

14 December 2010

Dear Hyun Soon,

Thank you for your interest in studying at NZLC - Christchurch Language Centre. We would like to confirm your enrolment details as:

<b>Student No.:</b>	<b>6508</b>
<b>Course Name:</b>	<b>General English Full Time</b>
<b>Start Date:</b>	<b>23 May 2011</b>
<b>End Date:</b>	<b>11 November 2011</b>
<b>Course Length:</b>	<b>25 weeks</b>

**Student Orientation** - will take place at **8.45 am** on **Monday, 23 May 2011** at NZLC Christchurch, **Level 7, 76 Cashel Street, Christchurch**. Could you please bring your **passport** (including permit and visa page) **and insurance and \$80 textbook deposit** (cash only) with you on this day.

**Class times** : Full time (23 hours/week) 9.00a.m. – 3.25p.m. Mon – Thurs, 9.00am – 12.15p.m. on Friday.  
Part time (15 hours/week) 9.00a.m. – 12.15p.m. Monday – Friday.

**Insurance:** From 01 January 2004, all overseas students are required to have Overseas Student Health Cover (OSHC).

We would be happy to organise it for you **or** you must show us proof of your own medical insurance policy.  
Please contact your agent for more details.

Your insurance will be booked on receipt of payment as follows: . Please let us know immediately if this does not suit your travel arrangements.

**Code of Practice:** NZLC Colleges 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 this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz)

**Cancellation:** (Refer to Website or Registration form for full terms & conditions)

- **Courses less than five weeks:** students who withdraw within the first two days of the course will be entitled to a refund of 50% on the tuition fee.
- **Courses of five weeks or more but less than three months:** students who withdraw within the first five days of the course will be entitled to a refund of 75% on the tuition fee.
- **Courses three months or longer:** Students who have enrolled for a course will be able to withdraw from it until eight days after the first day of their course. In this case all fees less 10% or \$500, whichever is the lesser amount, will be refunded.

**In all other cases, cancellations and refunds are solely at the discretion of the school.**

We look forward to welcoming you and ensuring that your learning experience is enjoyable. Please do not hesitate to contact me if you have any questions.

Yours sincerely

**Justin Mastoyo**

PRINCIPAL

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