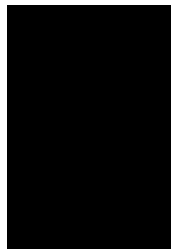




DEVELOPMENT HOUSE, 1ST FLOOR, 280-282 TRAFALGAR STREET, NELSON, NEW ZEALAND

## INTERNATIONAL STUDENT GUIDELINES AND INFORMATION TO STUDY IN NEW ZEALAND



THE NEW  
WORLD CLASS.

EDUCATED IN  
NEW ZEALAND.



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## **IMMIGRATION REQUIREMENT:**

1. Signatories must inform prospective international students that the student must meet the requirements of Immigration of New Zealand to study in New Zealand.
2. Where a prospective International student does not hold authority from Immigration New Zealand to study, or a signatory is unable to determine whether a prospective International student holds the necessary authority, the signatory must either:
  - a. Obtain advice from Immigration New Zealand
  - b. Advise the International student to seek advice from
    - i. Immigration New Zealand
    - ii. An Immigration Adviser licensed under the Immigration Advisers Licensing Act 2007
    - iii. A person that is exempt from being licensed under the Immigration Advisers Act 2007

And ensure that prospective International students hold authority from Immigration New Zealand to study before allowing that person to undertake any course of study or training. A register of licensed Immigration advisers is available from the Immigration Advisers Authority website at [www.iaa.govt.nz](http://www.iaa.govt.nz)

3. Signatories must immediately report any termination of enrolment to Immigration New Zealand, using the electronic notification form available at [www.immigration.govt.nz](http://www.immigration.govt.nz)

## **Obtaining Your Student Visa:**

To obtain a student visa to study with us here at Aromaflex Academy you will be required to submit the following documents to the New Zealand Department of Immigration:

- a) Proof of your accommodation for when you arrive in Nelson
- b) Proof of payment of your full course fees
- c) Proof that you have NZ\$10,000 in your bank account or in travellers cheques or if you are a citizen of Samoa or Tonga, a written guarantee of maintenance from a relative in New Zealand who is either a New Zealand citizen or resident.
- c) A letter from Aromaflex Academy confirming your acceptance onto the course
- d) A valid passport

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To obtain these documents from Aromaflex Academy you will first need to pay your course fee in full & fill in all necessary Enrolment forms.

We will then process your enrolment as quickly as possible for you to obtain your Visa through our Academy. If you would like any further information about the terms and conditions of a student visa, please see the NZ department of Immigrations website at:  
[www.immigration.govt.nz/study/home.html](http://www.immigration.govt.nz/study/home.html)

If you come to New Zealand as a visitor on a visitor visa, you are allowed to apply for a student permit whilst you are in this country. If you are on a visitor visa and wish to study with us, you may apply to the New Zealand Department of Immigration for a Variation of Conditions to study.

However, if you wish to study via correspondence, or do a short course, a study visa is not necessary.

You should check with the New Zealand Immigration Department to find out how long visa applications will take to process and if there are any changes to the above list. It is advisable to begin this process as soon as possible to ensure you can arrive in New Zealand prior to your course commencing.

Aromaflex Academy can help you if you are having problems with your student visa. If you would like more information about what is required to obtain a student visa, or you need forms to apply, please see the website [www.nzis.govt.nz](http://www.nzis.govt.nz)

Nelson also has Immigration lawyers who can help you if you are still having difficulties. They can provide you with specialised Immigration advice.

A first off free consultation is available by contacting them at:

New Zealand Immigration Concepts

PO Box 720

Nelson

Ph: (03) 546 7786

[www.new-zealand-immigration.com](http://www.new-zealand-immigration.com)

[info@new-zealand-immigration.com](mailto:info@new-zealand-immigration.com)

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Should you require any information on places to stay please visit

[www.nelsonnz.com](http://www.nelsonnz.com)

Or alternatively email us here at [aromaflex@xtra.co.nz](mailto:aromaflex@xtra.co.nz) and we can answer any queries that you may have

## **Working in New Zealand whilst having a student visa:**

Students can work in New Zealand when you are studying a Level 5 or 6 NZQA credited course. When you apply for your student visa, you will need also to apply for a variation of study, so that immigration of aware that you are studying a full time course, as well as working in NZ at the same time. For further information please refer to the “Can a Student Work?” section of the Immigration website <http://www.immigration.govt.nz>.

## **Orientation Programme and Support Services:**

We offer an orientation programme to International students to help them settle into life in New Zealand. This takes place during the first few days of you commencing study at Aromaflex Academy.

