



# Student Handbook

**NZLC Auckland 2020**

## Contents

KIA ORA! Welcome to NZLC Auckland!.....	2
Your Friendly NZLC Auckland Team .....	2
Asking for help - Who to talk to at NZLC .....	3
Campus Facilities .....	3
NZLC 2020 & 2021 Course Calendar .....	4
Public Holidays in New Zealand.....	4
English Level and Course Chart .....	6
Conduct & Behaviour .....	7
School Rules.....	7
Attendance Policy .....	7
Disciplinary & Termination Process .....	8
Extending your Course .....	8
Holiday Requests during your course.....	8
Transferring to another NZLC Campus.....	8
Textbook & Material Fee Policy.....	9
Graduation Certificate.....	9
Changes to Enrolments & Course Withdrawals.....	9
Health and Safety Procedures at NZLC.....	11
Health and Wellbeing.....	11
International Student Travel and Medical Insurance .....	12
Safety in New Zealand .....	13
Living in New Zealand: General Information.....	13
Living in a Flat / Renting an Apartment.....	14
New Zealand/Aotearoa and the Treaty of Waitangi.....	16
COP - The Education (Pastoral Care of International Students) Code of Practice .....	16
NZLC Fee Protection.....	16
Useful Contacts.....	17
NZLC Grievance & Complaint Procedures (Dispute Resolution) .....	17
Academic Calendar.....	19

## KIA ORA! Welcome to NZLC Auckland!

Thank you for choosing to study at NZLC Auckland. We are excited to have you here and hope you have a wonderful and unforgettable experience! This Student Handbook will help you learn about the facilities and services offered here at NZLC and around the city. If you need help at any time, just talk to one of our friendly staff members and we will help you!

## Your Friendly NZLC Auckland Team

### NZLC Directors

Mr Justin Mastoyo	Director
Mr Miles Stewart	Director
Ms Makiko Kunitate	Director / Head of Marketing

### Management

Mr Stuart Binnie	Principal
Mr Nelson Almazar	Financial Accountant
Ms Alana Gervan	Operations and Marketing Manager

### Accounts

Ms Yusnita Edwards	Assistant Accountant
Ms Anh Luong	Administrative Assistant

### Academic

Ms Rhian Owen	Academic Manager
Mr Bruno Balducci	Teacher Training and Development Manager
Ms Carissa Hwang	Exams Manager
Ms Helen Ritchie	Acting Academic Coordinator / Senior Teacher – Young Learners
Ms Tenille Sanio	Academic Officer
Ms Carolynne Gray	Senior Teacher
Ms Kaitanya Santos	Senior Teacher
Mr Joel Archer	Senior Teacher
Ms Natasha Askew	Senior Teacher

### Student Services

Ms Hazel Hwang	Course Advice / Korean Marketing Manager
Mr Mauricio Penagos	Brand Manager
Ms Mai Fujita	Marketing Officer
Ms Janaina Wanderley	Marketing Officer
Ms Yiqi Chen	Marketing Officer
Ms Rie Tagawa	Student Services Manager
Mr Alistair Stafford	Student Services / Activities Coordinator
Ms Ben Pudner	Reception / Student Services Officer
Ms Iana Pecheeva	Student Services Officer
Ms Lili Posada	Student Services / Administration Officer
Ms Karina Fortes	Receptionist & Student Services Assistant – Hobson St
Ms Jasmine Choi	Group Study Tours Officer
Ms Ayumi Shino	Group Study Tours Assistant

### Enrolments

Ms Melizza Luzardo	Enrolments Manager
Ms Claudia Kikuchi-Joyes	Enrolments Officer

### Accommodation

Ms Jenny Burger	Accommodation Coordinator
Ms Anneke Kraal	Accommodation Officer

## Asking for help - Who to talk to at NZLC

Our reception, student services team, accommodation team and school principal are located on Level 2, main campus. The Academic team is located on level 1.

<b>Academic Team or Student Services</b>	Course options, or questions about your class
<b>Accommodation Team</b>	Questions related to homestay or accommodation
<b>School Principal</b>	Questions related to the Code of Practice
<b>Student Services Team</b>	<ul style="list-style-type: none"> <li>• Course extensions, course refunds, holiday requests</li> <li>• If you are feeling unwell or unable to come to class</li> <li>• Student welfare</li> <li>• Going to university in New Zealand</li> <li>• Visas</li> <li>• Activities, city information, booking air tickets</li> <li>• School facilities</li> </ul>

### First-language support

If you really need to talk to someone in your own language, we can arrange this. Please ask Student Services, and we will contact one of our First Language Advisors. We also have multi-lingual staff on campus who speak Spanish, Portuguese, Korean, Japanese, Russian, Thai, Mandarin, Cantonese, French, Indonesian, Vietnamese and Tagalog.

## Campus Facilities

### Main Campus Levels 1 - 3, 104 Customs St West

<b>LEVEL 1</b>	<ul style="list-style-type: none"> <li>• Classrooms 103 – 108</li> <li>• Teachers' Room</li> <li>• Academic Department</li> <li>• Bathrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Microwaves</li> <li>• Water Cooler</li> </ul>	
<b>LEVEL 2</b>	<ul style="list-style-type: none"> <li>• Classrooms 202 – 216</li> <li>• Reception</li> <li>• Principal's Office / Director's Office</li> <li>• Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• Group Tours Department</li> <li>• Accounts Department</li> <li>• Accommodation Department</li> <li>• Student Lounge / Microwaves</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Room</li> <li>• Water Cooler</li> <li>• Student Sick Bay</li> <li>• Bathrooms</li> </ul>
<b>LEVEL 3</b>	<ul style="list-style-type: none"> <li>• Classrooms 301 – 307</li> <li>• Microwave</li> </ul>		

### Hobson Street Campus Levels 1 - 2, 4 Hobson Street

<b>LEVEL 1</b>	<ul style="list-style-type: none"> <li>• Classrooms H101 – H106</li> <li>• Teacher / staff room</li> <li>• Bathrooms</li> <li>• Student kitchen / lunch area</li> </ul>	
<b>LEVEL 2</b>	<ul style="list-style-type: none"> <li>• Classrooms H201 – H207</li> <li>• Reception</li> <li>• Bathrooms</li> <li>• Study room with computers</li> </ul>	<ul style="list-style-type: none"> <li>• Microwaves</li> <li>• Water cooler</li> <li>• Fridge</li> </ul>

### Buying lunch

There is a range of cafes and restaurants to choose from including Kiwi-European, Thai, Japanese, Asian-fusion, Mexican and French cuisine, all within footsteps of the school. Japanese lunchboxes are available to purchase in the Student Lounge at Main Campus, Monday – Thursday, 12.15pm and in the lunch area at Hobson Street Campus Monday – Friday, 10.30am.

