

CREATE YOUR OWN STUDY TOUR

GROUP STUDY TOURS HANDBOOK



✓ **100% YOUR STYLE**

The NZLC Group Study Tour Team can make your ideal programme a reality

✓ **FLEXIBILITY**

Any time of the year, any duration, any English level, any group size (8-100 students)

✓ **HASSLE FREE**

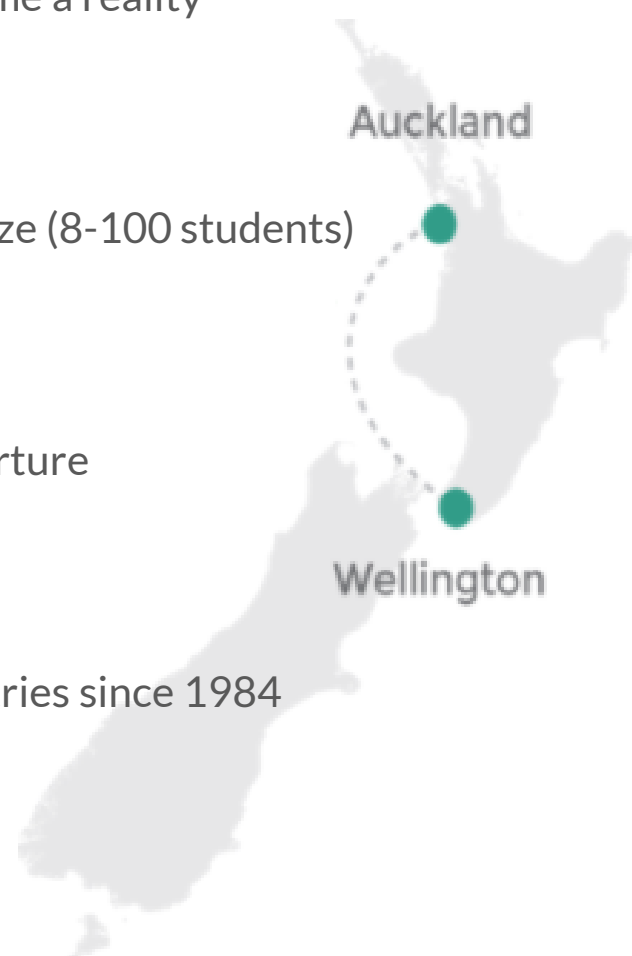
NZLC can organise every detail of your tour from arrival to departure

✓ **EXPERIENCE AND REPUTATION**

NZLC has been arranging quality group tours from various countries since 1984

✓ **LOCATIONS IN TWO LARGE CITIES**

Study at NZLC campuses in Auckland and Wellington



LOCATION

CREATE YOUR OWN STUDY TOUR

A) CHOOSE YOUR CAMPUS

NZLC has modern campuses located in two major cities - Auckland and Wellington.

Auckland

The “City of Sails”



Auckland is New Zealand’s largest city with a population of 1.8 million. The city is surrounded by beautiful harbors, islands, beaches, vineyards and reserves.

NZLC Auckland is located a few steps from the Viaduct Harbor, and a few minutes walk to the main street and public transportation.

Student number: 450 – 550
Classrooms: 37
Wi-Fi: FREE
Age: 13 +

Wellington

The world’s “Coolest Little Capital”
(Lonely Planet, 2011)



From the moment you arrive in Wellington, you will be inspired by the unique culture of art, cafés and music. Wellington is the capital city of New Zealand with a population of 500,000.

NZLC Wellington is located 5 minutes’ walk away from Cuba St, City Centre and is close to Te Papa and a range of other museums and galleries.

Student number: 120 – 180
Classrooms: 12 – 16
Wi-Fi: Free
Age: 13 + (closed class) /18 + (closed and integrated class)



ACCOMMODATION

CREATE YOUR OWN STUDY TOUR

B) CHOOSE YOUR ACCOMMODATION

Homestay

“New Zealand cultural experience”



Staying with a friendly and caring host family is one of the best ways to experience the Kiwi culture and at the same time practise your English outside the classroom.

