

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**

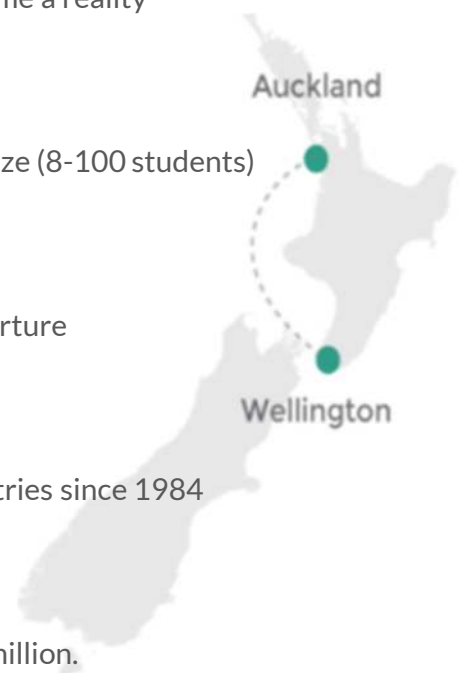
NZLC can organise every detail of your tour from arrival to departure

✓ **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 is located on the main street (Queen Street), close to public transport, shops, eateries, universities, Art Gallery, Central Library and Albert Park.

# 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”*

- Study part time in the mornings, afternoons or study full time.
- Flexible start and finish dates to match with the best affordable flights
- Combine activities with lesson content topics
- Suitable for medium to large groups
- Affordable tuition fee
- AM & PM schedules can 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
- Course content follows NZLC’s term curriculum
- Available for groups of less than 10 students
- Limited dates & spaces available
- Higher tuition fee



# PROGRAMMES

CREATE YOUR OWN STUDY TOUR

---

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

- Full Time General English (20 hours per week)
- Full Time Global Citizen Program
- Part Time English + Activities
- Part Time English (12.5 hours per week)
- Specialty subjects: eg. High School Preparation, sustainability, global citizen
- Full Time Global Citizen Programme (3 days/week), Part Time English + Activities (2 days/week)

## Integrated Classes for Young Learners (14- 17 yrs)

- Only available for smaller groups of less than 10 students
- Available in January, April, July, August and other times of year TBC (exact dates provided on request)
- Full Time / Part Time General English
- English + Activities (<https://nzlc.ac.nz/english-activities-programme/>)

## Closed Group Classes for Adults (18 yrs +)

- Full Time or Part Time
- Speciality courses - dates and curriculum can be tailored to suit the group; (eg: IELTS, English for Business, TOEIC, TESOL/Teacher Training)
- Full Time Global Citizen Programme (3 days/week), Part Time English + Activities (2 days/week)

## Integrated Classes for Adults (18 yrs +)

- Full Time or Part Time General English – start any Monday for any length
- Speciality courses - dates are set as per NZLC Course Calendar; (eg: IELTS, English for Business, TOEIC, TESOL)
- After school electives/activities are also available

# 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 refer to our [NZLC Group Activity Booklet](#).

## E) OUR SERVICES

NZLC can also arrange the below services depending on the needs of the group:

### 1. First Language Coordinators

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

### 2. Airport Transfers

Direct Transfers between Auckland Airport and Homestays 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 Homestay. 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 \$50-\$60/week in Auckland. Credit/Debit cards can also be used on public transport in Auckland.

### 4. Medical Insurance

All international students travelling to New Zealand are required to hold a suitable 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/](http://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

CREATE YOUR OWN STUDY TOUR

## 1 week sample itinerary

Weekend				
Arrive at Auckland Airport and transfer to Homestay				
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 for 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 Homestay Orientation and meet homestay family				
Mon	Tue	Wed	Thu	Fri
AM – English Class PM – Orientation Walk Downtown	AM – English Class PM – Museum & Maori Show	AM – English Class PM – Devonport & Mt. Victoria	AM – English Class PM – Wall Climbing	AM – English Class PM – Sheepworld
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 – English Class PM – Sea World Aquarium	AM – English Class PM – Kayaking	AM – English Class PM – Auckland Zoo	AM – English Class PM – Mini Golf	AM – English Class PM – Graduation & Farewell Lunch
Weekend				
Transfer to Auckland airport and depart New Zealand				

## Weekday Timetable Sample

7:30	Depart homestay and take public transport to NZLC
9:00	English Lesson
10:30	Break
10:45	English Lesson
11:45	Lunch
12:30	English Lesson / Activity / Field Trip / Global Citizen English Programme
15:30	School finishes.
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](mailto: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 (unless requested)
- Insurance (unless requested)

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 6 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!**