### Internet / WIFI

We have free internet available during school opening hours, but please do not use it for downloading. Only use the internet during class time if it relates to your lesson. Remember, internet in New Zealand can be slow, so please be patient! Please do not eat or drink around the computers, and do not turn the computers off. The WIFI password is available at reception.

### Activities and Weekend Trips

We have a variety of FREE and paid weekday activities. There are also weekend trips available so you can explore New Zealand. Information about after-school activities and weekend trips is posted on the school activities board. (Remember to check the meeting time and place for the weekend trips.) If you have any questions or need help organising a trip around New Zealand, please ask the Student Services team. If you have any suggestions for activities, please talk to the Student Services team.

## NZLC 2020 & 2021 Course Calendar

TERM	2020 START DATE	2020 FINISH DATE	2021 START DATE	2021 FINISH DATE	DURATION
Term 1	6 January	13 March	5 January	12 March	10 weeks
Term 2	16 March	22 May	15 March	21 May	10 weeks
Term 3	25 May	31 July	24 May	30 July	10 weeks
Term 4	3 August	9 October	2 August	8 October	10 weeks
Term 5	12 October	18 December	11 October	17 December	10 weeks
Term 5*	12 October	31 December	11 October	31 December	12 weeks

\*During week 11 and 12 of Term 5, GE and IELTS courses follow a special stand-alone curriculum

## Public Holidays in New Zealand

NZLC is closed on the following public holidays:

Public Holiday	2020 Date	2021 Date
New Year's Day	Wed 1 Jan	Fri 1 Jan
Day after New Year's Day	Thurs 2 Jan	Mon 4 Jan*
Wellington Day	Mon 20 Jan	Mon 25 Jan
Auckland Day	Mon 27 Jan	Mon 1 Feb
Waitangi Day	Thurs 6 Feb	Mon 8 Feb*
Good Friday	Fri 10 Apr	Fri 2 Apr
Easter Monday	Mon 13 Apr	Mon 5 Apr
ANZAC Day	Mon 27 Apr*	Mon 26 Apr*
Queen's Birthday	Mon 1 Jun	Mon 7 Jun
Labour Day	Mon 26 Oct	Mon 25 Oct
Christmas Day	Fri 25 Dec	Mon 27 Dec*
Boxing Day	Mon 28 Dec*	Tues 28 Dec*

\*holiday falls on the weekend, therefore observed on Monday and/or Tuesday

**Weekly Timetable for General English / IELTS / Business English / Cambridge B2 First (FCE) or C1 Advanced (CAE) (16 years-old +):**

TIME	MON	TUE	WED	THU	FRI	SAT/SUN/HOL
09:00 - 10:30	LESSON					FREE TIME a variety of trips are available
10:30 - 10:45	BREAK					
10:45 - 12:15	LESSON					
12:15 - 13:15	LUNCH				TOEIC Activities Weekend trips	
13:15 - 15:15	LESSON					
After School	Study Support / Activities / Student Services					

**Weekly Timetable for Young Learner Courses (13 – 17 years-old)**

TIME	MON	TUE	WED	THU	FRI	SAT/SUN/HOL
09:00 - 10:30	LESSON					FREE TIME a variety of trips are available
10:30 - 10:45	BREAK					
10:45 - 12:15	LESSON					
12:15 - 13:15	LUNCH					
13:15 - 15:15	LESSON (YL GE/HSP) or ACTIVITIES (English + Activities)					
After School	Study Support / Activities / Student Services					

**Weekly Timetable for TESOL / TECSOL Courses**

TIME	MON	TUE	WED	THU	FRI	SAT/SUN/HOL
09:00 - 09:30	Supported Self Study					FREE TIME a variety of trips are available
09:30 - 10:30	LESSON					
10:30 - 10:45	BREAK					
10:45 - 12:15	LESSON					
12:15 - 13:15	LUNCH					
13:15 - 15:15	LESSON					
15:30 - 16:30	Teaching Practice / Feedback / Lesson Preparation					

**Sample Weekly Timetable for CELTA Courses**

TIME	MON	TUE	WED	THU
09:30 - 11:30	Introduction to course	Introduction to language awareness	Receptive Skills	Phonology
11:30 - 12:45	Classroom Management & learner styles	Vocabulary teaching	Presenting Language: Text-based presentations	Foreign language lesson
12:45 - 13:15	Preparation	Teaching Practice Feedback		
13:15 - 14:15	LUNCH			
14:15 - 15:00	Teaching Practice Guidance / Prep			
15:30 - 17:30	Lesson observation & getting to know the learners	Teaching Practice		

## English Level and Course Chart

General English Level	CEFR Level (Common European Framework)	Cambridge Scale	Cambridge Exam	IELTS	Business English	English Teacher Training	TOEIC
	C2					CELTA	
Advanced	C1	180 - 200	CAE	IELTS 3 Band 6.0 - 7.5	Business English	TESOL / TECSOL with TKT Prep	880
Upper - Intermediate	B2	160 - 180	FCE	IELTS 2 Band 5.0 - 6.0			730
Intermediate	B1	140 - 160		IELTS 1 Band 4.0 - 5.0			550
Pre - Intermediate	A2	120 - 140					
Elementary	A1						
Beginner	Pre CEF						

Level	Description
<b>Advanced</b>	Can understand almost everything heard and read, and express ideas and information clearly, precisely and fluently on a full range of complex topics.
<b>Upper-Intermediate</b>	Can understand the main idea of complex language on a range of concrete and abstract topics, and participate in conversations with native speakers without communication breaking down.
<b>Intermediate</b>	Can understand and use language related to familiar topics such as education, work, travel and socialising, as well as discuss more abstract topics such as experiences, hopes and plans for the future.
<b>Pre-Intermediate</b>	Can understand and use very basic language on some personal topics.
<b>Elementary</b>	Can understand and use very basic language on some personal topics.
<b>Beginners</b>	Can understand simple statements and request within very familiar situations and can respond in short, learnt phrases and words.