## **English language requirements:**

### **Assessment of Prospective International Students:**

1. Where a course requires a level of English oral and written competency, prior learning, and/or any academic prerequisites for students to participate effectively, the signatory must assess the prospective international student and be satisfied on reasonable grounds that these competencies are met before making an offer of place to the student or accepting the student enrolment. If these competencies are met, the signatory has discretion to offer a place to the student or to accept the student for enrolment.
2. Signatories must advise prospective students prior to enrolment if course placement, or course placement at a particular level, is conditional on a given level of English language proficiency or prior learning being achieved through testing in New Zealand.

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3. If a signatory is not satisfied that a prospective student meets the requirements set out in clause 1, they may advise the student of the English language courses and/or prerequisite course/s that these courses must be successfully completed before the signatory enrolls them and/or during their chosen programme of study.

The language assessment and tuition will be at your own expense.

If English is not your first language, and you wish to complete the course, it would be helpful if you had either:-

- International English language qualification i.e. TOEIC level 750 English.
- Or IELTS Level 6 or equivalent

IELTS tests can be taken at British Council offices around the world. For further information visit the IELTS website at [www.ielts.org/format.htm](http://www.ielts.org/format.htm).

You can study English in Nelson, visit [www.english-school.ac.nz](http://www.english-school.ac.nz)

The Nelson English Centre on 189 Hardy St, Nelson, is just around the corner from Aromaflex.

## LIVING IN NELSON

The Nelson region enjoys a mild Mediterranean-type climate with long summers, mild winters and plentiful all-year-round sunshine. Nelson consistently rates as New Zealand sunniest town. January and February are the warmest months of the year and July is generally the coldest. Snow is rare on the lowlands but falls are common in the mountains in July and August. Our average annual rainfall is 986mm.

### **English Schools in Nelson:**

Nelson English Centre, 187 Hardy Street, Nelson, New Zealand, phone 00 64 3 548 2255, fax 00 64 3 548 2261, e-mail [admin@english-school.ac.nz](mailto:admin@english-school.ac.nz), website [www.english-school.ac.nz](http://www.english-school.ac.nz)

Nelson Marlborough Institute of Technology, 322 Hardy Street, Nelson, New Zealand, phone 00 64 3 546 2469, fax 00 64 3 546 3326, e-mail [internat@nmit.ac.nz](mailto:internat@nmit.ac.nz), website [www.nmit.ac.nz](http://www.nmit.ac.nz)

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## **Medical Insurance**

It is a very good idea to have this arranged before your arrival. There are many companies that provide medical insurance for international students. Student Safe New Zealand provides Medical and travel insurance for international students.

Please see the website: [www.heathlambert.co.nz](http://www.heathlambert.co.nz) for more information on Student Safe or call them on

+64 9 359 1691 (from overseas) or 0800 800 001 (from within NZ).

We recommended Southern Cross Travel Insurance

Level 1,

AMP Centre,

29 Customs Street West,

Private Bag 99 925

New Market

Auckland 1149, New Zealand

How to contact them:

International Fax: +64 9 379 7628

New Zealand Fax: 09 379 7628

International Phone: +64 9 379 4970

New Zealand Phone: 0800 800 571

Email: [student@scti.co.nz](mailto:student@scti.co.nz)

For further information simply contact us: [www.internationalstudent.co.nz](http://www.internationalstudent.co.nz)  
0800 800 571

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

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## **CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS**

*Aromaflex Academy has 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 NZ Ministry of Education, Wellington.*

<http://www.minedu.govt.nz/goto/international>.

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The code applies to pastoral care and provision of information only, and not to academic standards.

The Code sets standards for education providers to ensure that:

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up to date.
- Students are provided with information prior to entering into any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner.
- The particular needs of international students are recognized
- International students are in safe accommodation
- All providers have fair and equitable internal procedures for resolution of international student grievances.
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Copies of the code are available upon request from this institution or from the Ministry of Education website at

<http://www.minedu.govt.nz/goto/international>.

### ***What is the Code?***

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of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

## ***Who does the Code apply to?***

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

## ***How can I get a copy of the Code?***

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

## ***How do I know if an educational provider has signed the Code?***

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This list is available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

## ***What do I do if something goes wrong?***

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

## ***What is the International Education Appeal Authority (IEAA)?***

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

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## ***How can I contact the IEAA?***

You can write to the IEAA at:

The International Education Appeal Authority,  
C/- Ministry of Education  
Private Bag 47-911  
Ponsonby  
Auckland

Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

Fax: (09) 374 5403

Phone: (09) 374 5481

## **Health**

Emergency doctor, ambulance, emergency dentist – Contact Nelson Hospital on (03) 546 1800

Please note that the sun is VERY strong in New Zealand and you will need to use sunscreen.

