

PRE-ENROLMENT INFORMATION FOR INTERNATIONAL STUDENTS

Thank you for your interest in a course of study with The International Travel College of New Zealand. Please read this summary of key information before you proceed with an application for enrolment. It is important that you are fully informed as to your chosen course, and of the enrolment conditions that apply to our courses.

Please note that The International Travel College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/international>.

Please note that international students must be 18 years of age to enrol on a course of study at ITC.

English Language Proficiency

All ITC courses are conducted in English. Prospective students must provide evidence of their English language levels as part of the enrolment process. A level of IELTS Level 5 has been determined to be an acceptable level for our courses commencing at level 3. A level of IELTS Level 5.5 has been determined to be an acceptable level for our courses commencing at level 5. If you do not have an IELTS Certificate you will need to provide other evidence of your English language proficiency.

Information on our courses

A full downloadable prospectus is available on our website www.itc.co.nz, on the course options tab. Information on current course start dates can also be found on the course option tab. Please read it carefully as it contains useful information on the College, its' facilities, our courses, course fees and cancellation and refund policies.

Enrolment Procedure

If you wish to enrol on an ITC course you may apply using the Internet, E mail, fax or post. In each case you will be asked to complete a Personal Profile Enquiry Form which we need to determine your eligibility for our courses.

- Internet:** Access our website on www.itc.co.nz and go to 'Enrolling from Overseas'. You will find our Personal Profile Enquiry Form which you can complete and e mail back to us. This form provides us with your personal contact details, your English language levels and your education and work history. This information will be used to determine your suitability to our courses.
- E Mail:** E mail us at college@itc.co.nz and we will send you the Personal Profile Enquiry Form for you to complete and return to us.
- Fax:** Fax us on (International dialling code) 9 373 5757 and we will fax back to you the Personal Profile Enquiry Form for you to complete and return to us.
- Mail:** Our mailing address is PO Box 6009, Wellesley Street, Auckland. Please note that this is the least preferred enrolment method due to time delays through international post.

If you are accepted on an ITC course you will be notified within one week of us receiving your **completed** Personal Profile Enquiry Form. We will ask you then to provide additional information for the enrolment form. Once we have received your enrolment information we will provide a **Letter of Acceptance** confirming your offer of a place on the course.

Payment of your fees

When you receive the Letter of Acceptance on an ITC course you will need to pay your course fees. Please note that these fees are paid into the college's Public Trust Account. The fees will remain in that Public Trust Account until you have taken up your course place and have studied at the College for seven days. After that time the fees are then paid to the College.

Immigration and Visa Requirements

You must apply for and gain a Student Visa for studying in New Zealand. Acceptance on an ITC course is subject to your successful application for this visa. If you are unable to secure a Student Visa, or your visa is revoked by the New Zealand Immigration Service, we will cancel your place and any applicable refund of your fees will be made according to the College cancellation and refund policy.

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at <http://www.immigration.govt.nz>

Medical and Travel Insurance

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 <http://www.moh.govt.nz>.

International students must have appropriate and current medical and travel insurance while in New Zealand for the full duration of their course of study.

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 <http://www.acc.co.nz>.

Withdrawal and Refund Policy

If you withdraw before the course commences

Tuition or course fees paid will be refunded in full, less \$500.00 or 10% of the course fees, whichever is the lesser amount, provided you notify The International Travel College of New Zealand of your withdrawal *before* the commencement of the programme.

If you withdraw from the course within the first seven days of the course

If you formally withdraw from the course within the first seven days you will receive a full refund of all course fees paid by you less a processing and administration fee of \$500.00, or 10% of the course cost, whichever is the lesser amount.

If you withdraw after seven days from the start of the course

No refunds are provided after the first seven days of the course.

If you are withdrawn due to non-attendance

If your attendance falls below the 90% requirement, you will be reminded, counselled and warned that you may be withdrawn due to non-attendance. In such cases, no refunds are provided and the NZ Immigration Service will be advised of your withdrawal.

The International Travel College reserves the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund based on the remaining course time for which fees have been paid.

