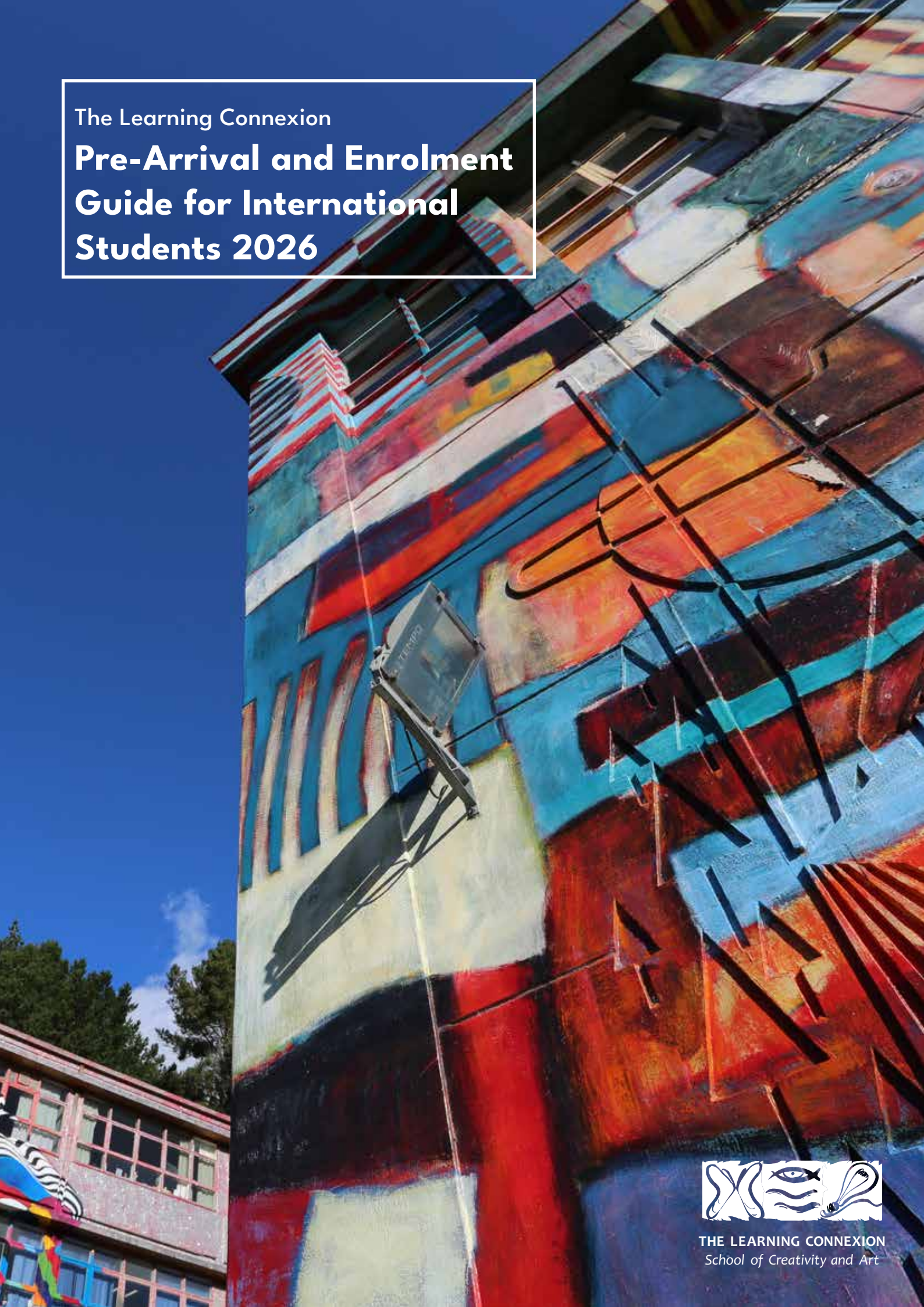