## **Urgent Chemists**

Prices 7day Pharmacy

Corner Hardy and Collingwood Streets

Open Mon-Fri 8:30 am – 8pm, Sat 9am – 8pm, Sun & Public holidays 10am – 6pm

Ph: (03) 548 3897

## **Transport**

**Taxis:** Nelson City Taxis (03) 548 8225

Sun City Taxis 0800 422 666 or (03) 548 2666

It is advisable to use a taxi after dark.

**Buses:** ‘The Bus’ operates all over the Inner Nelson area. There are four routes – These are:

Maitai/Brook area, Toi Toi/Hospital area, Atawhai, and Washington Valley.

## **Internet Services**

Internet services are available in many places in the Nelson area. These include:

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Aurora Tech  
161 Trafalgar Street Nelson  
Ph: (03) 546 6867

Kiwi Net Café  
93 Hardy Street Nelson  
Ph: (03) 548 8095

## **Banks**

There are many banks located in the main centre of Nelson. These are open between the hours of 9:00am to 4:30pm. In some countries you can open a New Zealand bank account before you arrive. This will enable you to transfer funds directly to your New Zealand bank account.

It is easy to open a bank account once you are in the country. Please see the following websites for information about fees and accounts:

[www.nationalbank.co.nz](http://www.nationalbank.co.nz) – The National Bank of New Zealand

[www.asb.co.nz](http://www.asb.co.nz) – ASB bank

[www.bnz.co.nz](http://www.bnz.co.nz) – Bank of New Zealand

[www.westpactrust.co.nz](http://www.westpactrust.co.nz) – Westpac Trust

Many banks offer a tertiary package which includes lower, or no fees on transactions.

## **Library Services**

We have a library at Aromaflex available to students.

The Nelson Public Library also has text books. It is located at 27 Halifax Street. Phone (03)546 8100.

The Library is open between the hours of:

Monday 10am – 6pm

Tuesday 10am – 6pm

Wednesday 10am – 6pm

Thursday 10am – 6pm

Friday 10am – 7:30pm

Saturday 10am – 1pm

Sunday 1pm – 4 pm

For information about joining the library, please see the website:

<http://www.nelsonpubliclibrary.co.nz> for further details.

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[www.aromatherapy.org.nz](http://www.aromatherapy.org.nz) is NZ Register of Holistic Aromatherapists and if you join as a student, you may access their library.

## **Driving in NZ**

1. Drive on Left side of the road
  2. At a roundabout give way to the Right
  3. When you ride a bike, you must wear a helmet
- contact [www.aa.co.nz](http://www.aa.co.nz) for NZ road and safety laws.

## **Accommodation in Nelson:**

### Homestay

Should you require any information on places to stay please visit [www.nelsonnz.com](http://www.nelsonnz.com)

Accents on the Park is a great back/packers/upmarket accommodation, just around the corner from the school [www.accentsonthepark.co.nz](http://www.accentsonthepark.co.nz)

### Rental Accommodation:

This costs anything between \$120 - \$350 per week, depending on how many rooms, and the area in which you are renting. This is a good option for students who are going to be staying for 6 months or longer. To find rental accommodation, please view following links:

[www.nbps.co.nz](http://www.nbps.co.nz) [www.firstnational.co.nz](http://www.firstnational.co.nz) [www.summit.co.nz](http://www.summit.co.nz)  
[www.ljhooker.com](http://www.ljhooker.com)

### Home-stay accommodation:

This costs \$180 a week approx, and includes full board. Homestay is with a New Zealand family, and you may become part of their family life. Contact Aromaflex Academy and we may be able to put you in touch with some home-stay families.

### Hostel/Backpacker Accommodation:

This is a good option for students when they first arrive, before looking for somewhere permanent, and is also good if you are only doing a short course. The price ranges between \$20 - \$50 per night.

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If you would like any more information on accommodation in Nelson, please see the websites: [www.jasons.co.nz](http://www.jasons.co.nz) , [www.nelson.co.nz](http://www.nelson.co.nz) , or [www.nelsonnz.co.nz](http://www.nelsonnz.co.nz)

Or alternatively email us here at [aromaflex@xtra.co.nz](mailto:aromaflex@xtra.co.nz) for accommodation application forms. Homestay and hostels have been assessed by Aromaflex Academy to be suitable accommodation for all students.

## **Student Safety and Welfare**

The following procedures will be adhered to if the Education Provider has concerns regarding the pastoral welfare and safety of the student.

