

# International Student Offer of a place ( [REDACTED] )

Your application has been successful, and we are delighted to offer you a place in the following Programme of Study at Manukau Institute of Technology.



## PERSONAL DETAILS

Full Name of Student: [REDACTED]  
Address: Springdale India,  
529, Mastermind 4, Royal Palms, Aarey Colony, Goregaon E, Mumbai, India  
Country of Origin: India  
Gender: Male  
Date of Birth: [REDACTED]

## ORIENTATION DATE

Please come to the Maritime School for Registration

## PROGRAMME DETAILS

Programme Offered: Diploma in Foreign going Master or Chief (Level 7)  
Length of Programme: 1 Year  
Start Date: 05-February-2024  
Finish Date: 29-November-2024  
Annual Tuition Fee:\* NZ\$25000.00 (2024 fee) *Please note that if you enroll into additional Optional and Ancillary courses there will be an additional charge added to the quoted tuition fees.*  
Non Tuition Fee\* NZ \$1000.00 (2024 fee)  
**Total Annual Fee\*** **NZ \$26000.00 (2024 fee)** *Please note that if you enroll into additional Optional and Ancillary courses there will be an additional charge added to the quoted tuition fees.*

### \*Please Note:

- ❖ The fees quoted are subject to change without notice.
- ❖ The Annual Tuition Fee is based on 120 Credits. Any variation to the number of Credits studied in any given year will be subject to additional fees being charged in that year.
- ❖ Please refer to page 7 to check the courses included in the above quoted fees. Any additional optional and Ancillary courses, there will be an additional charge added to the quoted tuition fees. Please contact International Team to check fees.

The fees stated are applicable only to the calendar year (January to December) in which the programme or course of study has commenced. If the programme or course extends into a subsequent calendar year(s), the student may be required to pay the tuition fee applicable for that calendar year(s).

This offer is subject to confirmation of payment of fees, a valid Visa and completion of **all forms as outlined in the STUDENT ACCEPTANCE CHECKLIST.**

An exception will be made in the event that you are required to get an "Approval in Principle" from Immigration for your Student Visa, in which case payment is due as soon as this approval has been made.

**Disclaimer:** This offer is valid at the date of issue and any changes to MIT policy which may occur after the date of this letter, may affect the terms of the offer. MIT has taken due care to ensure the information in the offer is correct, however, in the event that an error is subsequently discovered, MIT retains the right to amend and re-issue this offer of place.

## Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

Manukau Institute of Technology declares that the requirements of Outcome 10, Process 1 are being met; (Process 1) Signatories must ensure that the educational instruction offered to international tertiary learners is in accordance with the Act and is appropriate for international tertiary learners' expectations, English language proficiency, academic ability, and the educational outcomes being sought.

International Admissions

Date: [REDACTED]

MIT INTERNATIONAL | Private Bag 94006, Manukau 2241, Auckland, New Zealand

T 09 968 8742 | F 09 968 8741 | E [international.application@manukau.ac.nz](mailto:international.application@manukau.ac.nz)

W [manukau.ac.nz/international](http://manukau.ac.nz/international) | [facebook.com/manukau.international](https://facebook.com/manukau.international)

Date: [REDACTED]

[REDACTED]  
Springdale India

529, Mastermind 4, Royal Palms, Aarey Colony, Goregaon E, Mumbai

India



Dear [REDACTED]

Congratulations, you have been accepted to study on the Diploma in Foreign going Master or Chief (Level 7) programme at the Manukau Institute of Technology.

You are expected to attend your course from the first day. Under exceptional circumstances you may be able to commence study up to 2 weeks after the course start date; however, you must obtain written approval from the International Student Administration section prior to the start date of your course. **If you do not obtain written approval and arrive late, you may not be eligible to enrol at MIT and your offer may be deferred to a later date.**

**INTERNATIONAL STUDENT ORIENTATION** Please go to the The Rabobank Tower, Level 3 - 2 Commerce Street, (Corner of Commerce & Quay St.), Auckland CBD, New Zealand, for Registration. Please also bring your passport.

Orientation will include an introduction to Manukau Institute of Technology, enrolment and registration and course finalisation.