## Conduct & Behaviour

All students must comply with New Zealand law and regulations as well as NZLC rules and regulations.

### School Rules

At NZLC we want you, your classmates and your teachers to have an enjoyable and productive learning experience. This is why we have a few simple rules for you to follow in the classroom and around the school:

1. **Attend** all your classes
2. Speak **English** as much as possible
3. Come to your classes **on time**. Students who are more than 15 minutes late must wait until the next break before entering the class
4. Do not leave any **valuable items** around the school
5. Put your **rubbish** into the bins provided and help keep the school **clean**
6. **No smoking** or **drinking alcohol** in the building (including toilets, fire exits, lifts, and foyer)
7. Be **polite** and respectful at all times to your classmates, teacher and other NZLC students and staff
8. Do not **sleep** during your lesson
9. Do not use **your phone** in class, unless it relates to the lesson
10. Do not eat near **computer areas** and keep caps on bottles
11. **Inform** the school when you have a new address, phone number, visa or insurance cover
12. Do not **transfer** or **sell** your course weeks to another student / person

In your classroom, you will also find a copy of the above class rules that we expect you to follow in the class and around the school. If you have any doubts, or the behaviour of a classmate is upsetting you, please talk to your teacher.

### Attendance Policy

All students are expected to attend 100% of their course. Attendance is marked per session and collated at the end of each week.

#### Young Learners

Any missed classes will be followed up immediately and the NZLC Disciplinary Process will be initiated where appropriate.

#### Adult Students (18+ years)

1. Please call NZLC reception or email the school before 9am if you are going to be absent from class.
2. If your current attendance falls below 90%, your teacher will give you a **Category 1 Attendance Letter**, which will also be sent to your email. You will be asked to acknowledge your responsibility to improve your current attendance rate. *Current attendance* is the attendance rate from the start of the course up until the end of the current week.
3. If your current attendance falls below 85%, your teacher will give you a **Category 2 Attendance Letter**, which will also be sent to your email. You will be asked to explain your absences or provide medical certificates.
4. If your current attendance falls below 80%, you will receive a **Category 3 Attendance Letter**. You will be reminded about your previous acknowledgement of your responsibility to improve your current attendance. Your attendance will continue to be monitored until we are satisfied there is improvement.
5. If there is still no improvement, you will be sent a **final warning letter** explaining what will happen if your overall attendance drops below 80%. *Overall attendance* is the final rate of attendance that will be reached if you have no further absences from the previous Friday until the end of your course. If you have an education consultant, they will be notified about the final warning.
6. Students must meet the English New Zealand minimum attendance requirement of 80%. If a student's overall attendance falls below 80%, a **termination of enrolment** may result. If you wish to dispute the termination, you may be required to have a meeting with management to explain why your enrolment should not be terminated. NZLC management will then consider your explanation before coming to a final decision.
7. Where the English New Zealand minimum attendance of 80% has not been achieved, both the attendance % and the non-compliance statement will be clearly shown on your leaving certificate.
8. If your enrolment is terminated, you will be asked to finish your course immediately without entitlement to a refund. NZLC is obliged to report all student visa holders to Immigration New Zealand about the course withdrawal and your visa may be cancelled. Similarly, NZLC will notify your education consultant of the decision.



9. You can check your attendance while studying at NZLC. Please see NZLC Student Service staff.
10. If you require an official NZLC Attendance Certificate, please see NZLC Student Services staff.

If there is some reason why you cannot follow the above outlined school rules and attendance rules, please talk to the Student Services team. It is important to note that NZLC staff will do their best to support you and avoid the below steps in the Disciplinary and Termination Process from escalating where possible. However, in very extreme cases, the below procedure may be escalated more quickly.

## Disciplinary & Termination Process

If students fail to meet the obligations under this agreement, NZLC will either give a verbal warning or a warning letter explaining what is wrong, what needs to be done and when it must be done by. If students do not comply with the warning, this agreement may be terminated immediately. NZLC reserves the right to terminate this agreement at their sole discretion if a student's conduct, behaviour or attendance is deemed unsatisfactory. If the student's enrolment is terminated, they will be asked to leave immediately, without entitlement to a refund or deferral. In addition, NZLC will report the termination to Immigration New Zealand where applicable. NZLC will also notify the student's education consultant/parent of the decision.

## Extending your Course

To extend your course, you must complete the below procedure **2 weeks** prior to your original finishing date. If you need to extend your visa, you will need to start the process **at least 8 weeks** prior to your original finishing date. Please note, the course extension will be subject to availability.

### Extension procedure:

1. Talk to one of our Student Services staff
2. Complete the NZLC Enrolment form with full payment
3. Please apply for a visa/permit according to your course extension if necessary.
4. Please arrange insurance to cover your course extension if necessary. If you need any assistance, please do not hesitate to speak to one of our Student Services staff for help.

## Holiday Requests during your course

Young Learners: For Young Learner holiday requests, refer to the *NZLC Young Learner Handbook*. ([nzlc.ac.nz/information/nzlc-documents](http://nzlc.ac.nz/information/nzlc-documents))

Adults Students (18+ years): You can take 2 weeks of holiday per every 12 weeks of full-time study. When you take a holiday and it has been approved by NZLC, the weeks will be added on to your course end date **if your visa and insurance covers the extended weeks**. Holidays must be taken in complete weeks and approved in advance by NZLC.

To request a holiday, complete a **Holiday Application Form** and hand it to Student Services **4 weeks** before you want to take your holiday. If you do not inform NZLC 4 weeks in advance, you may not be given credit towards your course. If you are going to be away from your homestay, please talk to the Accommodation Department. They will contact the host family to inform them of your plans. If you are going to be away for 7 nights or longer, 50% of the usual homestay rate and 2 weeks' written notice is required to hold the homestay room.

