



Laidlaw
College
TE WANANGA AMORANGI

INTERNATIONAL STUDENTS' INFORMATION



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LIDLAW COLLEGE APPLICATION PROCESS FOR INTERNATIONAL STUDENTS

Enquiry by prospective student

Enquirer sent by post:

Prospectus

CD containing:

- International Students' Information Booklet
- Fees Schedule
- Application Form
- Reference Form(s)
- Accommodation Guide (Auckland Campus)
- Academic Calendar

Application received by Laidlaw College and processed (includes an assessment of appropriate programmes – IELTS, placement test)

Application accepted and proceeding?

NO

Process terminated

YES

Acceptance letter with contract sent to applicant

Contract received by Laidlaw College, together with all required fees (tuition fees, travel/medical insurance)

Laidlaw College sends an Offer of Place (including programme, fees amount, insurance confirmation)

Student submits visa application with Offer of Place to INZ. (Recommended that the application is submitted 6–8 weeks prior to enrolment.)

Problem with visa?

YES

Laidlaw College refer to ISC or phones INZ

NO

Enrol on enrolment day (Show passport with visa)

Visa granted within 2 weeks after semester start date?

NO

Defer study for one semester or Refund fees

YES

Enrol and go to class

Key to abbreviations

IELTS International English Language Testing System

ISC International Student Coordinator

INZ Immigration New Zealand

A. APPLICATION PROCESS

In considering applications from international students we need to have clear information on the following:

- We need to be assured that you come with the full backing and support of your church, both in prayer and financially. It is a privilege for us to have a part in training people from overseas countries, but we must be certain that this training is recommended by your church.
- We must have full information about your financial position. It is important that you have sufficient funds to cover all costs involved for the duration of your course. These include your airfare, tuition fees and accommodation costs for each year of your proposed course. It is not guaranteed that you will be able to obtain part-time or holiday work. You should therefore look for your expenses to be met from sources within your own country, and we must be satisfied that you have taken adequate steps to achieve this before we will consider acceptance of your application.

The application process can take several months so it is essential that you make an early start. Applications from overseas students should be received by Laidlaw College no later than 1 November (for Semester 1 of the following year), or 1 April for Semester 2.

Please post all correspondence by airmail to the Laidlaw College campus to which you are applying (contact details on back cover).

THIS IS THE PROCESS:

1. Enquirer will be sent by post:

Prospectus

CD containing:

- Application form
- Reference form(s)
- Schedule of Fees
- Accommodation Guide (Auckland Campus only)
- Academic Calendar

If you decide to apply, you should return the Application form to us and forward the reference form(s) to your nominated referee(s).

Please read the questions carefully and make sure you answer them fully and adequately. If you cannot answer any question please explain why in a covering letter.

2. If necessary, make arrangements to sit the IELTS (International English Language Testing System) test – see section C.

3. When we have received all the required material, the College Admissions Committee will consider your application. You will be informed of their decision by letter, and, if accepted, you will receive:

- a personal letter informing you of your acceptance and giving other necessary information
- a contract for you to sign (stating what programme you are being offered, how much it will cost, the cost of medical and travel insurance, and outlining the conditions of acceptance), plus a copy for you to keep.
- a Summary Code of Practice for the Pastoral Care of International Students.

Please note: Laidlaw College does not admit any international student under the age of 18.

B. FOLLOWING YOUR ACCEPTANCE

1. **Send the signed contract back to Laidlaw College** (keeping a copy for yourself), together with the required fees for tuition and proof of insurance. Medical and travel insurance is compulsory for all international students studying in New Zealand. Before Laidlaw College can give you an Offer of Place to obtain your student visa/permit we require proof of insurance. See Section F for further details.

After paying your fees you will be sent an "Offer of Place" for you to take to the NZ Immigration Service when applying for your visa.

2. **Obtain a passport** (if you do not already hold a current passport).

