Bay Learning Academy Student Handbook

2020





Mt Maunganui, NZ.

Code of Practice

Bay Learning Academy Ltd is bound by the Education (Pastoral Care of International Students) Code of Practice 2016. We are committed to providing the highest possible standard of care to all our students. To view a copy of the Code please go to http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/2016-code-of-practice/



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Welcome

Kia Ora and Welcome to Bay Learning Academy 😂

Coming to New Zealand to live and study has many challenges and rewards. We at the Bay Learning Academy would like to ensure your student life and learning is full of success and wonderful memories. The Student Handbook is a guideline and map to understand Bay Learning Academy's administration systems. You are encouraged to read the Handbook very carefully.

If you have any concerns, please feel free to approach any of our staff members. We are all here to support you. As a forward- looking organisation, we provide quality education to our International students. Bay Learning Academy is focused on providing a quality learning environment aimed at helping you achieve success.

We hope you enjoy your time with us and enjoy New Zealand while you are here.

Liz Signal
Principal/Managing Director

Bay Learning Academy Contacts

Principal

Liz Signal

MA TESOL, Post Grad Second Language Teaching, Bachelor Business Studies.

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Email: info@baylearning.co.nz

Homestay Coordinator

Liz Signal Email:info@baylearning.co.nz



2. About Bay Learning Academy

Bay Learning Academy was established in 2012. We saw a need for a school which focused strongly on **small classes** and **student success** and set about building an Academy that was firmly student focused.

We are based in Arataki, Mt Maunganui, close to the beach and Bayfair Shopping Centre and only a short bus ride from downtown Tauranga.

Most of us have lived overseas and have first-hand knowledge of the experiences you will face when living in another country.

We are offering courses we know about and that are aimed at developing relevant and useful knowledge and skills for your future.

Currently we are offering

- General English
- IELTS preparation classes
- CAE preparation classes
- TESOL (Teaching English to Speakers of Other Languages. Level 4 and 5 available)
- TECSOL (Teaching English to Children, Speakers of Other Languages. Level 4)

Our facilities include classes and lecture rooms, a student common area, internet computer facilities, wi-fi throughout, toilet and kitchen facilities.

Mt Maunganui Campus

Bayfair Shopping Centre is right across the road. There is also a medical centre and Baywave Aquatic Leisure Centre complete with a swimming pool and gymnasium just a few minutes away. The easy to use public bus, stops right outside the academy and the beach is just 8 minutes walk away.

Mount Maunganui is a vibrant location for students with many cafes, bars and restaurants. The beach is one of the best in the world, white sand leading down to a surf beach that can be enjoyed all year round. Within the area many different sports clubs are available to meet all interests.

Many water-based activities are available here from surfing and kayaking to kite surfing and sailing or of course just relaxing on the beach. For the energetic climbing Mt Maunganui is a must experience to view the amazing sights from the top or a stroll through the large number of shopping with something to please everyone.



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Tauranga has many cultural events, art galleries, libraries, music festivals, theatres and performing art centres. The racecourse, parks, reserves, open spaces and magnificent harbour all contribute to the peaceful calm atmosphere enjoyed by those living in this beautiful city. With excellent, strong education facilities like Schools, Polytechnics, English Language Academies and Universities offering pathways to a quality future the growing student population adds to the vibrant feel in Tauranga / Mt Maunganui.

We are 50 minutes from Rotorua which is the centre for cultural activities in the area as well as geo-thermal activities, mud-pools and geysers.

Auckland is only a 3 hour drive or a 40 minute flight away.

"Anything to do with student well-being, student achievement and pastoral care is very, very good" NZQA EER Lead Evaluator 2019 (EER Rating Cat 3.)



3. Getting here.

You have options.

- You can fly into Auckland International Airport and go to the Domestic Terminal for a flight to Tauranga or,
- We can collect you from Auckland International Airport and drive you down to Tauranga (either ourselves or via a shuttle service). There is a Fee for this service, it is listed on the website or the accompanying Fee Schedule.

