



INTERNATIONAL STUDENTS

APPLICATION INFORMATION

2012

Reviewed September 2011

This booklet contains general information about Toi Whakaari: NZ Drama School as well as the information relating to the application documentation which needs to be filled in and sent back by the closing dates specified on page 3 or 4.

All international students can access an APPLICATION FORM and Referees documents from the website www.toiwhakaari.ac.nz (see Courses/ How to Apply)

For enquiries contact the Student Services Manager
Phone +64 4 3819 225
email apply@toiwhakaari.ac.nz

Toi Whakaari NZ Drama School is a signatory to the Code of Practice for the Pastoral Care of International Students.
For information see www.minedu.govt.nz/goto/international

For general information on study as an International student in New Zealand see www.minedu.govt.nz/educationSectors/InternationalEducation/ForInternationalStudentsAndParents.aspx

APPLICATION REQUIREMENTS

Bachelor of Performing Arts (Acting)

- Signed Application Form
- Verified copies of proof of age and citizenship (passport or birth certificate)
- Non refundable Audition workshop fee of NZ\$110.00
Bank transfer to Bank of New Zealand, 38-44 Courtenay Place, Wellington, New Zealand, a/c no 020568-0138985-00. Bank Drafts in **NZ dollars**, made out to NZ Drama School. All transfers must have any **bank fees added**.
- Names of two referees.
- Four (4) passport sized photographs of head and shoulders with name on the back.
- Audition video New Zealand compatible VHS or DVD

Acting Audition Requirements :

Present - 2 Monologues of 2 minutes duration (1 Classical and 1 Contemporary)
and an unaccompanied song of any kind

(for further information see www.toiwhakaari.ac.nz – Frequently Asked Questions or Courses/Acting /How to Apply)

Please send completed forms and other documents to:

Toi Whakaari: NZ Drama School

P O Box 7146

Wellington South 6021

New Zealand

Phone: +64 4 381 9225 Fax No: +64 4 389 4996

Email: apply@toiwhakaari.ac.nz

Closing Date for 2012 applicants - August 15 2011

**All acting applicants please note the Wellington recall weekend date is:
October 28 - 30**

All auditionees who are short-listed for recall must attend in person.

Bachelor of Design (Stage and Screen)
Bachelor of Performing Arts (Management)
Diploma of Entertainment Technology/ Advanced Dip. E.T
Diploma in Costume Construction

- Signed application form
- Verified copies of proof of age and citizenship (passport or birth certificate)
- Non refundable Application Fee of NZ\$110.00
Bank transfer to Bank of New Zealand, 38-44 Courtenay Place, Wellington, New Zealand, a/c no 020568-0138985-00. Bank Drafts in **NZ dollars**, made out to NZ Drama School. All transfers must have any bank fees added.
- Personal statement
- Portfolio – as required by the application form
- Names of two referees
- Four(4) passport sized photographs of head and shoulders with name on back.

Please send completed forms and other documents to:

**Toi Whakaari: NZ Drama School
P O Box 7146
Wellington South 6021
New Zealand
Phone: +64 4 381 9225 Fax No: +64 4 389 4996
Email: apply@toiwhakaari.ac.nz**

Closing Date for 2012 applicants - 30 September 2011

Applicants are encouraged if possible to attend an interview in person from October 28 – 30 at the school in Wellington New Zealand

otherwise

Phone interviews will be conducted once all documents and portfolios have been received.

TERMS & CONDITIONS FOR APPLICATION and ENROLMENT

It is the policy of the School not to enrol Students under the age of 18 years. Students must be at least 18 years of age, or turn 18 by the first day of the first term of the course. Term begins 2011 February 21. There is no upper age limit.

Prior to an international student being accepted for enrolment at Toi Whakaari: NZ Drama School, the following procedures must be completed:

1. Application

The Toi Whakaari: NZ Drama School International Application Form must be completed and sent together with photographs and relevant documentation (and if necessary, design and costume portfolio work should be included).

Original documents must be posted following any fax or email application.

Referee forms should be given to referees to complete and must be sent direct to the School.

The application fee of **NZ\$110.00** should be bank transferred to:

Bank of New Zealand, 38-44 Courtenay Place, Wellington, New Zealand
Account No: 02-0568-0138985-00 SWIFT CODE BKNZ NZ22 **or** sent by bank draft made out to NZ Drama School.

Payment of the application fee must be made to the School in New Zealand dollars, and have any bank fees/charges added to the fee.

Students must understand that by signing the Application Form they agree:

To provide with the School's application form, all required documentation together with the application fee. The application fee will not be refunded under any circumstances.

