

# FEES – 2017

All fees are in New Zealand Dollars (NZD) and include all government taxes (GST)

## (1) Registration, Accommodation and Airport Transfers

	Fee
Registration ( <i>paid once only</i> )	200
Accommodation Reservation ( <i>paid once only</i> )	200
Homestay ( <i>per wk</i> )	290
HomestayPLUS ( <i>per wk</i> )	440
City Lodge Single Room ( <i>per wk, per person</i> )	360
City Lodge Double Room ( <i>per wk, per person</i> )	415
Empire Studio ( <i>per wk</i> )	Minimum of four weeks: 455
Empire 3 Bedroom Shared Apartment ( <i>per wk, per person</i> )	Minimum of four weeks: 265
Airport Transfer ( <i>each direction</i> )	100
Festive Season Surcharge ( <i>23 Dec 2017 – 6 Jan 2018</i> ) ( <i>two wks total</i> )	Per week: 135

## (2) EnglishPLUS (General English)

	Standard per week	Intensive per week
1 – 12 weeks	340	410
13 – 24 weeks	330	400
25 – 36 weeks	320	390
37+ weeks	310	380

## (3) EnglishPRO

	Length	Tuition	Resource
“X” Class	6 wks Intensive	2,460	*120
EU (Academic English language preparation for university)	12 wks Intensive	4,920	*240
Pre-Cambridge Preparation (2 part course; each part is 6 weeks)	6 wks Intensive	2,460	*120
Cambridge CPE	9 wks Intensive	3,690	***620
Cambridge FCE, CAE	10 wks Intensive	4,100	***640
Cambridge FCE, CAE, CPE	12 wks Intensive	4,920	***680
IELTS	6 wks Intensive	2,460	*90
TOEIC	6 wks Afternoon	1,140	*60
TESOL	4 wks Intensive	2,020	**320
Private Lesson (including accompanying Standard class)	1 wks Intensive	1,080	*20

\* Including class materials, excluding textbook.

\*\* Including exam fee, textbook and class materials

\*\*\* Including exam fee, textbook, class materials and international postage fees for certificates

## (4), (5) Working Holiday, Vocational and Internship

	Length	**Tuition	*Resource
WorksUP 6, HandsUP 6	6 wks Intensive	3,210	0
WorksUP 8, HandsUP 8	8 wks Intensive	4,030	0
WorksUP 12, HandsUP 12	12 wks Intensive	5,670	0
Vocational Semester Abroad (VSA)	26 wks Intensive	10,280	500
Vocational Year Abroad (VYA)	38 wks Intensive	14,720	500
Crown Internship Programme (CIP 32)	32 wks Intensive	11,370	500
Crown Internship Programme (CIP 44)	44 wks Intensive	15,810	500

\* The resource fee is for textbooks, manuals, examinations and educational trip (excludes English Language textbooks and examinations)

\*\* Tuition fee includes placement into your Internship Company

## (6), (7) Business

	Code	Length	Tuition	*Resource
Crown Certificate in Business Skills	CI 214	14 wks	5,600	500
New Zealand Diploma in Business (NZDip.Bus) (per term)	CI 335-7	12 wks	4,680	334
New Zealand Diploma in Business (NZDip.Bus) (per year)	CI 340	36 wks	14,040	1,000

\* The resource fee is for textbooks, manuals, examinations and educational trip (excludes English Language textbooks and examinations)

## (8), (9) Travel, Tourism and Hospitality

	Code	Length	Tuition	*Resource
Crown Cert. in International Travel and Tourism (12 wks)	CI 122	12 wks	6,320	2,050
Crown Cert. in International Travel and Tourism (15 wks)	CI 122	15 wks	7,900	2,050
Crown Cert. in International Travel and Tourism (18 wks)	CI 122	18 wks	9,480	2,050
New Zealand Certificate in Tourism Level 3	CI 133	20 wks	8,000	1,500
New Zealand Certificate in Tourism Level 4	CI 134	20 wks	8,000	1,500
Crown Diploma in Tourism (Management)	CI 141	42 wks	15,960	2,000
New Zealand Certificate in Hospitality (Food and Beverage)	CI 433	20 wks	8,000	1,500
New Zealand Certificate in Hospitality (Hotel)	CI 434	14 wks	5,600	1,000
National Diploma in Hospitality Management (NDHM) (per year)	CI 440	36 wks	14,040	1,200

\* The resource fee is for textbooks, manuals, examinations and educational trip and international postage fees for certificates (excludes English Language textbooks and examinations)