Please indicate on your application form which option you prefer.



4. Accommodation

Mt Maunganui

There are several alternatives available.

Please indicate on the Enrolment Form your preferred option.

- Homestay— stay with a local family. This is an excellent option if you are taking one of our ESOL courses, in fact we recommend it. Vetted and monitored by Bay Learning home-stay coordinator.
- Hostels- there are several backpacker type hostels in Tauranga and at Mount Maunganui. Mount Backpackers and Pacific Coast Backpackers at Mt Maunganui are on the bus route.
- Holiday Park There are two holiday parks within walking distance to the school.
 Cosy Corner Holiday Park has cabins available and this could be an excellent alternative if you want independence, especially in the off-season.



5. Fees

As course fees vary depending on the programme you choose please see the website for information about the various course fees: www.baylearning.co.nz.

6. Course Requirements/Restrictions.

General English Plus Skills	You will be given a Placement test on arrival to determine which class will be best for you.
IELTS classes	You will be given a Practice test to find your approximate level and determine what areas you can benefit from studying.
CAE classes (Cambridge Advanced English)	You will be a given a Placement test to see if your level is appropriate for this course.
TESOL	Requires an Upper Intermediate level of English or IELTS 5.5
TECSOL	Requires an Intermediate Level of English or IELTS 5.5

7. General English course

Our General English course has 6 modules:

Beginner Elementary Pre-Intermediate Intermediate Upper Intermediate Advanced

Arrival

When you arrive, as part of your Orientation, you will be given a placement test so we know which module to place you in.



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You may be placed in a lower module for 2 weeks while you get used to listening to the New Zealand accent.

Each level uses a text book, we use different course books at each level. Each class has a set of textbooks which may be used in class.

If you wish to purchase your own please enquire

You will also receive a Bay Learning Academy notebook to write in.

Assessments

These are throughout the course, at the end of each module, usually at the end of every two weeks.

There is also a mid-course test and end of course test.

When you leave we give you another Placement test to measure your overall improvement.

Certificates

When you leave you will receive a certificate of Attendance for the module you were in, stating the time you attended, and if you progressed through one module to the next you will also receive a Certificate of Achievement stating which module course you graduated from.

Your teacher will also have written a report for you which will have your overall percentage improvement, and your progress in the 4 skills – writing, reading, speaking and listening.

8. Enrolment Procedure.

8.1 Course Commencement

The course details will list start dates and end dates. Please see the website. www.baylearning.co.nz For most English courses enrolments in Mt Maunganui can be made at any time, and you can start any Monday we are open.

8.2 Meeting Course Requirements

English courses: For the English courses you need to be a New Zealand resident or hold a Student Visa to study at Bay Learning Academy.

If you wish to study less than 3 months you may also do this with a Visitor Visa, a Working Holiday or a Guardian Visa.



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8.3 Registration and Selection

To register for a course, you need to complete an Application Form. You can Apply on-line or download the Application Form.

If you meet the entry criteria for the course, we will send you a signed 'Offer of Place'. If a course is already full you may be invited to enrol at a later time.

The student sends completed Application Form, providing all requested information.

Bay Learning Academy will - verify the applicant's identity and citizenship

- Confirm eligibility
- Offer a place to the student

- ensure the student is aware of the information relating to the course, refund policy and the guidance and support available to them.

Student accepts the 'Offer of Place and pays for the course offered.

Payment may be made to the Academy or directly to the Public Trust.

Enrolment is recorded.

Payment is recorded.

Any change is recorded.

A Student Receipt form is issued.

The receipt can be used to apply for a Visa if this is needed.



8.4 Recognition of Prior Learning

For ESOL courses, on entering the Academy you will be given a placement test to establish your prior learning and correctly place you in your course.

Previous qualifications and IELTS test results are helpful when applying for our TESOL and Business English courses.

