

South Pacific Bible College PROSPECTUS



SPBC
SOUTH PACIFIC BIBLE COLLEGE

Contents

Welcome	1
Mission, Goals and Governance.....	2
The SPBC Story	3
Faculty and Staff	4
The SPBC Experience.....	7
Academic Information	8
Diploma in Christian Studies (L5) (DipCS).....	10
Diploma in Biblical Studies (L6) (DipBib).....	11
Diploma in Christian Leadership (L6) (DipCL).....	12
Certificate in Chaplaincy (Christian Ministry) (L5) (CertCH)	13
Calendar and Schedule	15
Student Support Services	16
Tuition Fees and Study Costs.....	17
Campus and Accommodation.....	19
Applying to Study.....	22
Information for International Students.....	23
Our Location	25
Student Information and Policies.....	27

DISCLAIMER: SPBC endeavours to provide accurate and up-to-date information in this prospectus. SPBC does not accept any liability for loss resulting from incorrect or out-of-date information. All information in this prospectus – including qualification content, intake dates, fees, admission and other requirements, and any other information – may be subject to change.

Published: August 2025

Welcome



Are you looking for a place to grow and transform?
Welcome to the South Pacific Bible College.

Transformation is the primary goal we have for our students, and we look forward to offering you this experience – whether you are looking for a challenge of faith, mind and practice; a solid framework for your faith in God; a deeper understanding of our Saviour Jesus; or a more thorough equipping to serve others spiritually.

At SPBC, you can experience the benefits of a small-scale community where you are regarded as an individual created in God's image. At the same time, learn from our experienced and qualified faculty, including world-class guests, who are passionate about guiding you through your learning experience and spiritual development.

At SPBC, you will find a fellowship of international believers, where you can grow and belong. For four decades we have been providing an environment in which God's people can "grow in the grace and knowledge of our Lord and Saviour Jesus Christ" (2 Peter 3:18).

Thanks for taking the time to read this prospectus and learn about SPBC. We would love for you to be a part of our journey and us a part of yours. Please do not hesitate to reach out to us, so we can walk with you in the next steps.

Blessings,

Steve Raine
Executive Director

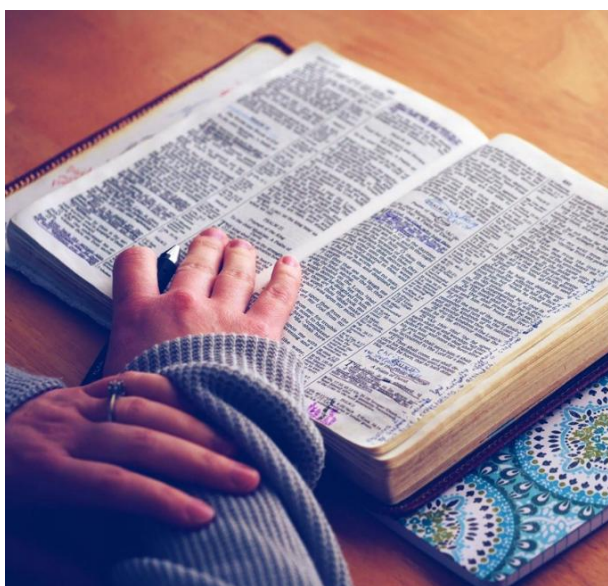
Mission, Goals and Governance

Our Mission

The South Pacific Bible College exists to **transform** lives through the **inspiration** of God's Word to **multiply** Christ-followers in the world.

Our mission is modelled on 2 Timothy 2:2:

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others."



SPBC Goals and Objectives

Five key goals and objectives help focus our efforts toward the mission.

Biblical Instruction	To provide topics of instruction and training for men and women from all walks of life who desire to build their lives and service on the firm foundation of God's Word and to enable them to reason from the Scriptures.
Relevant Scholarship	To provide for New Zealand, Australia, the South Pacific and beyond, an institute of academic excellence that is faithful to Scripture.
Spiritual Growth	To cultivate and foster true discipleship and fellowship so one may truly say, "It is no longer I that lives, but Christ living in me."
Ministry Skills	To teach and train men and women to be effective ministers, Bible teachers, evangelists, personal workers and examples at home, in the community and beyond.
Personal & Interpersonal Development	To provide opportunities for students to develop well-adjusted, Christ-centred lives.

Board of Trustees

SPBC is governed by a Board of Trustees, which provides valuable prayer, direction, and management accountability for SPBC in fulfilling its mission and objectives. The board members are David Steel, Steve Raine, Sharon Maisey, Justin Cherry, and Alan Rowley.

The SPBC Story

Prayerful Beginnings

The South Pacific Bible College was established as an initiative of the Otūmoetai Church of Christ in Tauranga, New Zealand. It opened its doors for the first time in 1982 with a class of seven full-time New Zealand students.

The original founders saw a need for a Bible college in the South Pacific, to serve Christians in the region who had previously travelled to the USA for opportunities in further study and equipping. Starting in the late 1970s, SPBC's founders went through a period of intense prayer, discernment, planning, and developing partnerships with churches and individuals to turn the vision into a reality.

SPBC's founding principle was to faithfully teach the Scriptures, relying on God as the ultimate authority. SPBC is a not-for-profit organisation dedicated to the growth and transformation of students.

Distinctly Scripture-Focused

SPBC has made its distinctive mark as a Scripture-focused college, with dedicated studies on books of the Bible continuing to feature heavily in our Diplomas of Christian Studies and Biblical Studies. Our close-knit Christian community provides an ideal environment for learning and has created lifelong bonds of friendship and fellowship among graduates and staff.

Development Over Time

Since our beginnings, we have adapted our study offering to remain current with emerging needs. In 2022, we launched our first online offering, the Certificate in Chaplaincy. Its success led to a full review of our existing diplomas—currently underway—designed to provide both on-campus and online options, while reflecting best practice in adult education. The first programme in the review is the Diploma in Christian Studies, in development for a 2026 launch.

Ongoing Global Impact

Over time, we have expanded our facilities and influence, training hundreds of men and women all over the world, including New Zealand, Australia, Fiji, Tonga, Vanuatu, Papua New Guinea, the Philippines, Thailand, India, Malaysia, Singapore, Korea, Taiwan, China, Pakistan, Zimbabwe, Switzerland, Jamaica, South Africa, the UK, South America, and the USA.

Still based in Tauranga, SPBC's international fellowship enriches students by enabling them to experience different values, customs, and approaches to worshipping God and making His kingdom known. The lasting global impact of SPBC is truly evident, as graduates return and serve in their home countries, and throughout the world, as God calls them. Will you be next to make an impact?



Faculty and Staff

About Our People

SPBC staff are committed to God's work and the SPBC mission. They genuinely care for the wellbeing and transformation of each student, and are active in their own Christian walks and ministry.

Staff Profiles

Steve Raine, Executive Director



Steve has been with SPBC since 1995 and held his current role since 2007. Originally an electrician by trade, Steve took a leap of faith into ministry after graduating among one of SPBC's first intakes. He later completed a Bachelor of Theology. Steve continues to teach, with signature areas in Ministry Skills and Practicum and Personal Development, where he draws on the wisdom of Scripture and his own extensive ministry and leadership experience. His aim is to bring students into a deeper level of trust and reliance on God in their personal Christian walk and public ministry efforts. Steve also has a passion for missions and co-leads the Otūmoetai church's mission program. He is a huge soccer fan and a loyal Liverpool supporter. Steve and his wife, Gill, have three grown children and six grandchildren.