## Transferring to another NZLC Campus

NZLC has two schools in New Zealand: Auckland and Wellington. Subject to course availability, students 18 years or over may transfer between the schools with **4 weeks' notice** and a \$50 transfer fee. You also need to have more than 80% attendance. Students who have a student visa and wish to transfer more than 12 weeks will need to apply for a Variation of Conditions. NZLC Terms and Conditions are recognised as on the original signed enrolment form.

### Procedure

1. Ask for a school transfer form at Student Services. Complete the form and return to Student Services.
2. The form will be sent to the next school. Once confirmation is received, you will be advised to make payment of \$50.
3. If a place is not available at the time requested, you will be told immediately and given the chance to re-schedule.
4. Any changes made to your transfer after it has been arranged will incur an additional \$50 fee per change.
5. Tuition and homestay fees outstanding will be transferred to the next school. Refer to the NZLC Changes to Enrolments Policy for further details.

**CityLink**

The CityLink option must be selected at the time of the initial enrolment. Minimum of four week’s prior booking is required to arrange air tickets. You will be given a **City Link Form** during your first week to complete and hand in to Student Services at least 4 weeks before your planned departure date to the other city. If you make any changes to your City Link schedule after completing this form, there will be a fee of \$50 per change. Changes to booked flights will incur the airline’s applicable fee at the expense of the student. Student visa holders may also be required to apply for a Variation of Conditions.

The flight includes 1x suitcase (20kg) and carry-on luggage. Any extra luggage will be at the student’s own expense. NZLC Terms and Conditions are recognised as on the original signed enrolment form.

**Textbook & Material Fee Policy**

General English Full Time or AM Part Time/IELTS Full Time or AM Part Time/Business English

\$80 material fee + \$50 textbook deposit is required during enrolment. The \$50 deposit will be refunded upon returning the textbook on the last day of your course in an acceptable condition. Please return your book at reception.

General English PM Part Time

A non-refundable \$30 material fee is required during enrolment.

IELTS PM Part Time

\$30 material fee + \$50 textbook deposit is required during enrolment. The \$50 deposit will be refunded upon returning the textbook on the last day of your course in an acceptable condition. Please return your book at reception.

Young Learner Course

A non-refundable \$80 material fee is required during enrolment.

‘City Link’ or ‘School Transfer’ students

Only **one** Textbook/Material fee applies and this will appear on the first school’s invoice/booking confirmation. Please remember to return your book at reception before transferring to the next school. \$50 will be refunded by the second school.

TOEIC/CELTA

No textbook deposit or material fees are required as these are included in the tuition fee

B2 First (FCE) / C1 Advanced (CAE) / TESOL / TECSOL

A non-refundable \$100 fee is required for the textbook for these courses during enrolment. Students keep their textbook.

**Graduation Certificate**

All students get a certificate of achievement and a written report from their teacher on their last day of study. Students must meet the English New Zealand minimum attendance requirement of 80%. Where this has not been achieved, both the % attendance and the non-compliance statement will be clearly shown on the leaving certificate.

**Changes to Enrolments & Course Withdrawals**

For students who request changes to their course/s after arrival and/or after the course commencement date, the “NZLC Cancellation, Withdrawal Policy and Procedure” and “NZLC Refund Policy” will be applied. A written request must be sent to NZLC in all cases. For course withdrawals, an NZLC Withdrawal Form must be completed and submitted to Student Services.

**After courses/services commence:**

Enrolment Fee	No Refund
Accommodation Arrangement Fee	No Refund
Accommodation Fee	Homestay: <ul style="list-style-type: none"> <li>• 2 or more weeks’ notice: 100% Refund</li> <li>• Less than 2 weeks’ notice: No Refund</li> </ul> NZLC City Accommodation: <ul style="list-style-type: none"> <li>• Refer to each accommodation provider’s conditions</li> </ul>
Airport transfer/Insurance	No Refund (the return airport transfer fee is refundable with at least 2 working days’ notice)
Tuition Fee	<ul style="list-style-type: none"> <li>• <b>Courses less than 5 weeks:</b> Students who withdraw within the first 2 days of</li> </ul>

	<p>the course will be entitled to a refund of 50% on the tuition fees.</p> <ul style="list-style-type: none"> <li>• <b>Courses of 5 weeks or more but less than 3 months:</b> Students who withdraw within the first 5 days of the course will be entitled to a refund of 75% of the tuition fees.</li> <li>• <b>Courses of 3 months or more (International students only):</b> Students who withdraw within the first 10 working days of the course will be entitled to a full refund of the total tuition fee, less a deduction of costs incurred by NZLC, up to a maximum of 25% of the fees paid.</li> <li>• <b>Courses of 3 months or more (domestic students only):</b> Students who withdraw within the first 8 days of the course will be entitled to a full refund of the total tuition fee, less a deduction the lesser of 10 percent of the fees paid or \$500.</li> <li>• Note: multiple courses on one enrolment form are treated as a whole.</li> </ul>
All other arrangement fees incurred	No Refund

**Circumstantial Policies and Additional Fees:**

Course Deferral	Adjustment fees apply if there are any changes made at the time of re-enrolment.
Credit Note	NZLC may accept a "Course Credit Note" for some special circumstances at the discretion of the campus Principal. The course must recommence within 12 months from the date of the original course completion date. Any adjustment of fees for the postponed original enrolment need to be paid. A \$250 fee for reissuing a COE will be charged if requested.
Visa Denial	Tuition Fee: Full refund for the unused weeks All other fees: Refer to NZLC Cancellation, Withdrawal, Changes and Refund/Penalty Policies and Procedures above. (Evidence required).
Visa Cancellation	In the case of non-compliance with visa conditions after arrival in New Zealand wherein students are forced to cancel all or part of their course, no refund is available for any unused weeks, and the above cancellation policy applies for service fees (evidence required).
Missed Days due to late arrival	If students arrive after the commencement date, there is no refund for these "missed days".
Unpreventable Event / Natural Disaster	In the event that NZLC must close due to an unpreventable event or natural disaster (e.g. power blackout, storm), then there will be no refund for any "missed days".
Course Cancellation	The course can be transferred to another NZLC course or a full refund applies.
Course Entry Requirements Not Met	If the student does not meet the entry requirements of a specific course originally enrolled in, the course can be transferred to another NZLC course.
Misconduct and Termination	No refund is available for unused study weeks and the above cancellation policy applies for service fees.
Refund	Refunds will be paid directly to the student, or the student's education consultant, within 4 weeks of receiving the written request and bank details unless written permission is provided by the student and/or the education consultant to pay to another party.
Additional Fees	<ul style="list-style-type: none"> <li>• Reissuing a COE: \$250</li> <li>• Revising enrolment more than 3 times: Additional 50% to 100% of the original enrolment fee</li> <li>• Additional Accommodation Arrangement: 50% to 100% of the original accommodation arrangement fee</li> <li>• Re-issuing a Graduation Certificate and Report: \$50</li> </ul>