8.5 Enrolment and Orientation

Enrolment is completed upon arrival at Bay Learning Academy. Our orientation programme varies, depending on the course of study you choose.

You will be given a tour of the school, meet the tutors and be given access to our wi-fi. The orientation process will also cover health and safety issues, rules and regulations, and expectations. If you are doing an ESOL course we will then give you your placement test.

We also discuss the courses and what support is available to you. We then make sure that your homestay and transport arrangements are satisfactory.

NZ residents and citizens - please call the school for Enrolment Forms or download them from the website.

English for Migrant student – with pre-purchased English lessons, please visit the school with your letter from Immigration.

International Students – please refer to the Enrolment Procedure in the *Additional Information for International Students* section on page 21.



9. What is included in the tuition fees?

- Orientation programme
- Tuition: All classroom teaching.
- Assessment: All assessment and credit reporting fees.
- The use of textbooks and study guides.
- A Pastoral Care Staff member who will help deal with any problems you may have.
- Assistance in organizing sports and social activities.
- A friendly, personalised environment where you will feel welcome.
- For ESOL courses a student/homework book if required, for students studying 3 months or longer) for the appropriate level, and any photocopied material used.
- Off-site field visits and activities associated with the programme of study (unless stated otherwise)
- Use of the Library
- Free use of Wi-Fi facilities.

What is not included in our tuition fees?

- Education outside the stated programme costs.
- Administration and registration fees.
- Accommodation and meals.
- Personal requirements, such as toiletries.
- Recreational activities
- New Zealand travel costs (internal travel).
- Airport escort service.



10. Fee protection, withdrawals and refund policies.

Student fees are placed in a trust account controlled by the Public Trust, a government agency. Funds from the trust account are made available to Bay Learning Academy when approved by the trustee. No funds are released to the school until after the first two, five or eight days (depending on the length of course, see below) of the course have been completed.

Withdrawal and Refunds

If you want to withdraw from the course, you must apply for it in writing. Forms can be obtained from the office. Refunds are payable to the student and are NOT transferable to another student.

Refund period for international students

- (1) For the purposes of <u>section 235A</u> of the Act, the period within which an international student may withdraw from a programme or training scheme of 3 months' duration or more (the **refund period**) is 10 working days.
 - (2) The refund period starts on the first day on which the private training establishment requires the student to attend the establishment to receive tuition as part of the programme or training scheme.

Maximum percentage of fee total that may be retained

• If an international student withdraws from a programme or training scheme of 3 months' duration or more within the refund period, the maximum percentage of the payment, or payments, that the private training establishment may retain is 25% of the fee total.

The following refund arrangements apply):

- a) For courses of less than 5 weeks*:
 - Up until the end of the second day of the course 50% refund less costs already incurred and paid to a third party on behalf of the student (as above) unless two days constitutes the full amount of tuition paid for, in which case no refund is offered



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- After more than 2 days of the course -No refund after this date
- b) For courses of between 5 and 12 weeks:
 - Up until the end of the fifth day of the course 75% refund less costs already incurred and paid to a third party on behalf of the student (as above)
 - After 5 days of the course No refund after this date
- c) For courses over 13 weeks:
 - If notification of cancellation is received within the first 10 working days of the course the student will be refunded in full less a deduction for costs incurred by Bay Learning Academy Ltd up to the maximum of 25% of the total school-related costs paid, including but not limited to tuition fees, recruitment, marketing, agents' commission, overheads, examination fees, material fees, and administration fees.

An additional refund may be possible at the Principal's discretion.