Dr Leon O'Flynn, Programme Director



Leon joined SPBC in 2020 as the Chaplaincy Programme Director and took on the role of Programme Director in 2024; 30 years after first enrolling as an SPBC student. In the early 1990s, Leon graduated with a Diploma in Advanced Biblical Studies, followed by a year-long internship extension serving with a nearby church. He has since worked in ministry, furthered his education, and holds a Doctorate of Ministry, specialising in biblical studies and hermeneutics. Leon has held faculty positions at institutes in Australia and the United States and student wellbeing roles in New Zealand. He has also worked fulltime as an NZ military chaplain—including two deployments—and continues as a reservist. He lives in Auckland with his wife, Jen, a counsellor, and the youngest of their three children.

Justin Cherry, Chaplaincy Programme Manager



Justin is a multifaceted individual driven by a passion for communication, well-being, and community-building. Chaplain, pastor, entrepreneur, coach, husband, and father are just some of the hats he wears, in addition to facilitating chaplaincy studies at SPBC. Through his work and his example, he seeks to embody the principles of compassion, empathy, and service. After a successful corporate career in the USA, Justin made the switch to life in ministry in Auckland, New Zealand in 2008. Justin's chaplaincy experience spans the military, student sports teams, and St John's Ambulance, among others. He holds a Master's in Business Administration (MBA) and a Master's in Cross-Cultural Leadership.

David Nelson, Lecturer and Ministry Development



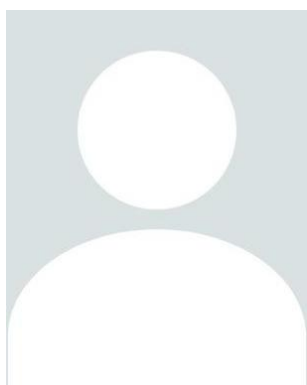
David has lectured at SPBC since 1997 and served as the Dean of Academics from 1999 to 2020. He was born and raised in the USA but fell in love with New Zealand during mission trips in the late 1970s and 80s, and moved here permanently in 1997 after several years of ministry training and work in the States. David has a Diploma of Preaching, a Bachelor of Religious Education (Salutatorian), and a Master of Arts (Christian Ministry). He is a true lifelong learner, starting each morning with a few chapters of the latest SPBC library titles. David is also a theological consultant for *Mission Bible Class*, a global ministry created by his wife, Mary, providing training and online resources for teaching children. They have three adult sons and two grandsons. David enjoys the outdoors, fishing, and the Dallas Cowboys American football team. He serves as an elder with the Otūmoetai Church of Christ.

John Atchley, Lecturer and Ministry Development



John joined SPBC in 2015. His teaching areas range from Greek to New Testament Theology to textual studies, and he is known for being consistently innovative in his teaching approaches. He holds a Bachelor of Media (Radio), a Post-Graduate Diploma in Bible and Ministry, and a Master of Divinity (Bible and Theology, minor in Pastoral). John is originally from Perth, Australia, where he first got involved in youth, preaching, pastoral care, and evangelistic ministry efforts. John shares his passion for working in God's Kingdom with his wife, Rosie. They have a young son. John enjoys hosting friends, watching movies, and playing video games during his downtime. He voluntarily serves the Otūmoetai Church of Christ as the Minister of Spiritual Formation.

Guest and Contract Lecturers



Faculty members include a combination of long-term lecturers, contract lecturers, and guest lecturers, who come at the invitation of SPBC to teach as an extension of their own ministries. Guest lecturers are highly qualified and are typically teaching at graduate or post-graduate levels in Christian education. Alternatively, they may be well experienced in mission-related work or church ministry, or a similar profession, relevant to their topic of instruction. They come from a variety of countries, such as New Zealand, Australia, Singapore, and the USA.

Andrew Kulasingham, Academic Administrator



Andrew is passionate about serving God and equipping His people. Andrew joined the SPBC team part-time in 2023, having been in full-time ministry since 1987. He served in various pastoral capacities in Kuala Lumpur, Malaysia, for 18 years, then moved to New Zealand in 2006 with his wife and three children, serving at another theological college until 2019. From 2014 to 2022, he also pastored local church congregations in Tauranga. Andrew holds a Master's in Christian Studies from the Malaysian Bible Seminary and a Master's in Counselling from the University of Waikato, NZ. He maintains a private counselling practice, and is Director of Active Faith NZ, a ministry providing resources and training in Christian ministry.

Rosie Atchley, Operations Director



Since joining SPBC as its Secretary in 2017, Rosie's role has evolved several times to include a range of innovation projects, marketing and publications, and operational management. Raised in Queensland, Australia, Rosie formerly held media, marketing, and project roles with the Australian Government in Canberra and Perth. Since moving to Tauranga, she has loved the opportunity to connect her professional background with her core Christian values and to serve God's kingdom through SPBC. Rosie holds a Diploma of Government and a Bachelor of Mass Communication (Public Relations and Journalism, with distinction). She enjoys the outdoors, hiking mountains, and tackling DIY projects at home. She and her husband have a young son, and are actively involved in various church ministries.

Trish Williams, Secretary & Student Director



Trish joined the SPBC community as a student in 2019 and joined the on-staff team after three years of study, gaining a Diploma in Christian Studies, a Diploma in Biblical Studies, and a Diploma in Christian Leadership. Trish has previously worked in various administrative roles, predominantly in the health sector. Having experienced it for herself, Trish is passionate about the transformative experience of studying with SPBC. The fruit of this change in her life has been a deeper love of God and greater involvement in her Christian service and church projects – spanning volunteer roles in benevolence, pastoral care, and mission coordination. Trish loves her family, serving, spending time with people, and reading.

The SPBC Experience

Online

The goal of the SPBC online learning environment is to offer students a small online community of people learning together who can engage in mutual reflection and input into each other's learning journey and practice to enrich their experience. This also gives students the opportunity to build a network across New Zealand and beyond, providing future benefits. Online face-to-face time with lecturers and guest practitioners also exposes students to a cross-section of experts operating in different roles and contexts. Meanwhile, access to learning resources and course materials provides flexibility to undertake self-directed study activities when it suits you.

Even if you never step foot on the SPBC campus, you can always be assured of the care offered by on-site support staff, who are available to support your learning journey.

On-Campus

Global Connections

SPBC has long been a hub for mission and ministry training in the South Pacific. It hosts a range of international visiting teachers, missionaries, past students, and more who offer fruitful connections for Bible and ministry students, both in their study and development and also in their future ministry. On-campus cohorts often form deep and lasting friendships among classmates as they experience this time of spiritual transformation together.

Local Community

Students tell us the supportive, culturally diverse Christian community at SPBC is one of the best parts of on-campus study. Come and experience studying and growing together among a fellowship of like-minded believers.

There are multiple opportunities to get fully involved in the community, which we encourage students to make the most of. Part-timers can also get involved when their schedule allows:

- Weekly lunch fellowship with staff and students.
- Weekly prayer and devotion with staff and students.
- Living on campus with fellow students, sharing meals, visiting, studying together, and caring for one another.
- Serving and ministry opportunities with the Otūmoetai Church of Christ, or other churches.
- Organising or taking part in community service projects, college trips, and social get-togethers.