Indicators of these concerns may be:

- a. If a student is attending their classes regularly, but not performing in their studies
- b. In the event that a student ceases attendance before course completion
  1. The principal/and or tutors will counsel the student, on a weekly basis if necessary.
  2. The principal/and or tutors may talk to the student's friends, if appropriate, in order to identify the problems that may be encountered by the student.
  3. The Principal /and or tutors will encourage the student to meet and talk to relevant outside Agencies (e.g. Relationship Services, Family Planning Associations) – depending on the problems that the student is facing.
  4. If the student's performance does not improve after a series of counseling sessions, a letter of Notification will be issued to the student, as well as to the parents (if applicable).
  5. If the student shows no improvement or interest in their studies, the school will consider terminating the enrolment.
  6. The NZ Immigration Service will be notified that the student has ceased to attend.

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## THE APPLICATION PROCESS

You return the application form on the back of the enrolment brochure with all your details.

Aromaflex Academy then sends you out an enrolment form and written interview forms.

You fill in all the forms, get photocopied identification, Birth Certificate, or Passport, or Certificate of Citizenship, and send back to the Academy

A follow up phone call or email is made when all forms are received by the Principal or School Administrator.

An interview is arranged either in person, over the phone or the net.

You attend the interview and you may bring a support person with you.

The Principal or head Tutor conducts the interview and answers any questions about the course.

You must bring with you to the interview the following original documentation:

1. Birth Certificate, or Passport, or Certificate of Citizenship
2. Certificates for any previous qualifications held

Aromaflex Academy will write or inform you if you are accepted on the course. Then you will:

1. Sign the acceptance form and arrange payment of fees by cheque, cash, eftpos, visa, or bank transfer
2. Complete the Trust Account authorisation form and return this with any other requested documents to Aromaflex.

When all documentation have been processed, and fees been paid, you will receive an invoice and the start of your course materials. A letter for the Immigration Department regarding a student visa together with a completed 'offer of place for an International Student' form.

Note: Aromaflex Academy places the tuition fee into a Public Trust account until the 8<sup>th</sup> day of tuition.

### **Student Fee Protection:**

Aromaflex Academy participates with the Public Trust to ensure protection of student fees. All students' fees are all held separately within the Public

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Trust, based in Wellington. Student loans are also paid directly into the Public Trust Account.

## **Reading Resources for your Study:**

There is a recommended reading book list. We recommend that you try accessing some of these books in your own country and reading them before you come to New Zealand, or obtaining these books in your own language to use alongside your studies here.

Our students in the past have found that purchasing text books in their own language before they came to New Zealand has helped with their learning.

## **Withdrawal from the Course:**

If you are contemplating withdrawing from your course you are required to discuss this with the Principal. If you decide to withdraw we require this in writing and you will be required to complete a withdrawal form. All school property must be returned upon withdrawal, and this includes course materials if you withdraw within the first 8 days.

- a) Students are entitled to withdraw from a course at any time within seven days after the first start date of the course and;
- b) Aromaflex Academy pays fees into a Public Trust account approved by the New Zealand Qualifications Authority for the purpose out of that payment or those payments, to be held in trust to be available for refund to the student an amount equal to so much of that payment or the sum of those payments as exceeds the lower of the following amounts:
  - i) 10 percent of that payment or the sum of those payments
  - ii) \$500.00
- c) If, and only if, satisfied that the student withdrew from the course within 7 days after the first day of the course for which attendance of students at the establishment was required, the school shall pay the amount held to the student;
- d) The first day of study begins on the day of payment of the course fee.

If you do wish to withdraw from the course within 8 days the principal will notify the Immigration Department with details of the circumstances.

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## **Refund Policy**

If a student withdraws from the course, this must be done in writing, and full refund will be given, as exceeds \$500 or 10 percent of the amount of that payment or of the sum of those payments, whichever is the lesser.

## **Privacy Act:**

The Privacy Act introduced in 1993 controls how our School collects, uses, discloses and gives access to personal information. The result of this is that the Academy Staff are unable to provide information on individual students, their whereabouts and addresses.

Please note that selected categories of the information you provide (name, address, date of birth, ethnicity and academic details) may be disclosed to specific organisations governing the school e.g. New Zealand Qualifications Authority, IFPA and the Ministry of Education that are dealing with the same administration, academic or research issues.

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## Homestay Application Form

**Name:**

**Type of Accommodation Preferred:**

Price Range: Up to: \$ \_\_\_\_\_

Date required from:

Preferred location:

Long term:

Short term:

**Any Special Needs:**

**Vegetarian/Food Allergy/Other:**