3. **Obtain a student visa/permit.** You must complete the immigration requirements for the issue of a student visa/permit. You can download a Student Visa/Permit Application (INZ 1012) and a Student Visa/Permit Guide (INZ 1013) from the INZ website: www.immigration.govt.nz. If you are living outside of New Zealand you should submit your application to the nearest Immigration New Zealand (INZ) branch, or NZ Embassy or High Commission. You can find out the location of where to send your application on the INZ website (www.immigration.govt.nz/contactus). If you are in New Zealand, send your student visa application direct to:

*Student Processing Unit
Immigration New Zealand
PO Box 1049
Palmerston North 4440*

STUDENT PERMIT APPLICATION CHECKLIST

General Requirements

- A completed and signed Student Visa/Permit Application form.
- Application fee (refer to website www.immigration.govt.nz)
- Your passport or travel document (not a copy). It must be valid to at least 3 months past the date you plan to leave NZ.
- One recent passport size photograph.

Health Requirements

To show that you have an acceptable standard of health, you may have to complete a medical certificate and submit it with your application. There are two different medical certificates:

- **Temporary Entry X-ray Certificate (INZ 1096)**
If you will be in NZ for more than 6 months but less than 1 year, you may need to complete this certificate to show you have been screened for tuberculosis (TB). If you are from a country listed as a low incidence tuberculosis country you do not need to provide such a certificate. To check if this requirement applies to you, please refer to the INZ website www.immigration.govt.nz.
- **Medical and chest X-ray Certificate (INZ 1007)**
You will need to complete this certificate if you will be in NZ for more than 12 months.

Character Requirements

If you intend to be in NZ for 24 months or longer you must submit a Police Certificate from your country of citizenship, and any country in which you have lived for 5 years or more since reaching the age of 17 years. The Police Certificate must be less than 6 months old. A police certificate is compulsory for applicants to the Bachelor of Counselling and Bachelor of Teaching and Worldview Studies programmes.

Financial Requirements

You will need to provide one of the following as evidence of your ability to support yourself in New Zealand. either:

A completed Financial Undertaking for a Student (INZ 1014) form (if someone is acting as your financial guarantor)

or

Evidence of sufficient funds to support yourself for the period you will be studying. (If studying in NZ for less than 36 weeks evidence of NZ\$1000 per month is required. If studying for more than 36 weeks, evidence of NZ\$10,000 per year is required, as well as sufficient funds to purchase an outward ticket); AND a guarantee of accommodation

or

If you are a student from Tonga or Samoa you may supply a Sponsorship Form for Visiting New Zealand (INZ 1025)

Enrolment Details

A written offer of place to study from Laidlaw College **and** evidence that you have paid the course fees are essential before a Student Visa is issued. Immigration New Zealand may request additional information to enable your application to be determined. When Immigration New Zealand is satisfied

that your application is complete and in order, you will be issued with a student visa.

NOTE FOR THOSE WHO ALREADY HOLD A STUDENT VISA OR PERMIT:

If you are applying for a further student visa or permit you must provide evidence of previous student performance. For students already at Laidlaw College, such evidence can be obtained from Educational Services (Auckland) or the Academic Registrar (Christchurch).

What is a Student Visa?

An endorsement in your passport to allow you to enter or re-enter New Zealand. It shows you have permission to travel to New Zealand and may be granted a Student Permit when you arrive. The visa may be single for one journey, or multiple for more than one journey.

What is a Student Permit?

An endorsement in your passport which allows you to study in New Zealand. It will state the expiry date and give the conditions of your permit. The conditions may include:

- Your course of study
- The educational institute
- The location of the institute in New Zealand

Who needs a Student Visa?

You will need to apply for a Student Visa if:

- You are outside of New Zealand
- You want to come to New Zealand to study full time for longer than three months. (Your spouse or partner and children who wish to accompany you may apply for a Visitor or Student Visa.)
- Potential students entering as visitors to New Zealand from visa free countries may apply for a Student Permit once an educational institute has accepted them.

Further information about student visas and permits can be found on the Immigration New Zealand website: www.immigration.govt.nz

IMPORTANT NOTES

Processing Time:

You will need to allow 6–8 weeks for your student visa/permit application process once you have lodged your application with INZ. You will not be able to commence studies at Laidlaw College unless you hold a valid student permit. This is a New Zealand Immigration requirement. You need to bring your passport with you at enrolment to show evidence of your valid student permit.

Variation of Conditions:

You will need to obtain a "Variation of Conditions" from Immigration NZ if you are currently the holder of a:

- Work visa
- Student visa for another institution

You can only study part-time with a Variation of Conditions. You will need a variation of conditions even if you only want to study one paper for credit at Laidlaw College.

