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# Taylor'sCollege

PREPARATION FOR UNIVERSITY SUCCESS

## TAYLORS COLLEGE, AUCKLAND PRE-ARRIVAL HANDBOOK

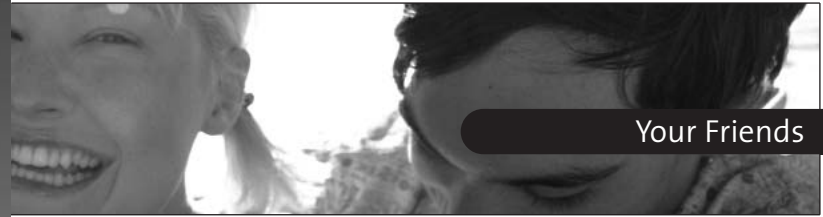


Disclaimer: This handbook has been compiled for the information of students. To the best of our knowledge we believe that the information contained in this booklet is correct at the time of printing. Study Group New Zealand Pty Ltd accepts no responsibility for any errors, nor any liability for any consequences that may follow from any person's use of the material.

# Welcome to Taylors College



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Your Friends

Name: \_\_\_\_\_

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## Welcome to Taylors College, Auckland









Congratulations on choosing to become a student of Taylors College, the most successful university preparation college in New Zealand.

Students from a wide range of countries study at our campus and achieve direct entry into top universities all over the world.

Taylors College has eighty five years of experience of working with international students. Our graduates are very successful when they move on to university study

I look forward to meeting on your arrival and working with you and our staff to ensure that your time with us rewarding and successful.

**Tony Cranshaw**  
**Campus Director/Principal**

 <p><b>Ed Aldiss</b> Deputy Principal</p>	 <p><b>Alison McCallum</b> Tertiary Councillor</p>
 <p><b>Lena Law</b> Student Welfare Manager</p>	 <p><b>Marj Woods</b> Business Services Manager</p>
 <p><b>Duncan McVicar</b> Bursar</p>	 <p><b>Tere Daly</b> Marketing Manager</p>

**School address:**

Taylor's House  
75 Karangahape Road  
Newton, Auckland, NEW ZEALAND  
T +649 306 2600  
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**Introduction**

New Zealand was first inhabited by Maori in around A.D. 800. European explorers began to observe New Zealand but the British landed and set up colonial settlements first. They claimed New Zealand for Great Britain and New Zealand became a member of the Commonwealth of the British Empire in 1907.

New Zealand is a democracy with its own federal system of government. The Queen of England is the Head of State but is permanently represented by the Governor General. The Federal Government is elected every four years and is led by the Prime Minister.

**Auckland**

Located in the North Island of New Zealand, Auckland is a vibrant South Pacific city situated between two beautiful harbours and surrounded by subtropical islands and lush native forest. It is one of the few cities around the world where the wild outdoors can be enjoyed right alongside the comforts of home. Central Auckland boasts an array of culture, theatre, lifestyle and fashion, not to mention some of the best education providers internationally. With a population of over one million people, Auckland is New Zealand's largest and most cosmopolitan city. Students are an established and welcome part of Auckland's population and lifestyle; as they contribute in many ways to the steadily growing ethnic diversity of this harbour city.

Taylor's College is located in the North Island of New Zealand in Auckland City.

### Student VISAs

It is of the utmost importance to have a current student visa whilst you are a student in New Zealand. To apply for a student visa in your home country before leaving for New Zealand, please contact the New Zealand Immigration Services (NZIS) or use the services of an authorised Taylors College Agent.

Please note: it may take up to six months to apply for and obtain a student visa from some countries.

#### New Zealand Immigration Services

Listing – [www.nzis.govt.nz](http://www.nzis.govt.nz)

#### Taylor's College Authorised Agents

Listing – [www.taylorcollege.com](http://www.taylorcollege.com)

#### How do I obtain a student visa?

The following is a general summary of the student visa application procedure:

- > apply to Taylor's College and receive an offer
- > pay your fees
- > receive an electronic or manual Confirmation of Payment
- > receive a Confirmation of Appropriate Accommodation and Welfare statement issued by Taylor's College if you are under 18 years
- > have a medical check and x-ray at an authorised medical office (details from your agent)

- > submit your visa application form to the New Zealand Immigration Service in your country or to your Taylor's College Agent
- > pay the student visa processing fee
- > provide evidence as indicated by the New Zealand Immigration Services Office.

#### What are your student visa obligations?

1. You cannot work in New Zealand.  
You can however apply for permission to work with your parents and school's approval.
2. You must attend 80 percent of school contact hours and achieve satisfactory results. Taylor's College will monitor your attendance very closely. Parents will be informed if you are not attending classes.
3. You must maintain adequate arrangements for travel and health insurance during your stay in New Zealand.
4. If you are under 18 years of age and do not intend to live in New Zealand with a parent, custodian or nominated relative you must have obtained approval from your school for your accommodation, support and general welfare arrangements.
5. You must inform Taylor's College within 7 days of your arrival in New Zealand of your current residential address and of any changes of address within 7 days of each change.