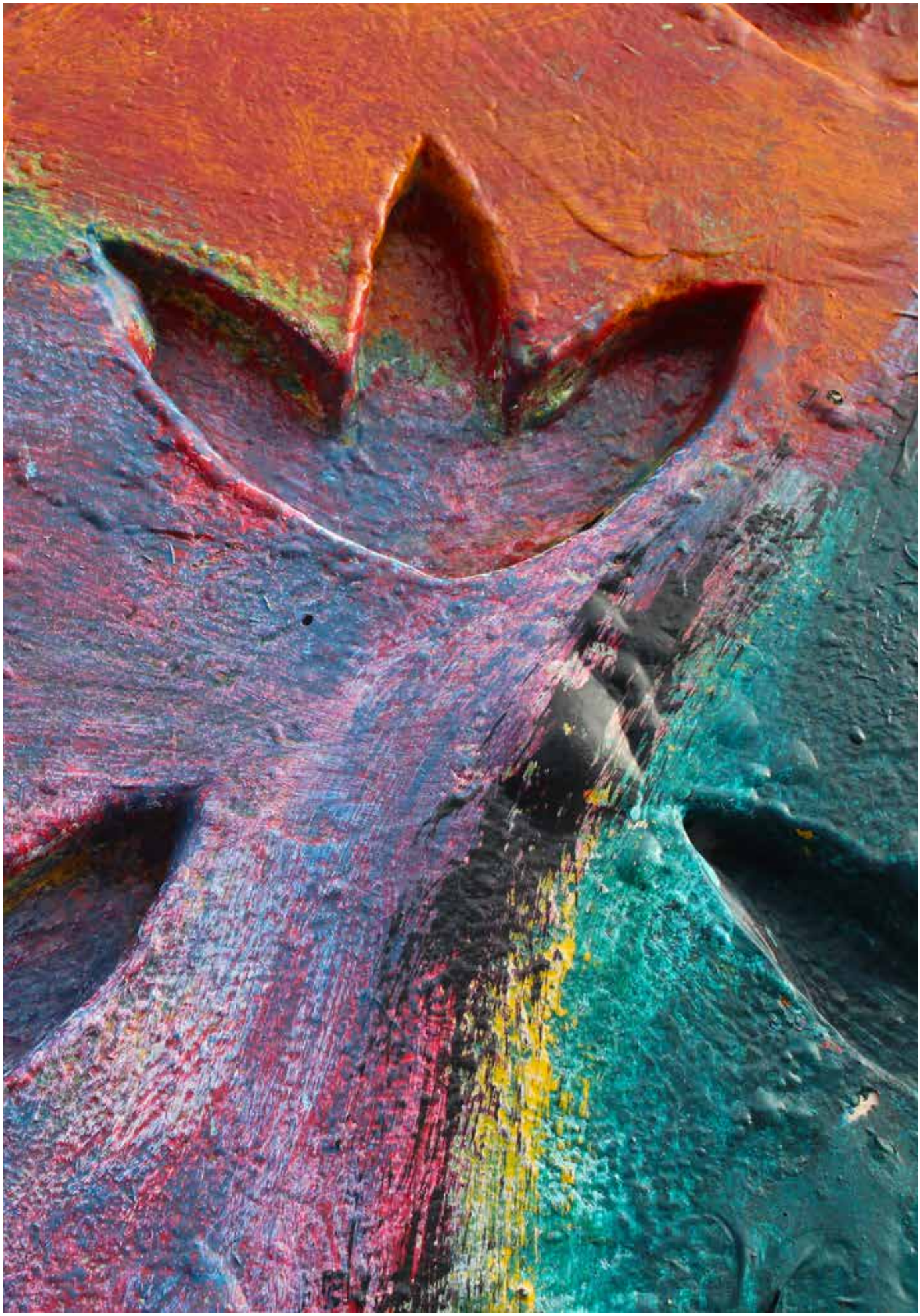
The Learning Connexion

