

# 2012 Fees & Courses

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

## Tuition Fees

<b>General English / IELTS / EBP / TOEFL Challenge course / Pre - Cambridge</b> <b>FULL TIME</b> 1 to 10 weeks           \$380 per week 11 to 20 weeks         \$375 per week 21 to 30 weeks         \$370 per week 31+ weeks                \$360 per week  <b>PART TIME (AM, General English ONLY)</b> 1 to 12 weeks           \$300 per week	<b>Cambridge FCE / CAE (FULL TIME)</b> 10 weeks – \$3800    12 weeks – \$4560
	<b>Part Time TOEIC</b> 5 weeks (10 hours)    \$200
	<b>Teacher Training (FULL TIME)</b> CELTA 4 weeks         \$3100 TESOL 5 weeks         \$2500 TECSOL 5 weeks        \$2500
<b>Young Learner General English / High School Preparation (YLGE / HSP) (FULL TIME) – \$380 per week</b> <b>Young Learner English + Activities (FULL TIME/SEASONAL) – \$540 per week</b>	
<b>Group Study Tours</b> – please contact New Zealand Language Centres for a quotation	

## Service Fees

<b>Enrolment</b>	\$200												
<b>Accommodation Arrangement</b>	\$200 - for students 18 years and over \$250 - for students under 18 years old (Only Homestay)												
<b>Homestay – Half board</b> (Full board option also available) <b>Hostel</b>	18 years and over       \$240 per week (\$35 per additional night) Under 18 years         \$260 per week (\$38 per additional night) Each school can provide hostel options and rates												
<b>Airport Transfers</b>	<table border="1"> <thead> <tr> <th></th> <th>One Way</th> <th>Return</th> </tr> </thead> <tbody> <tr> <td>Auckland</td> <td>\$120</td> <td>\$200</td> </tr> <tr> <td>Christchurch</td> <td>\$60</td> <td>\$100</td> </tr> <tr> <td>Wellington</td> <td>\$60</td> <td>\$100</td> </tr> </tbody> </table>		One Way	Return	Auckland	\$120	\$200	Christchurch	\$60	\$100	Wellington	\$60	\$100
	One Way	Return											
Auckland	\$120	\$200											
Christchurch	\$60	\$100											
Wellington	\$60	\$100											
<b>Designated Caregiver Assessment</b>	\$150 (\$75 for subsequent assessments)												
<b>Work Experience Arrangement and Job Placement Assistance</b>	\$250 (conditions apply)												
<b>Farm Stay Arrangement</b>	\$150 (conditions apply)												
<b>Au Pair Placement</b>	\$350 (conditions apply)												

## Public Holidays

NZLC colleges are open all year except on weekends and the following public holidays in the year 2012:

<b>2 &amp; 3 January</b>	New Year Holidays	<b>4 June</b>	Queen's Birthday
<b>23 January</b>	Wellington Day (NZLC - WLC ONLY)	<b>22 October</b>	Labour Day
<b>30 January</b>	Auckland Day (NZLC - ALC ONLY)	<b>16 November</b>	Canterbury Day (NZLC - CLC ONLY)
<b>6 February</b>	Waitangi Day	<b>25 December</b>	Christmas Day
<b>6 &amp; 9 April</b>	Good Friday / Easter Monday	<b>26 December</b>	Boxing Day
<b>25 April</b>	ANZAC Day		

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 2012 Course Calendar

TERM	MODULE	START DATE	FINISH DATE	DURATION
Term 1	Module 1	4 January	3 February	5 weeks
	Module 2	7 February	9 March	5 weeks
Term 2	Module 1	12 March	13 April	5 weeks
	Module 2	16 April	18 May	5 weeks
Term 3	Module 1	21 May	22 June	5 weeks
	Module 2	25 June	27 July	5 weeks
Term 4	Module 1	30 July	31 August	5 weeks
	Module 2	3 September	5 October	5 weeks
Term 5	Module 1	8 October	9 November	5 weeks
	Module 2A <sup>1</sup>	12 November	28 December	7 weeks
	Module 2B <sup>2</sup>	12 November	14 December	5 weeks

