

# 2017 Fees & Courses

All fees are in NZ Dollars and include GST (local tax) where applicable

## Tuition Fees

### Full Time

#### General English / IELTS / Business English (23 hours p/w)

1 to 10 weeks	\$400 p/w
11 to 20 weeks	\$395 p/w
21 to 30 weeks	\$390 p/w
31+ weeks	\$380 p/w

#### Cambridge FCE / CAE (23 hours p/w)

10 weeks	\$4000
12 weeks	\$4800

#### English Teacher Training

CELTA 5 weeks	\$3200
TESOL 5 weeks	\$2500
TECSOL 5 weeks	\$2500

#### Young Learners (25 hours p/w)

General English/High School Preparation	\$400 p/w
English + Activities (seasonal)	\$560 p/w

### Part Time

#### General English / IELTS

##### AM Classes: Monday to Friday x 3 hours (15 hours p/w)

1 week +	\$320 p/w
----------	-----------

##### PM Classes: Monday to Thursday x 2 hours (8 hours p/w)

1 week +	\$200 p/w
----------	-----------

#### TOEIC (total 10 hours)

Friday PM: 2 hours x 5 weeks	\$200 p/w
------------------------------	-----------

(no fee applies when combined with another NZLC Auckland course)

### Private Lesson / Group Study Tours

Please contact [info@nzlc.ac.nz](mailto:info@nzlc.ac.nz) for a quotation

## Service Fees

<b>Enrolment</b>	\$200																								
<b>Accommodation Arrangement</b> (Homestay, city apartment)	\$200 - For students 18 years and over (Homestay / Apartment) \$250 - For students under 18 years old (Only Homestay option applies)																								
<b>Homestay – Half board: Breakfast and dinner on weekdays, 3 meals a day on weekends</b>	18 years and over \$270 per week (\$39 per additional night) Under 18 years \$290 per week (\$42 per additional night) Full board and twin share options also available  An internet fee of approximately \$5 - 10 per week may apply depending on the host family's monthly internet contract and student's usage. Extra fees may apply for any special requests																								
<b>City Accommodation Options</b>	Each school can provide hostel / student accommodation options and rates																								
<b>Insurance</b> (Prices subject to change)	<table> <tr> <td>1 month</td> <td>\$55</td> <td>2 months</td> <td>\$110</td> <td>3 months</td> <td>\$137</td> </tr> <tr> <td>4 months</td> <td>\$167</td> <td>5 months</td> <td>\$208</td> <td>6 months</td> <td>\$250</td> </tr> <tr> <td>7 months</td> <td>\$292</td> <td>8 months</td> <td>\$333</td> <td>9 months</td> <td>\$375</td> </tr> <tr> <td>10 months</td> <td>\$416</td> <td>11 months</td> <td>\$458</td> <td>12 months</td> <td>\$500</td> </tr> </table>	1 month	\$55	2 months	\$110	3 months	\$137	4 months	\$167	5 months	\$208	6 months	\$250	7 months	\$292	8 months	\$333	9 months	\$375	10 months	\$416	11 months	\$458	12 months	\$500
1 month	\$55	2 months	\$110	3 months	\$137																				
4 months	\$167	5 months	\$208	6 months	\$250																				
7 months	\$292	8 months	\$333	9 months	\$375																				
10 months	\$416	11 months	\$458	12 months	\$500																				
<b>Airport Transfers</b>	<table> <tr> <td>Auckland</td> <td>One Way</td> <td>\$120</td> <td>Return</td> <td>\$200</td> </tr> <tr> <td>Wellington</td> <td>One Way</td> <td>\$60</td> <td>Return</td> <td>\$100</td> </tr> </table>	Auckland	One Way	\$120	Return	\$200	Wellington	One Way	\$60	Return	\$100														
Auckland	One Way	\$120	Return	\$200																					
Wellington	One Way	\$60	Return	\$100																					
<b>Work Experience / Internship Placement</b>	Placement in paid or unpaid positions: \$250 - \$800 (conditions apply)																								
<b>Package Arrangement</b>	From \$200 + Actual Cost (English + Sports / Culture / Rugby / Farm Stay Experience)																								
<b>Job Search Assistance</b>	All NZLC students can receive FREE support for job search assistance. (Including CV writing, interview skills, tips on how to find a job in New Zealand and assistance with an IRD number application)																								
<b>Au Pair Placement</b>	Up to \$350 (conditions apply)																								

## NZLC CITY LINK

Students can enrol for a combined course of 12 weeks at both the Wellington and Auckland campuses and receive two one-way domestic air tickets between Auckland and Wellington. Advance booking and special conditions apply - refer to NZLC City Link conditions on the back page.