Wi-Fi: Free (limited access)
Room: Bed, desk, lamp and closet

Options:

Half Board: Breakfast and dinner on weekdays, three meals on weekends if students are home.

Full Board: Three meals everyday.

Placement:

13 – 14 yrs: Twin Share ONLY
15 – 17 yrs: Twin Share (recommended) or Single (limited availability)
18 yrs + : Twin Share or Single (limited availability)

Average Travel Time:

Auckland 45 – 60 min
Wellington 30 – 50 min

City Accommodation

“Convenience with self-contained apartments”



Convenient downtown location walking distance from NZLC. A great option if the group want to explore the city.

Meals:
Not included but NZLC can arrange upon request

Wi-Fi & Room/Facilities:

NZLC will send the details with suggested accommodation option according to your preference.

Options:

Based on the group's needs, size and budget, NZLC will suggest one of our city accommodation options. Group leaders/teachers can stay in city accommodation while the students stay in homestay.

Placement:

Single, Twin Share and 2-bedroom apartments available. Required supervision ratios for groups staying in city accommodation may vary and depend on the chosen accommodation option and age of the students.

Average Travel Time:

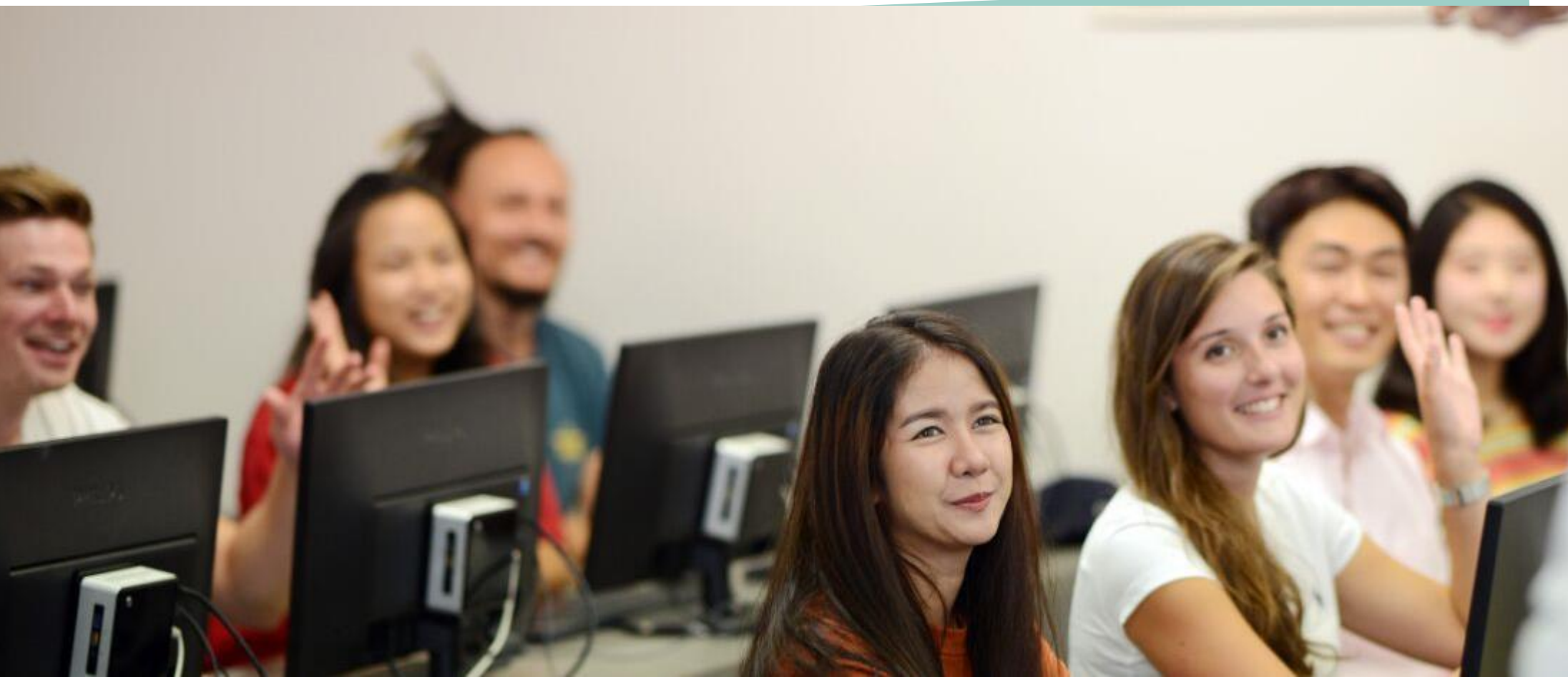
5 – 20 min walking distance

Note: Please specify any special requests or needs on the [NZLC Group Study Tour Enrolment Form](#).

PROGRAMMES

CREATE YOUR OWN STUDY TOUR

C) CHOOSE YOUR PROGRAMME STYLE



Closed Classes

“Private classes tailored for your study tour”

- Option to study part time in the morning, afternoon or full time.
- Flexible start and finish dates/times
- Match activities with course content
- Suitable for medium to large groups
- Affordable tuition fee
- AM & PM schedule may be swapped in high season (eg: AM activities instead of PM activities)

Integrated Classes

“Classes mixed with students of different nationalities”

- Study part time or full time
- Minimum two weeks
- Weekend arrival and departure
- Start Monday and finish Friday
- Follow NZLC set course content & schedule
- Suitable for smaller groups
- Limited spaces available
- Higher tuition fee



GLOBAL CITIZEN ENGLISH PROGRAMME

CREATE YOUR OWN STUDY TOUR



6 core skills



Critical thinking



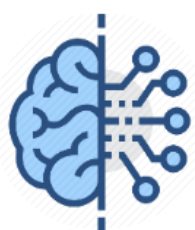
Creativity



Communication



Teamwork



Technology



Sustainability

The NZLC Global Citizen English Programme is a Full Time English course designed to enable students to develop essential 21st century skills.

AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing.