### Accommodation assistance

Taylor's College can assist you to find suitable accommodation in New Zealand. Please contact our Accommodation Officer.

#### Kazuko Sakuma

T: +64 9 306 2570

E: [infonz@sga.edu.au](mailto:infonz@sga.edu.au)

### Airport reception

All Taylor's College students who request Airport Reception will receive a confirmation sign (please check with your Agent). Please display this when you arrive in New Zealand.

Upon arrival at Auckland International Airport and after you have passed through Customs and Immigration, enter the arrival hall. A college representative will meet and greet you in the arrival hall – PLEASE DO NOT LEAVE THE ARRIVAL HALL. They may or may not be carrying a sign with your name on it. It is therefore important for you to carry your Taylor's College Confirmation sign so that the driver can identify you.

If you are unable to locate you're the person collecting you, ask for assistance from the Information Desk in the arrival hall or call our emergency numbers

021 701 072 or

021 539 054 or

021 332 126.

#### DO NOT leave the airport.

On occasions international flights touch down in other New Zealand cities at which point you may be given the opportunity to clear customs before taking your flight to Melbourne. In such cases you will most likely arrive at the domestic terminal and the reception officer will still be there to meet you. You will find them near the baggage carousel.

## StudyCare Insurance for International Students

Your welfare is our top priority. We know that by studying and living abroad you will be making a major investment in education and your future. It will be one of the most rewarding and exciting experiences of your life. It is vital that you are secure and safe during your time abroad.

### What is StudyCare?

StudyCare is a comprehensive insurance plan administered by ACE European Group Limited, a leading insurance provider. It has been developed specifically for international students by leading education specialists with over 35 years' experience. Student care and support services are provided by a team of specialists supporting over 15,000 students every year.

### Why StudyCare is right for you?

StudyCare has been designed specifically to offer you comprehensive protection and support throughout your studies. From the time you set off to the moment you arrive back home, you are free to concentrate on your studies, secure in the knowledge that you have a level of insurance cover second to none.

With StudyCare help is always just a phone call away.

### What's included?

Medical emergency and repatriation	NZ\$3,000,000
ACE Rescue	Unlimited
Travel expenses	NZ\$15,000
Cancellation expenses	NZ\$15,000
Delay	NZ\$3,000
Abandonment	NZ\$6,000
Missed departure	NZ\$1,500
Personal property	NZ\$4,500
Essential purchases	NZ\$300
Money / credit card	NZ\$3,000
Personal liability	NZ\$3,000,000
Death (aged 16+)	NZ\$30,000
Death (aged under 16)	NZ\$15,000
Loss of one or both eyes/limbs	NZ\$75,000
Permanent total disability	NZ\$75,000

### How much will it cost?

Period of cover	NZ\$
Up to 2 weeks	\$60
Up to 4 weeks	\$90
Up to 6 weeks	\$90
Up to 8 weeks	\$150
Up to 3 months	\$190
Up to 4 months	\$230
Up to 5 months	\$275
Up to 6 months	\$320
Up to 7 months	\$360
Up to 8 months	\$405
Up to 9 months	\$450
Up to 12 months	\$495

## Health facilities

Taylors College can help you if you feel unwell. We have welfare staff on duty in our large, fully equipped, on-campus health centre.

## Documents

You should bring with you at least 3 copies of your academic results that have been certified as true copies by the Principal of your school or by your agent. You should also bring a certified true copy of your birth certificate and a copy of your passport and visa. You should also find out how to write your home address in English. We will mail documents to your parents therefore we need to know your address in English so that mail is delivered.

## Climate

The New Zealand climate is generally pleasant without extremes in temperatures. New Zealand has all four seasons: Winter, Spring, Summer and Autumn. New Zealand's seasons are the opposite to those of the Northern Hemisphere.

## Clothing

New Zealand summers (Dec-Feb) are warm to hot and lightweight clothes are suitable for daytime, but keep a jacket or sweater handy as nights may be cool. Winters (Jun-Aug) sweaters and warmer clothes are advisable. Most of the time just keep it

light and comfortable. Your wardrobe should include jeans, t-shirts, jumpers (pullovers), jackets, warm shirts, warm trousers/slacks/skirts, both lightweight and warm socks and sturdy footwear. It can rain frequently in winter, so also include a lightweight raincoat or an umbrella.