2. Selection Process

After the School has received all application details and the applicant will either:

a. (ACTING APPLICANTS ONLY) attend an audition or send a dvd or videotape to be viewed and assessed. The Director and tutors will make a decision on whether to invite the applicant to attend the audition recall weekend in Wellington, New Zealand. Information regarding acting audition requirements are available at **www.toiwhakaari.ac.nz**.

Acting applicants selected from videotaped audition must be available to attend the audition recall weekend held in October.

b. (ALL OTHER COURSE APPLICANTS) will be interviewed by the Head of Department by telephone or internet link. They will be informed within 10 days of this interview if they will be offered a place.

3. Offer of Place

If a place is offered, an Offer of Place document will be sent to the Applicant, provisional upon English language ability and proof is provided of the candidate meeting our minimum requirements of:

- TOEFL 550; or 213 on the computer-based test; or 80 on the internet-based test with a minimum of 20 in the writing section ; or
- IELTS overall band of 6 with no sub-score below 5.5; or
- Cambridge Certificate in Advanced English grade C or better.

4. Response from the Applicant

To secure an offered place at the School, a letter of acceptance must be written to the Director and the annual course and all related fees for the first year's tuition transmitted to the required bank accounts in New Zealand. Tuition fees must be paid IN FULL before a STUDENT VISA application can be approved.

5. Tuition Fees

All fees are in New Zealand dollars as outlined below:

There will be an additional pastoral care fee of \$250, student services levy of up to \$700 dependent on the course of study, and international insurance costs.

Annual Tuition Fees for students enrolling in 2012 will be (\$NZ)

Year 1 2012 \$27,815

Year 2 2013 \$28,925

Year 3 2014 \$30,085

Fees for International Students of the MTA (Directing) should contact VUW International www.victoria-international.ac.nz to confirm the annual fees for this programme.

All fees are held in a PUBLIC TRUST fee protection account. All course costs including tuition fees, levies and compulsory course costs will be paid to:

Bank of New Zealand North End Branch, 100 Lambton Quay, Wellington

SWIFT CODE – BKNZ NZ22 Public Trust acc. 02 0536 0305865 01

6. Documentation

Students must also complete and send to the School, as soon as possible, all other required documentation enclosed with the Offer of Place, including Enrolment Form, Public Trust Contract for protection of fees, Tuition Agreement, Medical forms, and Proof of Insurance.

7. Accommodation

The Applicant must also arrange accommodation in New Zealand, or request the School's Student Service Manager arrange temporary accommodation for immediately after the applicant's arrival, as the NZ Immigration authority will require some documentary evidence of the applicant's New Zealand address details prior to issuing a Student Visa. There is no student accommodation on campus, or affiliated to the school. Most students of NZ Drama School obtain private rental accommodation in a house or flat in Wellington. See pages 11 & 12 for details on seeking accommodation.

10. Visa Application

<http://www.immigration.govt.nz/migrant/stream/study/canistudyinnewzealand/whatisrequired> Zealand without the required visa and/or permit. Proof of the student's ability to support himself/herself financially while in New Zealand will also be required. Currently you are required to show proof of financial support of \$NZ10,000 available funds **per year of study**. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

A student visa will not be issued by the New Zealand Immigration Service without a Letter of Acceptance from Toi Whakaari: NZ Drama School, details of accommodation in New Zealand, a receipt proving payment of fees and proof of financial means.

11. Arrival date

The School requires international students to arrive in New Zealand in time to take part in the Orientation Programme beginning on the first day of term. Students are strongly advised to arrive in Wellington at least a week prior to final enrolment day to ensure accommodation, banking and other administrative procedures are taken care of prior to the first day of tuition at the School. Appointments may be made for early enrolment.

Students and their parents/guardians/agents are welcome to visit the School to meet the Director or Associate Director by arrangement at any stage of the application and enrolment process.

12. Enrolment

Students accepted at the New Zealand Drama School must understand that by signing the Tuition Agreement they agree:

- To abide by the rules and regulations of the School as set out in the Student Policies and Handbook, distributed to students during orientation.
- To abide by New Zealand law and legal requirements.
- That they have authorised the School to communicate with their agent (if applicable) on any relevant matter relating to the course, living arrangements, health or welfare of the Student.
- That confirmation of acceptance of an offered place will be made in writing within one month of receiving the offer and the required fees will be paid at the time of returning the letter of acceptance.
- That a place will not be reserved for the student until the requested fees are paid along with evidence of adequate Medical and Travel Insurance prior to arrival in New Zealand and adequate health cover whilst in New Zealand (see page 15) is produced.
- To make satisfactory arrangements to meet all extra costs such as equipment, shoes, textbooks and other course costs as detailed in this booklet.
- To make payment of all Student Services Levy and Pastoral Care fees prior to the first day of the first term.