A week means calendar week, not academic week

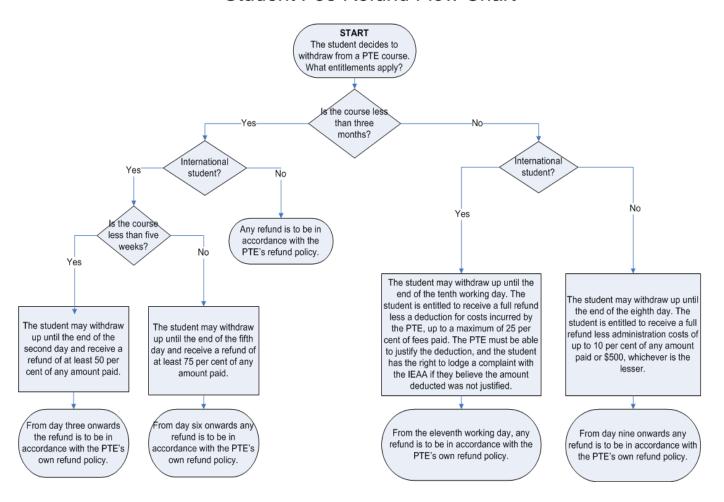
* Course here can mean either course or module.

All students are liable for the cost of any additional services requested if these were paid for on behalf of the student or rendered and/or completed prior to a cancellation.

Further information can be found at http://www.nzqa.govt.nz/about- us/publications/newsletters-and-circulars/equate/july/



Student Fee Refund Flow Chart



NO refund of fees or course extension will be given if the student:

- Arrives late for their course without notifying the school in writing.
- Takes time off without prior agreement in writing.
- Leaves before the course is finished. We require two weeks' notice for a holiday.
- Is asked to leave the Academy because of violation of the Academy's rules or the laws of New Zealand.
- Wishes to transfer to another Academy for whatever reason, outside of the dates given above.
- Returns home for any reason other than the student's serious illness or death or serious illness of a close member of the family. (Evidence required to verify authenticity in such an event.)



 Acquires Permanent Residence after having enrolled here. The student may reenrol as a regular full-time student provided the Institution's enrolment policy is not contravened.

If you default on any fee payments the cost of debt recovery will be your responsibility. Bay Learning Academy reserves the right to charge interest (currently at 12% pa) on any outstanding debt.

This policy is intended to be consistent with the requirements of the Education Amendment (No. 4) Act, 1991, and the Privacy Act, 1993.

Note: Homestay Refunds - Please see below in Section 5 for school policy.

11. Attendance Policy

For Students on a Student Visa.

It is an Immigration NZ requirement that students attend 100% of the course unless they provide valid reasons for non-attendance. A minimum of 90% attendance would be required at Bay Learning Academy to ensure understanding and course completion. Attendance is recorded and maintained. Attendance below 80% will be seen as a breach of contract and study visa obligations. Disciplinary action will take place unless a valid reason is provided or prior approval obtained. Failure to respond after two discipline letters may lead to course expulsion with immigration authorities being informed in such cases.

Students are required to be punctual. If students are more than 15 minutes late they will be marked as Absent in the register for that session. Attendance is reported daily and calculated weekly to identify attendance % rates, as your overall attendance rate for the whole programme must meet the minimum requirements. As a student, it is your responsibility to comply and attain the attendance requirements.

School attendance requirements of enrolled students:

- To attend all timetabled classes and related activities
- Be punctual for all classes
- To inform the school of any illness preventing class attendance prior to the start of class or as soon after as possible
- Provide a medical certificate on your return to school in cases of 2 or more days of absence



Though it will be at the discretion of the institution's senior management, consideration will be given to withdrawing a student from a programme of learning if it is considered that they have missed too many classes to be able to meet the learning and assessment requirements of the programme.

If you are absent without prior consultation and/or approval from a programme of learning for more than three consecutive days, and unless other extenuating circumstances exist, you will be automatically considered to have withdrawn from the programme of learning, and no longer deemed a student of the institution. In these circumstances the institution will be required to notify the appropriate regulatory authorities of the change in your status.

12. Assessments

Most assessment takes place during course time. Assessment may include your own work and/or group work.

Assessments may be oral, written, practical or formal. Written work may be done using the word-processors.

After assessment the tutors are available for one-to-one discussions on your progress.