PM – Once a week field trip included. Through student-centred weekly projects, students are given authentic opportunities to communicate by investigating an issue, providing a solution, and publically presenting what they have learnt. Students then evaluate and reflect on the process, identifying what they have learnt and what they could do further to improve.

Project Sample (including Field Trip)

- New Zealand Culture (Auckland Museum & Maori Show)
- Sustainability (Tree planting)
- Environment (Sustainable Coast Line)

PROGRAMMES

CREATE YOUR OWN STUDY TOUR

Closed Group Classes for Young Learners (13 – 17 yrs)

Location: Auckland or Wellington

Programme	Sample Schedule (flexible)	
Full Time English / Global Citizen English Programme \$	Full Time 9am to 3:15pm	Refer to “NZLC Global Citizen Programme” on page 5.
English + Activities \$-\$\$\$	Full Time 9am to 4:00pm	AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing. PM – Choose activities from the NZLC Group Activity Booklet .
Special English \$ - \$\$	Full Time 9am to 3:15pm	Flexible and personalised schedule. Choose from General English, Business English, IELTS, TOEIC, English Teacher Training (Auckland only). NZLC can also organise a tailored curriculum (e.g.: nutrition).
Local School \$\$\$	Full Time 9am to 3:30pm	NZLC can organise this programme provided the dates are not during the local school’s holiday period. Confirmation must be made 6-12 months prior to arrival. AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing. PM – Activities at the local school and/or around the city
Part Time English \$	Part Time 9am to 12:15pm	AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing around interesting and relevant themes to suit and motivate young learners. PM – Free Time

Integrated Classes for Young Learners (13 – 17 yrs)

Location: Auckland

Programme	Schedule	
Full Time English/Global Citizen English Programme \$\$ - \$\$\$	Full Time 9am to 3:15pm	Refer to “NZLC Global Citizen Programme” on page 5.
English + Activities \$-\$\$	Full Time 9am to 4pm	Only available during the New Zealand summer and winter holiday seasons. Refer to the Young Learner English + Activities Calendar for dates and scheduled activities. AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing. PM – Explore Auckland with fun cultural and sightseeing activities.
English + Closed Activities \$ - \$\$\$	Full Time 9am to 4pm (flexible finish time)	AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing. PM – Choose activities from the NZLC Group Activity Booklet .
Part Time English \$	Part Time 9am to 12:15pm	AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing around interesting and relevant themes to suit and motivate young learners. PM – Free Time