- That Toi Whakaari: NZ Drama School reserves the right to order the removal of the student who, in the opinion of the Director and staff, has failed to comply with the Rules and Regulations of the School, or has not met the course requirements or who for any other reason should not remain at the School. This action would be carried out in compliance with the Student Policies set down by Toi Whakaari: NZ Drama School under the Code of Practice for the Pastoral Care of International Students.

If for any reason the applicant's address is changed after completing the application Form, the School Administrator at Toi Whakaari: NZ Drama School must be advised. apply@toiwhakaari.ac.nz

will provide information about your eligibility to receive a NZ Student Visa. International students must apply to the nearest New Zealand Immigration Authority for a Student Visa and/or Permit to enter and study in New Zealand. The Authority will need to see the Letter of Acceptance, accommodation details and the receipt for fees from NZ Drama School before a **visa** is granted. No student may begin tuition in New

GENERAL INFORMATION

STUDENT FEES & COURSE COSTS

Compulsory Fees (inclusive of NZ Goods and Services Tax)

- Student Tuition Fees - See table Page 6**
- Student Services Levy up to NZ\$700 (depending on the course of study)**
- Welfare and Pastoral Care Fee NZ\$250**
- International Student Insurance approximately NZ\$500**
(this is an estimated amount dependant on your choice of insurer)

- Tuition Fees are not negotiable and must be paid in full with the Response to Offer of Place. All other fees must be paid before the first day of Term 1.
- Refer to page 14 of this document for Refund of Fees Policy.
- Student Fees Protection Policy – All fees are to be paid directly to, and are protected by the Public Trust.

Tuition fees cover:

- Tuition and all class notes
- Membership of Nola Millar Library

Student Services Levy includes:

- Membership of Massey University Health & Counselling Centre with subsidised Medical Care
- Student ID and Security card and Photocopy card
- Toi Whakaari T-shirt
- Use of common room facilities and consumables
- Computer and internet access
- Cleaning and building services in common areas

Other Course Costs

All prices/costs in the following information are estimates based on actual costs for

Personal Equipment Required by all Students

- 1 small padlock for locker \$5
- 1 large ringbinder with subject dividers \$10
- 1 large scrapbook \$5
- 4 hard-cover exercise books \$20
- Writing materials (pens,pencils,eraser,ruler,markers,cellotape,glue stick, etc) \$30
- women – a skirt or sarong for Powhiri \$20
- Toi Whakaari t-shirt (collected from reception on payment of Student Services Levy)
- Photocopy services \$10 for each top-up, purchased from reception
- Towel & toiletries\$30
- First aid kit- must contain plasters, Panadol, analgesics etc (or other pain relief) for personal use\$20
- Sewing kit (for clothing repair) \$5
- Drink Bottle (named) \$5
- A diary of your choice – **must include year planner.** \$10

Acting Students Equipment

This list is a basic minimum of equipment you will need to start the course.

You will add to this throughout your three years of training.

Please make sure you have all the items on the list below.

All first year actors are required to purchase a dictaphone for use in rehearsals and other classes. It is the student's responsibility to clearly label his/her dictaphone, along with all other items.

Standard texts:

Most required text books are available from the Nola Millar Library; any books required to be purchased by students will be notified during the year.

Clothes and shoes:

- Comfortably loose clothes appropriate for voice, movement and training classes.

These clothes must be black.

- Plain black trousers for performance and formal occasions.
- One pair of black leather fine soled dress shoes for men
- Plain black medium - heel character / court shoes for women
- Trainers suitable for running outdoors
- In addition comfortable clothing appropriate for dance and yoga classes. These clothes may be any colour.

Make-up:

- Your own make-up kit. Street make-up is adequate for stage and screen work. Industry recommended brands: MAC and Bobbi Brown:
- Women: A variety of bases, blushers, lip-sticks, eye make-up and mascara, powder and hair accoutrements.
- Men: A variety of bases, blushers, lip-sticks, eye-make up and mascara, powder and hair accoutrements.

NB: Generally, you will be expected to provide your own make-up.