## Public Holidays

NZLC is open all year except on weekends and the following public holidays in the year 2017:

2 & 3 Jan	New Year Holidays	25 Apr	ANZAC Day
23 Jan	Wellington Day (NZLC Wellington only)	5 Jun	Queen's Birthday
30 Jan	Auckland Day (NZLC Auckland only)	23 Oct	Labour Day
6 Feb	Waitangi Day	25 Dec	Christmas Day
14 Apr	Good Friday	26 Dec	Boxing Day
17 Apr	Easter Monday		

The usual weekly tuition rates apply for weeks where the above dates fall. No refunds or time in lieu will apply for public holidays falling within the week of tuition.

## NZLC 2017 Course Calendar

TERM	MODULE	START DATE	FINISH DATE	DURATION
Term 1	Module 1	4 Jan*	3 Feb	5 weeks
	Module 2	7 Feb*	10 Mar	5 weeks
Term 2	Module 1	13 Mar	13 Apr*	5 weeks
	Module 2	18 Apr*	19 May	5 weeks
Term 3	Module 1	22 May	23 Jun	5 weeks
	Module 2	26 Jun	28 Jul	5 weeks
Term 4	Module 1	31 Jul	1 Sep	5 weeks
	Module 2	4 Sep	6 Oct	5 weeks
Term 5	Module 1	9 Oct	10 Nov	5 weeks
	Module 2A**	13 Nov	29 Dec	7 weeks
	Module 2B***	13 Nov	15 Dec	5 weeks

- \* Week starting Tuesday or ending Thursday due to public holidays.
- \*\* Module 2A – General English and Young Learner GE/HSP.
- \*\*\* Module 2B – IELTS, Business English, TOEIC, TESOL and TECSOL.
- For General English we recommend starting at the beginning of Module 1 as the courses follow a 10-week cycle. However, students entering General English Courses can start on any Monday (except public holidays).
- NZLC reserves the right to cancel courses which do not meet our minimum student number.
- Timetables may vary in each NZLC school.

NZLC Courses & Programmes		DURATION	NZLC AUCKLAND	NZLC WELLINGTON
General English	General English Part Time (AM or PM)	1 week +	✓	✓
	General English Full Time	1 week +	✓	✓
Academic Courses	IELTS Preparation Part Time (AM or PM)	5 - 30 weeks	✓	✓
	IELTS Preparation Full Time	5 - 30 weeks	✓	✓
	Business English Full Time	5 weeks	✓	✓
	TOEIC Preparation (PM Part Time)	5 weeks	✓	x
Cambridge Exam Courses	Cambridge FCE Preparation	10 or 12 weeks	✓	x
	Cambridge CAE Preparation	10 or 12 weeks	✓	✓
Young Learners	General English - High School Preparation	1 week +	✓	x
	English + Activities (Seasonal)	1 - 5 weeks	✓	x
Study Tours	Study Tour Programmes	Any	✓	✓
Teacher Training	TESOL	5 weeks	✓	x
	TECSOL (TESOL for Children)	5 weeks	✓	x
	Cambridge CELTA	5 weeks	✓	x
Private Lessons	Classes can be tailored according to the individual's specific study goals (eg. General English, IELTS, Business English, TOEFL, Technical English)	1 hour +	✓	✓
Special Programmes	NZLC City Link	-	✓	✓
	Work Experience / Internship Placement	-	✓	✓
	Job Search Assistance	-	✓	✓
	Au Pair Placement	-	✓	✓
	Farmstay Arrangement	-	✓	✓
Exams	Cambridge TKT Test Centre	-	✓	x
	Cambridge CELTA Training Centre	-	✓	x
	IELTS Pre Testing Centre	-	✓	✓

## NZLC Textbook Policy

### NZLC Textbook Policy:

NZLC Textbook Rental Fee Policy from January 2017

Applies to General English, IELTS and Business English. Textbooks are provided for the student's use during their course for a \$100 deposit. This deposit will be refunded at the end of the course provided that the text book is returned in an acceptable condition. No textbook deposit is required for students joining Young Learner GE/HSP.

### Other course book / material fees:

A \$100 material fee needs to be paid by the student at the time of enrolling in the following courses:

#### Cambridge Exam Courses (FCE/CAE), TESOL and TECSOL.

Each student will receive their own textbook to keep.