PROGRAMMES

CREATE YOUR OWN STUDY TOUR

Closed Group Classes for Adults (18 yrs +)

Location: Auckland or Wellington

Programme	Sample Schedule (flexible)	
Global Citizen English Programme \$ - \$\$	Full Time (9am to 3:15pm)	Refer to “NZLC Global Citizen Programme” on page 5.
English + Activities \$-\$\$\$	Full Time 9am to 3:30pm	AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing. PM – Choose activities from the NZLC Group Activity Booklet .
Full Time General English or Special English \$ - \$\$	Full Time (e.g.: 9am to 3:15pm)	Flexible and personalized schedule. Choose from General English, Business English, IELTS, TOEIC, English Teacher Training. NZLC can also organise a tailored curriculum (e.g.: nutrition).
Part Time English \$	Part Time 9am to 12:15pm	AM – Communicative approach. Focuses on language systems and listening, speaking, reading and writing skills. PM – Free Time

Integrated Classes for Adults (18 yrs +)

Location: Auckland or Wellington

Programme	Schedule	
Full Time English \$\$	Full Time 9am to 15:15pm (Mon to Thu) 9am to 12:15pm (Fri)	AM – Communicative approach. Focuses on language systems and listening, speaking, reading and writing skills. PM – Functional approach. Builds confidence and fluency using practical, everyday language so that you can use what you learn straight away outside the classroom. Authentic Materials: Combines the best published materials with authentic resources from TV, radio, the internet and social media. Real-world Activities: Activities and project work giving you opportunities to use English in real-life situations so that English becomes part of your everyday life.
English + Activities \$-\$\$\$	Full Time 9am to 3:30pm (flexible finish time)	AM – Students learn with a communicative approach that focuses on language systems, listening, speaking, reading and writing. PM – Closed activities. Choose from the NZLC Group Activity Booklet .
Special Courses (IELTS, Business English, English Teacher Training Courses) \$ - \$\$\$	Full time 9am to 15:15pm (Mon to Thu) 9am to 12:15pm (Fri)	5 to 10 week Full-Time courses. Course entry is subject to meeting the placement test criteria. Refer to NZLC Course Calendar .
Part Time English \$	Part Time 9am to 12:15pm	AM – Communicative approach. Focuses on language systems and listening, speaking, reading and writing skills. Authentic Materials: Combines the best published materials with authentic resources from TV, radio, the internet and social media. PM – Free

NZLC SERVICES

CREATE YOUR OWN STUDY TOUR

D) CHOOSE YOUR ACTIVITIES/FIELD TRIPS

During the week, a group can combine half-day activities/field trips with part-time classes. On the weekend, we can organise full-day tours or overnight trips. Please see our [NZLC Group Activity Booklets](#) for Auckland and Wellington.

E) CHOOSE YOUR SERVICES

NZLC can also arrange the below services. The study tour can be tailored especially to your group's needs.

1. First Language Coordinators

For First Language support, NZLC recommends a Bilingual Coordinator who speak the group's native language, especially during high season (June-August & January-March) and with large groups. They are the contact person for students, group leaders/teachers and NZLC staff/host families.

2. Airport Transfers

Transfers between the local airport and NZLC schools can be arranged on arrival and departure.

3. Transport to School

The best way to get to school is to use public transport. Students will take the bus, train or ferry depending on the location of their accommodation. Transport cards give passengers up to 25% discount for single trips. NZLC can provide transport cards and students can top up individually. The average price for transport is approximately \$55/week in Auckland and \$65/week in Wellington. Transport cards are only available in Auckland.