Academic Information

High Quality Education – Registration, Accreditation, and Approvals

SPBC is government-accredited and well-connected with stakeholder organisations to deliver high quality education to students. SPBC is registered as a Private Training Establishment (PTE) by the New Zealand Qualifications Authority (NZQA) under Subpart 5 of the Education and Training Act 2020, and accredited by NZQA to provide the following qualifications under Section 441 of the Education and Training Act 2020. New Zealand qualifications are approved by the NZQA under section 439 of the Act. We hold a Category 1 rating from NZQA, indicating our ability to deliver these qualifications. NZQA is highly confident in SPBC's educational performance, and capability in self-assessment. SPBC remains an informed and engaged member of New Zealand's theological tertiary education sector, sharpened by membership of Independent Tertiary Education New Zealand (ITENZ) and the Christian Theological and Ministries Education Society (CTMES).

Pathways

Career Pathways

Many potential employment pathways exist for SPBC graduates, including positions in Christian and church leadership, chaplaincy, missions, non-profit organisations, ministry, church planting, and religious education.

Alumni entering secular careers have also described the positive impact of their SPBC education. Developing their personal character, ability to relate to others, and clarity about God's will for them at SPBC has provided opportunities for career progression and greater depth of purpose while working in sectors as diverse as law, construction, advocacy, public service, and much more! Likewise, they have been equipped to serve voluntarily in community services and/or ministry alongside their careers. For real SPBC graduate stories, visit www.spbc.org.nz/about/our-graduates

Educational Pathways

SPBC diplomas can lead to further study, with some graduates completing bachelor's or postgraduate level study in theology, ministry, or related areas. Graduates may also apply to some universities and Private Training Establishments for credit against semester hours or units.

Talk to us about your goals and how to begin your journey at SPBC.

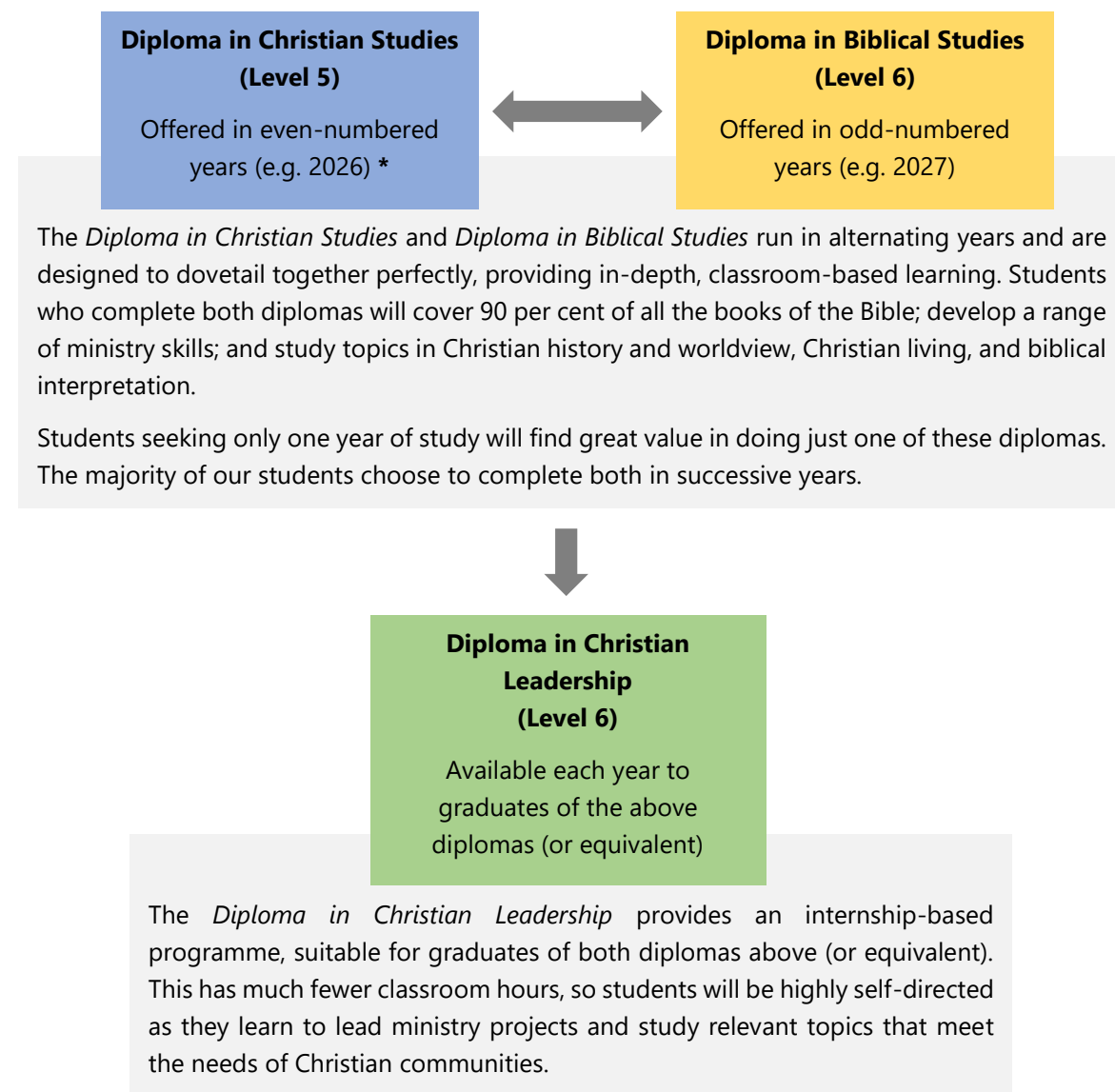


Programmes: Overview

Biblical and Ministry Studies

Note: SPBC is currently reviewing its diploma offerings, to deliver both online and on campus options. The Diploma in Christian Studies is the first to go through this process, currently in development for 2026 (see p12 for details). Information about the other diplomas will be made available in subsequent years.

These three 120 credit diploma programmes give you the option to build on your learning through successive years of study.



Chaplaincy Studies

The *Certificate in Chaplaincy* is offered part-time, online over a twelve-month period.

Certificate in Chaplaincy (Level 5) Offered twice a year	The <i>Certificate in Chaplaincy</i> is a fully online programme, providing training and upskilling for professionals and volunteers already working in a chaplaincy role, as well as students wanting to enter the field. Students explore the role of chaplains, essential skills and best practice, and complete a practicum for real-world application.
--	---

Diploma in Christian Studies (L5) (DipCS)

This information is subject to change and approval by NZQA. Planned intake: January 2026. SPBC is redeveloping its diploma programmes to offer greater flexibility by offering them simultaneously onsite and online. We are now gathering expressions of interest. Applications will open when approved.

Programme Overview

The *Diploma in Christian Studies* is for people seeking to enrich their relationship with God, knowledge of Scripture, and skills to live out their faith effectively—in formal ministry or otherwise.

Half of the programme is dedicated to textual studies of the Gospels, Pentateuch, Paul’s letters, and Old Testament Prophets, providing a strong biblical underpinning for practice.

In addition, students will gain skills for practical ministry in a variety of contexts, through models of ministry, spiritual self-care, and a practicum project. Further, students will learn to navigate their changing world with a framework of theological tools.

Programme Specifications

Award Title:	Diploma in Christian Studies			Length:	One year fulltime (part-time available)
NZQF Level:	5	Credits:	120	Fees:	See Fees Schedule (p17).
Delivery:	Online, on-campus, or hybrid		Prerequisites:	No prior study needed. SPBC’s standard admission requirements apply (p22).	

Curriculum

The following courses are planned.