**PART TIME WORK DURING STUDY** You may be eligible to work part-time (up to 20 hours per week) during your studies. This work can only supplement your living expenses. Please note only students on programmes Level 5 and above are eligible to work during study.

PLEASE NOTE: Your eligibility to work part time will ALWAYS be specified in the terms of your Student Visa.

**INSURANCE** Please read and complete the enclosed form. If you arrange your own insurance and not provided proof of your current insurance policy to the International office within 5 days from your programme start date, we will be insured with Unicare and you will be liable for any charges that are incurred.

**LIVING EXPENSES IN NZ** You need to budget from \$380 – \$480 per week to live and study in NZ. This should cover your accommodation, food and other living expenses. Text books for study can cost up to \$500 per year. Living expenses for a full year's study is approximately **NZ\$20,000.00**.

**ACCOMMODATION:** Manukau Institute of Technology guarantees accommodation for international students in Homestay.

HOMESTAY:

Unnotified missed flight or change of flight	\$110.00
<b>Placement fees</b>	
Arrangement	*\$330.00
Urgent Arrangement	*\$430.00
Transfer from Auckland International Airport to Homestay	\$100.00
<b>Weekly Fees</b>	
Homestay ( Manukau)	\$325.00
Homestay (Central Auckland)	\$345.00
Lunches Monday to Friday - weekly fee in addition to the Weekly Fees above	\$45.00
Weekly retainer fee all age groups	\$160.00

\* Non refundable

- ❖ Minimum stay in Homestay: 4 weeks
- ❖ Meals: 16 meals per week ( breakfast and dinner Monday to Friday and all meals on weekends)
- ❖ Bedroom: students will have their own bedroom, desk and lamp and clothes storage.
- ❖ Urgent arrangement: Applications received less than 2 weeks before arrival date. This fee is not in addition to the standard fee, but replaces it.
- ❖ Unnotified missed or changed flight: If Students have chosen to be met by VCI and change or miss their flight they must inform VCI immediately. If they do so, they are not charged this fee.
- ❖ The weekly retainer fee is paid instead of the standard weekly fee, when a student is away for 2 weeks or more and wishes to leave the bedroom set up with their belongings.
- ❖ All extensions to Homestay are made directly with VC International.

**If you wish to make other accommodation arrangements, you must notify MIT of the name of the people and the address you will be staying at.** (Please complete the accommodation form A, B, C, G and H)

We must have a minimum of 2 weeks' notice of your flight arrival.

**COURSE DETAILS:** The Diploma in Foreign going Master or Chief (Level 7) begins on 05-February-2024 and the minimum length of study is 1 Year.

This Offer of Place is for the course of study only and does not guarantee eligibility to obtain a Certificate of Competency from Maritime New Zealand. This must be applied for separately to Maritime New Zealand. **The Sea-time requirement for a Certificate of Competency is the responsibility of the student to arrange.**

\*The above information does NOT apply to the Graduate Diploma in Supply Chain and Shipping Management

Please note that if you enroll into additional Ancillary courses there will be an additional charge added to the quoted tuition fees.

**TUITION FEES:**

<b>Diploma in Foreign going Master or Chief (Level 7)</b>	<b>NZ\$25000 (2024 fee only)</b>
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**WITHDRAWAL FROM COURSE**

Please refer to the enclosed International Cancellations, Withdrawals, Transfers and Refund Policy.

Please contact us immediately if you are considering withdrawing before the start of the course. Please either,

Telephone <b>-(00649)9688742</b>
Email- <a href="mailto:international.application@manukau.ac.nz">international.application@manukau.ac.nz</a>
<b>Post – International Centre, Private Bag 94006, Auckland 2241</b>
<b>Facebook – <a href="http://www.facebook.com/manukau.international">www.facebook.com/manukau.international</a></b>

**PRACTICAL EXPERIENCE** You may apply for a variation of condition to your permit, to enable you to work in order to fulfil the requirement of practical experience for your programme.

*Please note that this only applies to programmes that requires practical as part of the course and that you can only work in a job related to your programme of study.*

**CROSS CREDITS** If you wish to get cross credits based on qualifications gained elsewhere, you should gather as much information about those qualifications BEFORE leaving for New Zealand.

\*Please note that there is an additional cost to apply for cross credits, prices may vary depending on the Faculty.