4. Medical Insurance

All international students travelling to New Zealand are required to hold a relevant medical and travel insurance policy. Study groups can organize their insurance individually or NZLC can organize it as part of the Study Tour Package. For more details on policy wordings and what our insurance covers please visit: www.nzlc.ac.nz/student-services/insurance/

5. Mobile phone SIM Card

NZLC strongly recommends that all students/group leaders have a mobile phone number which is accessible within NZ, especially if the group choose the "Homestay" option. NZLC can arrange SIM cards with pre-paid credit.

6. Farewell Lunch

NZLC can arrange a farewell lunch event for the study tour. The lunch usually takes place on the final day at a local restaurant.

Group Leaders responsibility

Study Tour groups should be accompanied by group leaders and/or teachers from their home country and they are the point of contact for parents/emergency contacts and assist with the running of the group programme in New Zealand. For more information, please see our [NZLC Study Tour Group Leader Guidelines](#).



SAMPLE GROUP ITINERARY

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1 week sample itinerary (Global Citizen English Programme)

Weekend Arrive at Auckland airport and transfer to NZLC Orientation and meet homestay family				
Mon AM – English PM – Project introduction & investigation	Tue AM – English PM – Field Trip	Wed AM – English PM – Providing a solution	Thu AM – English PM – Prepare presentation	Fri AM – English PM – Presentation & Graduation Ceremony
Weekend Transfer to Auckland airport and depart New Zealand				

2 week sample itinerary (English + Activities)

Weekend Arrive at Auckland airport and transfer to NZLC Orientation and meet homestay family				
Mon AM – English PM – Sky Tower	Tue AM – English PM – Museum & Maori Show	Wed AM – English PM – Devonport	Thu AM – English PM – Wall Climbing	Fri AM – English PM – Sheepworld
Weekend Enjoy time with homestay family or have a group day trip/over night trip outside of Auckland (e.g.: Rotorua)				
Mon AM – English PM – Kelly Tarlton’s Aquarium	Tue AM – English PM – Kayaking	Wed AM – English PM – Auckland Zoo	Thu AM – English PM – Mini Golf	Fri AM – English PM – Graduation Ceremony
Weekend Transfer to Auckland airport and depart New Zealand				

Weekday Timetable Sample

8:00	Depart homestay and take public transport to NZLC
9:00	English Lesson
10:30	Break
10:45	English Lesson
12:15	Lunch
13:15	English Lesson / Activity / Field Trip / Global Citizen English Programme
15:15	School finishes. Free Time.
18:00	Dinner with homestay family. Spend evening relaxing and practicing English.

HOW TO ORGANISE A GROUP STUDY TOUR

CREATE YOUR OWN STUDY TOUR

1

Ask for a FREE QUOTE

- Fill out the **NZLC Quotation form** and send to studytours@nzlc.ac.nz. Quotation prices are NET (not commissionable) and include GST.
- Included: We can include a variety of services depending on the interests and requests you indicate in the quotation request form.

Excluded:

- Airfares (national or international)
- Pocket money for students
- Extra charges for early/late arrival transfers (between 7pm & 6am)
- Cost for public transportation

For details of included and excluded services, please refer to your individual quotation.

2

Confirm your booking

- Confirm your tour dates & estimated group size 3-4 months prior to the arrival date.

3

Prepare for the trip

- Fill out the **Group Enrolment Form** with student and group leader details *at least 8 weeks prior to the group's arrival, or as per the deadline specified in your quotation.*
- Send NZLC copies of the student and group leader visa & insurance policies
- Pay your deposit at least 4 weeks prior to arrival and the balance payment 2 weeks prior. Please see payment conditions in the **Group Tour Terms & Conditions** and on your quotation.
- Provide NZLC with contact details (email & cell phone number) for the group leader/teacher.
- Tell students about NZLC's school rules and homestay rules.
- Prepare students for life in New Zealand, climate; suitable clothing & cultural differences. NZLC will provide a **Pre-Departure Manual** for your students before the tour.
- Advise students (and their parents) about appropriate amounts of spending money and expenses that they should have during their time in New Zealand.
- Brief group leaders on responsibilities during the tour, refer to our group leader guidelines here.

4

ARRIVE IN NEW ZEALAND

ENJOY YOUR GROUP'S NEW ZEALAND ENGLISH EXPERIENCE!