CODE	CREDITS	COURSE DESCRIPTION	QUARTER OFFERED
TH501	15	The Gospels – Explore the larger themes of the four Gospels and develop a picture of who Jesus is and the potential impact of His ministry for life—both the individual and the community.	1
MIN501	15	Contemporary Models of Ministry – Examine and understand the various models for ministry in contemporary society with a view to applying models to specific contexts.	1
TH502	15	The Pentateuch – Unpack the larger themes and issues of the first five books of the Old Testament. Then explore how these themes were used by New Testament writers, and their ongoing functionality.	2
MIN502	15	Self-Care and Spiritual Development – Practically explore tools and practices that help develop a holistic system of spiritual self-care. These practices will support the long-term spiritual health of all students.	2
TH503	15	Pauline Literature – The letters of Paul form a key component of Christian theology and living. This course will provide an overview of these letters and explore their application, along with some focused textual attention.	3
MIN503	15	Developing a Theological Worldview – Provides theological tools that will foster students’ ability to view issues, ideas, and concepts via a Christian worldview.	3
TH504	15	Prophetic Literature – The prophets of ancient Israel functioned in a number of roles. This unit will explore the texts, tools, and functions of prophets. It will also develop an understanding of how these texts might function for Christians today.	4
MIN504	15	Practicum 1- Understanding People and Culture – The practicum is an opportunity to apply what is being learnt in real-time situations. The major themes will be practical tools that help understand people, and a major project mapping a culture.	4

For the latest information, visit www.spbc.org.nz/study/courses/DipCS

Diploma in Biblical Studies (L6) (DipBib)

Offered every second year (odd-numbered years e.g. 2025). February intake.

See note on p9 regarding future availability and review.

Programme Overview

This diploma is a great place to start your theological studies or to follow on from our *Diploma in Christian Studies*. While exploring the New Testament, the church's roots, and its core theology, students will be challenged to apply their learning to enhance their spiritual growth, ministry skills, leadership ability, and evangelism approach.

Programme Specifications

Award upon completion:	Diploma in Biblical Studies, leading to the New Zealand Diploma in Christian Studies (Level 6), Biblical Studies Strand (2773)				
NZQF Level:	6	Credits:	120	Length:	One year full-time
Prerequisites:	DipCS or equivalent. Evidence of the Academic Entry Requirement may be waived where prospective students can demonstrate evidence of equivalent work experience and learning. Standard SPBC admission requirements apply (p22).				
Delivery:	On-campus. Designed for full-time study. Discuss part-time options with us.				
Fees:	See Fees Schedule (p17).				

Graduate Profile Outcomes

Graduates of this programme will be able to:

- **GPO1:** Analyse and apply an in-depth understanding of theology and biblical foundations in operational or research contexts.
- **GPO2:** Evaluate, review and respond to the pastoral, specialised and ethical responsibilities required of defined church ministry settings.
- **GPO3:** Apply management or administrative capability and leadership in a Christian ministry environment to make strategic decisions in a specified context.
- **GPO4:** Critically reflect on personal faith journey and professional development to refine own practice.
- **GPO5:** Research and critically evaluate the application of diverse biblical disciplines, methods and textual analysis to inform and develop a Christian community.

Curriculum

This diploma is made up of the following six courses, and their component modules.

CODE	CREDITS	COURSES & MODULES
BI610	15	Biblical Interpretation - Biblical Exegesis & Translation - Engaging Scripture - Biblical Theology: New Testament Themes
CS610	15	Church Studies - New Testament Church - Survey of Church History - Pastoral Care & Counselling
BS610	15	Biblical Living - Spiritual Practices - Personal Development - Pauline Literature: Corinthians
MIN610	15	Ministry Leadership & Facilitation - Art of Communication - Leadership Studies, Skills & Practicum - Christian Worship
BS620	45	Biblical Studies - Prophetic Literature: Minor Prophets - Pauline Literature: Romans - Lukan Literature: Gospel & Acts - Johannine Literature: Gospel & Letters - General Letters: James, Peter & Jude - Pauline Literature: Prison Letters - Apocalyptic Literature: Daniel & Revelation
TH506	15	World Religions & Christian Worldview - Christian Evidences - World Faiths - Foundation of Missions

For more information, visit www.spbc.org.nz/study/courses/DipBib

Diploma in Christian Leadership (L6) (DipCL)

Offered each year. February intake. See note on p9 regarding future availability and review.

Programme Overview

Continue your study journey with this internship-based ministry programme, building on your two years of intensive classroom-based study. Preparing you for dedicated church work, the DipCL focuses on developing leadership capability, in particular through self-directed ministry projects in partnership with a local church. One-on-one academic and ministry mentorship provides direction, while additional classroom-based learning rounds out knowledge, in a range of customisable, ministry-essential areas.

Programme Specifications

Award upon completion:	Diploma in Christian Leadership, leading to the New Zealand Diploma in Christian Studies (Level 6), Christian Leadership Strand (2773)				
NZQF Level:	6	Credits:	120	Length:	One year full-time
Prerequisites:	DipCS and DipBib (or equivalent). A ministry placement and supervisor is needed (SPBC may assist). Standard SPBC admission requirements apply (p22).				
Delivery:	On-campus, full-time.				
Fees:	See Fees Schedule (p17).				

Graduate Profile Outcomes

Graduates of this programme will be able to:

- **GPO1:** Analyse and apply an in-depth understanding of theology and biblical foundations in operational or research contexts.
- **GPO2:** Evaluate, review and respond to the pastoral, specialised and ethical responsibilities required of defined church ministry settings.
- **GPO3:** Apply management or administrative capability and leadership in a Christian ministry environment to make strategic decisions in a specified context.
- **GPO4:** Critically reflect on personal faith journey and professional development to refine own practice.
- **GPO6:** Lead and manage parishes or Christian communities based on an understanding of the needs and contextual elements of defined groups or communities.

Curriculum

This diploma includes the following five courses, each with a range of customisable learning areas.

CODE	CREDITS	COURSES & MODULES	
BI610	15	Biblical Interpretation - Biblical Exegesis & Translation	- Engaging Scripture - Biblical Theology: New Testament Themes
CL620	15	Christian Ethics - Historical Development of Christian Ethics	- Applied Christian Ethics - Christian Ministry Ethics
CL630	15	Topics in Christian Leadership - Choose from learning areas such as:	Theology of Ministry; Ministry with Children or Youth; Human Development; Counselling; Marriage & Family; Grief Ministry; Missions.
CL610	15	Ministry Leadership and Management - Choose from learning areas such as:	Pastoral Leadership & Management; Leading in Christian Worship; Church Conflicts; Children's Ministry; Youth Ministry
CL640	60	Internship Students plan, execute, update and reflect on major undertakings to support a Church or Christian organisation, gaining practical Christian Leadership experiences. Focus learning areas for spiritual and professional development are by agreement with lecturers and mentors.	

For more detail on the courses and learning areas available in this diploma, visit

www.spbc.org.nz/study/courses/DipCL

Certificate in Chaplaincy (Christian Ministry) (L5) (CertCH)

Offered twice a year. January and July intakes.

Programme Overview

The *Certificate in Chaplaincy* is for people passionate about helping others through life's ups and downs. This programme provides training and upskilling for professionals and volunteers already supporting and pastoring others in their role, as well as students wanting to enter this field.

You will learn how to effectively minister to individuals and communities in a variety of contexts across a spectrum of life events. Chaplaincy skills are sought after in a range of settings, such as hospitals, schools, universities, the military, emergency services, prisons, and sports teams. Increasingly, employers and organisations recognise the need to provide wellbeing support to employees and associates, which offers further opportunities for graduates of this certificate.