## Money

To cover your initial expenses we recommend you bring a bank cheque to a value of NZ\$1500.00. Cheque, Savings and Card (EFTPOS) accounts can be opened. It may take some days for your bank draft to be cleared and the funds made available to you. We strongly recommend that you do not carry large sums of cash with you. We recommend that you bring approx NZ\$300.00 in cash only to cover costs until your bank draft is cleared.

## Electrical appliances

Electrical goods may be cheaper to buy overseas than in New Zealand. You may bring into New Zealand goods purchased overseas free of Customs Duty, provided the total value does not exceed NZ\$700.00. Goods such as computers may be cheaper at home and can be brought with you, BUT be sure the voltage rating is compatible with the mains power supply in New Zealand – 240 Volts. New Zealand's power system is 240 Volts 50 HZ alternating current (AC). Appliances rated 220-240 Volts generally perform satisfactorily.

## Have you:

- Applied for and/or obtained your Student Visa?
- Booked your flight to New Zealand?
- Arranged to be met on arrival?
- Arranged your accommodation in New Zealand?
- Had a dental check-up? It will be cheaper to have it done in your home country!
- Had your eyes tested or spectacles made? It is cheaper in your home country!
- Had your immunisations?
- Obtained three certified copies of your academic results?
- Obtained copies of your passport and visa?
- Acquired the necessary clothing?
- Prepared a budget of your cash required for the first two months?
- Arranged for money to be available to meet your tuition fees?
- Organised funds to meet your personal expenses?
- Purchased the appliances you are bringing to New Zealand?
- Advised Taylors of any changes in your chosen subjects?
- Practised using English lately?
- Found out how to write your address correctly in English?

## Customs

### Customs clearance

Before your arrival in New Zealand, a New Zealand Passenger Arrival Card will be issued to you on the aircraft by the Flight Attendants. The Passenger Card is a declaration that explains what you may bring into New Zealand and asks you to answer a number of questions about the property which you are carrying with you. Answer all questions fully and truthfully. The penalties for false declarations are very heavy and the goods in question may be confiscated as well.

### Food stuffs

New Zealand Customs are very strict about foodstuffs of any description being brought into New Zealand. All foodstuffs must be declared to customs on arrival in New Zealand or dumped in the rubbish bins in the arrival hall.

### Biosecurity

New Zealand operates very strict biosecurity procedure at airports and ports to prevent the introduction of pests and diseases of animals and plants. You are required to declare to an inspector in all items in your possession that are listed below. If you are not sure about any items, ask a MAF Quarantine officer.

**Note: Heavy penalties exist for false declarations.**

## Animal and Animal Products

- > Live animals, pets, birds, fish, and insects.
- > Meat and meat products (fresh or cooked).
- > Dairy products including cheese, milk, milk powder, butter and ghee.
- > Egg and egg products including egg powder, and instant meal products.
- > Fish/shellfish (fresh, dried and frozen).
- > Honey, pollen, honeycombs, and bees wax.
- > Feathers, bones, tusks, furs, skins, hunting trophies, stuffed animals and reptiles.
- > Unprocessed wool and animal hair, including yarns, rugs, and apparel.
- > Coral, turtle and tortoise shells and ivory.
- > Sea shells.
- > Biologicals, cultures and organisms.

## Plants and Plant Products

- > Fruit and vegetables (fresh, dried, frozen or cooked).
- > Nuts unprocessed and raw.
- > Herbs and spices.
- > Noodles and rice.
- > Mushrooms and fungi (fresh or dried)
- > Plants live and dried, including plant cuttings and budwood.
- > Seeds, bulbs, corms, rhizomes and tubers.
- > Straw and mats in any form.
- > Cut flowers, dried flowers and leaves.
- > Pine cones and pot pourri.
- > Wood carvings and artefacts.
- > Bamboo, cane, rattan and basketware.
- > Soil and water.

## Other Items

- > Camping/hiking/hunting gear and boots, bicycles and spiked/cleated/studded sporting shoes.
- > Animal food, remedies supplements, cultures and biologicals.
- > Riding gear, including clothing, footwear and grooming equipment.
- > Equipment and clothing used in association with animals.
- > Fresh water fishing equipment, fishing bait and fly tying material.

## Prohibited and Restricted Items

Prohibited and restricted goods include:

- > Weapons such as firearms, flick knives, sword sticks; and protection sprays.
- > Objectionable (indecent) articles such as video tapes, films, records, CD-ROMs, and publications.
- > Illicit drugs and drug paraphernalia.
- > Endangered species of Flora and Fauna, and products derived from these endangered species.

New Zealand has a substantial multicultural population, including a range of Asian supermarkets. Most foodstuffs, which you can buy in your home country, can be purchased in New Zealand from shops specialising in ethnic foodstuffs. Being a set of small islands, New Zealand is protected from many of the pests and plant and animal diseases found in other parts of the world. New Zealand does not want to import any new strains of disease and imposes strict plant, animal and food quarantine regulations to keep New Zealand free from imported disease.

