



# The Enrolment Process for International Students\*

Faith Bible College · Tauranga · New Zealand

\*Excluding Australia, Niue, Tokelau and Cook Islands

## FILLING OUT THE FORMS

- Step 1. Make sure you have read the Faith Bible College Prospectus section on “International Students.” This includes specific details about English language requirements and eligibility, payment of fees, compulsory health insurance and New Zealand Immigration requirements. If you do not have this information, contact the Registrar.
- Step 2. Complete all relevant questions on the enrolment form and do not forget to sign the last page.
- Step 3. Medical Requirement Form – Have your medical practitioner fill this in and then send it to us with your enrolment.
- Step 4. Pastor's Reference Form – Answer the questions in Section A, then ask your pastor to complete Section B. He/she can then either send the completed form directly to us or return it to you so that you can forward it with your enrolment.

## SENDING IN YOUR ENROLMENT:

- Step 1. When you have completed the Enrolment, Medical and Pastor’s Reference forms, and Accommodation form (if living on campus), send them to the college at the address shown below. Do not send the forms separately as we cannot process your enrolment until we have all the relevant documentation. Include with your enrolment the additional items in Steps 2-6 below.
- Step 2. Obtain a recent reference from someone who is not a family member and has known you for more than one year.
- Step 3. Enclose ONE passport photo of yourself
- Step 4. Enclose a copy of the information page in your Passport (this must be certified).
- Step 5. If English is not your main (native) language, you may need to complete English proficiency testing as part of your application. Please refer to the “International Students” section in the Prospectus on English Language for more details about this or contact the College Registrar.
- Step 6. Enclose your Registration Fee of \$NZD100.00.
- Step 7. (*Optional*) If you are applying to enter the NZ Diploma in Christian Studies programme, it is to your advantage that you provide additional documentation supporting your enrolment, such as transcripts from other Bible colleges, university transcripts, a letter from your pastor or Christian organisation that outlines previous and/or current Christian ministry and church involvement.

Send Your Enrolment to:

*The Registrar*  
Faith Bible College  
Private Bag 12006  
Tauranga 3143  
New Zealand

Contact Faith Bible College at:

Email: [registrar@fbc.ac.nz](mailto:registrar@fbc.ac.nz)  
Phone: (+64) 7 544 2463  
Fax: (+64) 7 544 1923  
Website: <http://fbc.ac.nz>

## ENROLMENT PROCESSING

- Step 1. After we have received all the documentation outlined above, your enrolment will then be reviewed by the college faculty. This usually takes 1 week from the date we receive your application. Once a decision has been made the Registrar will contact you by mail with the results.

- Step 2. On acceptance of your enrolment to study at Faith Bible College the cost of your course fees and accommodation will need to be paid in full. This is to meet a New Zealand Immigration Service requirement before a student visa can be granted to you. Details of the required payment will be sent to you with your confirmation letter.

## AFTER YOUR ENROLMENT HAS BEEN CONFIRMED:

- Step 1. Pay the course and accommodation fees. Once the payment to the college has been made we will provide you with a letter that should be submitted with your student visa application together with a receipt from Public Trust.
- Step 2. Prepare your visa application. Information about Student Visa/Permit application can be found on the NZ Immigration website: <https://www.immigration.govt.nz/new-zealand-visas/options/study>. A Student Visa/Permit Guide is also available to assist you in applying. Please note that you cannot proceed with an application for a Student Visa/Permit until payment of fees have been made, and you have received your Faith Bible College "Immigration" letter and receipt from Public Trust.
- Step 3. Purchase travel / medical insurance. Travel/medical insurance should be purchased before you leave your country to cover you for any unforeseen medical emergencies that would prevent you from coming to NZ. Contact the Registrar if you require more information on this.

## FEES

All international students must pay their full fees in advance before a letter of acceptance is issued. This is a New Zealand Immigration requirement. In the event an international student is unable to commence their study programme these fees will be refunded in full in accordance with the College refund policy.

### College Refund Policy / Withdrawal Policy

Students are advised to read the following information carefully. This information is the College's policy statement and procedures concerning course withdrawal and refund of fees.

- a. A student may withdraw from their enrolment at Faith Bible College at any time. All such withdrawals should first be discussed with the Principal, and after that must be in writing. If an international student withdraws from their enrolment within the first ten days, up until the end of the tenth working day of the start of the course (known as "the early withdrawal period"), the student is entitled to receive a full refund less a deduction for costs incurred by the college up to a maximum of 25% of fees paid. This is the policy of Faith Bible College Board of Trustees in accordance with NZQA regulations. Withdrawal from a programme of study also means withdrawal from Faith Bible College. There is no refund of tuition fees after the first ten days of study in any course except in regard to section c below.
- b. All notices of withdrawal must be submitted to the Principal using the 'Student Withdrawal Form' available from the Registrar's office.
- c. If the College Management deems there are circumstances warranting the consideration of a partial refund of tuition after the ten-day "early withdrawal period", such refunds will not exceed 50% of the unused tuition monies held, plus the Registration Fee. Students are required to fill the Public Trust Refund Form if refunds are to be made.
- d. Subject to the provision of two weeks' notice of vacating the campus, unused accommodation charges will be refunded in full. When two weeks' notice is not provided before vacating campus, this will be deducted on an assessment against the notice period in relationship to an actual date of vacating. The College also reserves the right to retain monies in connection to any damages incurred by the student to the accommodation facility.
- e. The college will notify New Zealand Immigration Service when an international student withdraws or if a student's enrolment is terminated.

### Public Trust Account Details

Bank: **BNZ**

Branch: **North End, Wellington**

Deposit Serial Number: **3160599**

Account Number: **020536 0305865 01**