

International Student Offer of a place (170003006)

You have been offered a place at Manukau Institute of Technology in a programme of study that meets international student policy requirements. This offer is subject to confirmation of payment by you and when you have returned your invoice, acceptance and declaration forms. An exception will be in the event that you are required to get an "Approval in Principle" from Immigration and then payment must be paid as soon as the approval has been made.

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.

PERSONAL DETAILS

Full Name of Student: Anoop Kumar Madassery Sateesan
Address: Springdale India 529, Mastermind 4, Royal Palms, Aarey Colony, Goregaon E, Mumbai India
Country of Origin: India
Gender: Male
Date of Birth: 16-July-1986

ORIENTATION DATE

Please come to the Maritime School for Registration

PROGRAMME DETAILS

Programme Offered: Chief Mate and Master Certificate of Competency -Level 7
Length of Programme: 1 Year
Start Date: 27-March-2017
Finish Date: 30-April-2018
Annual Tuition Fee:* NZ\$22000.00 (2017 fee)

** Please note: The tuition fee quoted above is for 2016. If your course/s starts in 2017, you will be charged that year's tuition fee.*

Accommodation

Manukau Institute of Technology guarantees accommodation for international students either in Homestay or in our Student village.

Clauses 6.1 and 7.1 of the Code of Practice for the Pastoral Care of International Students

As required by the Code of Practice for the Pastoral Care of International Students **Manukau Institute of Technology** declares that an assessment of Anoop Kumar Madassery Sateesan has been undertaken (if required as detailed in clause 6.1) to ensure that they are able to participate effectively in the course, and the course offered meets this prospective student's proficiencies and career intentions (clause 7.1).

International Admissions



Date: 23 February 2017



Anoop Kumar Madassery Sateesan
 Springdale India
 529, Mastermind 4, Royal Palms, Aarey Colony, Goregaon E, Mumbai
 India



Dear Anoop Kumar

Congratulations, you have been accepted to study on the Chief Mate and Master Certificate of Competency -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.

PRE-ARRIVAL ORIENTATION We provide students with an online programme to help prepare them for being an international student. The programme contains useful information about life in New Zealand, visas, culture, airport and academic study.

It is a free service, which will help:

- Reassure parents
- Prepare students
- Improve academic success
- Students understand New Zealand

Register today to start preparing! Refer to the instructions attached for your Access Code.

ACCOMMODATION: Manukau Institute of Technology guarantees accommodation for international students either in Homestay or in our Student village.

Students studying English language are not eligible to apply to stay at the Student Village.

If you wish to make other accommodation arrangements, address you will be staying at.

(Please complete the accommodation form)

We must have a minimum of 72 hours notice of your flight arrival

HOMESTAY: Has two options, 'A' Includes two meals a day and 3 meals in the weekend or 'B' includes all meals Monday – Sunday, prices vary. All students have their own room. Students must pay their own transport costs.

If you are 18 years of age or older, the minimum length of stay is six weeks. This is to assist you to settle into New Zealand. If you are under 18 years of age you should be in homestay at least for the length of time that you are under 18. All students are required to give two weeks notice to the International Centre before leaving homestay.

Rent per week Manukau City	Rent per week Auckland City	Standard Placement Fee	Urgency Placement Fee
\$270	\$295	\$300*	\$330*
		Under 18 years Standard Placement Fee \$375	Under 18 years Urgency Placement Fee \$440

* non refundable

Urgency fee: These fees are charged when a request for homestay is made less than two weeks before the expected arrival date. They are not in addition to the standard fee but replace it.

STUDENT VILLAGE: We can place you at our Student Village, located on campus. The facilities include single rooms, kitchen and laundry, television and lounges. You will need to provide your own linen. Hostel costs are \$145 per week. Students must stay in the village for either one semester or one year - it is not available for short-term stay. If students move out early their bond is not refunded.



LIVING EXPENSES IN NZ You need to budget from \$200 – \$250 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\$15,000.00**.

COURSE DETAILS: The Chief Mate and Master Certificate of Competency -Level 7 begins on 3/27/2017 and the minimum length of study is 1 Year.

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

TUITION FEES:

Chief Mate and Master Certificate of Competency - Level 7	NZ\$22000 (2017 fee only)
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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,

Fax – (00649) 968 8741
Telephone –(00649)9688742
Email- international.application@manukau.ac.nz
Post – International Centre, Private Bag 94006, Auckland 2241
Facebook – www.facebook.com/manukau.international

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. If you are studying the certificate in ESOL and already have 5 IELTS, you will be eligible to work 20 hours.

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.

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.

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

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.



INVOICE

Name: Anoop Kumar Madassery Sateesan

Reference: 170003006

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

Date of Birth: 7/16/1986

SECTION A	OFFER OF PLACE	Column A	Column B
		MIT Administration	Student to complete
Tuition fee:		NZ\$22000.00	
Chief Mate and Master Certificate of Competency -Level 7 NZ\$22000.00 (2017)			
Please insert the amount you are paying in fees		Subtotal NZ\$	
SECTION B	ACCOMMODATION		
<input type="checkbox"/>	Manukau City Homestay @ \$270 per week	Homestay Total NZ\$	
<input type="checkbox"/>	Auckland City Homestay @ \$295 per week		
It is compulsory that you stay for the minimum of 6 weeks			
To pay now: Placement fee (non refundable) \$300			
First 6 weeks payment			
<input type="checkbox"/>	Student Village @ \$145 per week	Student Village Total NZ\$1,570	
It is compulsory that you stay for the minimum of one semester.			
To pay now: Bond \$ 320			
Amenities fee 1 semester (non refundable) \$ 90			
First eight weeks (compulsory payment) \$1,160			
<input type="checkbox"/>	I will make my own arrangements		
You must give MIT your NZ address and arrange your own airport pickup.			
Please insert the amount you are paying for Accommodation		Subtotal NZ\$	
SECTION C	INSURANCE		
All International students must have health and travel insurance while studying in NZ and must 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.		NZ\$580.00 (per year) Price may vary depending on VISA length	
Please indicate your insurance option			
<input type="checkbox"/>	MIT Travel and Medical insurance		
<input type="checkbox"/>	Arrange my own insurance policy		
Please insert the amount you are paying for Insurance		Subtotal NZ\$	
		TOTAL DUE	N\$

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

Account Name: Manukau Institute of Technology
Bank: ANZ Bank of New Zealand
Branch: East Tamaki, Auckland, New Zealand
Address: 116 Harris Road, East Tamaki, Auckland, New Zealand
Account Number: 06-0293-0073560-00
SWIFT code: ANZBNZ22



Name: Anoop Kumar Madassery Sateesan

Reference: 170003006

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

Date of Birth: 7/16/1986

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.....



Map to the Maritime School (Auckland CBD)