For more information about the New Zealand Customs Service or Ministry of Agriculture and Forestry (MAF) visit: [www.customs.govt.nz](http://www.customs.govt.nz) or [www.maf.govt.nz](http://www.maf.govt.nz)

When you arrive in New Zealand it is very important for you to contact your family in your home country to let them know you have arrived safely. There are a number of different communication forms available to you.

## Telephones

### Payphones

New Zealand has an extensive network of Public Phones throughout the country. They are easily recognised by the yellow and blue Telecom emblem. The cost of local calls is 50 cents (NZD) with most phones accepting coins and prepaid telephone cards. International calls can be made from pay phones. Long distance call charges vary depending on the time of day and distance.

Weekends are an excellent time to make international calls due to all day discount rates.

The rates for Pre Paid Telephone Cards are \$2, \$5, \$10, \$20 and \$50. They may be purchased at reception.

To get more information about the cost of a call to your home country, or assistance with telephone numbers please follow the directory below:

- > Telephone directory
- > Local/National Directory Assistance 018
- > International Directory Assistance 0172
- > National Operator 010
- > International Operator 0170

- > Reverse Charge (refer to National or International Operator)

### Mobile, hand phone, cellular

New Zealand has an effective digital network that covers cities and major centres. Digital mobile phones will operate in New Zealand if brought with you from overseas. Rates for mobiles vary considerably, depending on the chosen telecommunications provider.

Students are strongly recommended to use a pre-paid mobile phone package as this will enable you to easily monitor and control your spending.

### Private phones

There are two main telephone service providers in New Zealand: Telecom and Telstra Clear. The cost of call rates, monthly access fees etc vary with each company. Please contact them directly for further information.

Telecom: Tel: 123  
[www.telecom.co.nz](http://www.telecom.co.nz)

Telstra Clear: Tel: 0508 888 800  
[www.telstraclear.co.nz](http://www.telstraclear.co.nz)

## Email/Internet

There are many internet providers in New Zealand offering differing rates for their service and speed. A full range of options can be chosen at through the College.

Taylor's College also provides all students with email/internet access on campus.

## New Zealand Post

New Zealand Post is the national postal service provider. There are post offices located in most New Zealand suburbs and shopping centres. Their services include: letters, faxes, parcels, money orders (similar to a cheque) and a bill paying service.

Opening hours:

Monday to Friday, 9:00am – 5:00pm  
Some outlets are also open Saturday morning

## Transportation

### Public transport

Buses, trains and ferries service Auckland and operate on a strict timetable. Fares and ticketing systems will differ in between each method of transportation, but can be purchased at most travel outlets or at the transport directly. Please visit the following for fares and details of the public transport network.

Bus/Trains/Ferries – [www.maxx.co.nz](http://www.maxx.co.nz)

The purchase of a weekly or monthly ticket is advisable as it does reduce the cost of each trip.

### Taxis

Taxis are plentiful, but relatively expensive. Higher rates apply in the evenings, weekends and public holidays. Heavier penalty rates apply after midnight. All taxis in New Zealand must use the fare meter.

The flag fall (starting charge) is approx NZ\$2.00.

## Driving

If you hold a licence to drive a vehicle in your home country and you think you may wish to drive a vehicle in New Zealand, it is desirable for you to obtain and bring with you to New Zealand an International Drivers Licence. You may use such a licence for a short time in New Zealand. However, we do not encourage you to drive in New Zealand for at least the first year of your studies. Public transport is very good and possession of a car can act as a serious distraction from your studies.

## Banking

Students are advised to conduct their financial arrangements through a New Zealand Bank.

Major New Zealand Banks are:

- > National Bank
- > Bank of New Zealand
- > ASB Bank
- > Westpac Bank
- > Kiwi Bank
- > ANZ Bank

Banks are generally open 9:00am to 4:00pm Monday to Friday. Some branches of these banks will be open on Saturday mornings. ATM cards can be used in New Zealand at both ATMs (Automatic Teller Machines) and at participating retail locations, so long as they have been enabled for international access. Your ATM card must carry either the CIRRUS or PLUS logos or the Interlink or Maestro POS mark.

## Credit cards

The most commonly accepted credit cards are American Express, MasterCard, Visa, Bankcard, Diners Club and their affiliates. Use may be restricted in smaller towns and country areas and small retail shops.

## Shopping

There is a variety of shopping options for you in New Zealand. There are shopping malls/plazas in most major suburbs, small family owned businesses, large supermarkets, convenience stores and markets. Prices in New Zealand are fixed therefore it is not usual to bargain. Most items will be labelled with a price tag.