Applying for cross credits can only be done once you arrive in New Zealand so it is important that you bring all your documents with you.

**PLEASE NOTE:**

1. It is recommended that your qualification is assessed by NZQA. This assessment tells us (MIT) what level the qualification is and informs us as to what level any cross credits will be. To start this process go to <http://nzqa.govt.nz/for-international/international/index.html> The *guide* to this process is at <http://nzqa.govt.nz/for-international/docs/guide-qar.pdf>
2. You need to bring certified copies of your academic transcripts showing your record of study.
3. You need to bring copies of all the relevant course descriptors you will be using to confirm cross credit eligibility.

Note that these course descriptors will need to show the course's learning outcomes, not just the content. We must be able to see what you will be able to do on passing the course.

**If you have any queries regarding this letter, please contact Kerry Clarke in the International Centre ph + 64 9 9688742**

Yours sincerely



**International Admissions**

**MIT International**

# International Student Acceptance and Invoice Forms



## INFORMATION

To guarantee a place on your chosen programme of study, please complete the following:

- Read the information on all forms and select your requirements carefully.
- Complete **all** sections on the Invoice form putting the appropriate amounts in Column B.
- Send payment of your fees or payment transaction details to the address below.
- Complete the International Student Acceptance and Declaration form.
- Complete the Accommodation form.
- Fax or email **all** the completed forms to:

### International MIT

**Manukau Institute of Technology,**

**Private Bag 94006,**

**Manukau 2241,**

**Auckland,**

**New Zealand.**

**Fax: (64 9) 968 8741 or**

**Email: [Internationaladmin@manukau.ac.nz](mailto:Internationaladmin@manukau.ac.nz)**

### IMPORTANT – Please note the following

Please complete and return the Student Acceptance checklist with the relevant documentation

- Some programmes have limited spaces and students will be accepted on a “first come first served” basis.
- If you arrive late after the start date of the programme, your place may not be guaranteed and it may be deferred to a later date. It is your responsibility to arrive on time.
- All amounts shown are in New Zealand dollars.
- All fees must be paid at the same time you return your invoice, acceptance and declaration form. An exception will be in the event that you have to get an “Approval in Principle” from Immigration first. Payment must then be paid as soon as the approval has been made.
- The tuition fees quoted on the invoice are the tuition fees for the programme offered, enrolling into extra/repeating papers additional charges will apply.
- You acknowledge and agree that any payments made to MIT by you (or on your behalf) may be applied to any of your outstanding MIT invoices, at MIT’s discretion. MIT will usually allocate priority to those invoices due for payment at an earlier date. For example, this statement means that MIT may apply your tuition fee payments to cover insurance and accommodation fees previously invoiced by MIT that you have not yet paid. In that event, the amount applied to the previous invoices will remain payable to MIT as an outstanding portion of your tuition fee invoice. Where any of your tuition fee payments are applied to other amounts owing to MIT, you remain liable to pay all outstanding tuition fees on or before the course commencement date, in accordance with MIT’s Fee Payment Policy. Without prejudice to any other rights or remedies, if your course has started and your tuition fees have not been paid in full or arrangements made for payment, MIT will follow the debt recovery procedures outlined in the Fee Payment Policy.
- At any stage of your enrolment should you change your programme, duration or level of studies. It is your responsibility to apply for a Variation of Condition (VOC) through Immigration NZ without delay.

# INVOICE

Name: [REDACTED]

Reference: [REDACTED]

Address: Springdale India 529, Mastermind 4, Royal Palms, Aarey Colony, Goregaon E, Mumbai, India

Date of Birth: [REDACTED]