Programme Specifications

Award upon completion:	Certificate in Chaplaincy (Christian Ministry), leading to the New Zealand Certificate in Christian Studies (Level 5), Christian Ministry Strand (2771)		
Length:	One year part-time – intakes in January and July		
NZQF Level:	5	Credits:	60
		Length:	One year part-time
Prerequisites:	No prior study needed. Students will be supported to arrange a practical chaplaincy placement. Police vetting is required. Standard SPBC admission requirements apply (p22).		
Delivery:	Online, part-time		
Fees:	See Fees Schedule (p17).		

Curriculum

CODE	CREDITS	COURSE DESCRIPTION
CMN501	15	Chaplaincy Foundations – Students will gain an understanding of the role of a chaplain, as distinct from other jobs such as minister, coach, or counsellor. Students will also explore chaplaincy environments in New Zealand, such as interfaith settings and agency work, and relevant implications for practice.
CMN502	15	Chaplaincy Spiritual Practices – Avoiding burnout and achieving longevity needs a careful approach. This course provides a framework of ethics, boundaries, and habits to assist chaplains to preserve their spiritual, emotional and mental health while serving others.
CMN503	15	Chaplaincy Pastoral Care – One of the most powerful skills of a good chaplain is their ability to listen effectively, and to be present with people in their time of need. In this course, students will gain the tools and techniques required to master these essential capabilities.
CMN504	15	Practicum – Participating in and reflecting on a real-world chaplaincy placement, students will integrate the knowledge and concepts they are learning, and embed them into their practice. Guest practitioners will share further real-world perspectives from various chaplaincy settings, in online learning sessions.

For more information, visit www.spbc.org.nz/study/courses/CertCH

Enrolment Options

Full-time, Part-time, and One-Off Enrolment

Information on each qualification indicates if it is offered full-time, part-time, or both. If you have questions or specific needs related to enrolment, please speak to us in the first instance.

Full-time Study	Equivalent to two 15-credit courses per quarter. A 120-credit diploma can be completed in a year full-time. Approximately 30 learning hours* per week.
Part-time Study	Equivalent to one 15-credit course per quarter. A 60-credit certificate can be completed in a year part-time. It requires approximately 15 learning hours* per week.
One-off Enrolment	Some courses are available for one-off enrolment. The minimum length is usually one quarter (~10 weeks), at approximately 15 learning hours* per week. A good option if you want to: <ul style="list-style-type: none"> • Sample a course before enrolling in a full qualification. • Combine a visit to Tauranga with a time of spiritual enrichment. • Invest in upskilling for your current work or ministry. • Study a topic of particular interest.

*Learning hours include both self-directed study (e.g. engagement with the learning materials, forum participation, undertaking practical placements, and completing assessments) and facilitated learning (i.e. class times, seminars, and practical sessions with your course facilitators and student cohort).

Credit or Audit Enrolment

Credit <i>Full qualification</i>	You enrol in a full qualification accredited by NZQA and receive official credit for completion. You will receive your qualification at graduation.
Credit <i>Course only</i>	You enrol for a one-off course only, and receive credit. This may be credited toward further studies. You will receive a Short Course Certificate at graduation.
Audit <i>Course only</i>	You attend classes but don't do any coursework. You won't receive any credit for this option.



Definition of Enrolment Terms

Credit—An NZQA term that recognises learning in accredited qualifications. All SPBC courses have a credit value of 15 or multiples of 15. If you complete and pass the course, you receive all the credits. You cannot get some course credits for doing part of the course.

Qualification—The NZQA-accredited award is given upon completion of all required courses. ‘Programme’ also refers to the learning activities required to meet the qualification. This may be a New Zealand **Diploma** (120 Credits) or **Certificate** (60 Credits).

Course—This is an entire ‘class’ for which credit is given. Courses have a two- or three-letter, three-number code, e.g., TH501, CMN503. To graduate with a qualification, all required courses must be done.

SPBC Short Course Certificate—A non-accredited SPBC award recognising achievement in one or more SPBC course within a calendar year, where the student is not enrolled to complete a full qualification.

Calendar and Schedule

Yearly

Each year is divided into four quarters of study, roughly aligned to the New Zealand school calendar (It may vary by several weeks). New Zealand Public Holidays are observed.

Depending on the programme, there are up to four intakes per year, at the beginning of each new quarter. A yearly schedule is published to students annually. Below is an indicative outline:

Late January to mid-April	Q1	July to September	Q3
Mid-April	Holiday break (2 weeks)	Late September	Holiday break (2 weeks)
April to June	Q2	October to early December	Q4
Late June/ early July	Holiday break (2 weeks)	December to January	Annual Graduation SPBC close-down

Quarterly, Weekly, Daily

Each quarter, students receive a detailed schedule of classes, including the courses being taught, the teacher, and class times.

Class times make up only a portion of overall learning hours, so students must also manage their own time well to complete all study hours. These include:

- **Class:** Sessions with your course facilitator and student cohort to cover course content, practicum experiences and receive guidance with assessments.
- **Self-directed study:** Online learning materials are provided for you to complete the appropriate readings and study each week.
- **Online engagement:** Embedding and sharing your learning by posting on discussion forums.
- **Practicum:** Integrating your learning in placement.
- **Supervision:** Meeting with your academic and practicum supervisors.
- **Assessments:** Completing assessment tasks.

Orientation



Students receive an initial orientation when they begin their programme, followed by additional sessions to provide more information as needed.

Topics can include a general introduction to and history of SPBC; staff and student introductions; activities to understand each student's spiritual and/or professional background; study skills and academic overview; basic computer and library introduction; tips for settling into a new place and season; building access and health and safety, and college expectations and requirements.

Student resources are available for ongoing reference in the Learning Management System.

Student Support Services

SPBC's support services provide holistic and individualised care for each student and their situation. That might mean a helping hand to get settled in New Zealand and adjust to a new culture, accessing advice and support for pursuing ministry opportunities related to your studies, or simply a listening ear for online students balancing study, work and home life. Regular academic and mentorship meetings provide you with additional support for your learning journey, as does the personalised help available from academic staff, who want every student to succeed.

SPBC's Student Director's role provides additional resources to help students navigate other areas, such as housing, personal and financial considerations during study, and student health and wellbeing. Further to the in-house services available, SPBC can help you access a range of specialised service providers. For on-campus students, this may include services like as doctors, counsellors, and community services.



Tuition Fees and Study Costs

Tuition Fees

Fees Schedule

Please note:

- Fees listed are for 2026 only. These are subject to an annual review.
- All fees are listed in New Zealand dollars (NZD).
- See the following sections for possible study costs other than fees.

NZQF LEVEL 5 & 6 TUITION FEES		
Programme	Credits	Fees
<i>Cost per Equivalent full time (EFT) - Level 5 & 6</i>	120	5,540.00
Certificate in Chaplaincy L5	60	2,770.00
Diploma in Christian Studies L5	120	5,540.00
Diploma in Biblical Studies L6*	120	N/A
Diploma in Christian Leadership L6*	120	N/A
Course only for credit:		
- 15 credit course	1	46.20
	15	693.00
Audit only (no credits), one third of for-credit fee		
- 15 credit course	n/a	231.00
OTHER FEES		
Administration Fee		62.00
- Charged to students who enrol in a full programme		
Student Resource Fee		150.00 per 12 months
- Charged to students enrolled for credit.		
Graduation Fee		25.00
- Charged upon enrolment. Contributes to graduation event and/or document couriering.		

*Not offered in 2026.



Payment of Fees

Tuition fees are to be paid *in full, before* your programme of study commences.