Regular assessments in ESOL are necessary so you can see your progress and move on to the next level.

13. Course and Tutor Evaluations

To assist us in maintaining a high level of teaching we ask that you fill out a Course Evaluation Form at various stages during the delivery of the programme. Your comments will be held in confidence and will help us to continually improve the programmes we offer you. You will have the opportunity to make constructive suggestions at any time with reference to the delivery of your programme.





14. Students Responsibilities.

You shall:

- Pay to the Provider the tuition fees in the manner agreed to by both parties
- Agree to provide the education provider with academic, medical or other information relating to your well-being as may be requested from time to time by the school.
- You will accept and abide by the provider's rules and all instructions given by members of staff.
- You will accept and abide by the provider's decisions regarding accommodation suitability and rules regarding accommodation.
- You will attend the required classes on all occasions when the provider is open unless prevented by illness or other urgent cause.
- Respect other students, their cultures and their learning. Help maintain a positive and encouraging atmosphere for all the students.
- Accept the right of the provider to terminate this agreement and inform the Immigration Service if the student fails to comply with the Bay Learning Academy attendance requirements.
- Ensure that the Academy has your most recent contact information. If there is any change please let us know.



15. Bay Learning Academy Student Code of Conduct.

We rely on your common sense regarding your general conduct. We expect you to behave responsibly and in a way that shows respect for your colleagues and your tutors.

- 1. Respect the learning of others.
- 2. Mobile phones must be turned off in class.
- 3. You must not cheat or plagiarize. These are very serious offences and could result in expulsion from courses.
- 4. Smoking is not allowed at Bay Learning Academy.
- 5. You must not damage, misuse or remove material from Bay Learning Academy without permission.
- 6. You must not damage, use or misuse property belonging to other students.
- 7. Shared areas, including the toilets, must be kept clean and treated respectfully. These areas are used by everyone.
- 8. Do not eat or drink around the computers.
- 9. Students must conduct themselves in an orderly manner in their academic and recreational activities while they attend the Academy and engage in any Academy activity.
- 10. Students must respect the rights and privacy of other members of Bay Learning Academy at all times.



For examples of Misconduct and the Student Disciplinary Process please see the Code of Student Conduct available from the office and in the Student Library.

Definition of Misconduct

The general definition of 'misconduct' under these Disciplinary Procedures is improper interference, in the broadest sense, with the proper functioning or activities of the Academy, or those who work or study in the Academy; or action which otherwise damages the Academy.

Actions that break the law in NZ also constitute 'misconduct'



16. Complaints Procedure

This is what you should do if you are unhappy about anything at the school:

- Talk to your teacher in the first instance
- If your complaint is not satisfied then talk to the Pastoral Care Staff member or talk to the Manager
- If you prefer to put your complaint in writing please request the Complaints Form
- Talk to the Homestay Manager if you have a Homestay problem
- If you are still unhappy, talk to or write to the Principal
- You can go to iStudent Complaints, an independent organisation set up to assist International Students with any complaints they may have. https://www.istudent.org.nz/about-istudent-complaints
- If you still feel your problem has not been solved, you may contact NZQA. Complaints are taken seriously. You can download or complete on line the complaint enquiry form at https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/complaint-enquiry-form. Or contact NZQA on 0800 697 296.

You should be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

If you do have a problem please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English. At any time, you may use a friend or supporter to ensure that your interests are represented.

17. Student Welfare

If you have a problem and are willing to discuss it with our Student Pastoral Care officer please do so. Sometimes you may feel that you would prefer to discuss things with a different person. We have listed some agencies and phone numbers below who may be useful to you. Most of these are free.

Police, Ambulance, Fire – 111 emergency use only. (On any land line telephone call 111)

Lifeline and Interchurch Counselling Services This is a telephone counseling service FREEPHONE throughout NZ - 0800 543 354



Youthline

Email: youthline@youthline.co.nz

Web: www.youthline.co.nz www.urge.co.nz Crisis counselling of all kinds: anxiety, risk,

personal crises, etc Phone: 0800 376 633

Citizens Advice Bureau (CAB) Free advice about anything. Referral to other agencies which can help 07 578 1592

Email address: cab.tauranga@xtra.co.nz

38 Hamilton St, Tauranga 3110





Additional Information for International Students.