Pre-Arrival and Enrolment Guide for International Students 2026



THE LEARNING CONNEXION
School of Creativity and Art



Contents

05 Understanding New Zealand

11 Compulsory Health and Travel Insurance

13 Enrolment Requirements

14 Admissions Process

17 Term Dates

18 International Student Fees

19 Programme Details

20 Attendance

21 Student Support for International Students

22 Assistance with your Programme and Classes

23 Contact for Emergencies

23 Other Services

24 Code of Practice for the Pastoral Care of International Students

25 TLC Fee Policies

The Learning Connexion International Admissions

PO Box 9811, Wellington 6141
New Zealand

Website: tlc.ac.nz

Phone: +64 (0)4 568 0320
Freephone: 0800 278 769

Email: admissions@tlc.ac.nz

Understanding New Zealand

We encourage you to use the first few months of living in Wellington, New Zealand to start familiarising yourself with your new surroundings. Try different foods, explore and find out what's happening in the area.

Wellington is the capital city of New Zealand. Wellington is an experience that will reveal the creative, political and cultural nature of New Zealand, but still provide blockbuster scenery. Wellington is quite a compact city sandwiched between the edge of the water and the hills that surround the area.

Exploring Wellington is easiest by walking and many of the attractions of Wellington are handy including Te Papa, the national museum. The city has a huge range of cafes, theatres, art galleries, attractions and a busy nightlife. The population of Wellington region is approximately 429,700 as of June 2020.

Wellington's cultural vibrance and diversity is well- known across the world. It is New Zealand's 2nd most ethnically diverse city, bested only by Auckland, and boasts a "melting pot" culture of significant minorities such as Malaysian, Italian, Dutch, Korean, Chinese, Greek, Indian, Samoan and indigenous Taranaki Whānui communities as a result.

The city is known for its coffee scene, with now- globally common foods and drinks such as the flat white perfected here. Coffee culture in Wellington is vastly overrepresented – the city has more cafés per capita than New York City in the United States – and was pioneered by Italian and Greek immigrants to areas such as Mount Victoria, Island Bay and Miramar.

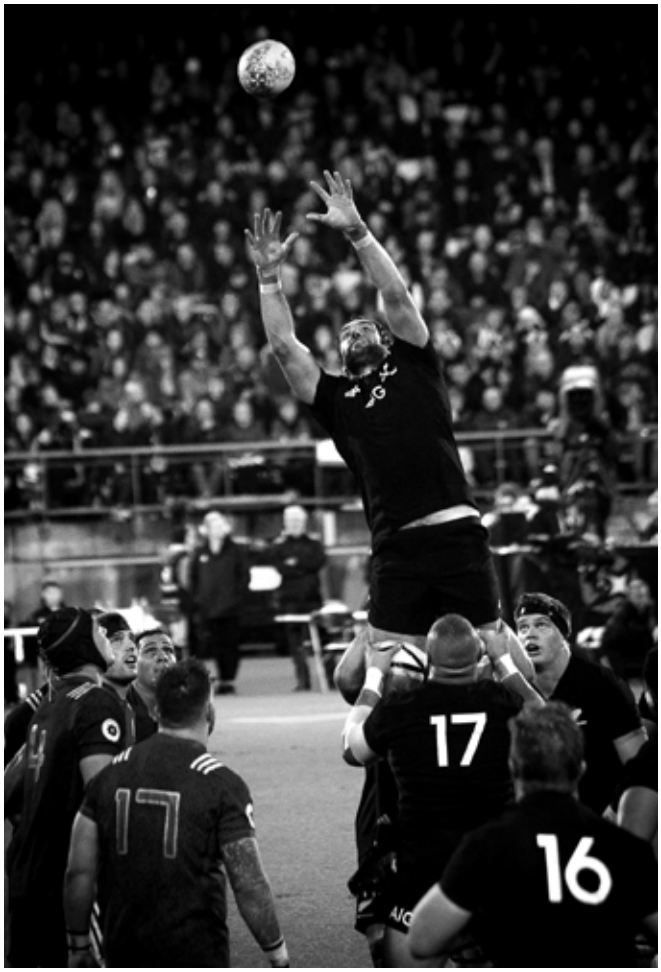
It has a strong art scene, with hundreds of art galleries. Most of these are small and independent, but the four major ones are New Zealand's national museum Te Papa Tongarewa, City Gallery Wellington, Pātaka and the Dowse.