- For students of a full qualification, fees are to be paid in full at least seven days prior to the beginning of the programme. International students studying on campus will need to show they have paid their fees when they apply for a visa.
- For individual course(s), fees must be paid at least one working day before the first of your scheduled class times.
- Your offer letter will clarify accepted payment methods.

Fee Arrangements and Discounts

For students in hardship, a payment arrangement (i.e. instalments) may be reached by negotiation with the college. (This is not available for international students studying on-campus). If, after exhausting other avenues, a student is able to demonstrate hardship regardless of a payment arrangement, they may apply for a fee discount. An Application for Fees Discount form may be requested from the administration. Discount criteria are outlined on the form. Any discount decision is at the discretion of the college. Refer to page 31 for policies and information on fee protection, withdrawal, and refund.

Living Costs

Living costs for single students for one year are approximately NZ\$25,000. Each student is responsible for their own financial support. The administration and faculty can advise full-time students who need to undertake fundraising efforts to support their study period.

A fund is available for these students, for temporary assistance for emergencies that may occur. We encourage recipient students to make some financial contribution to assist future students, in recognition of the support they themselves have received.

Additional Costs

- **Application and settlement** – Costs associated with applying to study, and physical settlement into SPBC. For example, travel costs, and (for international students) sitting IELTS, applying for visas, and arranging insurance and visas.
- **Textbooks** – Students will be provided with a list of required and recommended textbooks. Usually this is prior to completing their enrolment.
- **Library Fees** - Students may join the SPBC library for free but are responsible for the full cost of any borrowed item that is damaged or lost. Note: All compulsory readings for online students will be provided in either a self-purchased textbook, or available online. Online students will have access to the online library catalogue.
- **Stationery** - Students will be required to provide their own stationery (papers, pens, folders, etc.). Basic stationary items are also available for purchase from the SPBC office.
- **Computers** – Shared use library computers are available for on-campus students, as is Wi-Fi access. Students who need their own computer for their studies are responsible for this cost.
- **Printing and copying** – On-campus students have access to printing and photocopying facilities and are invoiced for their use.
- **Transcript and Certificate replacements** – A fee may be charged for replacements of lost or destroyed transcripts and certificates, as well as courier charges.

Campus and Accommodation

Campus Features



Our campus at 201 Otūmoetai Road is well-equipped and in close proximity to shops and public transport. It is a five-minute drive from the Tauranga town centre. The Otūmoetai Church of Christ is three minutes away, convenient for many international students who choose to make this their church home during their time in New Zealand.

A school oval right across the road provides a place for sports and exercise within easy walking distance, while access to the Waikareao Walkway (a popular walking track) is one minute's drive away. The water's edge at Beach Road is four minutes away.

Our premises include the main campus building and several on-campus student houses.

The main building features:

- Lecture rooms.
- Free Wi-Fi for students with their own devices.
- A library containing over 6,500 books, journals, videos, and resources. Faculty member's private libraries contain additional resources, which students may use by arrangement.
- Adjoining study space with computers, internet access, photocopying, and printing facilities.
- Quiet study areas.
- Sunny student kitchen and dining, which doubles as our devotional room.
- Student recreation lounge, with pool table and other games.
- Private offices, for use by student interns.
- Bathroom amenities.
- Administrative offices/staff area.
- Wheelchair accessibility.

For more photos and information, visit: www.spbc.org.nz/study/student-life

On-Campus Accommodation

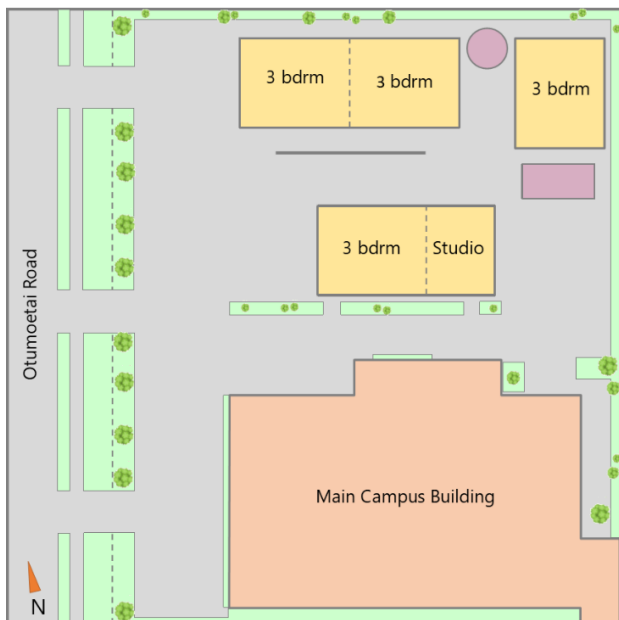
Full-time on-campus students can apply to live at SPBC's student housing: four three-bedroom houses, and one studio apartment that offers wheelchair access. This accommodation is next door to SPBC's main building where classes are held, and within walking distance of shops and public transport options. All student houses are furnished, modern and comfortable, air-conditioned, and equipped with self-contained kitchen, laundry, and bathroom facilities. On-site car parking is also available.

While each house is a private dwelling, SPBC promotes a community atmosphere, where residents can enjoy the spiritual, social, and safety aspects of living nearby to one another. Students are encouraged to take opportunities to host communal meals, join in fellowship and prayer, do off-site activities together, and share the study journey. On-site staff are available to assist with accommodation questions and needs, and live nearby in case of emergency. An accommodation orientation is provided on arrival.

Estimated costs range from \$300 per week for a one-bedroom apartment to \$200+ per week for a room in a three-bedroom apartment, including electricity, gas, internet, rubbish removal, and water.

SPBC student housing is owned and operated by SPBC. Our website provides information on other accommodation options in the area.

Below, clockwise: Exterior of 3-bedroom accommodation unit; 3-bedroom modern kitchen and dining; campus map.



“
At SPBC, you’re going to see
God’s scripture
unfold before you.

You will learn things you
never saw before about
the Bible,
God’s message,
and what He’s doing
in the world.”

- Abraham -
Diploma in Biblical Studies Graduate

Applying to Study

Admission Requirements

To be accepted for study, all applicants must:

- be at least 18 years old when they begin their study
- be proficient in the English language (see p23 for details)

and satisfy SPBC that they are:

- of good moral character and in agreement with the special Christian character of SPBC; and
- able to work at an academic level equal to levels 5 and 6 or higher on the New Zealand Qualifications Framework (NZQF) (a full description of skills required for these levels can be found at www.nzqa.govt.nz/studying-in-new-zealand/understand-nz-quals).

Please refer to the relevant qualification page for additional programme-specific prerequisites.

Admission Process

1. Enquiry	When you first get in touch, we may discuss your professional, personal, and/or spiritual goals, and help you with any questions you still have after looking through our prospectus and browsing our website.
2. Application	We will provide an Application and Enrolment Form to return to us, which includes a checklist of the necessary supporting information. Some students and programmes have additional selection requirements such as English language proficiency, police checks, referee checks, practical placement agreements, and/or interviews.
3. Processing & Outcome	When all application requirements have been met, we will process the application and advise you in writing of the outcome.
4. Finalising	To finalise your place, accept the offer to study by paying your fees. International students will need to source their visa and make travel plans.

Note: As part of the admission process, SPBC highly recommends that married, on-campus applicants intending to enter full-time ministry encourage their spouse to enrol in at least one course per year.

When to Apply

- **International applicants:** should submit their application by **no less than three and a half months before** the earliest possible entry date, to allow for visa processing time. (You can only apply for a visa after you have received your offer letter. SPBC has no control over the time frame of visa applications, which is done by New Zealand Immigration).
- **Domestic applicants:** may submit an application **up until a few weeks before** classes start.