## ENROLMENT PROCEDURE AND CONDITIONS

- 1) Please see your local Crown retailer for complete details of enrolment procedure and visa requirements. Please check our website for Crown retailers: [www.crown.ac.nz/internationalstudents/crown-retailers/](http://www.crown.ac.nz/internationalstudents/crown-retailers/)
- 2) If there is no local Crown retailer, please complete the enrolment form and fax or email it to us. We will contact you with full details on how to enrol. Please contact:

The Registrar	Ph	+ 64-9-357-3191
Crown Institute of Studies	Fax	+ 64-9-309-2797
80 Anzac Avenue, PO Box 1094	Email	<a href="mailto:english@crown.ac.nz">english@crown.ac.nz</a>
Auckland 1140, NEW ZEALAND	Web	<a href="http://www.crown.ac.nz">www.crown.ac.nz</a>

### Registration

A registration fee of NZ Dollars (NZD) 200 is payable when you enrol for any course at Crown. This is a once-only payment. If you extend or change your course you do not pay another registration fee.

### Accommodation

There is a once-only payment of NZD 200 (accommodation reservation fee) for arrangement of your accommodation. The weekly accommodation fee varies according to the type of accommodation you reserve. If you choose homestay or HomestayPLUS, any unused portion of this fee is refunded if you find other accommodation. There are no refunds if you move out of a studio or apartment early. We must receive two weeks' notice of your intention to leave your homestay. If you go on holiday and wish to return to the same homestay, there will be a NZD 140 (homestay) or NZD 210 (HomestayPLUS) per week fee. This is paid to the homestay to reserve your place. If you wish to stay an extra night in your homestay this is NZD

### Payment of fees

All fees must be received by Crown before your course commences. You can pay your fees by bank draft by posting them to the address above, or by telegraphic transfer (T/T) from your local bank to the following bank account:

Hargrave, Munn & Teague Crown Trust  
A/C: 06-0193-0328423-00  
ANZ, Swift code: ANZBNZ22  
Newmarket Branch, Auckland, New Zealand

### Attendance and behaviour

You will be expected to attend classes punctually and to behave in a responsible manner at Crown. If your attendance does not meet Crown's requirements or if your behaviour is detrimental to the school, school staff, counsellors, homestays, studio and apartment operators, contractors, or to other students, you may be asked to leave the school. In this event, your tuition and resource fees will not be refunded.

### Fee protection, cancellations and refunds

Pursuant to NZ government student fee protection requirements, the full value of your outstanding fees is protected in an approved trust fund. Trustee: HMT Group. Please note the following conditions:

- 1) If you cancel all or part of your course before you arrive in New Zealand, you pay a cancellation fee of 10% of tuition fees for the cancelled weeks.
- 2) If you cancel all or part of your course after you arrive in New Zealand, and up to the end of the refund period, you pay a cancellation fee of 25% of tuition fees for the cancelled weeks (if entering NZ on a Crown visa) or 10% of tuition fees for the cancelled weeks (if not entering NZ on a Crown visa). If your visa is declined before entering New Zealand and you have paid all tuition fees, your fees will be refunded in full, less an additional NZD 200.
- 3) If you cancel all or part of your course after the refund period, you pay a cancellation fee of 100% of tuition fees for the cancelled weeks.
- 4) The refund period ends at 5:00 pm on the tenth working day of your course. If you cancel your course within the refund period, you must return in good condition any textbooks you have received.
- 5) Cancellation of your course in the event of financial problems at Crown: The full value of your outstanding tuition fees is protected in an audited trust fund. In the unlikely event that Crown could not deliver your course, you would receive a full refund of all outstanding fees, or have these transferred to one of our partner institutions to enable you to complete your course.
- 6) All withdrawals, cancellations and course change requests must be received by Crown in writing. Cancellation and course change forms are available from Student Services, Crown Institute, 3<sup>rd</sup> floor, 80 Anzac Avenue, Auckland ([english@crown.ac.nz](mailto:english@crown.ac.nz)).
- 7) If your fee was received by Crown from a Crown retailer then any refund will be made to that Crown retailer. Unused homestay fees may be refunded directly to you.
- 8) If you pay by Credit Card (either directly or through a Crown retailer) and cancel your course, the refund amount will have the merchant fee deduction included.

### Transfers, liability and insurance

You may transfer fees between departments and courses at Crown, but your fees may not be transferred to another person. Crown will not be liable for any loss, damage or injury incurred within the school, with a homestay family or on a school excursion. In starting a course of study at Crown, you will be deemed to have accepted all of our Enrolment Conditions. You must have appropriate and current medical and travel insurance while in New Zealand and Crown can provide information on policies on request. Crown will not be liable if, for any reason, the published courses cannot be offered. Crown reserves the right to change courses and fees without prior notice.