**ALPHACRUCIS COLLEGE**

**CHRISTIAN STUDIES FEE SCHEDULE 2019**

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| **General Fees** | **Overseas Students** | **NZ Residents** |
| Application Fees (one-off) | **$200** | **$150** |
| Change in course of study | **$100** | **$100** |
| Application for credit transfer (per paper – from another institution) | **$10/credit** | **$10/credit** |
| Recognition of prior learning (per paper) | **$10/credit** | **$10/credit** |
| Application for cross credit (per paper – from within Alphacrucis) | **$0** | **$0** |
| Early transcript or replacement transcript (2 copies) | **$50** | **$50** |
| Student ID Card (replacement for loss or damage) | **$10** | **$10** |
| Late Fee | **-** | **$50** |
| Change of paper after the first week of study or Swap Fee |  | **$50** |

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| **Christian Studies Programmes (NZQA accredited)**  **(Student Loans and Allowances NOT available)** | **Overseas Students** | **NZ**  **Residents** |
| Level 4 Local Church Certificate (1-year full time, 6 papers) | **-** | **$1,824** |
| Level 4 Local Church Certificate- Four Biblical papers (per paper) | **-** | **$228** |
| Level 4 Local Church Certificate- Two Fieldwork Papers (per paper 30 Credits) | **-** | **$456** |

**ALPHACRUCIS INFORMATION 2018**

**Christian Studies Courses - Important Dates**

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| **Level of Program** | **Semester 1**  **Application Due Dates** | **Semester 1**  **Commences** | **Semester 2**  **Application Due Dates** | **Semester 2**  **Commences** |
| Level 4 | 31st Jan 2019 | 18th Feb 2019 | 1st July 2019 | 23rd July 2019 |

Late applications will incur a late fee of $50.

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| **Christian Studies Courses – Admission and Enrolment Steps for Domestic Students** | |
| STEP 1 | You will find all the information on how to apply and enroll along with all relevant forms on our website.  Alternatively you can contact our Student Enquires Office on +64 9 580 1500 or [info@acnz.ac.nz](mailto:info@acnz.ac.nz) to request application forms and information about the programme you are interested in. |
| STEP 2 | You need to send back:   * Application Form completed and signed * Certified copies of any relevant academic transcripts * Certified copies of your Birth Certificate or Passport * Certified copies of New Zealand Residency papers (if required) * IELTS test results (if required) * $150 Application Fee (and any late fees if required) |
| STEP 3 | We’ll send you:   * Confirmation of your application, so you can start applying to Study Link (if required) * Subject Enrolment Forms * Payment Form * Your Application Fee receipt * Any other necessary documents to finalize the enrolment process |
| STEP 4 | Once you have indicated which subjects you wish to enroll in, we will confirm everything is in order. We will also send out course information, timetables and other relevant details before you start studying with us. |
| **Other Domestic Student Enrolment Information**  Certified copies must be signed by a Justice of the Peace, a public notary or an authorized Alphacrucis staff member, stating that the copy is true to the original. All supporting documentation must be included with the application. Faxed or emailed applications will NOT be processed until the original copy of the application with its supporting documentation has been received.  Any application fees, can be paid by cash (only in person), cheque, credit card, EFTPOS or direct deposit.  Requests for Cross Credit, Credit Transfer or Recognition of Prior Learning (RPL) should be submitted with the Application. Students who have successfully completed relevant accredited study or courses at recognized tertiary institutions may apply for a transfer of credits. An official transcript detailing studies undertaken must be submitted to the College Registrar. A fee may apply for transfer of credit and RPL. Our courses are enhanced with our e-learning platform so all students need regular broadband access. | |

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| **Christian Studies Courses – Admission and Enrolment Steps for International Students** | |
| STEP 1 | You will find all the information on how to apply and enroll along with all relevant forms on our website.  Alternatively you can contact our Student Enquires Office on +64 9 580 1500 or [info@acnz.ac.nz](mailto:info@acnz.ac.nz) to request application forms and information about the program you are interested in. |
| STEP 2 | You need to send back:   * Application Form completed and signed * Certified copies of any relevant academic transcripts * Certified copies of your Birth Certificate or Passport * IELTS test results (if required) * $200 Application Fee (and any late fees if required) |
| STEP 3 | We will send you a confirmation of your application, a receipt and an Offer of Place. You will need to provide this to Immigration with your Student Visa application directly to the nearest local NZ Immigration branch in your country. We will also send other necessary documents to finalize the admissions process. |
| STEP 4 | Once you receive your Approval in Principal from Immigration, you will then need to pay your fees to Alphacrucis. |
| STEP 5 | We will confirm once everything is in order and send you your Confirmation of Place for NZ Immigration to process your Student Visa application. We will also send out course information, timetables and other relevant details before you come to NZ. |
| **Other International Student Enrolment Information**  If you are not a New Zealand Citizen, Australian Citizen or New Zealand Permanent Resident and you wish to study in New Zealand, you will need to apply for a study visa. International students studying in New Zealand are required to enroll in a full-time course in on-campus studies.  Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at www.immigration.govt.nz.  **Certifying Documents**  Certified copies of documents must be signed by a Justice of the Peace or public notary, stating that the copy is true to the original.  **International English Language Testing System (IELTS)**  For any programme other than the English courses, you need to provide us with an IELTS test result or TOEFL (Test of English as a Foreign Language), if you have not completed at least a Certificate level course delivered in English (you need to provide evidence of this). Please schedule an IELTS for academic purposes as soon as possible in your country, as it can sometimes take 3-4 months to sit the test depending upon availability. When sitting the test, you can ask the testing center to mail your results directly to Alphacrucis.  **Fees and Costs**  International applicants are required to pay an Application Fee of $200 prior to receiving an Offer of Place. Students must then pay their entire tuition fees before Alphacrucis can issue a Confirmation of Place, which is necessary for your Visa application to be processed. All students’ fees are held in a trust account until the student has been in attendance for 8 days. Our Trust Account is held with the New Zealand Public Trust office. Details of the Public Trust ‘Fee Protect’ can be obtained from the Public Trust website: www.publictrust.co.nz.  **FEES PROTECTION**  The New Zealand Government requires all Private Training Establishments registered with the New Zealand Qualifications Authority (NZQA) to protect all student fees paid to them.  We have appointed the Public Trust to manage this obligation, and use their Fee Protect service. Public Trust is a government owned Trustee Company that has been in existence for over 135 years and all fees are held in Public Trust's Common Fund. Capital and interest in the Common Fund is guaranteed by the New Zealand Government.  Accordingly student fees are deposited into a trust account at Public Trust and paid to Alphacrucis College over the duration of their study in accordance with an agreed payments schedule. This ensures you receive a refund of the fees (or portion of fees) in the unlikely event that Alphacrucis College is unable to complete the course, for example due to closure, insolvency or loss of NZQA accreditation.  For more information visit Public Trust’s website (<http://www.publictrust.co.nz/fee-protect/information-for-students>.html) or contact Public Trust on 0800 494 733.  **Health Insurance**  International students must have appropriate and current medical and travel insurance while studying in New Zealand. Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your stay, 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.  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](http://www.acc.co.nz) | |