Information for International Students

Definition of Domestic and International Students

- Domestic students are defined by the New Zealand government as New Zealand citizens (including students from Tokelau, the Cook Islands, and Niue); or holders of a residence class visa (this normally includes Australian citizens and permanent residents).
- International students are students who are not classed as domestic.

Resources for Living and Studying in New Zealand

Visit www.spbc.org.nz/study/preparing-to-study for a list of websites (not published by SPBC) where you can find out more about living in New Zealand - the lifestyle, culture, language, and tourism opportunities, as well as information about studying and working here.

Note: if you are unsure about the reliability of other information you source, SPBC may be able to assist. Refer to government websites for trustworthy information relating to your legal rights and obligations.

English Language Requirements

International students must demonstrate their English language proficiency using approved means, e.g.:

- Evidence of previous study—in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom, or the United States—where English was the medium of instruction, or
- Results from internationally recognised proficiency tests (e.g. IELTS, TOEFL), meeting the required achievement for the level of study being applied for.
- Visit www.spbc.org.nz/study/preparing-to-study for more information, including links to the detailed NZQA requirements.

Immigration

Immigration Requirements

Upon acceptance to study with SPBC, international students will apply to Immigration New Zealand (INZ) for the relevant visa. Full details of visa requirements, advice on the right to work in New Zealand while studying, and reporting requirements are available via the INZ website: www.immigration.govt.nz

Please note:

- SPBC may only enrol international students if they hold the correct visa for the intended course of study. Acceptance into a course of study does not guarantee successful completion, entitlement to residency, or employment upon graduation.



- If an international student applies to study but does not hold the proper permit or visa, SPBC must inform the prospective student of the requirement to obtain one.
- Under section 352 of the Immigration Act 2009, SPBC must refuse or terminate the enrolment of any prospective or current student who is not entitled under the Act to undertake the course of study.
- SPBC must follow INZ guidelines and advise INZ if an international student's enrolment has been terminated.

Immigration Assistance

NZ Ready is an immigration planning tool designed to provide information to help students plan for moving to and living in New Zealand. It is available from Immigration New Zealand at: nzready.immigration.govt.nz

Health and Travel Insurance

Eligibility for Health Services

Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full cost of that treatment. Full details on entitlements to publicly-funded health services are available from the Ministry of Health via www.health.govt.nz

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand 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 via www.acc.co.nz

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. The core components of insurance include, but are not limited to, the following:

- insurance must be purchased from a reputable and established company
- insurance must commence the minute students leave home from the airport on the way to New Zealand
- cover any trips overseas or home during the period of study
- high sums insured and medical benefits
- emergency evacuation and repatriation
- accompanying relative cover
- personal effects cover
- personal liability cover, and
- the insurer must provide 24-hours-a-day; 7-days-a-week cover.

All medical and travel insurance policies must be verified by the Student Affairs office prior to the student's entry into New Zealand.

The student is responsible for any costs associated with both non-disclosed medical conditions and any claim the insurance provider has declined.

Special Note for Australian Students

Although Australian citizens are entitled to some medical coverage in New Zealand, SPBC recommends students consider purchasing International Student Insurance which covers unexpected costs such as emergency repatriation, lost luggage, dental, optometry, etc. Without insurance coverage, these costs are the responsibility of the student. Please contact SPBC with any questions.

Our Location

About Tauranga

The South Pacific Bible College is located in Tauranga, New Zealand. Meaning “safe anchorage” in Te Reo Māori, Tauranga is on the northeast coast of the North Island and is known for its fabulous beaches, surf, and picturesque settings, including its landmark feature Mt Maunganui (Mauao). With more than 2000 hours of sunshine each year – one of the highest in the country – and healthy rainfall, it has become well known for its tourism, farming, horticulture, and forestry industries.

The larger Bay of Plenty region was named by Captain Cook in 1769 after he noticed the abundant food supplies at several Māori villages he visited on the coast. Today, the population of the Bay of Plenty is around 335,000, with 162,000 in Tauranga city and district. It is one of the fastest-growing districts in New Zealand. Tauranga is a two-and-a-half-hour drive from Auckland, where one-third (nearly 1.7 million people) of New Zealand’s population live.

Attractions in Tauranga

Tauranga is a beautiful place to live and explore. Here are some fun and popular activities:

- Walk the Mt Maunganui base or summit tracks.
- Visit the beach, go for a swim, or take a surfing lesson.
- On a cold night, soak in one of several hot pools around town.
- Explore McLaren Falls Park. Take a hike or pack a picnic.
- Head downtown. Visit the art gallery, dine at a café or restaurant, or stroll by the harbour’s edge.
- Discover Tauranga’s history at the Elms, or Historic Village.
- For shopping central, head to Bayfair or Tauranga Crossing.



North Island Attractions

Check out some of New Zealand's favourite destinations, just a few hours away from SPBC.

Auckland. New Zealand's largest city has city amenities and the closest international airport to Tauranga. <3hrs.

Coromandel Peninsula. Iconic Cathedral Cove (of *Narnia* film fame), unique Hot Water Beach (where thermally-heated underground springs meet cold ocean water for the perfect soaking temperature), beautiful walks, scenic rail, and water activities are all on offer here. 2hrs.

Hamilton Gardens. These are a favourite stopping point for travellers to the area, especially lovers of nature, design, and botany. 2hrs.

Waitomo. Home to an extensive natural cave network that comes to life with the light of thousands of glow worms. A spectacular experience. 2hrs.

Hobbiton. Fans of *The Lord of the Rings* will enjoy a tour of this famous set location. 1hr.

Rotorua. World-famous for its geothermal activity, natural hot pools, bubbling mud, geysers, and unique landscapes. White water rafting, the luge, and mountain biking are some of the popular activities available. 1hr.



Tongariro National Park. In summer, hike one of New Zealand's most popular trails: the Tongariro Crossing. In winter, head to the snowfields on Mt Ruapehu. 3-4hrs.

Taupō. A favourite local destination, known for its huge lake (the largest in New Zealand), amazing Huka Falls, and activities ranging from café visits and gentle lakeside walks, to kayaking, hiking, and bungee jumping. 2hrs.



Student Information and Policies

This section ensures you are aware of your rights and obligations before enrolling with SPBC.

Attendance, Conduct, and Dismissal Policies

Attendance

- **Online** students are expected to attend 80% of classes and inform their lecturer if they cannot attend. Lecturers may also choose to make class attendance a component of an assessable requirement.
- Full-time **on-campus** students are required to attend class and Theology in Action, regardless of their year of study. DipCL students will do so by arrangement with their supervisor/lecturers. Part-time students are also expected to attend all relevant classes.
 - Students are granted an excused absence only for circumstances beyond their control. The validity of this excuse will be determined by the administration.
 - Students must contact the SPBC Secretary directly to give notice of their absence on the day.
 - Any student with three unexcused absences in any quarter is liable for termination from the SPBC programme. In the case of International students, appropriate action will be taken to inform INZ of their termination.

Conduct

- Students are expected to maintain the highest standard of Christian conduct at all times, on and off campus. If a student's conduct is not acceptable, they will be counselled. If, after a reasonable time, there is no evidence of change, the student will come before the Executive Director, who has the right of one written warning and then dismissal.
- Convictions of law violations must be brought to the notice of the Executive Director.
- Immediate dismissal may occur under specific cases such as sexual immorality, intoxication, dishonesty, or illegal activity, on or off-campus.
- Any student who overcomes their reason for dismissal and demonstrates a sincere desire to resume their studies may make a written request to the Executive Director, who has the right to readmit the student.