Useful Links:

A useful website that lists what's happening in Wellington for the year is:
www.eventfinda.co.nz

For information about New Zealand as a tourism destination, visit:
www.newzealand.com/int

WELLINGTON CABLE CAR


17
17
16

Climate

The Wellington region offers a mild, temperate marine climate, with plenty of wind. The Wellington region is well known for being windy. The Cook Strait has a wind-funnelling effect, which leads to a high frequency of strong winds around the southern coast, and the rugged landscape results in local variations in wind direction and strength.

The best weather in Wellington is during October to April, when average temperatures are between 17°C and 21°C. Winter in Wellington is quite short and never extreme, with the occasional frosts.

The temperature in Wellington will rarely rise above 25°C (77°F), or drop below 6°C (43°F). Wellington is, however, known for its southerly winds in winter, which makes the temperature feel much colder. Frosts are commonly experienced in the hill suburbs and the Hutt Valley during winter, while snow is very rare.Average High Temperature Ranges:

- Summer (December – February): Daytime 19°C – 21°C
- Autumn (March – May): Daytime 14°C – 19°C
- Winter (June – August): Daytime 6°C – 12°C
- Spring (September – November): Daytime 14°C– 17°C

On average, Wellington has 2025 hours (169 days) of sunshine per year. The average annual rainfall for Wellington is 1249 mm, with June and July being the wettest months.

Clothing

Make sure you have some warm clothes such as sweaters, jackets, sweatshirts, trousers (jeans), socks, scarves and gloves for the cooler months. In the summer months (December - February), most students wear t-shirts, skirts, shorts, jeans or light cotton clothing.

Although New Zealand students dress quite casually (informally), we suggest that you bring at least one formal outfit for any special occasions.

Telling the time

New Zealand is one of the first places in the world to see the new day as it is 12 hours ahead of GMT (Greenwich Mean Time). In summer, New Zealand uses 'Daylight Saving', with clocks put forward one hour to GMT+13. Daylight Savings begins on the last Sunday in September and ends on the first Sunday of the following April, when clocks are put back to GMT+12.

Social and cultural activities

New Zealanders come from many ethnic backgrounds including Māori, European, Asian and Pacific Islands. Various social and cultural events are celebrated throughout the year. These events include concerts, operas, art exhibitions, food and wine festivals, Asian festivals, Māori cultural gatherings and many others.

Useful Links:

www

A useful website that has information on local events in Wellington: **https://www.eventfinda.co.nz/whatson/events/wellington-region**

Food

Wellington has a variety of places where you can find familiar food. You can easily find food in supermarkets and dairies/ corner stores/7-11. The amount you spend on food depends on what you include in your trolley/basket. You will find fresh fruit and vegetables, grains, meat, fish and poultry in supermarkets or even the local markets.

Electricity and accessories

Electricity is supplied throughout New Zealand at 230/240 volts, 50 hertz. Power outlets only accept flat three or flat two-pin plugs, depending on whether an earth connection is fitted. Small appliances are not expensive in New Zealand (e.g. hair dryers, clock-radios etc) so we recommend you buy them when you arrive.

Holidays

We recommend you don't plan to travel home during the academic year (unless absolutely necessary). When you book your return flight, make sure it is after the end of your programme. TLC is mostly closed on Saturdays and Sundays during mid-term breaks, and is closed on all public holidays, including a three week period around Christmas.