All of the above items are to be secured in your locker and available at all times.
Entertainment Technology / Performing Arts Management Equipment

Clothing

- Set of 'blacks' for performance duties (black trousers, black long sleeved top and soft soled black shoes)
- Sensible work shoes (with covered toes)
- Overalls or 'messy work' type clothing required during some courses

Tools

- Tool box
- Retractable 10 metre tape measure
- 30 metre cloth / fibreglass tape measure
- Stanley knife / cutting knife with retractable blade
- Set screwdrivers including small - medium size flat, pozi drive and phillips heads
- Cordless electric drill (recommended only). There are a lot of cheap models on the market but try to buy the best you can afford. A 12 or 14volt quality drill will last longer and do a better job than an 18volt cheap drill. You do not need a drill with a hammer feature. Check the charge time of the batteries, 1hr charge recommended.
- Crescent / adjustable spanner (250mm)
- Pair 200mm combination pliers
- Pair 150mm long nose pliers
- Pair 150mm diagonal cutting pliers
- Claw hammer
- Protective eyewear - safety spectacles or goggles
- Hearing protection – broad spectrum safety muffs
- Leatherman or equivalent (recommended only)
- Plastic cutting board
- Steel Rule (300mm – longer if possible)

Check the weight of the tools in your hand especially hammers and drills, if they are too heavy, or too light you will not be able to use them correctly and they will cause fatigue in your arm.

Stationery, Technical Design and Rehearsal

- Stopwatch
- Maglite style torch
- Scale ruler with 1.25 / 1.50 / 1.100 scales
- Protractor
- 300mm ruler and a 45 and/or 30/60 degree set square
- Compass set (recommended only)
- Assorted drawing pens and pencils, eraser, highlighter.
- 2 x A4 clear files (20 – 40 sleeves) for Lighting and Production Management
- 3 x A4 note book to write notes for Lighting, Stage and Production Management
- 1 x 2 hole A4 ring binder for Stage Management
- 2 x A4 journals to record show notes and design process.
- Additional note books and folders for other courses
- Other materials will be specified before block courses

Drawing equipment, scale rules and journals can be purchased from Gordon Harris, 170 Victoria Street, Wellington. They provide a 10% student discount.

Diploma in Costume Construction Equipment

General Equipment:

- Writing materials
- A4 display books and ring binders for projects
- A4 plastic sleeves
- Clothing – (theatre blacks)

Course Equipment:

- **Fabric Scissors – Must have metal handles, and be able to be separated for sharpening**
- Paper Scissors
- Tape Measure (inches and centimetres)
- **2” x 18” Quilter’s ruler (inches)**
- Pencils (preferably mechanical, 2B leads are best)
- Thimble
- Quick un-pick
- **Thread snips**
- **Tracing wheel**
- Pencil rubber
- Map tacks
- Protractor
- Craft scalpel

Items (underlined) may be purchased from the School and can be invoiced to you when you arrive during orientation.

It is recommended that all your tools are kept in a suitable tool box or other similar container, and are clearly labelled with your name.

Design Students Equipment

You would be advised to purchase the best quality tools you can afford. Drawing equipment and scale rules can be purchased from Gordon Harris Art Supplies, 170 Victoria Street, Wellington. They provide a 10% student discount. You will require specialist equipment by week 2 to begin your model-making block. Gordon Harris (Wellington) usually have equipment at discount prices during February and March.

You will need to purchase art materials for design projects and classes throughout the year so you should allow \$200.00 per term for this.

All design students require:

- Stationery: suggested – spiral bound plain paper sketch books, ring binders with subject dividers, ruled, hole-punched file paper
- Writing, drawing materials, paints etc
- Year's supply of workbooks (A5-A3). To begin with One A3 spiral-bound sketchbook for Drawing Class
- Model making materials including card, plasticine, crepe paper, pva glue, fine malleable wire etc.
- USB Data storage device (minimum 4GB)

Essential Technical drafting and model-making

- Generous sized (A3 or bigger) cutting mat
- Scale ruler with metric scales 1:25 & 1:50
- Medium-sized set square
- Technical drawing pen (if possible include 0.35 .Could be disposable one)

- Soft white Eraser
- Fine pop-up/Clutch pencil (0.5) with various leads (HB/B)
- Long metal cutting edge/ruler
- Your own angle poise lamp for your work space.

Tool Box (lockable) containing:

- Swann Morton Scalpel Handle No 3 and blades (10A)
- Stanley knife (or cutting knife with retractable blade)
- Pair 150mm long nose pliers
- Scissors
- Retractable 5/10 metre tape measure
- Paint brushes (small for modelling)
- 3" Paintbrush for scenic art.

Clothing

- Set of overalls/painting clothes for dirty work
- Closed sturdy shoes for workshop sessions

Recommended

- Many design students use digital camera and video cameras for their work – if you can afford one this would be useful.
- If you can, a laptop – (PC or Mac)
- Maglite or torch is very useful
- Adjustable medium sized set square and Pair of compasses (if possible with attachment for Rotring type technical pen)
- Leatherman or equivalent (recommended only)

Photocopier in design studio:

Students will be required to pay in advance to use the copier provided by adding credit to their swipe card at reception.