A copy of the full NZLC Enrolment Terms & Conditions are available on NZLC's website:  
<https://nzlc.ac.nz/enrolment-process/terms-and-conditions/>  
 For more details on the withdrawal and refund rules in NZ, refer to the NZQA website:  
[www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## Health and Safety Procedures at NZLC

The school always tries to guarantee your safety while in the school. Here are some practical guidelines:

**If there is a fire/emergency evacuation:** There is a staff member assigned to each floor who will direct evacuation in the unlikely event of a fire or other natural disaster. In your classroom, you will also find information on emergency exits and how to react in the case of an earthquake.

To ensure quick evacuations, the school holds “practice” evacuations. During these evacuations, please follow the staff member’s instructions quickly and calmly:

In your classroom, you can find a copy of the school map with the fire exits mapped out. When you hear the alarm siren, make your way to the nearest emergency exit.

1. DO NOT use the elevators in an evacuation.
2. Use the internal stairwell. DO NOT bring your belongings with you.
3. DO NOT stand in front of the entrance– move onto the footpaths in front of the buildings.
4. DO NOT carry drinks and large items with you down the stairs.

### School Hazards

If you notice any kind of hazard around the school, (e.g. a broken window, loose door etc), please let your teacher or another staff member know immediately.

## Health and Wellbeing

Please remember you can talk to Student Services about any of the below or any other issues and we will be happy to help.

### Pharmacy

For minor health problems, you can visit the pharmacy and ask the pharmacist to recommend some medicine for you. Visit Student Services if you are not sure where the closest pharmacy is.

### Doctor

If you need a doctor and you don’t know one, please come to Student Services. We know good doctors who can help, and some of them can speak your language. If it is outside school hours and you would like to see a doctor, you can find your closest doctor on this website and book an appointment: [www.healthpoint.co.nz](http://www.healthpoint.co.nz)

### After-hours Accident and Emergency

Auckland Hospital Emergency Department is open 24 hours.  
2 Park Rd, Grafton. Phone: 367 000.

If you are very sick or get injured outside business hours, you can **visit your nearest A&E** (Accident and Emergency Centre). You can find your nearest A&E centre by Googling “A&E.” Remember to call your insurance provider before you visit, otherwise your medical fee may not be fully covered.

### Relationships and Family Planning

Many students start relationships in New Zealand. If you need advice about family planning or want to avoid pregnancy, contact the Family Planning Association. They are very helpful and have contacts with overseas communities who can help with translation if you need it. [www.familyplanning.org.nz](http://www.familyplanning.org.nz)

### Emergency

The emergency phone number for an ambulance, fire truck and the police in NZ is 111.

### Free Counselling and Support

It is common to feel homesick when you are away from home. If you are feeling unwell in anyway, talk to Student Services and we will help you find the support you need. If you are worried about a classmate, please talk to Student Services.

- **Lifeline** is NZ’s phone counselling service, providing free support 24 hours a day, 7 days a week. Phone: 0800 543 354. [www.lifeline.org.nz](http://www.lifeline.org.nz)

- **Youthline** offers free support over the phone if you want to talk to someone about any personal problem in your life.  
Phone: 0800 376 633. [www.youthline.co.nz](http://www.youthline.co.nz)
- **Anxiety Helpline:** If you are feeling anxious and would like to talk to someone about it, you can call this helpline.  
Phone: 0800 ANXIETY (0800 269 4389). [www.anxiety.org.nz](http://www.anxiety.org.nz)
- **Depression.org.nz** is a website dedicated to helping people through depression and anxiety. You can free phone 24 hours a day 7 days a week: 0800 111 757.

### **Gambling**

NZLC does not support gambling. Many kinds of gambling are illegal, but even legal gambling can cause you problems. If you think you have a gambling addiction, speak to Student Services and we can help. You can also use the below helpline:

- **Gambling Helpline** Phone: 0800654655 or text 8006  
[www.gamblinghelpline.co.nz](http://www.gamblinghelpline.co.nz)

### **Drugs and Alcohol**

Buying and selling drugs is illegal at any age and is considered a serious crime. For information about alcohol and drug laws including penalties, you can see the NZ Police website: [www.police.govt.nz/advice/drugs-and-alcohol](http://www.police.govt.nz/advice/drugs-and-alcohol)

If you think you have an alcohol or drug addiction, speak to Student Services and we can help, or use the below helplines:

- **Alcohol Drug Helpline** Phone: 0800 787 797  
[www.alcoholdrughelp.org.nz](http://www.alcoholdrughelp.org.nz)

### **Smoking**

Smoking in most public places is prohibited (including the school building). Smoking in all restaurants and bars is prohibited. If you need help overcoming an addiction, the below helplines are available 24 hours a day, 7 days a week.

- **Quitline** (Smoking Addiction) Phone: 0800 778 778  
[www.quit.org.nz](http://www.quit.org.nz)

### **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 costs of that treatment.

Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

### **Accident Insurance (ACC)**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. If you go to the doctor for an accident-related injury, you must let the doctor or reception know and this way, it may cost less. Please note that coverage is not guaranteed and if you have an accident, you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

## **International Student Travel and Medical Insurance**

All international students studying in New Zealand must have current medical & travel insurance for the duration of their stay that meet the requirements set out in the NZQA Code of Practice for International Students.

If you want to make an insurance claim on your NZLC-arranged insurance, talk to Student Services and we will help you complete the process. If you arranged your own insurance, contact your insurance company directly to find out how to make a claim.

## Safety in New Zealand

### Road Safety

Cars drive on the left hand side of the road - be careful when you cross roads! Do not step out suddenly onto busy roads and look for traffic lights or pedestrian crossings ("zebra crossings") where you can cross safely.