Religion

Wellington has churches, temples, mosques, synagogues and centres of worship for most religions. New Zealand observes most Christian holidays, but there are celebrations for other religious holidays held within the community too.

Sporting and recreational facilities

Rugby is very popular in New Zealand, but many other sports have a large following, such as cricket, soccer, rowing, netball and basketball. Sports and being active in the outdoors is an important part of life in New Zealand. The wide open spaces and national parks have influenced New Zealanders' love of outdoor activities. Tramping (hiking) camping and skiing are all popular activities. There are hundreds of beaches, ideal for swimming and diving.

New Zealand law and You

Whilst you are living in New Zealand, you must observe New Zealand law. If you break New Zealand law, there may be serious consequences for you, such as having a conviction, being sentenced to prison, or having your student visa revoked and being sent back to your home country. At your orientation programme we will tell you about some of the laws in New Zealand.

If you find yourself in trouble while you are here, services can be provided to you and information is readily available through International Services. The New Zealand Police are very honest, friendly and will endeavour to help you.

Road Rules

In New Zealand we drive on the left-hand side of the road. For all information regarding the NZ Road Code, please visit nzta.govt.nz/resources/ roadcode

Driving in New Zealand

You can legally drive in New Zealand for up to 12 months if you have either a current driver's licence from your home country or an International Driving Permit (IDP). After 12 months you are required to convert to a New Zealand licence. Make sure your driver's licence is current. If your licence is not in English, you must bring an English translation with you or obtain an IDP. A translation of your overseas licence or permit can be issued by:

- the New Zealand Translation Service, or
- a diplomatic representative at a high commission, embassy or
- consulate, or the authority that issued your overseas licence (an International Driving Permit may be acceptable as a translation).

The common legal age to rent a car in New Zealand is 21 years.

Opening a bank account

Every bank offers a range of accounts – from high transaction to savings accounts - but they may have special conditions for international students. Some banks have multilingual staff to help you. Once you have decided which bank would be your best option, opening an account is a simple process.

You will need to fill out some paperwork, and the bank will ask you to provide proof of a permanent address. Usually photographic identification such as a passport or a driver's licence will also be required. Most banks will have an account operating for new customers within two days.

Currency

New Zealand's unit of currency is the New Zealand dollar (NZD). Coins have values of 10, 20 and 50 cents and $1 and $2. Notes have values of $5, $10, $20, $50 and $100. There is no restriction on the amount of foreign currency that can be brought in or taken out of New Zealand, however every person who carries more than NZ$10,000 in cash in to, or out of New Zealand is required to complete a Border Cash Report.

Foreign currency can easily be exchanged at banks, New Zealand Post shops, some hotels and bureau de change kiosks, which are found at international airports and most city centres.

All major credit cards can be used in New Zealand. Travellers cheques are accepted at hotels, banks and some stores. We recommend that you carry small amounts of cash and use bank cards for your transactions.

Tax

The Inland Revenue Department (IRD) is employed by the New Zealand Government to collect taxes.

You may incur tax if you hold a New Zealand bank account which earns interest or if you work in New Zealand. You will need to apply for an IRD tax number so that you are taxed at the correct rates.

You can download an application form for an IRD tax number from **ird.govt.nz** or freephone **0800 227 774**.

Compulsory Health and Travel Insurance

To complete your enrolment at The Learning Connexion, international students are required to have appropriate medical and travel insurance for the duration of their stay in New Zealand.

These insurance policies must comply with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, which is part of Immigration New Zealand requirements. We are responsible for ensuring all international students have insurance at the time of enrolment. We have found that many insurance policies do not meet the Code of Practice criteria for insurance.

We highly recommend that you also purchase medical and travel insurance for your family if they travel to New Zealand with you. If you have children who are studying in New Zealand schools, it will be compulsory for them to have insurance cover.