3. Personal Costs

Students must have available funds to support their living and accommodation costs during their time of study. You must have proof that you have access to \$10,000 per year of study to cover personal costs.

NZ Drama School students become members of nearby Massey University's Health and Counselling Services

a)Medical Fees:

Costs other than Massey University Health centre

- If not claimable from ACC (Accident Compensation Commission) or through Medical Insurance cover, approximately \$40 per consultation.

b)Physiotherapist:

- If non-ACC approximately \$60.00 for 1st consultation, then \$35.00 for subsequent consultations.
- If ACC, a surcharge of approximately \$40.00 for 1st consultation, then \$20.00 for subsequent consultations.

Entertainment / Shows / Performances

Students are required to attend performances and shows regularly. The School can often obtain reduced price tickets, but it is recommended that students budget \$10 a week towards **required attendance at shows.**

VISA REQUIREMENTS

You are responsible for all payments of processing fees and costs for medical examination reports to obtain a student Visa for the period of your study.

It is important to apply for a student visa as early as possible. If you leave it to the last few weeks you may not get your visa in time.

You will need a receipt from Toi Whakaari : NZ Drama School, for your full payment of fees in order to apply for a visa.

The New Zealand Immigration Service has all the information you need, including the location of your nearest Immigration New Zealand office and the requirements applicable to your home country.

For eligibility and requirements please contact your nearest NZ Embassy or check the NZ Immigration Service website <http://www.immigration.govt.nz>

Visa Renewal

Whilst you continue to study as an international student, it will be your responsibility to keep your Study Permit valid and up-to-date.

Important Information

You must adhere to the conditions of your student permit while studying in New Zealand. These conditions include (but are not limited to) attending classes, making satisfactory progress and not breaking the law. A student who breaches any of the conditions of their permit is liable to have the permit revoked and be required to leave New Zealand.

This will affect your ability to apply for visas to New Zealand and possibly other countries in the future. For more information about student permit conditions contact the New Zealand Immigration Service.

APPLYING FOR A STUDENT VISA

The New Zealand Immigration Service (NZIS) require the following information to consider a Student Visa application:

- A completed and signed "Application to Study in NZ" form
- The application fee (available from NZIS)
- Passport (valid until at least 3 months after the student plans to leave NZ)
- A recent passport sized photograph
- Evidence of financial support while in NZ (\$NZ10,000 per year of study)
- ie A recent bank statement, or a completed Immigration NZ financial undertaking form as proof that you have at least NZ\$10,000 available to support yourself for the academic year.
- An "offer of place" from Toi Whakaari : NZ Drama School
- Evidence that fees have been paid or that the student is exempt from payment of fees
- For people studying for more than 1 year additional requirements are:
A completed NZIS "Medical and X-ray Certificate" form (*not applicable for UK citizens*). If you have your medical check completed outside of New Zealand,

you must visit a New Zealand Immigration Service approved panel doctor. A list of panel doctors is posted at www.immigration.govt.nz .

A police certificate from the country of origin (If you plan to stay in New Zealand for 24 months or more you will be asked to provide a police certificate from your home country. Information on obtaining a police certificate can be found on the New Zealand Immigration Service website. Ask for a copy of the New Zealand Immigration Service booklet "Guide to Obtaining a Police Certificate".)

ACCOMMODATION/PASTORAL CARE

Toi Whakaari does not offer ongoing accommodation assistance for students. However the Drama Administrator can assist with arranging short-term accommodation for your arrival in Wellington. You must have evidence of a confirmed residential address in New Zealand prior to applying to NZ Immigration Service for your Student Visa.

Phone :+64 4 3819 225

Fax: +64 4 389 4996

Email: bette.cosgrove@toiwhakaari.ac.nz

Mobile phone: +64 27 3420 434

The following services are provided specifically for International Students:

- settling in to a new environment
- advocating for students
- liaison between students and staff
- liaison between parents/ guardians and the School

An individual orientation programme designed for incoming international students, will be provided during enrolment week including:

- tour of all facilities including the library
- familiarisation with and introduction to Wellington city including shopping, banking, and transport
- more detailed explanation of the Programme Regulations including advocacy procedures, students' rights, and obligations of the School
- familiarisation with the Code of Practice for the Pastoral Care of International Students, and internal and external grievance procedures.

International Student orientation will take place before the first day of Term 1, after which the student will join with the general student orientation in Week 1. There is a Pastoral Care fee of **\$250.00**

Accommodation Options:

The School's staff will visit and assess any boarding or homestay accommodation recommended for International students, however there is no affiliated on-campus accommodation.