- Module 2A – General English and Young Learner Courses (except YL English + Activities)
- Module 2B – For Academic and Teacher Training Courses (except CELTA course)
- For General English we recommend starting Module 1 as the courses follow a 10-week cycle. However, students entering General English Courses can start on any Monday
- NZLC reserves the right to cancel courses which do not meet our minimum student requirements
- Timetables may vary in each NZLC school

## NZLC Courses & Programmes

COURSES AND PROGRAMMES		DURATION	AUCKLAND	CHRISTCHURCH	WELLINGTON
General English	General English Part Time	1 week +	✓	✓	✓
	General English Full Time	1 week +	✓	✓	✓
Academic Courses	IELTS Preparation	5 - 30 weeks	✓	✓	✓
	TOEFL Preparation	5 weeks	✓	x	x
	TOEIC Preparation (PM Part Time, 10 hours)	5 weeks	✓	x	x
	NZLC Challenge	5 - 20 weeks	✓	x	x
	Pre - Cambridge	3 - 5 weeks	✓	x	x
	Cambridge FCE Preparation	10 or 12 weeks	✓	✓	✓
	Cambridge CAE Preparation	10 or 12 weeks	✓	✓	✓
	English for Business Purposes	5 weeks	✓	✓	✓
Young Learners	General English - High School Preparation	1 week +	✓	✓	x
	English + Activities (seasonal)	1 week +	✓	✓	x
Study Tours	Study Tour Programmes	Any	✓	✓	✓
Teacher Training	TESOL	5 weeks	✓	✓	✓
	TECSOL (TESOL for Children)	5 weeks	✓	x	x
	Cambridge CELTA	4 or 5 weeks	✓	x	x
Special Programmes	NZLC City Link Programme	-	✓	✓	✓
	NZLC Kiwi Starter Programme	-	✓	✓	✓
Exams	Cambridge TKT Exam Centre	-	✓	x	✓
	TOEIC Test Centre	-	x	x	✓
	AEAS Test Centre	-	✓	✓	x
	Cambridge PET, FCE & CAE Test Centre	-	✓	x	x
	Cambridge BEC 1, 2, 3 Test Centre	-	✓	x	x

## NZLC Textbook Policy

### NZLC Textbook Policy:

[NZLC Textbook Rental Fee Policy from January 2012](#)

Applies to GE / IELTS / EBP / NZLC Challenge / Pre-Cambridge / Young Learners. Textbooks are provided for the student's use in class for a \$100 textbook deposit. This deposit will be refunded upon the return of the textbook at the end of the course in an acceptable / satisfactory condition.

### Other course book / material fees:

A book / material fee needs to be paid by the student at the time of enrolling in the following courses (in addition to the tuition fee). Each student will receive their own textbook to keep. **CAMBRIDGE FCE / CAE (\$100) TOEFL, TESOL, TECSOL (\$100)**

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

General English Courses - 16 years

Academic Courses - 18 years and over (students under 18 years old may be admitted at the discretion of Management)

Teacher Training Courses - 18 years

Young Learner Courses - 11 to 17 years

## General English

Start date: Any week, Monday (Start of Module 1 recommended)

## Academic Courses

Entry Criteria: Intermediate or above. Course entry is subject to meeting the placement test criteria

### Cambridge Exam Preparation (FCE & CAE)

**COURSE 1:** 4 January 2012 – 9 March 2012 (10 weeks)

**EXAM DATE:** FCE - 10 March 2012 / CAE - 17 March 2012

**COURSE 2:** 19 March 2012 – 8 June 2012 (12 weeks)

**EXAM DATE:** FCE – 12 June 2012 / CAE – 13 June 2012

**COURSE 3:** 11 June 2012 – 17 August 2012 (10 weeks)

**EXAM DATE:** FCE – 23 August 2012 / CAE – 24 August 2012

**COURSE 4:** 10 September 2012 – 30 November 2012 (12 weeks)

**EXAM DATE:** FCE – 3 December 2012 / CAE – 5 December 2012

Cambridge exam fee (approximately \$300 + postage) not included

### Academic IELTS / English for Business Purposes (EBP) / TOEFL / Challenge Course

**Start Dates:** Start of Module 1, 2 and 2B

**IELTS exam fee (approximately NZ\$365) & TOEFL exam fee (approximately US\$110) not included. Exam by own arrangement**

