

# Enrolment Guide for International Students 2018

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## The Learning Connexion

*International Admissions*

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## CONTENTS

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### Enrolment Guide for International Students

*Admissions process*

*Compulsory health travel insurance*

*Term dates 2018*

*International student fees 2018*

*TLC fee policies*

*Programme details*

*Attendance*

*Code of Practice for the Pastoral Care of International Students*

*Student support for international students*

*Assistance with your programme and classes*

*Contact for emergencies*

*Other services*

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## Admissions Process

**1** At all levels, commitment and the ability to maintain studies are key prerequisites for all our qualifications. Students entering the Certificate programme do not need to have any art experience or prior qualifications. If you wish to start at the New Zealand Diploma level 5 programme or above, we will ask you to submit a portfolio of evidence in order to assess and recognise your prior learning (TLC's RPL process) to arrive at your correct level of entry. Please contact the admissions team to find out more about this.

**2** Complete the enrolment form and email to [admissions@tlc.ac.nz](mailto:admissions@tlc.ac.nz) with proof of English language competency and medical and travel insurance certificate.

NB: You will need to bring your original enrolment form, passport, visa and medical insurance to the orientation meeting which you will be asked to attend immediately prior to your start date (please see below for further details regarding this meeting).

**3** If English is your second language, you are required to submit proof of your command of English. This can be evidenced by way of:

- a)** NCEA Level 3 with University Entrance.
- b)** Certificate of Teaching English to Speakers of Other Languages (CELTA).
- c)** Completed bachelor degree, graduate certificate, graduate diploma, bachelor honours degree, postgraduate certificate, postgraduate diploma, master's degree or doctoral degree, but only if:
  - The qualification is obtained from a tertiary education provider from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States; AND the language of instruction was English.
- d)** Internationally recognised English language proficiency test listed, but only if:
  - The student has achieved the required test scores for the level of the programme;
  - AND the scores were achieved in a single test during the preceding two years.
  - Combining scores from multiple tests is not acceptable.
- e)** An NZQA-approved English language proficiency test, administered by a Category 1 or 2 institution, where the student has achieved an outcome that is equivalent to, or better, than those listed in the table of the appendix.
- f)** Completion of all primary education and at least three years of secondary education at schools with English as the language of instruction.
- g)** Completion of five years of secondary education at schools with English as the language of instruction.

Once your paperwork has been received your enrolment will be checked by our international student advisor. We will be in contact to confirm that all paperwork has been received and if any is still outstanding. You will be advised if your application has been accepted.

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## Admissions Process - *continued*

- 4 A letter of placement, including information about your start dates and an invoice, will be sent to you upon acceptance of your application.
- 5 Once your payment is received, a receipt will be sent to you.
- 6 You will then be able to apply for a study visa/permit. You will need the following papers for the study visa/permit application:
  - A letter of placement from the school
  - A receipt as evidence that fees have been paid
  - An address in New Zealand where you will be staying (we can assist you in finding accommodation)
  - Evidence of medical and travel insurance for the duration of your study
  - Evidence of sufficient funds to cover the length of your visit

Once your visa has been approved, please contact the International Student Advisor - Cherie Vibert, ph 0800 278 769, or email [c.vibert@tlc.ac.nz](mailto:c.vibert@tlc.ac.nz) - to find out if there are any other outstanding requirements and to arrange orientation.

On arrival in New Zealand please contact the international student advisor to advise of your arrival in the country and to confirm your orientation appointment.

Orientation will include a tour of the school and studios, discussion of rules and regulations, living in New Zealand, support systems and resources available. It is important that you bring your passport, student visa and medical insurance certificate to your orientation meeting for us to copy and hold on file. We must also have the original copy of your enrolment form.

NB: The international student advisor will continue to monitor your well-being and study progress during informal meetings throughout your programme.