### Business hours

Shopping malls/plazas and most other shops are open during the following hours:

- > Monday – Wednesday, 9:30am to 5:00pm
- > Thursday – Friday, 9:30am to 9:00pm
- > Saturday, 10:00am to 5:00pm
- > Sunday, 10:00am to 5:00pm

Large supermarkets are often open until midnight but some stay open for 24 hours. Convenience stores such as 7-Eleven and Star Mart are generally open 24-hours but prices are slightly more expensive than supermarkets.

## Supermarkets

Supermarkets are located in most Auckland suburbs. Woolworths, New World, Foodtown, Pack'n'Save and Countdown are some of the major supermarkets. Shopping is by self-service and goods are paid for at the 'checkout' when you leave. Prices vary between these stores and it is advisable for you to shop around for the best prices. Asian supermarkets are also available in some suburbs and sell a large variety of Asian foods.

### Markets

Fresh fruit, vegetables and meat are often sold at markets at cheaper prices than the supermarket. Markets also sell a variety of other goods such as clothing, plants, furniture etc. Each market has its own trading hours. Most are only open two-three days per week.

### Paying for goods

There is a variety of methods that you can use to pay for goods:

- > cash
- > Eftpos (allows you to use your ATM card to pay for goods)
- > credit card
- > cheque
- > store credit card (i.e Farmers Card)
- > lay-by (allows you to purchase something over a period of time but you cannot take possession of the product until it is entirely paid for)

# Budgeting

In addition to your tuition fees, you will be responsible for planning and budgeting your living costs. Below is an estimated cost of living guide per month for a single student living in homestay accommodation in Auckland.

Item	Auckland Per month NZ\$
Single homestay room (breakfast & dinner included)	NZ\$880.00
Food (lunches & snacks) (\$5.00 per day)	NZ\$140.00
Telephone	NZ\$50.00
Transport	NZ\$100.00
Stationery	NZ\$40.00
Clothing, entertainment personal	NZ\$150.00
Total monthly costs	NZ\$1360.00
Total costs per academic (9-months)	NZ\$12,240.00

## Part time employment

Students can undertake work for up to 20 hours in any given week during the academic year (including holidays within the academic year) if they are:

- > undertaking a full-time, course of study at a private training establishment or tertiary institution and taking at least two academic years to complete, or

- > undertaking a full-time course of study culminating in a qualification that would qualify for points under the Skilled Migrant Category, or
- > undertaking a full-time, full secondary school year course of study in Years 12 or 13, provided they have written permission from their school and written parental consent, or
- > engaged in a full-time, course of study of at least six months duration, at a Private Training Establishment or Tertiary Institution, and a visa or immigration officer is satisfied that the primary purpose of the course of study is to develop English language skills, and, at the time of application for a student visa or permit, the student has an International English Language Testing System (IELTS) overall band score of 5.0 or above
- > during the Christmas-New Year holiday period if they are undertaking a full-time course of study of 12 months or more duration.

You should not plan to work in New Zealand to pay the major part of your fees or living expenses.

## Social etiquette

### Greetings

When introduced to a person for the first time, man or woman, it is usual to grasp the person's right hand firmly but not hard enough to hurt. A weak or limp handshake can create a very poor impression. A simple "hello" or "how are you?" is expected.

When greeting your peers or friends, a handshake is not necessary unless it has been some time since you have seen them.

It is common for New Zealander's to say, "hello", "g-day" or "how are you?" when they pass by you in the street or when you enter a shop. They are simply being friendly. You would generally say "hello" back or simply smile at the person.

### Social behaviour

Modifying your behaviour to adapt to the social norms of your host country is recommended. Eating habits, dress habits and toilet habits are different in New Zealand to many of your home countries. Observe how others act and ask questions of your friends/teachers if you are unsure of accepted habits.

It is impolite to clear your nose, throat or to spit in public without using a handkerchief or tissue.

It is also extremely important to say "please" when you ask for anything and "thank-you" when you receive something

or if somebody does something nice for you. It is also polite to say "please" and "thank you" in shops and restaurants, such as when ordering food and when the food is delivered to your table.

Adapting to these new patterns of behaviour is one of the cultural hurdles that you will face. If you are feeling unsure about anything, please talk to one of our friendly Welfare staff.

## Taking care of yourself

It is important to make sure that you are doing all that you can to take care of yourself whilst in New Zealand. You need to consider:

1. your physical self
2. your active/social self
3. your emotional self
4. your thinking self
5. your spiritual self

If you are having a difficult time in any way or feeling under stress, check that you are doing something to help yourself in each of the areas above. Eat healthily, go for a walk with a friend, give expression to your feelings (don't bottle them up), take time to identify your negative thoughts and translate them into positive ones, or investigate what religious or spiritual groups you could participate in. You can also seek support from our Welfare staff.