### Pre - Cambridge (Preparation for Cambridge FCE)

**COURSE 1:** 7 February 2012 - 9 March 2012 (5 weeks) (followed by 19 March 2012 FCE course)

**COURSE 2:** 21 May 2012 - 8 June 2012 (3 weeks) (followed by 11 June 2012 FCE course)

**COURSE 3:** 30 July 2012 - 31 August 2012 (5 weeks) (followed 10 September 2012 FCE course)

**COURSE 4:** 12 November 2012 - 14 December 2012 (5 weeks) (followed January 2013 FCE course)

### Part Time TOEIC

**START DATES:** Start of Module 1, 2 and 2B, Friday / PM

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

## Teacher Training

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

**COURSE 1:** 12 December 2011 – 13 January 2012 (due to holiday season, this is a 5-week course)

**COURSE 2:** 16 April 2012 – 11 May 2012

**COURSE 3:** 6 August 2012 - 31 August 2012

**COURSE 4:** 12 November 2012 - 7 December 2012

**COURSE 5:** 10 December 2012 – 11 January 2013 (due to holiday season, this is a 5-week course)

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

**START DATES:** Auckland - Start of Module 1 & Term 5 Module 2B / Wellington - Start of Module 2 and Module 2B

Cambridge TKT 3 modules \$280 or TKT 3 modules + KAL + Practical \$420

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

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

Cambridge TKT Young Learner Module \$120

### University of Cambridge TKT (Teaching Knowledge Test) Module 1, 2 & 3 + KAL + PRACTICAL OR TKT YOUNG LEARNERS

(7 weeks prior booking is required with payment)

**TKT TEST DATES (AUCKLAND):** 4 February / 14 April / 23 June / 1 September / 10 November / 15 December

**TKT TEST DATES (WELLINGTON):** 10 March / 19 May / 28 July / 6 October / 15 December

**TKT YOUNG LEARNERS (AUCKLAND):** 10 March / 19 May / 28 July / 6 October / 15 December

## Young Learner Courses

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

**START DATE:** Any week, on Monday. Start of Module 1 recommended

### Young Learner English + Activities Holiday Programme

**COURSE 1:** 12 December 2011 – 10 February 2012

**COURSE 2:** 11 June 2012 - 24 August 2012

**COURSE 3:** 10 December 2012 - mid February 2013

- Students can start any Monday within the above course periods
- Minimum 1 week enrolment required
- Starting and finishing dates may vary across NZLC colleges

## Group Study Tours

- Groups of any size
- Combine NZLC schools for a North & South Island experience
- Homestay in pairs or singles with experienced study tour host families
- Experienced bilingual Coordinators provided

**eg:** English + Activities Programmes; High School Programmes; Teacher Training Programmes. For sample itineraries, quotations and more information contact any of the NZLC schools

## NZLC CITY LINK

Students can enrol for a combined course of 12 weeks at any two or three NZLC schools (minimum of 4 weeks in each of the NZLC locations chosen), and receive two one-way domestic air tickets to/from the chosen schools. Advance booking and special conditions apply – refer to NZLC CITY LINK conditions.

## NZLC Commitment

1. NZLC will provide you with education and related services in accordance with the selection of services made by you on the NZLC Courses, Fees and Enrolment Form.
2. We will from time to time, following commencement of your course/s, provide you with activity services or introduce you to third party activity service providers, on such additional terms as shall be agreed on an activity by activity basis.
3. We will provide the above services selected by you in accordance with our policies, operating standards and student rules and regulations and The NZ Ministry of Education Code of Practice for the Pastoral Care of International Students and Circular 99/03 Rules for Student Enrolment Records.
4. All of the above said and done, 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.