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## Requirements

- 1 The student must keep the school informed of any change in contact information.
  - 2 Applicants must be 18 years of age or over, or under 18 and living with parents.
  - 3 The student must disclose in full, any disability, impairment, long-term injury, or chronic medical condition which may affect their studies.
  - 4 Tuition may be terminated if the student fails to comply with the rules of behaviour (see the Class Agreement) or breaches of the conditions of their visa and student permit.
  - 5 The student must observe the laws of New Zealand.
  - 6 If a student does not complete enrolment, or fails to attend classes at The Learning Connexion, the school will notify Immigration New Zealand that the student has not fulfilled the obligations of their visa.
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## Compulsory Health and Travel Insurance

It is a requirement of the New Zealand government that international students have medical and travel insurance which meets the requirements of the Code of Practice for the Pastoral Care of International Students 2017. Copies of the Code, in English and other languages, are available from the [New Zealand Ministry of Education](#)

**Please email us your certificate of insurance at least two weeks before your start date.**

NB: An acceptable insurance company is a reputable and established insurer with a credit rating no lower than 'A' from Standard and Poors, or B+ from A.M. Best, and is able to provide services 24 hours a day, seven days a week.

The certificate must be in English, issued by the insurer and include:

- Your personal details
- Policy name and number
- Policy start date and end date
- A brief schedule of benefits

The insurance policy must cover:

- (a) the student's travel -
  - (i) To and from New Zealand
  - (ii) Within New Zealand
  - (iii) If the travel is part of the programme, outside New Zealand
- (b) Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation
- (c) Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation
- (d) Death of the student, including cover of –
  - (i) Travel costs of family members to and from New Zealand
  - (ii) Costs of repatriation or expatriation of the body
  - (iii) Funeral expenses

The monetary values for health cover should be unlimited sum insured.

### The following are some suggested insurers:

#### Insurer policy name

UniCare NZ Student Plan  
 Orbit Protect Prime  
 Southern Cross International Student Insurance  
 ANSA Insurance  
 ANSA Student Insurance  
 Europæiske Rejseforsikring  
 Swedish State Government Insurance (Student UT)  
 Studentcare Plus  
 Overseas Traveller's Insurance  
 Gjensidige  
 Gouda  
 University of Manchester  
 University of Leeds

#### Insurer

Chartis Insurance New Zealand Ltd  
 Lumley General Insurance (NZ) Ltd  
 Southern Cross Travel Insurance (NZ)  
 NEMI Forsikring ASA/Gouda Travel Insurance  
 AIG (Norway)  
 IFP & C Insurance Limited  
 Kammarkollegiet / IFP & C Insurance  
 InterGlobal Insurance Company Limited  
 Tokio Marine & Nichido Fire Insurance Company Limited  
 Gjensidige Nor Forsikring (Norway)  
 Gouda Rejseforsikring (Denmark)  
 Royal Sun & Alliance (UK)  
 Ace European Co Ltd (UK)

## Compulsory Health and Travel Insurance - *continued*

### 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

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

### Term Dates 2018

Term 1 - 5/2/18 to 6/4/18

Term 2 - 30/4/18 to 29/6/18

Term 3 - 23/7/18 to 21/9/18

Term 4 - 15/10/18 to 14/12/18

### International Student Fees (For 2018 Only)

New Zealand Certificate in Creativity (Level 4), full-time 17 weeks	\$10,220.00 NZD
New Zealand Certificate in Creativity (Level 4), part-time 34 weeks	\$10,220.00 NZD
New Zealand Diploma in Creativity (Level 5), full-time 36 weeks	\$19,077.00 NZD
New Zealand Diploma in Creativity (Level 5), part-time over 2 years (72 weeks)	\$19,077.00 NZD
New Zealand Diploma in Creativity (Level 6), full-time 36 weeks	\$19,077.00 NZD
New Zealand Diploma in Creativity (Level 6), part-time over 2 years (72 weeks)	\$19,077.00 NZD
Diploma of Art & Creativity (Advanced) – Level 7, full-time 36 weeks	\$18,122.00 NZD
Diploma of Art & Creativity (Advanced) – Level 7, part-time 2 years (72 weeks)	\$9,061.00 NZD per year

#### **Please note:**

Student visas are only granted to those international students studying full-time, therefore part-time fees shown above are only for international students studying via distance delivery (i.e. remaining in their home country).