### Sun Safety

New Zealand's sun is very strong. When you're outside, remember to use sunscreen and wear a hat. This is even true for sunny days during winter.

### Water Safety

New Zealand is an island surrounded by beautiful beaches, but the currents can be very strong. Be very careful in the water. If you are swimming at the beach, swim between the red and yellow flags and do not go past your head. Always listen to safety instructions when you are on a boat, kayak etc.

### Personal Belongings

Don't carry a lot of cash around with you as there is a danger of it being taken from you. Look after your bag and personal belongings at all times. Don't leave them behind in the classrooms.

### Bullying / Discrimination / Harassment

In New Zealand, it is illegal to harass other people. If anyone harasses or bullies you, please contact one of NZLC's Student Service staff or any member of NZLC staff immediately.

### Stranger Danger

A stranger is a person that you do not know. Be careful around strangers and stay aware of your surroundings. NEVER GET INTO A CAR OR GO SOMEWHERE ALONE WITH A STRANGER even if the person looks friendly. If you have to walk late at night, walk with a friend. Ask a staff member or your homestay family about areas of the city that are not so good to walk through at night.

### Earthquakes and Natural Disasters

Due to New Zealand's location and environment, earthquakes and other natural disasters are possible. This website has some good tips on how to prepare and react during the unfortunate event of a natural disaster: [www.getthru.govt.nz](http://www.getthru.govt.nz)

## Living in New Zealand: General Information

### Immigration and Visas

When you arrive in New Zealand, you should already have your Visitor/Student/Working Holiday visa. If you need help to extend your visa while you're here, please ask our Student Services team. It can take 8 weeks to process a visa, so make sure you start the application ahead of time.

Full details of visa and permit requirements and advice on rights to employment in New Zealand while studying are available through Immigration New Zealand: [www.immigration.govt.nz](http://www.immigration.govt.nz)

### Banking

If you're staying in New Zealand for 6 months or more, you can open a bank account. Most savings accounts come with a plastic "cash card" which you can use to access automatic teller machines (ATMs) 24 hours a day to withdraw and deposit money. All the major banks are located close to NZLC: ANZ, ASB, BNZ and Kiwibank. To open a bank account you will need your passport, proof of address in New Zealand (NZLC can help you with this) and your Taxpayer Identification Number (TIN) from your country. A TIN can have a different name in other countries, e.g. social security number or national ID number.

### Drinking

You must be 18 years old to buy alcohol in New Zealand. You must also be able to prove your age with acceptable photo I.D. This means your passport, New Zealand Driver's License, or a Kiwi Access Card (formerly the "18+ card"). Applications for the Kiwi Access card are available at NZLC reception. Photocopied documents and international driver licenses are not accepted at restaurants or bars.

### Driving

Driving in New Zealand might be very different from driving in your country. If you're going to get a driving license in New Zealand, please ask the staff for advice and books to help you. You can also have a look at the useful websites below. You must not drive without a valid driver's license.

**Information for Visiting Drivers:** [www.nzta.govt.nz/safety/driving-safely/visiting-drivers](http://www.nzta.govt.nz/safety/driving-safely/visiting-drivers)

**Drive Safe:** [www.drivesafe.org.nz](http://www.drivesafe.org.nz)

### Hitchhiking

Hitchhiking can be dangerous and NZLC does not recommend it.

### Phone Calls and Sim Cards

Public telephones around the city can be used with pre-paid phone cards or credit cards. They can also be used for emergency and free phone call numbers such as those starting with 0800 or 0508. NZLC has a 24/7 student line which can be called from anywhere in New Zealand toll free: 0508 156 156. If you want to make overseas calls, you can buy overseas discount cards from convenience stores, supermarkets or petrol stations.

You can purchase a sim card from 2 Degrees, Spark or Vodafone. Travel sim cards from these companies are available at the airport. It's a good idea to purchase a sim card on arrival so that you can have internet access right away. Prices range from \$30 to \$99 for 1 - 2 months depending on how much data you need.



[www.2degreesmobile.co.nz](http://www.2degreesmobile.co.nz)

[www.vodafone.co.nz](http://www.vodafone.co.nz)

[www.spark.co.nz](http://www.spark.co.nz)

### Posting Mail

Posting mail in NZ is an easy process. You will be shown where the post office is on your first day during orientation. Talk to student services for more information. Note: we strongly advise that you do not use the school address as your postal address for valuable documents or postage. NZLC does not take any responsibility for looking after your mail.

### Smoking

In New Zealand smoking in most public places is prohibited (including the school building). Smoking in all restaurants and bars is prohibited.

### Working in New Zealand

If you have a Working Holiday Visa or a Student Visa with a work permit and you are planning to find a part-time job in NZ, we recommend that you come to our FREE weekly job workshops for tips on finding jobs, writing CVs going to interviews and employee rights. You will also need to apply for an IRD number, (tax number), before you start work in New Zealand. You can find IRD forms at reception or apply online. You can see more information about working in NZ on these websites: [www.newzealandnow.govt.nz/work-in-nz](http://www.newzealandnow.govt.nz/work-in-nz) and [www.employment.govt.nz](http://www.employment.govt.nz)

### Your Rights

The New Zealand Citizen's Advice Bureau provides information and advocacy in different languages on a wide range of issues including employment and housing: [www.cab.org.nz](http://www.cab.org.nz)

## Living in a Flat / Renting an Apartment

It's very common to live in a shared house with other students here in NZ. This is called a flat and the people you live with are flatmates.

There are advantages, (good things) and disadvantages, (bad things) about living in a flat:

#### Advantages:

- Independence
- Freedom
- Cheaper Rent – approximately \$180 - \$280 per week if you share the place with other flatmates and stay more than 6 months
- You can cook your own food
- You can meet and live with other people the same age and with the same interests

### Things to keep in mind:

- It can be expensive to set up your own flat if you have to buy furniture, a fridge, washing machine and connecting electricity. (However, many flats are already furnished).
- If you go into an established/furnished flat, you may still need to buy a bed, drawers for your bedroom, pay a bond and rent in advance.
- When you move out of the flat, you should leave it in the same condition as you found it. The Landlord may keep some/all of your bond to cover costs if there are any damages made to the house. (Tip: it's a good idea to take photos of the place when you first move in and when you move out. That way you have evidence that there was no damage made to the property.)