1. Enrolment

International students are welcome to enrol at any time of the academic year. International enrolment forms are available on the website.

2. Group Students (for International students)

To ensure safety, well-being, and the quality of all education for groups of international students, and to ensure compliance with the Code of Practice (CoP) for the Pastoral Care of International Students (CoP / 2003) Bay Learning Academy applies all regular policies and procedures related to the CoP as described in this handbook and on other forms to group students.

Groups are defined as two or more students who travel and study together for no more than three months, on either a group or visitor's visa.

Information given to group students will be adjusted to meet the requirements of the particular group and period of study and provided in writing and separately via the group organizer/agent. Bay Learning Academy Registration Forms are required for each student, giving full contact details and any special health or other needs. All group student arrangements and conditions shall be set out in an agreement signed by the school and group organiser/agent.

Please see Bay Learning Academy's Group's Policy for further details.

3. Code of Practice

Bay Learning Academy Ltd has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at http://www.nzqa.govt.nz.



4. 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 http://www.immigration.govt.nz

5. 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 http://www.mohhealth.govt.nz.

6. 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.

7. Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. Copies in English must be provided for all policies purchased outside of NZ. To ensure that all requirements are met. If required staff at Bay Learning Academy can help you with health insurance purchase.



8. Application Process

Step I Complete and submit to Bay Learning Academy Application Form this is also on line.

All applications and enquiries should be directed to:

Ms Liz Signal Telephone: 0064 7 574 2868

Principal Facsimile: 0064 7 574 2866

Bay Learning Academy, E-mail: info@baylearning.co.nz

22 Taupo Ave, Bayfair, Mt Maunganui. (0830 – 1800 NZ Standard Time)

Step 2

If your application is successful you will be offered a place. If you are unsuccessful you will also be notified.

Step 3

You should accept the Offer of Place in writing and send the first year's tuition fees to the institution.

Fees may be directly credited to our Public Trust bank account:

Bank: Bank: BNZ

Branch: Northend Branch, 100 Lambton Quay, Wellington City

Account Name: Public Trust, Bay Learning Academy

Account Number: 02 0536 0305865 01

Reference: CLI 00471968

Code: Your Name Swift code: BKNZNZ22 GST Number 108-925-132

Step 4

Bay Learning Academy will send a receipt for your fees and information necessary for you to obtain a student visa (see Step 6).

Step 5

You must be covered by medical insurance while in New Zealand. In the event of an accident you are eligible for Accident Compensation under New Zealand's Accident Compensation laws.

Step 6



After applying for admission to Bay Learning Academy, you need to obtain a student visa from the New Zealand Embassy or Consulate.

Each country has additional local requirements, which must be met before the authorities will allow a visa to be issued. The New Zealand Embassy or consulate in your country will advise you what other documentation is necessary.

To obtain a valid student permit or visa you generally must provide the New Zealand Immigration Service (NZIS) with the following, though some of these requirements may change from time to time, or from one country to the next:

- signed NZIS visa application form
- visa application fee
- passport valid until at least 6 months past the date you plan to leave NZ
- a recent passport-sized photograph
- evidence of financial support while in NZ (\$10,000 for a 36-week year, plus funds for air fares)
- \$1,000 a month, if studying for less than 36 weeks; or \$400 a month if you have a receipt for prepaid accommodation
- an 'Offer of Place' from a registered NZ provider such as Bay Learning Academy Colleges
- evidence that you have paid your fees for the duration of the course
- evidence of a guarantee of accommodation (this can be obtained from Bay Learning Academy)
- an outline of the course you wish to follow in NZ
- supporting documentation that shows that you meet the entry criteria, and that the chosen course is a logical progression of your study or development of career
- a handwritten letter stating your intentions, and how any courses are a fulfilment of a career plan which has already been started
- for people over 17 studying courses longer than 1 year, a police certificate
- for people studying for more than two years, a medical and x-ray certificate
- any other documents or information required by the Immigration Officer.