Tuition fees do not include accommodation, living expenses, or other programme related or incidental expenses. Tuition fees are subject to annual adjustment.

#### **Extra costs**

Art supplies - costs are typically between NZ\$10.00 to NZ\$50.00 per week depending on the type and scale of work you choose to do.

## TLC Fees Policies

To be granted a student visa, international students are required by Immigration New Zealand to pre-pay tuition fees in full to The Learning Connexion Ltd. These funds are held against the student's name until they complete their enrolment.

### **Withdrawals, refunds, student fee protection and student fee indemnification**

Students who do not complete their enrolment at TLC must apply in writing to the International Student Advisor at The Learning Connexion Ltd. within the first 10 working days of the programme start date for a refund of their pre-paid tuition fees (excluding administration charge). The refund will be calculated using the exchange rate applicable at the time of acceptance of the withdrawal. After the tenth working day (i.e. from working day 11), there is no refund.

International students wishing to withdraw from a programme after 10 working days must apply in writing to the TLC Academic Board. There are no fees refunded in this case. The Learning Connexion is obliged to notify Immigration New Zealand of any withdrawal.

The New Zealand Qualifications Authority (NZQA) requires that a private training establishment (PTE) has arrangements in place to protect student fees in a programme closure event. The Learning Connexion's Trust account also protects students' fees should a programme close. Programme closure events are events outside of a student's control, such as a cancellation of a programme, the withdrawal of accreditation or programme approval by the New Zealand Qualifications Authority. In the situation of a programme cancellation, the student will receive a full refund.

The accounts department of The Learning Connexion will arrange for the refund. The person to contact is Raewyn Wilks – phone 04 5600260. Raewyn Wilks is the first point of contact for students should any other programme closure event occur.

The Learning Connexion Ltd. adheres to section 236A of the Education Act 1989 and subsequent amendments. It has an approved Trust account for student fee protection and student fee indemnification (the remaining portion of a student's fee at any point of the programme). The Trust account is sufficient to cover the full amount of student fees. It is administered by Mr Peter Nankivell of Count On Us Ltd.

### **International students refund administration charge**

An administration charge of 10% of total fees paid, including GST, may be withheld from the refund of pre-paid tuition fees for students who decide not to enrol at The Learning Connexion prior to completing their enrolment, or during the withdrawal period. Where a refund administration fee is charged, the student will be given a refund letter including a breakdown of expenses.

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## Programme Details

### **New Zealand Certificate in Creativity (NZQA Level 4)**

The duration of this programme is 17 weeks of full-time study (35 hours per week) with a three week untutored break between terms. If your enrolment crosses over calendar years there will be a seven week untutored break.

For international students, studying part-time outside of New Zealand: 34 weeks (17.5 hours per week) with a three week untutored break between terms. If your enrolment crosses over calendar years there will be a seven week untutored break.

### **New Zealand Diploma in Creativity (NZQA Level 5) and**

### **New Zealand Diploma in Creativity (NZQA Level 6)**

The duration of this programme is 36 weeks of full-time study (34 hours per week) with a three week untutored break between terms. If your enrolment crosses over calendar years there will be a seven week untutored break.

For international students, studying part-time outside of New Zealand: 72 weeks (17 hours per week) with a three week untutored break between terms. If your enrolment crosses over calendar years there will be a seven week untutored break.

### **Diploma of Art and Creativity (Advanced) (NZQA Level 7)**

The duration of this programme is 36 weeks of full-time study (30 hours per week) with a three week untutored break between terms. If your enrolment crosses over calendar years there will be a seven week untutored break.