## Orientation

You must arrive in New Zealand at least 3-4 days before the commencement of classes so that you can attend the Taylors College Orientation programme. Your Orientation day is extremely important as you will be introduced to Taylors College staff, Taylors timetabling will be explained to you and all necessary administration matters will be completed. You will also be advised of important procedures to be followed from the commencement of Term 1 and will be issued with your school diary, booklist and subject description booklets.

During the orientation day you will be introduced to the Taylors College computer network and receive your computer password. You should bring with you:

- > details of your home and term addresses (Make sure you know how to write this in English. Your agent can help you)
- > email address, phone number, fax number name, address and phone number of your
- > Caregiver/guardian if you are under 18
- > a photocopy of the personal details and visa pages from your passport.

## Caregivers

If you are under 18 years of age you should already have an approved Caregiver or a Guardian. Your Caregiver is responsible for meeting you at your accommodation after you arrive in New Zealand, helping you with cultural adjustment and settlement issues (opening a bank account, explaining the public transport system etc) and talking with you weekly via telephone. They should also meet you fortnightly and provide a regular report to your parents.

## Education process

You will probably find the New Zealand education system different from that of your home country. There is much less emphasis on rote learning or memorisation work for reproduction in examinations and more emphasis is given to more creativity and problem solving. Courses of study usually involve a choice of subjects and the final result obtained in each subject is determined by marks gained for coursework in class throughout the year and the final examination mark.

The system of assessment is intended to reveal your understanding of the topics studied and your ability to apply what you have learnt. The assessment process is a continuing one throughout the school year with periodic testing leading to the final examinations. The process means you are judged over a longer period and a wider range of tasks than may be covered

in a single examination. The problems of examination nerves, illness on examination days and cramming for exams are considerably reduced.

As all subjects are taught in English, it is important for you to have good skills in English. We cannot stress too strongly the importance of developing sound English language skills both in your home country before coming to New Zealand and whilst you are in New Zealand. If your English skills are poor it is a sound investment to undertake an English Language Programme, such as the Taylors English Language Preparation, before you commence your academic studies.

It is recommended that you listen to, read and speak English as much as possible. You will not improve your English unless you use English. Students must speak English on campus.

## Reporting

Students, parents and caregivers will receive an academic progress report regularly. Students undertaking the Taylors English Language Preparation (TELP) programme will receive a report every eight weeks. Students studying a Taylors College programme will receive their report after each term.

## Classrooms

Classes are generally made up of no more than 25 students. During each term a number of small tests and examinations are held in the class as well as general classroom teaching. It is not unusual, even for good students, to have initial difficulty. This is due to a number of factors and does not relate to a lack of hard work. It may be a result of a problem with English, different interpretation of the curriculum, different study methods, different assessment standards and the pressures of social and cultural adjustment. Normally, you can expect improvement in grades as the year progresses.

## Study guides

Throughout your studies at Taylors, you have the support of Taylors Study Guides. These guides are a series of booklets for each subject that complement the textbook and the work undertaken in class. The Study Guides are reinforced by instructions in study skills to enable you to 'work smarter'. They provide detail of curriculum and assessment tasks, supplementary course materials, learning support, additional exercises and practice examinations.

## Tutorials

If you are having difficulty in any subject or if you would like to enhance your skills in a particular subject area, teachers will provide small group tutorial assistance (at no extra cost) to help you to overcome your difficulties, and to achieve your goals of academic success.

## University entrance

Although entry to the University of Auckland and Auckland University of Technology are guaranteed (based on successful completion of the TAFY programme and attaining the appropriate marks), entry to all New Zealand universities is competitive. During your final year of study, Taylors will counsel you about the courses available in your areas of interest and will offer advice about your realistic expectations for university entry, based on your Taylors assessment of your likely academic performance for the year. University entrance is only based on your final year of study.

The Tertiary Counsellor will assist you to apply for university places in any New Zealand university. Taylors can also provide advice on how to apply for your university visa.

## Dress and appearance

Taylors does not have a school uniform. You may dress casually, but are expected to wear only clothing that is clean and in good condition. This requirement is imposed to ensure consideration for the sensibilities of all other students attending the college. The college may refuse to allow you to attend classes if in the opinion of the college you are unsuitably dressed. Taylors expects a high standard of personal grooming and hygiene and any student whose personal grooming or hygiene does not meet its standards may be barred from attending classes until the college's requirements are satisfied. Appropriate footwear must also be worn at all times.