Student Fee Protection

In accordance with government regulations, your fees are protected from the unlikely event of our institution having to close. Your fees will be held and protected in a New Zealand Government Guaranteed Student Fee Trust Account, managed by the Public Trust.

At enrolment you will sign an application to set up your Student Fee Trust Account (The cost to set up this account is **\$25.00 per course**). All your fees will be paid directly into that account and paid to your institution progressively after you have commenced your course.

Recommended Book List for Diploma in Travel Management Level 5 programme

Please note there is a recommended reading list for the Diploma in Travel Management programme. This is an additional cost to your course fees and the list will be presented and discussed in your induction period. The estimated cost of the recommended book list is \$250.00. **Please note this is recommended not compulsory.**

Support and Welfare

Michelle Chatfield ITC City Campus Manager is the pastoral support person at ITC. Michelle is the first point of contact for international students requiring advice on living and studying in New Zealand. Michelle is available at the college to provide assistance with issues relating to the welfare of international students while studying in New Zealand. Lesley Brough ITC Recruitment Advisor City is also available to provide assistance for international students.


At our Botany Campus Kirsten Leith Campus Manager and Toni Waterhouse Recruitment Advisor are the contacts for international students.


ACCOMMODATION GUIDE

The College's Recruitment Advisor acts as a resource and is available for international students requiring assistance with accommodation.

Following are some accommodation options available for students. Please note that the International Travel College has not assessed the suitability of these accommodation properties.

Please note that the information provided is correct at the time of printing but is subject to change. All accommodation costs are arranged directly with the accommodation provider and bookings are subject to availability with the accommodation provider.

 <p>Location</p>	<div style="border: 1px solid black; padding: 5px;"> <p>YWCA HOSTEL 103 Vincent Street, Auckland City Phone 00 64 9 377 8763 Email: hostel@akywca.org.nz Fax 00 649 375 3093 Website: www.akywca.org.nz</p> </div> <ul style="list-style-type: none"> • 15 minute walk to the college
<p>Rooms</p>	<ul style="list-style-type: none"> • Single, Double or twin rooms available • All rooms are heated and contain a wardrobe, study desk, full set of drawers and mini fridge • Sheets, pillowcases and duvets are provided and will be laundered weekly
<p>Facilities</p>	<ul style="list-style-type: none"> • Fully equipped communal kitchen • Free loan of a personal set of kitchen equipment during your stay; including fry-pan, saucepan, plates and cutlery • Dining room and barbeque area • TV Lounge/Games room – including Sky TV, pool table, piano and snack machines • Quiet study room including access to word processors • Limited amount of secure car parking \$20 per week • Fully equipped coin operated laundry
<p>Rates</p>	<ul style="list-style-type: none"> • Residential rates (Stay of 2 weeks or more) • Single \$154.00 per week • Includes GST, power and heating (not phone use) • Bond applicable is two weeks rent

	<p>EMPIRE APARTMENTS 21 Whitaker Place, Auckland City Phone 00 64 9 973 3000 Fax 00 64 9 973 9001 www.empireapartment.co.nz email: felix@empire.net.nz</p>
Location	<ul style="list-style-type: none"> • 10 minutes walk to the college
Rooms	<ul style="list-style-type: none"> • Studio unit, Single bedroom, 2 bedroom and 3 bedroom units available • Shared units have lockable rooms.
Facilities	<ul style="list-style-type: none"> • Café & Restaurant • Gym • Coin operated laundry
Rates	<ul style="list-style-type: none"> • 6 month rates range from \$190 - \$350 per week • 12 month rates range from \$185 - \$340 per week • Power up to \$60 per month, weekly cleaning excluding bedrooms, phone set up fee included in the room rates

Homestays

For a real “Kiwi Experience” during your stay in New Zealand, you could consider staying with a New Zealand family in homestay accommodation.

For information on Homestays in Auckland, contact:

International Homestays Ltd
293B Glenfield Rd
Glenfield
Auckland

PH 00 64 9 418 5389
MB 0275 482 127
FAX 00 64 09 418 5392
EMAIL info@homestaymum.com
WEBSITE www.homestaymum.com