For international students, studying part-time outside of New Zealand: two enrolments of 36 weeks (15 hours per week) with a three week untutored break between terms. If your enrolment crosses over calendar years there will be a seven week untutored break.

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## Attendance

School hours are Monday to Friday - 9.00am to 5.00pm. The school is open for some weekend and evening classes - please talk to programme support if you are interested in attending some of these. Class hours are Monday to Friday - 9.30am to 4.30pm with an hour for lunch.

You must attend Monday-Friday classes on all occasions that the school is open, unless prevented by illness or other urgent cause.

If you are absent for any reason you must phone reception and you will need to provide evidence accounting for your absence, to the international student advisor.

Any student with health or personal problems which affects their attendance/programme requirements should discuss the matter with the international student advisor, or programme support.

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## Code of Practice for the Pastoral Care of International Students

To ensure that international students are well informed, safe and properly cared for, the New Zealand government has developed a code of practice for the recruitment, welfare and support of international students (The Code). The Learning Connexion Ltd. is a signatory to The Code, which provides a framework for a high standard of service.

Copies of The Code are available on request, or can be downloaded on the New Zealand Qualifications Authority web page:

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice>

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## Student Support for International students

If you need information, support or just to talk please see one of our student service staff:

**International Student Advisor:** Cherie Vibert Email: [c.vibert@tlc.ac.nz](mailto:c.vibert@tlc.ac.nz)

**Programme Support:** Cat Fraser or Donna Schofield Email: [ps@tlc.ac.nz](mailto:ps@tlc.ac.nz)

**Learning Support:** Dane Divine Email: [d.divine@tlc.ac.nz](mailto:d.divine@tlc.ac.nz)

The Learning Connexion has an open door policy; you may meet with any staff member to ask questions, make suggestions and address problems or concerns.

## Assistance with your Programme and Classes

Cat Fraser or Donna Schofield in the programme support office will help you with your schedule of classes, advice and information about your programme and studying at The Learning Connexion.

### Contact for Emergencies

**Emergency and accident**

**Phone 111**

**Ask for police, ambulance or fire department**

**If you have an accident or emergency, please contact us as soon as you are able. Please indicate that you are an international student.**

#### Monday – Friday 9am to 4.30

**Cherie Vibert**

0800 278 769 or mobile 027 603 3333

#### After working hours - Monday to Friday between 4.30pm to 9.00am or Saturday and Sunday:

**Cherie Vibert**

Landline 04 527 9545 or mobile 027 603 3333

**Lisa Carrington**

Landline 04 526 6577 or mobile 027 489 0566

**Jonathan Milne (Managing Director of TLC)**

Mobile 027 459 1842

### Other Services:

#### Wellington i-SITE Visitor Centre

[www.wellingtonnz.com/discover/plan-trip-to-wellington/i-site-visitor-centre/](http://www.wellingtonnz.com/discover/plan-trip-to-wellington/i-site-visitor-centre/)

111 Wakefield Street 6011, Wellington

Phone: +64 4 802 4860

#### Citizen's Advice Bureau

Free phone 0800 367 222

[www.cab.org.nz/Pages/home.aspx](http://www.cab.org.nz/Pages/home.aspx) - Provides information on health, welfare, budgeting, legal advice, local information, personal concerns, transport and housing

#### Emergency phone counselling:

##### National helplines

Need to talk? Free call or text 1737 any time for support from a trained counsellor

- **Lifeline** – 0800 543 354 or (09) 5222 999 within Auckland
- **Suicide Crisis Helpline** – 0508 828 865 (0508 TAUTOKO)
- **Healthline** – 0800 611 116
- **Samaritans** – 0800 726 666

#### Depression-specific helplines

- **Depression Helpline** – 0800 111 757 or free text 4202 (to talk to a trained counsellor about how you are feeling or to ask any questions)