SECTION A	OFFER OF PLACE	Column A	Column B
		MIT Administration	Student to complete
	Tuition fee: Diploma in Foreign going Master or Chief (Level 7) NZ\$25000.00 (2024)	NZ\$25000.00	
	Compulsory Non-Tuition Cost (Export education levy, resource fees, student service fees) (2024)	NZ \$1000.00	
	<b>Total fee required for the First Year of Study (Approx. 2024 fees)</b>	<b>Subtotal NZ\$26000.00</b>	
SECTION B	ACCOMMODATION		
	<input type="checkbox"/> <b>Manukau City Homestay @ \$325 per week</b> <input type="checkbox"/> <b>Auckland City Homestay @ \$345 per week</b> It is compulsory that you stay for the minimum of 4 weeks <b>To pay now:</b> Placement fee (non refundable) \$330 First 4 weeks payment	<b>Homestay Total NZ\$</b>	
	<input type="checkbox"/> <b>I will make my own arrangements</b> You must give MIT your NZ address and arrange your own airport pickup.		
	<b>Please insert the amount you are paying for Accommodation</b>	<b>Subtotal NZ\$</b>	
SECTION C	INSURANCE		
	All International students must have health and travel insurance while studying in NZ and <b>must</b> cover the period of your VISA. MIT arranges your travel and medical insurance under (Uni-care) NZ Student plan policy. This meets the Ministry of Education requirements. You may also arrange your own insurance but it must meet the same requirements as the MIT (Uni-care) NZ Student plan requirements. <b>Please indicate your insurance option</b> <input type="checkbox"/> <b>MIT Travel and Medical insurance</b> <input type="checkbox"/> <b>Arrange my own insurance policy</b>	<b>NZ\$627.00 (per year)</b> Price may vary depending on VISA length	
	<b>Please insert the amount you are paying for Insurance</b>	<b>Subtotal NZ\$</b>	
		<b>TOTAL DUE</b>	<b>N\$</b>

**Payment of Tuition Fees can be made directly to the MIT bank account**

**Account Name:** Manukau Institute of Technology Limited  
**Bank:** Westpac New Zealand Limited  
**Branch:** Papatoetoe, New Zealand  
**Address:** 194 Great South Road, Papatoetoe, Auckland 2025 New Zealand  
**Account Number:** 03-1509-0187933-000  
**SWIFT code:** WPACNZ2W

# International Student Acceptance and Declaration Form



Name: [Redacted]

Reference: [Redacted]

Address: Springdale India, 529, Mastermind 4, Royal Palms, Aarey Colony, Goregaon E, Mumbai, India

Date of Birth: [Redacted]

To confirm your acceptance of an Offer of Place, it is **compulsory** that your fees are paid, and that you complete and return all the forms enclosed including this acceptance and declaration form.

Forms to return:

- Invoice and payment details
- International Student Acceptance and Declaration form
- Accommodation Form

## OFFER OF PLACE - ACCEPTANCE AND DECLARATION

**Student to read, sign and date the following Payment and Offer of Place Acceptance**

### PAYMENT OF FEES

**If someone other than yourself is paying for your fees, advise the person's name in full.**

Name of person who is paying your fees (please print clearly)

Surname \_\_\_\_\_

First name \_\_\_\_\_

I accept the Offer of a Place at Manukau Institute of Technology and agree to pay the tuition and associated fees. I have read, understood and accept the Manukau Institute of Technology International Refund Policy. If I am arranging my own insurance policy, I confirm that I have read the insurance policy from Manukau Institute of Technology and confirm that my policy meets the agreed requirements. I understand that if I am making my own accommodation arrangements, that there will be no airport pickup. I have indicated the person who will be paying my fees, if I am not paying them myself and I understand that this person will receive a refund if it is approved. I understand this policy is reviewed every year and may change.

**Student signature.....Date.....**

My parents / I agree that during my study at Manukau Institute of Technology, reports on my progress can be released to my agent or to my parents by Manukau Institute of Technology personnel.

**Student signature.....Date.....**

Course Code	Course Title
942.680	Vessel Technical Operations (Master's Engineering)
942.683	Command Meteorology
942.682	Maritime Commercial Practice and Shipmaster's Business
942.681	Risk Analysis and Human Factors
942.748	Adjust Compasses
942.749	Naval Architecture
942.744	Manage Maritime Operations
941.606	<b>ECDIS (optional) Fees not included</b>
942.746	Navigation Control and Emergency Response (For HELM at Management level enrol in Training Scheme+) + <i>pending approval</i>
942.747	Manage Safety and Operations (Orals)
941.604	<b>Shipmasters Medical MN1008 (short course) Fees not included</b>
942.614	<b>Advanced Fire Fighting Enrolment to be as a MNCOP Fees not included</b>
942.525 942.492	<b>GMDSS (includes MROC) MROC Enrolment to be as a MNCOP Fees not included</b>

### Map to the Maritime School (Auckland CBD)