## Behaviour

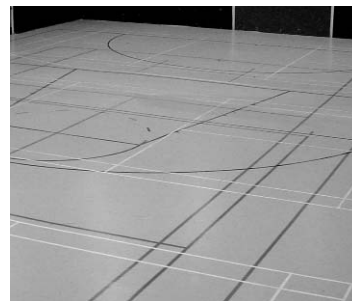
As Taylors students are completing the final years of secondary education, they are generally considered adult and expected to act accordingly. It is expected that you will be punctual for all classes and that all work set by teachers will be completed within the time frames set. Students who fail to meet these expectations will be required to report to the Deputy Principal and, in case of repeated breaches, will be referred to the Principal.

## Sports, recreation and entertainment

New Zealanders play and enjoy watching a wide variety of sport. Cricket, golf, tennis, Football, rugby, swimming, volleyball, badminton and soccer are just a few of them. Whilst you are not obliged to participate in the extra-curricular programmes, all students are encouraged to take advantage of the various cultural and sporting activities that can be arranged by the school. It is important to get plenty of regular exercise to be fit and alert for your studies.

## Religious practice

Within New Zealand society, all religions may be practised. All major religions of the world have places of worship and any student wishing to attend would be welcomed.



## Term dates 2005/2006

January 2006 (40-weeks)	April 2006 (30-weeks)	September 2006 (40-weeks)
Student Orientation Day: 27 January 2006	Student Orientation Day: 21 April 2006	Student Orientation Day: 25 August 2006
Classes Commence: 30 January 2006	Classes Commence: 24 April 2006	Classes Commence: 28 August 2006
Term Dates	Term Dates	Term Dates
Term One: 30 January - 7 April 2006	Term One: 24 April - 23 June 2006	Term One: 28 August - 15 December 2006
Mid-term Break: 10 April - 21 April 2006	Mid-term Break: 26 June - 7 July 2006	Mid-term Break and Christmas Holiday: 23 October - 27 October 2006 & 18 December - 29 December 2006
Term Two: 24 April - 23 June 2006	Term Two: 10 July - 15 September 2006	Term Two: 3 January - 6 April 2007
Holiday: 26 June - 7 July 2006	Holiday: 18 September - 29 September 2006	Holiday: 9 April - 20 April 2007
Term Three: 10 July - 15 September 2006	Term Three: 2 October - 1 December 2007	Term Three: 23 April - 29 June 2007
Holiday: 18 September - 29 September 2006		
Term Four: 2 October - 1 December 2006		

## Public Holidays 2006

Auckland Anniversary	Monday 30 January
Waitangi Day	Monday 6 February
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
Easter Tuesday	Tuesday 18 April
Anzac Day	Tuesday 25 April
Queen's Birthday	Monday 5 June
Labour Day	Monday 23 October

## Accommodation

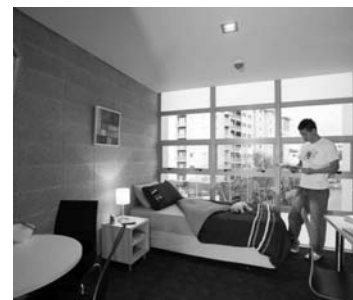
There is a wide range of accommodation options available near Taylors College. You will need to assess which particular type is most suitable for you. Factors to consider would include your age, how independent you are (e.g. can you shop, cook, clean, do your own laundry), your budget, and how far you are prepared to travel.

Costs vary depending on the type, quality and location of accommodation sought. The following list indicates some of the types of accommodation available and the approximate costs.

### UniLodge

UniLodge offers studio and one bedroom fully furnished apartments with modern bathroom and cooking facilities and is located in Auckland's Educational Precinct, only a short stroll to AUT, The University of Auckland and ten to fifteen minutes walk to Taylors College. The property is also centrally located for public transport and just a short stroll to the centre of the city and harbour front facilities.

UniLodge operates with full security access and has high quality modern facilities, including games room, swimming pool, BBQ area, theatre, gymnasium and computer room. The professional, multi-lingual staff at UniLodge, provide assistance and support to students whenever required.



## Cost of Living at UniLodge

Establishment Cost	Price	UniLodge Includes
Placement Fee	\$275.00	> Fully Furnished apartments including TV with modern kitchen and bathroom facilities
Security Deposit**	\$300.00	
<b>Transport</b>		
Airport Pickup (One Way)	\$100.00	> On-site management and security
<b>Accommodation Costs</b>		
Studio Apartment* @ \$220.00 per week (12 week minimum stay)	\$2,640.00	
Studio Deluxe* @ \$250.00 per week (12 week minimum stay)	\$3,000.00	
One Bedroom* (Able to be shared – sleeps two) Ideal if two students travelling together @ \$320.00 per week – share costs (12 week minimum stay)	\$3,840.00	
Cleaning Fee	\$ 100.00	
Total Cost: (Studio Apartment) (Studio Deluxe) (One Bedroom)	\$3,515.00 \$3,875.00 \$4,715.00	
<b>Additional Costs</b>		
Laundry facilities: Per washing machine Per dryer	\$3.00 \$3.00	
Telephone and fast internet connection if required at an additional cost (Minimum \$10.00 per month with phone line)		

