.

Further Information

If you want more information on our courses, about studying in New Zealand, or about enrolment procedures, please contact us. (See back cover for Contact Details).





Ntec National Technology Institute Concordia Institute of Business

National Tertiary Education Consortium

NEW ZEALAND

Postal Address:

PO Box 911-312, Victoria St West,
Auckland 1142

Auckland campus and Head Office:

Swanson Towers, 25 Federal Street
(corner of Federal and Swanson Streets), Auckland.

Tauranga Campus:

40 Selwyn Street, Tauranga

Telephone:

+64 9 379 5700

Facsimile:

+64 9 379 5705

Email:

info@ntec.ac.nz

Web:

www.ntec.ac.nz

www.concordia.ac.nz