### Useful Vocabulary:

*Flat:* a shared house or rented apartment.

*Rent:* the money you pay to live in the house. This is usually paid weekly in New Zealand.

*Flatmate:* a person who shares the house with you. If someone else signs the tenancy agreement but lets you share the flat, you are a flatmate. Flatmates live in the property but are not part of the tenancy agreement.

*Tenant:* If you have signed a tenancy agreement with a Landlord, you're a tenant. This means you're legally responsible for the place. Tenants are responsible for all of the rent and any damage that occurs in the flat, whether by you or someone else renting a room in the flat.

*Landlord:* The person who owns the house or apartment.

*Bond:* Money paid as a deposit and returned when you leave the flat if nothing is broken or damaged.

*Expenses/bills:* The cost of power, water, internet etc. This can be a fixed or a varied amount around \$30 per week. (Sometimes the expenses are already included in the weekly rent).

### Tenancy

Before signing or agreeing to anything, it's important that you understand your rights and responsibilities as a tenant. You can find some useful information here: [www.tenancy.govt.nz](http://www.tenancy.govt.nz).

### Landlord Obligations

- The Landlord must tell you 24 hours before they want to visit. Visits should be rare (e.g. every 3 months).
- The Landlord must fix any problems with the house e.g. a problem with the shower.
- The Landlord must give your bond to the Tenancy Services within 23 days.

### Where can I find a flat?

1. Talk to your classmates! You never know who might be looking for a flatmate
2. Check the NZLC Student noticeboards
3. Check the following website and Facebook groups
  - [Facebook groups: Flatmates Wanted in Auckland](#)
  - [Facebook groups: Flatmates wanted – Auckland](#)
  - [www.trademe.co.nz/flatmates-wanted](http://www.trademe.co.nz/flatmates-wanted)
  - [www.nzflatmates.co.nz](http://www.nzflatmates.co.nz)

### Visiting the flat:

- If you are interested in a flat that you've seen advertised, contact the person to arrange a time to visit the flat.
- It's important that you see the house and meet the other tenants before agreeing to move in. It's not recommended to move in without having done a viewing.
- Questions you should ask before agreeing to move in:
  1. How much is the rent per week? Does this include bills (e.g. water, electricity, internet)? If expenses are not included in the weekly rent, how much extra is it per week?
  2. Is the room furnished?
  3. Is there a bond? How much is it?
  4. Who else lives in the house? What are their ages, genders etc.?
  5. How long can I stay for? / Is there a minimum stay?

For more information, visit the **Accommodation or Student Services Department**.



## **New Zealand/Aotearoa and the Treaty of Waitangi**

To understand the history of New Zealand or “Aotearoa”, you need to know about the Treaty of Waitangi.

The Treaty of Waitangi:

- was signed between the Maori inhabitants and the British government in 1840
- agrees that Maori and other New Zealanders should work together as partners
- protects Maori property, customs, and culture
- encourages Maori to find Maori solutions to serious problems

That means, at school we all must:

- respect each other’s cultures
- never make racist remarks
- recognise the special place of Maori and the Maori heritage (Maoritanga) in New Zealand / Aotearoa today
- learn in the classroom about the Treaty of Waitangi

And it means that, outside the classroom, we must:

- accept the “two cultures” policy of modern New Zealand life
- tolerate and try to understand different cultures
- respect the law and life-styles of New Zealand / Aotearoa

You must also be careful of New Zealand’s natural resources. This is very important. Many plants, animals, fish, and shellfish are strictly protected. You cannot remove them. For example, you cannot take any plants, animals or minerals from a National Park. Also, some fish and shellfish can only be caught in small amounts at certain times of the year. So be very careful! If you break these laws, you may be heavily fined and you may be deported from New Zealand.

On a more positive note, it means that you will enjoy the benefits of two very different cultures during your stay. From time to time, NZLC will include information about Maori culture into our lessons. We will also offer off-site activities that allow you to explore Maori life and customs at first hand!

## **COP - The Education (Pastoral Care of International Students) Code of Practice**

NZLC has agreed to observe and be bound by the NZQA Code of Practice. Copies of the most recent Code are available on request from this institution or from the NZQA website at [www.nzqa.govt.nz/providers-partners/education-code-of-practice](http://www.nzqa.govt.nz/providers-partners/education-code-of-practice).

## **NZLC Fee Protection**

NZLC operates the following arrangement to protect student fees: all student fees are transferred directly to an independent Trust Account (as specified on the student’s invoice). Fees are released to the school by the Trustee on a draw down basis as the student’s course is provided by the school.

## Useful Contacts

<b>NZLC Auckland</b>	Level 2, 104 Customs St West, Auckland 1010 Mon-Fri: 8.30am - 5pm except public holidays	09 3031962
<b>NZLC After hours (for urgent matters only)</b>	24/7 Student Phone Number can be called toll free from anywhere in New Zealand.	<b>0508 156156</b>
	NZLC Auckland 24/7 Mobile	021 180 6300
	NZLC-arranged airport transfers and homestays	021 780 509
<b>Emergency Service</b>	Police, Ambulance, Fire	<b>111</b>
<b>Police (non-emergency)</b>	To report things that have already happened and do not need urgent Police assistance. E.g., theft from a public space or car, lost property. (To file a report: <a href="http://www.105.police.govt.nz">www.105.police.govt.nz</a> )	<b>105</b>
<b>Doctors</b>	City Med (Corner of Albert St and Mills Lane, Auckland Central)	09 377 5525
<b>24/7 Accident &amp; Emergency</b>	Auckland Hospital (2 Park Rd, Grafton) Open 24 hours	09 367 0000
	Ponsonby Accident & Medical Clinic (202 Ponsonby Road, Ponsonby) 7.30am – 8pm, Monday - Sunday	09 376 5555
<b>Dentist</b>	Lumino Dentist (Level 1, AMP Centre, 29 Customs St West, Auckland Central)	09 373 4962
<b>Taxis</b>	Co-op Taxis	09 300 3000
<b>Immigration NZ</b>	<a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a>	09 914 4100

## Social Media

Follow us on Facebook and Instagram, you will find information about Auckland/NZ events and more! 😊

Facebook:



[www.facebook.com/NZLCNewZealandLanguageCentres/](https://www.facebook.com/NZLCNewZealandLanguageCentres/)

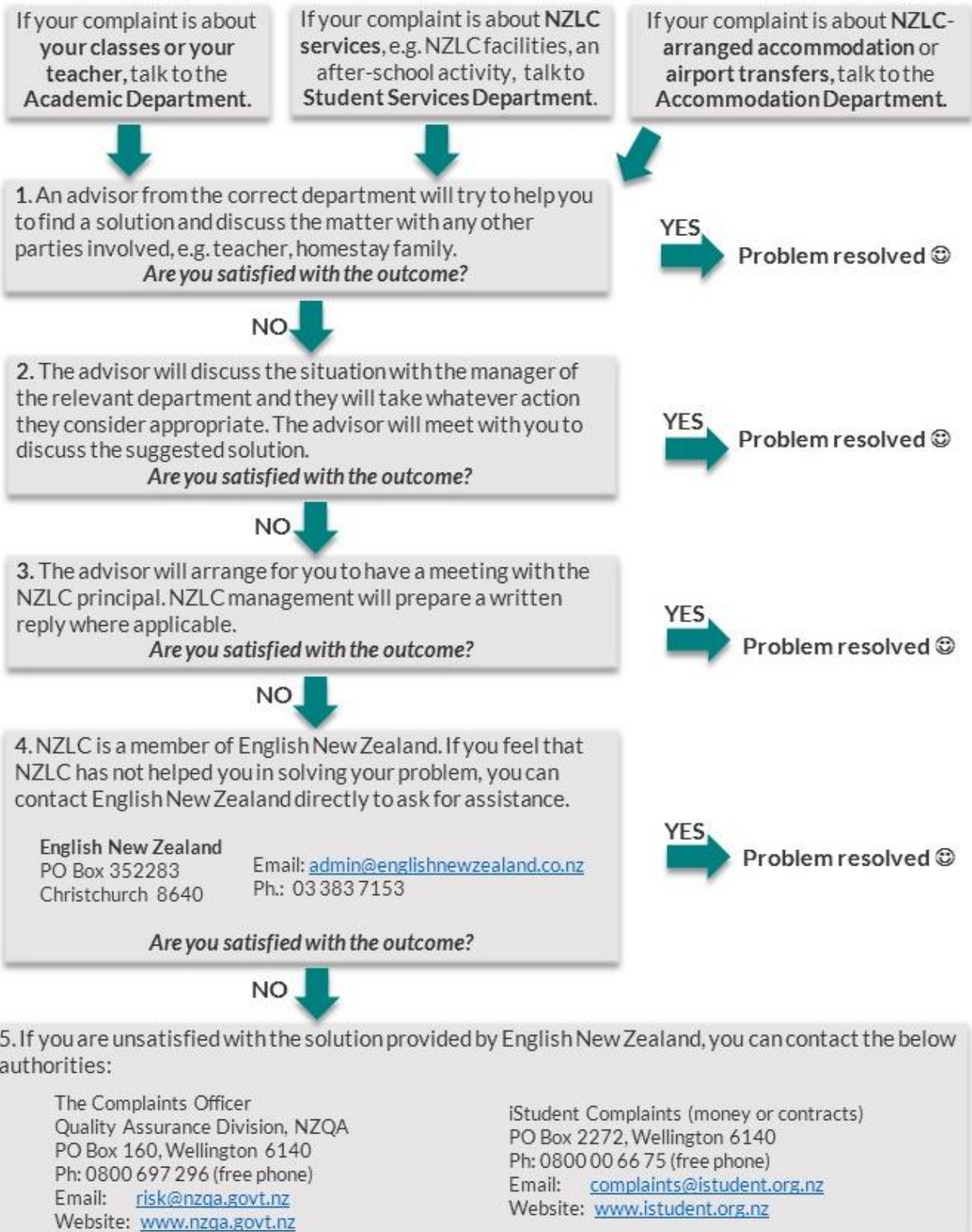
Instagram:



[www.instagram.com/nzlc\\_official/](https://www.instagram.com/nzlc_official/)

## NZLC Grievance & Complaint Procedures (Dispute Resolution)

If you would like to make a complaint about our services, you can follow the procedure below to find a solution. You may bring a support person, (friend, family member etc.) during any stage of the complaints procedure.



A signed NZLC Enrolment Form constitutes a contract between the student and NZLC Ltd. Therefore, all Grievance & Complaint matters need to be directed in the first place to NZLC as per the above procedures.

V2.060819



# ACADEMIC CALENDAR

## January – February

Auckland  
2020

	INFO SESSION	SIGN UP	COURSE
<b>BUSINESS ENGLISH</b>	4 <sup>th</sup> Dec Room 201 3:30 pm	At Reception by 9 <sup>th</sup> Dec	6 <sup>th</sup> Jan → 7 <sup>th</sup> Feb
<b>IELTS</b>	5 <sup>th</sup> Dec Room 201 3:30 pm	At Reception by 9 <sup>th</sup> Dec	6 <sup>th</sup> Jan → 7 <sup>th</sup> Feb
<b>CAE</b>	11 <sup>th</sup> Dec Room 201 3:30 pm	Please talk to Hazel	6 <sup>th</sup> Jan → 13 <sup>th</sup> Mar
<b>TESOL</b>		Please talk to Hazel	6 <sup>th</sup> Jan → 7 <sup>th</sup> Feb
<b>TOEIC*</b>			Every Friday 1:15 pm – 3:15 pm

\* TOEIC course is free for current NZLC students.



TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION

We offer a FREE

5-week TOEIC preparation course

Fridays 1.15pm – 3.15pm

**2020 Course Dates:**

January Course:	10 Jan – 7 Feb
February Course:	14 Feb – 13 Mar
March Course:	20 Mar – 17 Apr
April Course:	24 Apr – 22 May
May & June Course:	29 May – 26 Jun
July Course:	3 Jul – 31 Jul
August Course:	7 Aug – 4 Sep
September Course:	11 Sep – 9 Oct
October Course:	16 Oct – 13 Nov
November & December Course:	20 Nov – 18 Dec

Want to join? Book at Reception.

Limited spaces available.

Sign up at least 1 week before the course start date.