At least two weeks before classes start we will need from you:

Certificate of Insurance, the policy wording must be in English issued by the insurer, with the policy name and number, issued in your name, and include the insurance cover start date and end date.

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.

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.

The following are some suggested insurers:

Insurer policy name	Insurer
UniCare NZ Student Plan	Chartis Insurance New Zealand Ltd
Orbit Protect Prime	Lumley General Insurance (NZ) Ltd
Southern Cross International Student Insurance	Southern Cross Travel Insurance (NZ)
ANSA Insurance	NEMI Forsikring ASA/Gouda Travel Insurance
ANSA Student Insurance	AIG (Norway)
Europaeiske Rejseforsikring	IFP & C Insurance Limited
Swedish State Government Insurance (Student UT)	Kammarkollegiet / IFP & C Insurance
Studentcare Plus	InterGlobal Insurance Company Limited
Overseas Traveller's Insurance	Tokio Marine & Nichido Fire Insurance Company Limited
Gjensidige	Gjensidige Nor Forsikring (Norway)
Gouda	Gouda Rejseforsikring (Denmark)
University of Manchester	Royal Sun & Alliance (UK)
University of Leeds	Ace European Co Ltd (UK)

Useful Links:

Further information can be viewed on the ACC website at
www.acc.co.nz

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

Enrolment Requirements

1.

You must keep the school informed of any changes in any of your contact details e.g. phone number, email address, postal or physical address and emergency contact details.

2.

You must be 18 years of age or over at the start date of your enrolment.

3.

You must disclose in full, prior to enrolment and/or during your enrolment, any disability, impairment, long-term injury, or chronic medical condition which may affect your studies to enable us to better assist you to complete your studies.

4.

If you are absent for any classes you must notify the school immediately and provide a reason and/or evidence of your absence.

5.

Your programme may be terminated if you fail to comply with the rules of behaviour (see the Student Agreement) or breaches of the conditions of your visa and student permit.

6.

If you do not have a successful completion, or fail to attend classes at The Learning Connexion, the school is legally obliged to notify Immigration New Zealand that you are not fulfilling the terms of your visa.

Admission Process

At all levels, commitment and the ability to maintain studies are key prerequisites for all of 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.

Complete the enrolment form in English and email to admissions@tlc.ac.nz with proof of your English language competency, passport and visa and your 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 prior to your start date (please see below for further details regarding this meeting).

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

- Achievement of NCEA level 3 and have met New Zealand university entrance requirements; or
- Completion of a bachelor degree, graduate certificate, graduate diploma, bachelor honours degree, postgraduate certificate, postgraduate diploma, masters degree or doctoral degree with English as the language of instruction, from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States; or
- Obtaining the Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) or the Trinity College London Certificate in Teaching English to Speakers of Other Languages (Cert TESOL); or
- A satisfactory result in an approved English language test, such as:
- International English Language Testing System (IELTS – Academic)
- Test of English as a Foreign Language (TOEFL)
- Cambridge English Test
- Pearson Test of English (Academic) – PTE
- New Zealand Certificate in English Language (NZCEL)
- Language Cert
- Occupational English Test (OET)

Once we have received your paperwork, it 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.

What happens next

A letter of placement and information including your start and end dates and an invoice will be sent to you upon acceptance of your application.

Once TLC has received your payment a receipt will be sent to you.

You can then apply for a study visa/ permit. Please note - 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 – Maggie Mundell, ph 0800 278 769, or email m.mundell@tlc.ac.nz - to arrange orientation at our campus in Lower Hutt.

