

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**

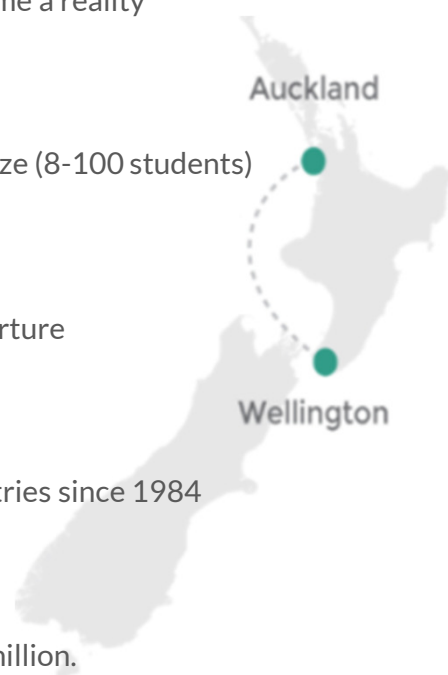
NZLC can organise every detail of your tour from arrival to departure

✓ **EXPERIENCE AND REPUTATION**

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

✓ **LOCATION**

Auckland is New Zealand's largest city with a population of 1.8 million.



LOCATION

CREATE YOUR OWN STUDY TOUR

A) YOUR CAMPUS

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.

Wi-Fi: FREE

Age: 14 + (closed and integrated class)

ACCOMMODATION

CREATE YOUR OWN STUDY TOUR

B) 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:

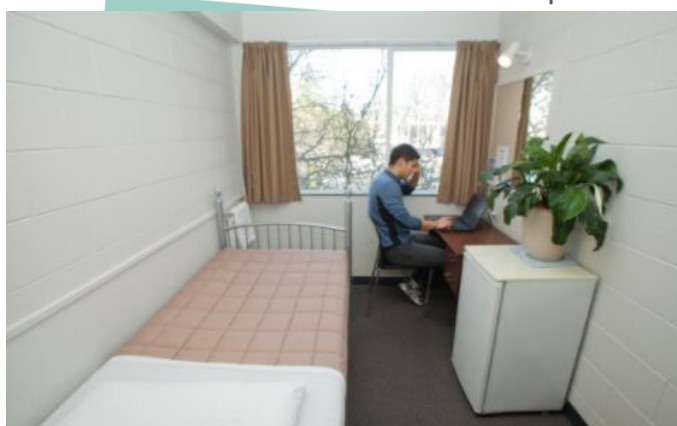
14 – 17 yrs: Twin Share ONLY
18 yrs + : Twin Share or Single (limited availability)

Average Travel Time:

Auckland 45 – 75 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:

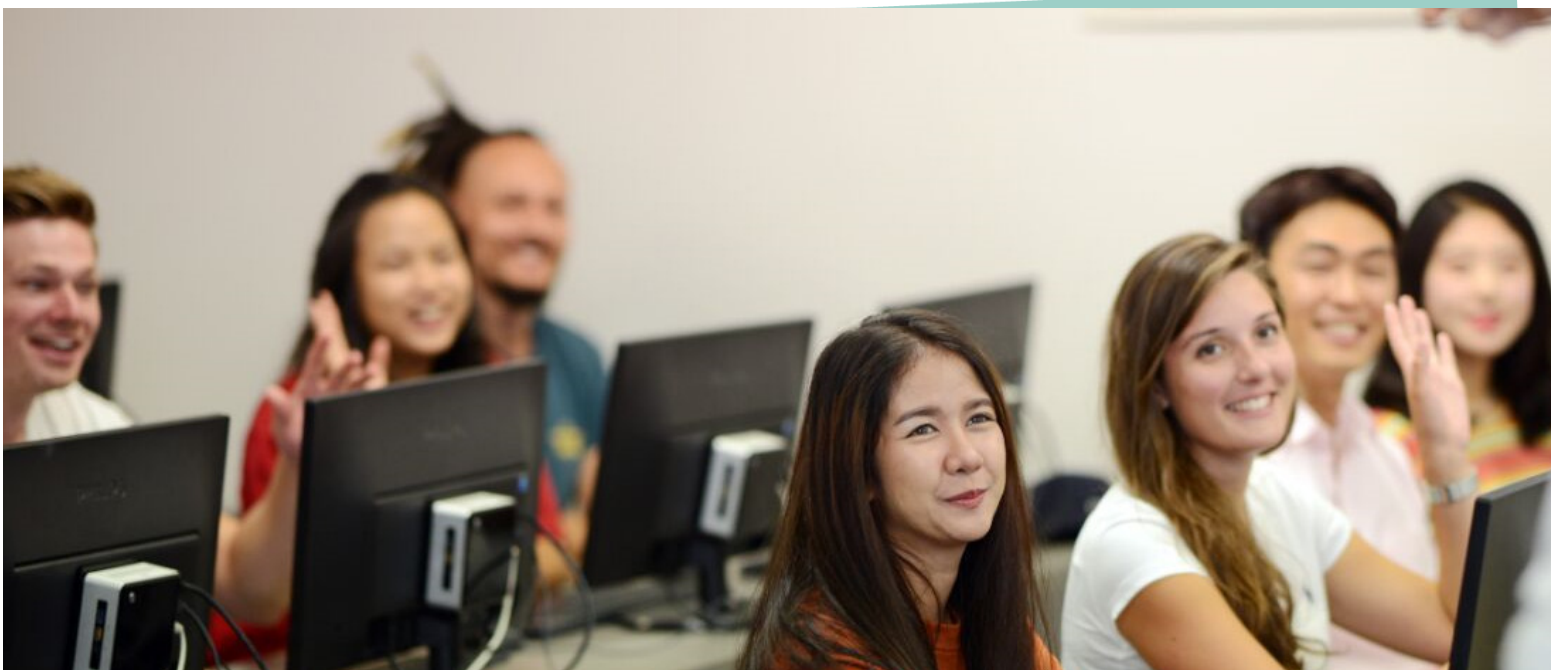
5 – 20 min walking distance

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

PROGRAMMES

CREATE YOUR OWN STUDY TOUR

C) 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 (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



PROGRAMMES

CREATE YOUR OWN STUDY TOUR

Closed Group Classes for Young Learners (14 – 17 yrs)

- Full Time/Part Time English
- English + Activities
- Special English (eg: IELTS, TOEIC, High School Preparation, Tailored curriculum)
- Local School
- Part Time English

Integrated Classes for Young Learners (14- 17 yrs)

- Full Time/Part Time English
- English + Activities (<https://nzlc.ac.nz/english-activities-programme/>)

Closed Group Classes for Adults (18 yrs +)

- Full Time/Part Time English
- English + Activities
- Special English (eg: IELTS, TOEIC, High School Preparation, Tailored curriculum)

Integrated Classes for Adults (18 yrs +)

- Full Time/Part Time English
- English + Activities
- Special English (eg: IELTS, TOEIC, Business English, English Teacher Training, Tailored curriculum)

NZLC SERVICES

CREATE YOUR OWN STUDY TOUR

D) 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) 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. 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 NZLC or 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

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

Weekday Timetable Sample

7:30	Depart homestay and take public transport to NZLC
8:30	English Lesson
10:00	Break
10:15	English Lesson
11:15	Lunch
12:00	English Lesson / Activity / Field Trip / Global Citizen English Programme
13:30	School finishes. Elective/Activities option might be available.
18:00	Dinner with homestay family. Spend evening relaxing and practicing English.

HOW TO ORGANISE A GROUP STUDY TOUR

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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!