1.Board/Homestay:

Full Board (*including electricity, local telephone & food*) Approximately NZ\$200.00 per week

2.Student Hostel:

There are two private student hostel in close proximity to the School, with all services provided, except food. Students must do their own cooking. For a information on Taranaki 217 hostel see www.taranaki217.co.nz, or Loafers Lodge www.loaferslodge.co.nz. Students are accommodated in individual rooms which are heated and have separate or en-suite (toilet, shower and washbasin). Also included in the room is a double bed, wardrobe, desk, chair.

Bedding may be provided at an extra cost or purchased locally. Each room has provision for an optional telephone connection. There are coin-operated laundry facilities, a shared kitchen with pots/pans etc for cooking. Microwaves and toasters are available throughout the complex. There are lounge areas with televisions.

The expected cost is between \$185 and \$225 per week depending on the size of the room (this includes power). For information on any initial start-up cost or refundable bond, advance rent or other costs, please contact the Facilities Management at the hostels.

There is one furnished / catered hostel very close to the school see <http://www.trademe.co.nz/property/residential-property-to-rent/auction-385703787.htm> for information on Capital City Lodge. Room, bedding, laundry service, shared bathroom and 2 meals a day are provided from \$249 per week.

In some instances we may have places in student hostels offered to us from Massey Student Accommodation services. Contact the Student Services Manager for information.

3.Flats/Private rental:

Approximately \$140.00 - \$160.00 per week –for a room in a shared accommodation (house or apartment).

Flats are usually unfurnished and you pay extra for electricity, gas, telephone & food.

Private accommodation is not generally assessed by the school, however the Drama Administrator can assist with advocacy issues or dealing with accommodation agents or landlords.

The following websites may assist you in searching for suitable private rentals:

Trade me Accommodation – www.trademe.co.nz

FindA flat www.finda.co.nz

Flathunt:www.flathunt.co.nz

Flatfinder:www.flatfinder.co.nz

Quinovic Property www.quinovic.co.nz

www.trademe.co.nz – flatmates wanted listings

Victoria University student accommodation listings
www.victoria.ac.nz/st_services/accommodation/

Students looking for flats and houses should check the school's student noticeboard upon their arrival in Wellington and the local newspaper the Dominion Post.

Ideal suburbs close to the school- Newtown, Mt Cook, Berhampore, Te Aro, Mt Victoria, Brooklyn, Aro Valley. It may also be worthwhile looking on noticeboards at the nearby Massey University campus and also at Victoria University of Wellington.

Our current students often have places available in flats in the area, and they advertise these through the student services manager at school, or on the student noticeboards.

STUDENT HEALTH AND COUNSELLING SERVICE

Most International students are not entitled to publicly funded health services while in New Zealand. All medical visits must be paid for in full at the time of consultation.

Where appropriate, the student may then file a claim under their insurance policy.

See page 16 re compulsory health insurance.

See above (Personal Costs) for additional details regarding medical expenses, etc.

- Toi Whakaari: NZ Drama School students become members of nearby Massey University's Health and Counselling Services.
- International students can access doctors, nurses, counsellors, etc for a subsidised fee of \$20.
- Further details are available on request.

The Nola Millar Library has a valuable reference section - *Current Awareness* - with information regarding contact details for Wellington health agencies.

Smoking

We actively encourage and sometimes require that students give up smoking. Smoking harms the vocal tools by affecting the quality of the voice. It undermines breath support and works against the physical fitness that the students are trying to achieve. Quit smoking coaching can be arranged for students wishing to give up.

TRAVEL

It is anticipated that most 1st Year students will live within walking distance of the School or within a short bus ride. Wellington is also served by an efficient suburban electric commuter train service if students live in outer suburbs.

Check www.metlink.co.nz for bus and train fare, zone and concession travel

Bus Services

Snapper - Now on GO Wellington buses offers a 25% discount on regular fares. Snapper is a payment card that can be used to pay your bus fare on GO

Wellington services, as well as small purchases at participating retailers.
Snapper card costs \$10.

- For more information about using Snapper on the bus, visit the GO Wellington website <http://www.gowellingtonbus.co.nz>
- Or if you have any other questions about Snapper, visit their website www.snapper.co.nz

Train Services Wellington Rail to Tawa \$32.00 *Ten Trip*
Wellington Rail to Johnsonville \$31.00
Wellington Rail to Lower Hutt \$34.00 Wellington to Upper Hutt
\$60.00 *Other travel costs such as visits home also need to be considered.*

DRIVING AND ROAD SAFETY

A copy of the New Zealand Road Code is available in the School library.
See www.itsa.govt.nz/licensing/index for overseas licence holders.