\*\* Security Deposit is refundable pending room condition and outstanding fees

\* Depending on availability

## Private rental

Flats, apartments or houses can be rented privately but this option is only available to students over 18 years of age. In most cases the property will be unfurnished and you must provide everything. You lease the entire property and are responsible for all related expenses. Costs will vary depending on the number of bedrooms, the quality of accommodation and the location of the property. Renting usually involves paying rent one month in advance, plus a bond when you first move in. A bond is a payment generally equivalent to one month's rent which is paid to cover any damage or unpaid bills that may occur whilst you are renting the property. It is refundable when you leave the property if the property is in sound condition when you vacate.

Cost: NZ\$90.00 – NZ\$300.00 per week + living expenses (food, utilities etc)



## Homestay

Homestay is a safe, secure and friendly family environment and is recommended for students who wish to find out more about the New Zealand lifestyle and culture. Students under 18 must live in homestay. Full board homestay consists of a single furnished room with a desk in a private home where the householder provides breakfast and dinner for you each day.

Single room: NZ\$220.00 per week

### Homestay Details

If you choose to live in a homestay you must complete a Homestay Application Form that can be obtained from the IAC or College. After applying, Taylors will allocate a homestay family to you and send you a Homestay Profile that will outline key information about your host family (i.e how many children, pets, distance from campus).

### Homestay guidelines

There are a number of different homestay guidelines that you must be aware of:

- > Bedroom  
You will have your own room, including a desk for study and reading light, a closet or set of draws for your clothing and linen for your bed.
- > Heating  
In summer the temperature in your room may be warm and humid and in winter it may be colder. Please check with your family before opening windows or using heaters.

## Accommodation

- > Food  
Your homestay will provide you with breakfast and dinner seven days a week. It is a good idea to go shopping with your family and tell them what foods you like.
- > Bathroom  
Please ask your family when is the best time for you to use the shower or bath. Please remember water is precious and hot water is expensive. Water is a precious resource in New Zealand and you will probably be sharing bathroom facilities so you should not take too long in the shower. 5-10 minute showers are recommended. It is a good idea to do your make-up and hair in your bedroom.
- > Telephone/Internet  
All overseas telephone calls should be made collect or with a calling card. If you would like to have your own phone, the host family may charge for this as this is an extra cost. Please check with your family before using the telephone and keep the call as short as possible, as other people may want to use it.

Please respect the amount of time you spent on the internet (not all night), and check that the family is not expecting any telephone calls. The internet may also have additional costs.

- > Laundry  
You should talk to your family about laundry arrangements. Some families will show you how to use the washing machine, some families might want to wash your clothes for you.
- > Money  
You should have paid Taylors College your first four weeks of homestay before arriving in New Zealand. Payments are then made two to four weeks in advance. A bond is not required. Please ensure that you keep a record of payments and that you receive a receipt from your host family.

### Your duties

- > You must clean and tidy your own room
- > Always remember to telephone your homestay if you are to be late home for dinner. Ask your family what time they have dinner each night.
- > Remember that your homestay family is not a hotel.
- > Please say 'thank-you' and remember to assist with small chores when possible.

## The Code of Practice for pastoral care of international students

Taylors College 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.minedu.govt.nz/goto/international>.

## Health 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>. 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>. International students must have appropriate and current medical and travel insurance while studying in New Zealand.

## 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>.

## New Zealand Qualifications Authority

Students may contact the New Zealand Qualifications Authority if they experience any difficulties with the above procedures.

The nearest office of the Authority is at:  
Level 13, 125 The Terrace  
Wellington, New Zealand  
P.O. Box 160, Wellington, New Zealand  
Ph: +64 4 802 3000  
Fax: +64 4 802 3112  
E: [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz)  
W: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational 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 recognised
- > international students under the age of 18 are in safe accommodation
- > all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

### How can I contact the IEAA?

You can write to the IEAA at:  
The International Education Appeal Authority,  
Private Bag 47-911  
Ponsonby, Auckland, New Zealand  
E: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

## Campus Maps – Auckland

### Level 4

Student Common Room and Kitchen  
Library  
Student Welfare Office  
Student Welfare Manager  
IT Support Officer  
Marketing Manager

### Level 2

Campus Director / Principal  
Deputy Principal  
Teachers Room  
Science Laboratories  
Class Rooms

### Level 1

Tertiary Councillor  
Security Officer  
Computer Room  
Teachers Room  
Staff Room

### Ground Floor

Reception  
Business Services Manager  
Bursar  
Admissions Officer





Your Friends

Your Friends

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