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 TLC rules, living in New Zealand, support systems and resources available if applicable. **It is important that you bring your original enrolment form, passport, student visa and medical insurance certificate to your orientation meeting for us to copy and hold on file.**

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

Useful Links:

www

Additional information on English language requirements can be found on NZQA's website:
https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/

Term Dates 2026

Term	Dates
Term 1	2 February 2026 to 3 April 2026
Term 2	27 April 2026 to 26 June 2026
Term 3	20 July 2026 to 18 September 2026
Term 4	12 October 2026 to 11 December 2026

International Student Fees

N.B. Tuition fees do not include accommodation, living expenses, or other programme related or incidental expenses.

Level	International Fees
L4	$13,464.54
L5	$24,218.84
L6	$24,221.25
L7	$23,005.89

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(s) you choose to make.

Programme Details

New Zealand Certificate in Creativity (NZQA Level 4)

The duration of this programme is 20 weeks of full-time study (35 hours per week) with a three week untutored break between terms. Note: If your enrolment crosses over calendar years there will be a three week untutored break.

For international students, studying part-time outside of New Zealand: 43 weeks total (17.5 hours per week) over 34 weeks and 9 weeks of untutored break between terms. If your enrolment crosses over calendar years there will be a three week untutored break.

New Zealand Diploma in Creativity (NZQA Level 5) and New Zealand Diploma in Creativity (NZQA Level 6)

Full time Students: The duration of these programmes is 45 weeks total with 36 weeks of full-time study (34 hours per week) and 9 weeks of untutored break between terms. Note: If your enrolment crosses over calendar years there will be a three week untutored break.

For international students studying part-time outside of New Zealand: The duration of these programmes is 90 weeks total with 72 weeks of part-time study (17 hours per week) and 18 weeks of untutored break between terms. If your enrolment crosses over calendar years there will be a three week untutored break.

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

The duration of these programmes is 45 weeks total with 36 weeks of full-time study (34 hours per week) and 9 weeks of 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 45 weeks total with 36 weeks (15 hours per week) with a total of nine weeks of untutored break between terms per enrolment. Note: If your enrolment crosses over calendar years there will be a seven week untutored break.

Attendance

Class hours are Monday to Friday - 9.30am to 4.30pm with an hour for lunch. TLC opening hours are Monday to Friday - 9.00am to 5.00pm, TLC is also open for some evening classes and seasonal workshops - please talk to programme support if you are interested in attending some of these.

International students 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 programme support and you will need to provide evidence accounting for your absence to the international student coordinator.

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.

Student Support for International Students

If you need information, support or just to talk, please see one of our student service staff in the following areas on site or contact them by phone or email:

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

If you require any assistance with your schedule of classes, require advice and or information about your programme please either come into the school and see one of our team members or contact them for assistance.

Useful Contacts:

International Student Advisor:
Maggie Mundell | m.mundell@tlc.ac.nz

Programme Support:
ps@tlc.ac.nz

Learning Support:
ls@tlc.ac.nz

Important Contact Information

Contact for Emergencies

Emergency and accident: Phone 111, ask for police, ambulance or fire department, whichever is required.

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

Maggie Mundell
0800 278 769 or mobile **021 029 16119**

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

Maggie Mundell
Mobile **021 029 16119**

Lisa Carrington
Landline **04 526 6577** or mobile **027 489 0566**

Other Services

Wellington i-SITE Visitor Centre

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 - 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)

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 (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (The Code).

The Learning Connexion Ltd. is a signatory to The Code, which provides a framework for a high standard of service.

Useful Links:

Copies of The Code of Practice 2021 are available on request, or can be downloaded on the New Zealand Qualifications Authority web page: **http://www.nzqa.govt.nz**

TLC Fees and 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 prepaid 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 event of a programme closure, or school closure TLC will be responsible for covering the international student's

administrative costs directly associated with the course closure and transfer to another programme provider within New Zealand.

The accounts department of The Learning Connexion will arrange for the refund - phone +64 04 5600260. The accounts department is the first point of contact for students should any 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 holds sufficient funds 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, is allowed to be withheld from the refund of prepaid 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.

THE LEARNING CONNEXION

School of Creativity and Art