REFUND OF FEES AND FEE PROTECTION POLICY

Refunds

Under the Education Amendment Act 2010 (No 3) effective from 20 June 2011, International students have the right to withdraw from a course of study (being more than 3 months duration) at any time within the first 10 working days of a course.

If the student has withdrawn within 10 working days after the first day of the course for which attendance of students is required, the school shall refund the amount held to the student with deduction of up to 25% of that payment based on actual expenses incurred.

Costs that can be claimed for deduction from the refund are as follows:

- i Tuition fees for the period of attendance, including amounts for export levy, recruitment, marketing, and overhead costs.
- ii Administration fees or registration fees.
- iii Student Services Levy fees relative to the number of weeks of attendance.
- iv Airport pickup.

If an International student, who has accepted an offer of place on a course, withdraws prior to the commencement of the course, the school shall refund the amount held to the student with a deduction of \$500.

International students must withdraw, in writing to the Director, prior to the completion of the 10th working day of the course for which attendance is required, in order to be entitled to a partial refund of monies paid in respect of tuition fees.

Toi Whakaari: NZ Drama School shall ensure that fees are paid to an independent person approved by the Qualifications Authority, to be held in trust to be available for refund to the student under subsection (1F) of this policy.

Refunds can be claimed through a written request to the Director via the Student Services Manager.

Fees Refund Exception

POLICY

Subject to the Education Act 1989 and the Consumer Guarantees Act 1993, refunds will not be available otherwise under any circumstances. However, there is a limited discretion to permit refunds in exceptional circumstances (e.g. illness or disability).

PROCEDURE

If withdrawal is beyond the first 10 days (international students) of the course, and a refund is required, the Director must receive a written request within one week of the student's withdrawal, outlining the special circumstances to consider.

Discretion will be exercised by the Director, whose decision will be final, and no correspondence will be entered into once the Director has made a decision. The decision of the Director will be made within one week of the request for refund.

Student Fee Protection and Trust Account

It is a New Zealand Qualifications Authority requirement that all Private Training establishments including Toi Whakaari: NZ Drama School arrange the protection of student fees in the event of insolvency, regulatory or voluntary closure of the organisation or withdrawal of accreditation - that is, in circumstances beyond the students' control - or have an exemption from the requirement. Toi Whakaari: NZ Drama School meets this requirement through the fee protection services of the Public Trust which meets the criteria of the student fee indemnification policy, in accordance with **s236A(2)(a) Education Act 1989**

All students must complete the necessary documentation (supplied by the Drama Administrator) to establish a Public Trust fees account and full payment of all tuition fees for year 1 must be made to the Public Trust account prior to a confirmation of an Offer of Place.

These fees will be forwarded, on behalf of the student, to Toi Whakaari: NZ Drama School over the period of tuition.

Fees forwarded to the Public Trust by bank draft or international transfer must have all bank fees added. Credit card payment facility is available. Please ask the Student Services Manager for details.

INSURANCE

Toi Whakaari: NZ Drama School is required to ensure that each international student has adequate, appropriate and current medical and travel insurance for the duration of his/her planned study period at the School. Verified proof of this policy must be supplied prior to enrolment.

Why do International Students need travel and medical insurance?

The New Zealand Code of Practice for the Pastoral Care of International Students requires it. It provides essential protection for International Students and their families. Costs incurred due to international travel risks are so huge that they can destroy the finances of any family. An International Student is a 'traveller' from the date of departure from home until the date of return.

- **You are free to purchase insurance cover from any provider, as long as it has adequate cover for the full period of study and travel.**

You must take responsibility for keeping your insurance up to date

The policy must:

- commence **prior** to the student leaving home on their way to New Zealand
- apply while in transit
- apply for the full period of enrolment for study in New Zealand
- cover the student for any trips to other countries during the period of study
- cover the student for any holidays back to his/her home country during the period of study

The following Student Insurance policies are compliant with the Code of Practice for the Pastoral Care of International Students:

- Southern Cross Student Max
- Uni-Care NZ Student Plan
- Orbit Protect Prime
- Global Health - Student Care

The School recommends the International Student insurance policies of Uni-care.

Dependent upon the policy type selected, an example of the price range is NZ\$460 - \$570 for 48 weeks. Policy wording and schedule of benefits of Uni-care policies is available online at www.uni-care.org.

Choice of Plans

Uni-Care offers two plans for International students studying in New Zealand, the Premier plan and the Protector plan. Both plans provide unlimited medical, evacuation and repatriation costs and also cover the cost of emergency travel for up to two parents or family members.