9. Homestays

9.1 Homestay accommodation

Homestay is an arrangement where you live with a New Zealand family in their home. If you are studying English we highly recommend this option. It is an easy way to get to know NZ customs and culture. You will have your own bedroom, mostly shared bathroom facilities, and are provided with breakfast and evening meals Monday to Friday. Other meals during the week are by agreement and may cost extra, but on the weekend all three meals are provided. Often, Homestay families include you in their weekend activities.

As in a normal family it is customary to offer help with the dishes, setting the table, or little chores around the house. It is considered polite to ask before using facilities such as the phone, TV etc., and to let homestay parents know if you are planning to be out late. We can help you find the right 'family' for you. We suggest you stay there at least 4 weeks; two weeks' notice is required for termination of a Homestay situation. Further information is in the Information for Homestay Students Booklet.

9.2 Costs

Homestays usually cost about \$260 per 7 day week.

Our placement fee of \$195 to find the right home and deal with any issues. All Homestays have to pass a detailed evaluation process and are regularly checked.

We will take you to the Homestay and introduce you to your new family.

Many students find they develop long-term relationships with their Homestay family.

9.3 Homestay Termination

Students wishing to cancel their Homestay are required to give two weeks' notice, as the Host contract requires that notice or pay two weeks board in lieu of notice.

Homestay Refunds - There will be an administration charge, equivalent to 3 days homestay fee, in case of a student cancellation, as there is considerable additional administration involved.

For all arrangements except our in-house homestays we require a formal process with signed approval from the parents. You also may not leave your homestay or change your living arrangements without written permission from the Academy and your parents.



10. Attendance

Immigration New Zealand (INZ), New Zealand Qualification Authority (NZQA) and Bay Learning Academy require a full-time International student to be on site for at least twenty hours a week. In addition, you are required to complete certain hours of self-directed learning.

Immigration New Zealand require you to attend 100%, unless you cannot attend for medical reasons and exceptional circumstances. 80% attendance would be required to understand and complete the course. Failure to achieve the same may affect your ability to complete the course. Attendance is recorded and maintained.



About New Zealand



New Zealand is a beautiful country and we are very keen to welcome you here.

Some things you might wish to know so you can plan your time here successfully.

Food costs: This is a guide only. Please note prices are in NZ\$.

Snack <u>\$3</u> - <u>\$6</u>

Takeaway Lunch <u>\$6</u> - <u>\$10</u>

Cappucino \$3.80 - \$4.50

Restaurant Meal \$25 - \$45

Big Mac \$5.00



Glass of Beer/Wine

<u>\$6</u> - <u>\$9</u>

Activities in Tauranga

For sports clubs in Tauranga, check out: https://www.sportbop.co.nz/

For events and what's going on try: https://www.eventfinda.co.nz/whatson/events/tauranga

Trips from Tauranga

Buses go daily from Tauranga to Auckland and Rotorua. This is an excellent hassle-free way to travel.

Tauranga – Auckland, buses leave every day, travel time is approximately 4 hours and Full Fare is \$46. Student discounts are available.

Buses to Rotorua depart 4 times a day, full fare is approximately \$30.

For a list of Activities in Rotorua head to www.tourism.net.nz/region/rotorua

For a list of attractions in the Tauranga area www.tourism.net.nz/region/bay-of-plenty/

For practical information and advice on living in NZ head to

www.tourism.net.nz/new-zealand/top-tips.html

Here you will find information on the time difference, tipping in NZ, currency etc. that will assist you.

Travel around Tauranga

Tauranga is well serviced with buses, go to https://www.baybus.co.nz/