## Entry Age (minimum age at time of course commencement)

Young Learner Courses - 13 - 17 years

General English and Academic Courses - 18 years + (acceptance of 16 and 17 year olds will be at the discretion of the Academic Department)

Teacher Training Courses - 18 years +

## Course Hours

Adult Full Time General English and Academic Courses (23 hours): Monday to Thursday 9.00am – 3.15pm and Fridays 9.00am – 12.15pm

Adult Part Time AM Courses (15 hours): Monday – Friday 9.00am – 12.15pm Adult Part Time PM Courses (8 hours): Monday – Thursday 1.15pm – 3.15pm

Young Learner Full Time Courses (25 hours): Monday – Friday 9.00am – 3.15pm

## General English (Full time or Part time)

**START DATES:** Any week, on Monday (except public holidays).

## Academic Courses

**ENTRY CRITERIA:** Course entry is subject to meeting the placement test criteria.

### Cambridge Exam Preparation ( FCE / CAE)

**COURSE 1:** 4 Jan\* – 10 Mar (10 weeks)

**EXAM DATE:** FCE 10 Mar / CAE 11 Mar

**COURSE 2:** 13 Mar – 2 Jun (12 weeks)

**EXAM DATE:** FCE 6 Jun / CAE 7 Jun

**COURSE 3:** 4 Sep – 24 Nov (12 weeks)

**EXAM DATE:** FCE 28 Nov / CAE 29 Nov

Cambridge exam fee (approximately \$335 + postage) not included.

### IELTS (Full Time or Part Time)

**START DATES:** Start of Module 1, 2 and 2B (IELTS 5 - 30 weeks)

IELTS exam fee (approximately NZ\$385) not included. Exam by own arrangement.

### Business English (Full Time)

**START DATES:** Auckland - Start of Module 1 and Module 2 (5 weeks)

Wellington - Start of Module 2 (5 weeks)

### Part Time TOEIC

**START DATES:** Start of Module 1, 2 and 2B, Friday PM (5 weeks)

TOEIC exam fee (approximately \$300) not included. Exam by own arrangement.

## English Teacher Training

**ENTRY CRITERIA:** Course entry is subject to meeting the placement test criteria.

### Cambridge CELTA (Certificate in Teaching English to Speakers of Other Languages) (5 weeks)

**COURSE 1:** 13 Mar - 13 Apr\*

**COURSE 2:** 22 May - 22 Jun

**COURSE 3:** 4 Sep - 5 Oct

**COURSE 4:** 13 Nov - 14 Dec

### TESOL (Teaching English to Speakers of Other Languages) + TKT

**START DATES:** Start of Module 1

TESOL exam fee: ( TKT 3 modules \$280 + postage ) not included. Exam arranged by NZLC.

### TECSOL (Teaching English to Child Speakers of Other Languages) + TKT

**START DATES:** Start of Module 2 and 2B

TESOL exam fee: ( TKT Young Learner Module \$120 + postage ) not included. Exam arranged by NZLC.

### University of Cambridge TKT (Teaching Knowledge Test) Module 1, 2 & 3

#### OR TKT YOUNG LEARNERS Test Dates:

(7 weeks prior booking is required with payment to avoid late fees for test registration)

TKT Module 1, 2, 3:

4 Feb / 13 Apr / 24 Jun / 2 Sep / 11 Nov

TKT Young Learners:

10 Mar / 19 May / 28 Jul / 6 Oct / 15 Dec

## Young Learner Courses

### Young Learner General English / High School Preparation (YLGE / HSP)

**START DATE:** Any week, on Monday (except public holidays).

### Young Learner English + Activities

**COURSE 1:** 12 Dec 2016 - 3 Feb 2017

**COURSE 2:** 12 Jun 2017 - 18 Aug 2017

**COURSE 3:** 18 Dec 2017 - 2 Feb 2018

- Students can start any Monday within the above course periods (except public holidays).
- Minimum 1 week enrolment required.
- Maximum 5 weeks for English + Activities programme (Can be combined with additional weeks of full-time General English or High School Preparation).

## Group Study Tours

- Groups of any size.
- Combine NZLC schools.
- Homestay placement (individual or twin share).
- Experienced bilingual coordinators available.
- English + Activities / High school / University / Teacher training programmes.
- For sample itineraries, quotations and more information contact: info@nzlc.ac.nz.

## NZLC Commitment

1. NZLC will provide students with education and related services in accordance with the selection of services made by on the NZLC Fees and Courses / Enrolment Forms.
2. NZLC will from time to time, following commencement of the course/s, provide students with activity services or introduce students to third party activity service providers, on such additional terms as shall be agreed on an activity by activity basis.
3. NZLC will provide the above services selected by students in accordance with our policies, operating standards and student rules and regulations and The NZQA Code of Practice for the Pastoral Care of International Students and Circular 99/03 Rules for Student Enrolment Records.
4. NZLC reserves the right to open or close courses or classes, create, cease or change any activities due to unforeseen circumstances or events with minimum notice, as the need arises. This will not override the student's rights under the NZLC Fee Protection Policy.

## NZQA Code of Practice

NZLC have agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students managed by NZQA (New Zealand Qualifications Authority). Copies of the code are available on request from this institution and can be viewed on their website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

## Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If students receive medical treatment during their visit, they 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

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students 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)

## Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while staying in New Zealand, regardless of the type of visa they hold. NZLC can arrange insurance on request.