The Premier Plan has a general luggage allowance that covers all items up to a value of \$2,500, above which the item should be declared and an additional premium paid. The premium payable for cover of specified items is 1.5% of the full value of the item.

The Protector Plan is for those who travel light without a large amount of general luggage items. Although it has no General Luggage Allowance, the Protector plan allows valuable items of \$1,000 and over to be 'specified' and covered. The premium payable for cover of specified items is 2% of the full value of the item. The Protector Plan costs 20% less than the Premier Plan, though there is no reduction in the medical and family protection elements of cover.

It is essential that International Students provide verification of Insurance cover prior to enrolling and travelling to New Zealand.

WORKING DURING AND AFTER STUDY

It may be possible for you to work while you are studying:

Under present immigration regulations international students on long term student permits (2 years or more) are entitled to work up to 20 hours per week during term time and 40 hours during the summer break.

Part-time Work

International students may be eligible to work up to 20 hours per week if they are:

- enrolled in a full-time course lasting at least two academic years;
- studying towards a New Zealand qualification that would gain points under New Zealand residence policy

You must not undertake employment in New Zealand until you have permission from the New Zealand Immigration Service. Often this permission stating your right to work is automatically printed on your student visa label. However, if you believe you are entitled to work and it is not shown on your student visa label, you should approach the New Zealand Immigration Service and request a 'variation of conditions'.

Work Permits for Partners of International Students

The partners of postgraduate students may apply for a work permit valid for the same period of time as their partner's student permit. If your partner is interested in working they should approach the New Zealand Immigration Service and make an application.

Partners of some undergraduate students may also be eligible to apply for a work permit, if their partner has been granted a student visa or permit to study towards a qualification in an area of absolute skill shortage, as specified in the 'Long Term Skill Shortage List' available on the New Zealand Immigration website

www.immigration.govt.nz .

Finding Work in Wellington

Wellington's employment levels are among the best in the country, and a large number of students work downtown in part-time jobs during term and holiday breaks. Jobs are advertised in The Dominion Post newspaper, particularly on Wednesdays and Saturdays.

[Student Job Search](#) can help you find part-time work during term, and holiday employment: Email: jobs.wellington@sjs.co.nz

Paying Income Tax

Before you start work, you need an IRD (Inland Revenue Department) number. A [Guide](#), and an IRD number [application form](#) for this is available, or you can freephone 0800 227 774.

It normally takes 8-10 days to process your application.

However if it is urgent, fax it to +64 04-527 6444 , noting that it is urgent and providing a contact phone number. You should receive a reply within a couple of days. You can also check with the IRD call centre – they may give you your IRD number over the phone.

When you begin work, your employer will give you a Tax Code Declaration Form to complete. It is important to complete this form, as without a tax code declaration, tax is deducted at the high, non-declaration rate of 45 cents in the dollar. The tax deducted from your income may vary from 15 cents to 39 cents in the dollar, depending on how much money you earn.

As soon as you receive income from your part-time job or from other New Zealand income sources, you are legally obliged to pay tax to the government. This is usually automatically deducted from your wages when you are paid, so you don't need to do anything.

If you have worked for part of the year only (the tax year goes from 1 April to 31 March) then you are probably entitled to a tax refund. Contact the IRD for a personal tax summary, which will show you if you are eligible for a refund. For further information visit www.ird.govt.nz.

Working in New Zealand after Graduation

International students who have graduated with a NZ qualification are now eligible to apply for the *Graduate Job Search Work Permit*. This twelve month permit/visa allows International Graduates to work for any employer in New Zealand.

If during this time you find employment relevant to the qualification you studied, you may then apply to New Zealand Immigration to have your work permit/visa extended for up to 2 years (see: [Immigration New Zealand](#) for further details).

Eligibility

People who have successfully completed, in New Zealand, a qualification that would gain points under New Zealand Immigration Skilled Migrant Category. This includes most Bachelor, Masters and PhD graduates (visit [Immigration New Zealand](#) for a full list of eligible qualifications).

- You must apply for the graduate work permit no more than 3 months after the end date of the student permit which allowed you to study for your eligible qualification.
- You must not have been previously granted a graduate work permit in New Zealand
- Evidence of an offer of employment is not required.
- Students can apply directly with Immigration New Zealand

2012 Toi Whakaari Term Dates
Returning Students arrive Thursday February 16
Orientation week Monday February 20

Term 1: February 20 - April 5

Term 2: April 23 - June 15

Term 3: July 9 - August 31

Term 4: September 17 - November 16

Graduation - November 14 2012

All application and referees forms, and additional information on all courses at Toi Whakaari NZ Drama School, can be found on our website www.toiwhakaari.ac.nz