

NZLC Auckland

Young Learner Hand book

Welcome to NZLC! We want you to have the best experience with us so we ask you to carefully read this hand book.



Young Learner Rules

We have a few simple rules for you to follow to make sure you are safe and everyone is happy during your studies 😊

- No smoking.
- No drinking alcohol.
- No bad language or rude hand gestures.
- No fighting at any time.
- Be polite at homestay and school.
- Come to school before 9.00 a.m. every day.
- Go back home by 6.00 p.m. every day.

If you can't follow these rules, warning letters may be given for unacceptable behaviour or low attendance so to avoid problems, please follow them carefully!

Talk to the staff

Please talk to one of the Student Services Staff on level 2 to discuss any personal problems. Do not be SHY. We are here to help you! 😊

- Host family, agents, designated caregiver or parents should call us before 8.45 a.m. if you are late or absent.
- Talk to NZLC Student services if you need to leave earlier than 3.15 p.m.

Rules for staying out later than 6.00 p.m.

- Make a request to the NZLC Student Services a minimum of 1 working day in advance.
- The NZLC Student Services will inform you if the request is approved or not.

Questions you will be asked:

1. Where are you going and what is the address?
2. Who will you be with?
3. What is the contact phone number where you will be?
4. How will you go back to your home?

Rules for staying out overnight

You will ONLY be allowed to stay away overnight when you stay with parents/ legal guardian/ designated caregiver/ students living with NZLC host family.

If the above is approved, you will need to:

- Ask your parents to send permission to NZLC a minimum of 3 working days in advance (can be by email).
- Make a request to NZLC Student Services a minimum of 2 working days in advance.
- NZLC will confirm with your parent/ legal guardian.
- NZLC Student services will inform you if it has been approved or not.

Questions you will be asked:

1. Why do you want to stay over night?
2. What is the name of the family where you will stay?
3. What is the address where you will stay?
4. What is the contact phone number where you will stay?
5. How will you go back to your home?

NZ Public Transportation

Hop Card	Less than 16 weeks enrolment	16 weeks enrolments and over
Under 16 years old	Discount for a child fare	Discount for a child fare
16 years old and over	At least 20% discount	Students discount (Up to 42%)

- Buy a Hop Card, top up the card and register your card at www.at.govt.nz
- For students discount, please come to Student Services office for Maxx Discount Sticker.
- No Hop Card – No discount

First Language Support

First Language Support is available for Young Learners upon request. For certain languages, we may need to bring someone in from outside of the organization – therefore notice is required.

Activities Option

Students under 16 years old:

- Weekday activities supervised by NZLC Auckland – Yes!!!
- Weekend trips – Yes, if parents/ legal guardian/ designated caregiver accompany you.

Students 16 years old and over

- Weekday activities supervised by NZLC Auckland – Yes!!!
- Weekend trips organized by NZLC Auckland – Yes!!! With permission from parents/legal guardian.

No student under 18 years old is able to join any activities where alcohol is present. You should get permission from NZLC and your parents should send an email to NZLC for parental permission 3 working days in advance if you want to join weekend activities:

Rules for Weekend Activities

You will ONLY be allowed to go travelling when your parents send an email to NZLC.

If the above is approved, you will need to:

- Ask your parents to send permission to NZLC a minimum of 3 working days in advance (can be by email).
- Make a request to NZLC Student Services a minimum of 2 working days in advance.
- NZLC will confirm with your parent/ legal guardian.
- NZLC Student services will tell you if it has been approved or not.

Questions you will be asked:

1. Where do you want to go?
2. Who has organised the activity and travel?
3. Who will you be with?
4. What time will you leave your home?
5. What time will you go back to your home?
6. What is the contact phone number?
7. How will you go and come back to your home (e.g. by bus)?

Holidays

Your parents or legal guardian should submit a holiday application form at least 4 weeks before the holiday starts.

Shortening your course

Your parents or legal guardian should send an email for this.

Phone Numbers

- NZLC Auckland Phone No: 09 303 1962 (8.30 am – 5.00 pm)
- Student emergency Phone No: 0508 156156 (After 5.00 pm)

Enjoy your NZLC experience and remember we are always here to help you at any time!

The NZLC team 😊