## NZLC School Transfer Policy

After course commencement, students can request a school transfer between NZLC Auckland and NZLC Wellington. A \$50 administration fee will be charged per request and 4 weeks written notice should be given. Granting of a Transfer is subject to course/s and service/s availability at the second school and on the student's visa conditions. All policies, procedures and conditions apply from the start date of the first campus.

## NZLC "City Link" Conditions

- A Full Time English course of 12 weeks or more and study at least 4 weeks in each city must be booked.
- The City Link option and start dates in each city must be selected at the time of the initial enrolment.
- Minimum 4 weeks prior booking is required.
- Any changes to booked flights will incur the airline's applicable fee at the expense of the student.
- NZLC will charge a \$50 administration fee for any changes to "City Link" programme.
- The flight includes 1 x suitcase (20kg) and carry-on luggage. Any extra luggage will be at the student's own expense.
- All policies, procedures and conditions apply from the start of the first campus.

## Holiday Request

Students are able to have a 1 week extendable holiday per every 12 weeks of Full Time study and up to 4 weeks holiday per year. 4 weeks written notice is required. The extended holiday weeks will be added on to students' original finishing dates provided the visa and insurance is valid for the entire time (1 week = Monday to Friday).

## Payment Details

Failure to make full payment of the course fee by the specified deadline may result in the course being cancelled. Payment methods accepted:

Telegraphic Transfer • Bank Draft • Cash • International Money Order • VISA • Mastercard • EFTPOS • Company cheque

All NZLC Telegraphic Transfer payments should be sent to our trustee's bank account below (Note: Walker Wayland Auckland Limited is NZLC's nominated trustee for the protection of all our student fees):

- Account name: Walker Wayland Auckland Ltd
- Account number: 12-3110-0065474-02
- Bank name – ASB Bank Limited
- Branch: East Auckland Commercial Banking branch
- Branch physical address: 323 Great South Road, Greenlane, Auckland 1051
- SWIFT code: ASBBN22A

ALL NZLC Telegraphic Transfer payments must be accompanied by a bank remittance advice with the student name and ID number at the time of deposits to assist our reconciling to:

New Zealand Language Centres (NZLC)  
nzlcaccounts@nzlc.ac.nz / fax: +64 9 307 9219

## NZLC Grievance & Complaint Procedures (Dispute Resolution)

If a student has a complaint about any part of their study and additional services received, the following procedure must be followed:

1. The student should discuss the matter with their NZLC Student Services or Academic Advisor. If it is a serious matter he or she will help the student to put their concerns in writing (complaint form).
2. The written complaint will be sent to the relevant department – e.g. Academic, Homestay.
3. The manager will take whatever action he or she considers appropriate and will report back in writing to the Advisor.
4. The Advisor will meet with the student to discuss this response and to find out if the student is satisfied with what has been done.
5. If necessary, the student may be asked to discuss the matter in a meeting with the NZLC Principal. The student may bring a support person to this meeting.
6. The NZLC management will prepare a written reply where applicable.
7. If the student is not satisfied with the outcome or the response from NZLC, they can contact the following Authorities:

NZQA The International Student Contract Dispute Resolution  
PO Box 160 Wellington 60140 OR Scheme (DSR)  
Ph. 0800 697 296 (free phone) <http://www.istudent.org.nz>

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.

## NZLC Young Learner Pastoral Care

NZLC undertakes to comply with the accommodation provisions for Young Learners set out in Part 6 of the NZQA Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by NZLC are living with:

- NZLC Homestay.
- Parent.
- Non NZLC Homestay ('NZLC Agent Appointed Homestay Form' needs to be provided with full details which meets NZLC Homestay requirements for Young Learners.)
- Designated Caregiver appointed by parent ('NZLC Designated Caregiver Appointment Form' needs to be attached; a \$150 assessment fee may apply).
- A local High School homestay family (Confirmation Letter required)

Extra Caregiver: NZLC will provide pastoral care for all Young Learner students. However, it may be requested that a Young Learner needs to have an extra Caregiver. In this case, either the parent can appoint the Caregiver who NZLC will assess and approve or the parent may request that NZLC arrange this service, in which case there will be a weekly fee of NZ\$90 - \$120 per week.



[info@nzlc.ac.nz](mailto:info@nzlc.ac.nz)  
[www.nzlc.ac.nz](http://www.nzlc.ac.nz)

### NZLC AUCKLAND

Level 2, 104 Customs Street West,  
Auckland 1010, New Zealand.  
PO Box 105035, Auckland 1143, New Zealand.  
Phone +64-9-303 1962 Fax +64-9-307 9219

### NZLC WELLINGTON

Level 4, 186 Willis Street, Te Aro  
Wellington 6011, New Zealand.  
PO Box 24475, Wellington 6142, New Zealand.  
Phone +64-4-802 4620 Fax +64-4-802 4621