## NZ Ministry of Education Code of Practice

NZLC have agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the code are available on request from this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.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 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)

## Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while staying in New Zealand. NZLC can arrange insurance on request.

## NZLC CITY LINK

Students can enrol for a combined course of 12 weeks at any two or three NZLC schools and receive two one-way domestic air tickets to/from the chosen schools. Advance booking and special conditions apply – see NZLC CITY LINK conditions.

### NZLC CITY LINK Conditions

Pre-book\* an English course of 12 weeks full-time or more, and stay a minimum of 4 weeks in each city; and receive two one-way domestic air tickets to/from Auckland, Christchurch or Wellington.

\*This option must be nominated at the time of the initial enrolment. Minimum of four weeks prior bookings is required to arrange air tickets. Any changes to booked flights will incur the airline's applicable fee at the expense of the student. For second or further changes, the college will also charge an additional administration fee of NZ\$150 per change.

## Payment Details

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

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

ALL NZLC Telegraphic Transfer payments should be sent to our trust account below:

**Account Name: Walker Wayland Ltd**  
**ASB Bank – Auckland City Branch**  
**Account Number 12 – 3110 – 0065474 – 02**  
**SWIFT CODE: ASBBNZ2A**

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)  
PO Box 105035, Auckland 1143, New Zealand  
email: [nzlcaccounts@nzlc.ac.nz](mailto:nzlcaccounts@nzlc.ac.nz)  
fax: +64-9-307 9219

## NZLC Grievance & Complaint Procedures (Dispute Resolution)

- If you have a complaint about any part of your study and additional services received, please discuss the matter with your NZLC Student Services Advisor. If it is a serious matter he or she will help you to put your concerns in writing (complaint form).
- The written complaint will be sent to the relevant department – eg: Academic, Accommodation.
- The NZLC Head of Department will take whatever action he or she considers appropriate and will report back in writing to your Advisor.
- Your Advisor will meet with you to discuss this response and to find out if you are satisfied with what has been done.
- If you remain unsatisfied your complaint will be referred to the NZLC Principal.
- If necessary, you may be asked to discuss the matter in a meeting with the NZLC Principal. You may bring a support person to this meeting.
- The management will prepare a written reply.
- If you are not satisfied with the outcome or the response from the NZLC Principal, you may ask to have contact with the NZLC Director.
- If you are not satisfied with the outcome or the response from the NZLC Director, you can refer to the following grievance procedure established by the International Education Appeal Authority.

**Step 1:** You can contact English NZ (a group to which NZLC belong). Here is the address:

The Secretary  
English New Zealand  
PO Box 2577,  
Auckland 1140

**Step 2:** If you are not satisfied with the outcome or the response from English NZ, then you can contact the following Authorities:

NZQA	International Education
PO Box 160	Appeals Authority
Wellington	OR c/- The Ministry of Education
Ph. 0800 QAHELP	PO Box 32001 Wellington

Please note that a signed NZLC Enrolment Form constitutes a contract between the student and NZLC. Therefore all Grievance & Complaint matters need to be directed in the first place to NZLC as per the above procedure.

## NZLC Young Learner Pastoral Care

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

- Living with a parent
- Living with a designated caregiver
- Living with a NZLC Host Family (or agent appointed host family which meets NZLC Homestay requirements for Young Learners).

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

AUCKLAND LANGUAGE CENTRE (ALC)  
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

CHRISTCHURCH LANGUAGE CENTRE (CLC)  
PO Box 3096, Christchurch  
New Zealand  
Phone +64 21 821 012 Fax +64-9-307 9219

WELLINGTON LANGUAGE CENTRE (WLC)  
Level 2, 101 - 103 Courtenay Place  
Wellington 6011, New Zealand.  
PO Box 24475, Wellington 6142, New Zealand.  
Phone +64-4-802 4620 Fax +64-4-802 4621



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

- REGISTERED BY THE NEW ZEALAND QUALIFICATIONS AUTHORITY
- MEMBERS OF ENGLISH NEW ZEALAND
- APPROVED AS A CELTA TEACHER TRAINING CENTRE AND A TKT CENTRE (Auckland Language Centre)