Fees Default

- At the discretion of the college, default on tuition fees can result in termination from the SPBC programme.

Credit Transfers and Recognition of Prior Learning

SPBC offers recognition of prior learning or credit transfers to students who can provide documented proof of prior learning relevant to the diploma in which they are enrolled. Students applying for recognised prior learning can lodge their request with SPBC's academic department on the following basis:

Credit Recognition and Transfer (CRT)

Using CRT, SPBC may recognise credits you have gained while learning with another institution, and apply these to your SPBC qualification. This generally describes credit from formal learning that has been provided and credentialed by a tertiary provider. It can help you avoid repeating material you have already studied.

To apply for CRT, you must provide:

- a completed Application for Credit Recognition or Transfer (available from the SPBC office)
- full transcripts of your previous study
- the specific modules/courses for which credit transfer is being sought
- documentation of the previous institution and its academic status.

Recognition of Prior Learning (RPL)

Using RPL, SPBC may award you credit for experience, skills, or knowledge you can demonstrate, even if these may not have been obtained in a formal institution.

To apply for RPL, you must provide:

- a completed Application for Credit Recognition or Transfer (available from the SPBC office)
- all relevant details and documentation to prove their experience/skill/knowledge
- the specific modules/courses for which RPL is being sought
- evidence that course Learning Outcomes have been obtained and are able to be presently demonstrated in the life of the student.

In both cases, students may be asked for a personal interview. The level of credit shall not normally exceed 25% of the total teaching program, although in some cases, students may apply to receive up to a maximum of 50%. (These limits do not apply to SPBC modules previously undertaken for indicative credit).

Applications for CRT or RPL must be submitted well in advance of the course or module start date.

Withdrawal and Refund Policies

Student Withdrawal

- A student considering withdrawing from a module, course, or diploma should discuss their concerns with the Programme Director at the earliest possible date.
- Students wishing to pursue their withdrawal must do so in writing to the SPBC office.
- Unless there is an unusual circumstance, a mark and grade will be recorded for students withdrawing or ceasing to attend class after 50% of the teaching period has passed.
- INZ will be notified if an international student withdraws.

Refunds

Applications for refunds should be made to the SPBC office. Students who withdraw (in writing) within the withdrawal periods below are entitled to refunds as stated in NZQA *Student Withdrawals and Refunds* policy. The student can speak to the Executive Director if there are special circumstances warranting a second consideration of this refund after the normal period.

Length of Programme or Course	Withdrawal Period	Amount Retained for Admin. Costs	Amount Refunded to Student
3 months or more (domestic students)	8 working days after course starts	Lesser of 10% or \$500	Remainder
3 months or more (international students)	10 working days after course starts	25%	75%
Five weeks or more, but less than 3 months (all students)	5 working days	25%	75%
Students withdrawing after the above stated periods.		Refund calculated according to tuition and administration costs consumed.	

If a student is dismissed/terminated according to SPBC's *Attendance, Conduct and Dismissal Policies* and the stated withdrawal period has passed, SPBC is not required to refund fees.

If an international student has failed to obtain a study visa, they are entitled to a full fee refund for any SPBC courses they have paid for.

If SPBC ceases to be a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 or ceases to be a New Zealand education provider, a fee refund may be provided or – as directed by the student, the Code Administrator, or Public Trust – fees may be transferred to another signatory.

Where SPBC has failed to deliver a course for which the student has paid fees, the student is entitled to a full fees refund for that course. Full-time students will be refunded pro-rata.

Fee Protection

In New Zealand, students must be given assurance that the fees they pay to a school are available if a refund is required. Instead of collecting fees directly, SPBC uses a New Zealand Government guaranteed Student Fee Trust Account managed by the Public Trust to protect student fees. Public Trust information can be found at: www.publictrust.co.nz or call 0800 371 471.

Students who pay fees to SPBC for courses/modules totalling \$500 or more will have their fees held in trust in compliance with Section 356 of the Education and Training Act 2020, and NZQA's *Student Fee Protection Rules*.

SPBC participates in a student fee Trust Account arrangement with Public Trust. Tuition fees paid by an individual student are administered by Public Trust in the name of that student.

Upon acceptance to SPBC, payment information will be provided for students to send fees direct to their own personal Student Fee Trust Account with Public Trust. Public Trust then disperses to SPBC during the study period.

Disputes

Disputes regarding fee refunds should be handled according to SPBC's Complaints Procedure.

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

SPBC is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, published by the Ministry of Education. The Code supports the wellbeing of tertiary and international learners enrolled with New Zealand education providers. It sets out the requirements that an education provider like SPBC must meet, for the wellbeing and safety of our learners.

To see the Code in full—or for learner information including in-language code summaries and short videos—visit: www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/

If a student feels that SPBC has breached the Code, they can make a complaint, according to our complaints procedure.

Complaints Procedure

A poster outlining the below process is made available to students. You can request a copy from administration at any time.

Contacting SPBC

The Biblical mandate for handling problems is a one-to-one basis directly between the parties concerned (Mt 18:15-17). Students are encouraged to practice this mandate.

- When raising your complaint with staff, you can do so directly or through your Student Representative. You may bring a support person with you during any stage.
- First: Talk to the staff member responsible. The nature of your complaint will determine the appropriate person.
- If unresolved, you can raise it with the department head (e.g. Programme Director, Operations Director), and – if still unresolved – the Executive Director.
 - For academic matters, the Programme Director may arrange a meeting with a qualified external person (usually from another PTE) who can help make a decision about the dispute.
- If your matter remains unresolved, you can submit it in writing to the SPBC Board of Trustees.

Contacting NZQA or Study Complaints (Third Parties)

If you are not satisfied by the outcome of our complaints process, you may be able to raise your concerns externally.

The New Zealand Qualifications Authority's website provides useful information about the avenues available to you. www2.nzqa.govt.nz/about-us/contact-us/complaint

You may also be able to take your complaint to Study Complaints – a dispute resolution provider specialising in supporting domestic tertiary and international students in resolving disputes with their provider. This is a free service for students.

- Web address: www.studycomplaints.org.nz
- Email address: help@studycomplaints.org.nz
- Phone: 0800 00 66 75 (free phone) or +64 4 918 4987 (if calling from outside New Zealand)

Student Privacy

During admission application, enrolment, and the study programme, SPBC collects and stores student information to:

- Manage the business of SPBC (including internal reporting, administrative processes, selection of scholarship and prize winners, and promotion and awareness)
- Offer pastoral or vocational guidance
- Comply with the requirements of the Education and Training Act 2020 and other legislation relating to maintenance of records
- Supply information to government agencies and other organisations, for the purpose of administering the tertiary education system; developing policy advice for government; and conducting statistical analysis and research
- Supply information to other educational organisations for the purpose of moderating and verifying academic records.

SPBC is bound by the Privacy Act (2020) in regards to the collection, storage, and use of personal information. You may see any information held about you and amend any errors in that information. To do so, contact SPBC's Compliance Officer via the main office. You can view the Act in full on the Privacy Commissioner's website: www.privacy.org.nz



LOCATION

201 Otūmoetai Road
Tauranga
NEW ZEALAND

PHONE

+64 7 576 9091

EMAIL

spbc@spbc.org.nz

ON THE WEB

www.spbc.org.nz
www.facebook.com/spbcnz

POSTAL ADDRESS

PO Box 8034
Tauranga 3145
NEW ZEALAND