4. **Book flight to New Zealand.** We advise you to obtain your air reservations as soon as you have been accepted. Flights into New Zealand in late January and early February can be heavily booked as this coincides with the New Zealand summer holiday period.

5. Accommodation

Auckland Campus

Laidlaw College's Auckland Campus offers accommodation for single students and married couples without children in its Halls of Residence. There are also flats and houses available on the campus for students with children. The accommodation options are outlined in the Accommodation Guide (also available on our website www.laidlaw.ac.nz). The application closing date for the first round of accommodation offers is 30 November. Late applications will be processed in later rounds.

If you wish to apply for accommodation at the Auckland campus please ensure you complete the application form in the Accommodation Guide and return it with your College application.

Please note that Laidlaw College will only guarantee accommodation on your Offer of Place if you pay your accommodation fee in full before the Offer of Place is issued.

Assistance is given to find accommodation locally if Laidlaw College accommodation is not available. Such accommodation is not assessed by Laidlaw College. Information on market rental rates is outlined below.

For further information on accommodation on the Auckland Campus, contact:

Residential Services Manager
 Jenny Mackie
 +64 9 836 7806
jmackie@laidlaw.ac.nz

Christchurch Campus

No residential accommodation is available at the Christchurch campus. The Academic Registrar is designated to assist international students with accommodation (refer to contact details at back of this booklet). The Academic Registrar does not assess local accommodation, but will put international students in touch with local rental agencies, advertise your accommodation needs to local churches, and pass on offers of board (furnished rooms, generally with food provided).

Market rentals (for unfurnished houses or flats where you cook your own food) are as follows:

Market Rentals (Median figures)

	2 bedrm flat	3 bedrm flat	3 bedrm house	4 bedrm house
Auckland (Henderson area)	\$290	\$300	\$370	\$485
Christchurch (Papanui)	\$250	\$300	\$350	\$400

Note: Median rentals are taken from Department of Building and Housing website for the period 1 March – 31 August 2011 (www.dbh.govt.nz/market-rent).

Rental figures can vary greatly from suburb to suburb in New Zealand's cities. Rental figures exclude power/water/telephone costs so a family would need to budget for approximately \$250–\$300 a month for those costs. A bond of between 2–4 weeks' rent is generally payable. Many single people in New Zealand share a flat or house to keep the costs down (you will find a lot of advertisements for "Flatmates" in newspapers or on trademe.co.nz/flatmates). You would normally provide your own bedroom furniture, and share in the rent/food/power/phone/internet/water costs. You would need to budget approximately \$70–\$90 a week for food/power/phone/internet, and between \$100–\$150/week for rent if you were flatting. For further information on living costs in New Zealand, go to nz-immigration.co.nz/cost-of-living. Most students coming directly from overseas would live in a hostel or boarding arrangement as this is the easiest to organise from a distance.

C. LANGUAGE REQUIREMENTS

Since all tuition is given in English, applicants need to be proficient in understanding, reading, writing and speaking English. Therefore, applicants whose first language is not English are required to have an IELTS (International English Language Testing System) test score (academic version) appropriate to their programme of study (see below). The IELTS test is an internationally recognised English language proficiency test for students planning to study in an English speaking tertiary institution. This test is administered by the British Council in most countries.

IN NEW ZEALAND THE TEST CAN BE UNDERTAKEN AT:

Auckland

- Manukau Institute of Technology, Manukau
- Massey University, Albany Campus
- UNITEC Institute of Technology, Auckland
- University of Auckland, Auckland

Christchurch

- Christchurch Polytechnic Institute of Technology

For other testing centre locations in New Zealand, and further information on the IELTS testing system, please go to www.ielts.org

As a guide, the cost for the IELTS test in 2011 was NZ\$365.

Applicants should arrange for the administering office to send a copy of their Test Report form directly to Laidlaw College. The test score is a guide to the Admissions Committee or Dean of Studies when recommending an appropriate programme of study for applicants.

REQUIREMENTS FOR PREPARATORY PROGRAMME STUDY

Applicants for the full-time one year Preparatory Programme Certificate require an overall score of 5.0 with a minimum of 5.0 in reading and writing.

Applicants for the one semester full-time programme require an overall IELTS score of 5.5, with a minimum of 5.5 in reading and 5.0 in writing.

REQUIREMENTS FOR DIPLOMA AND DEGREE-LEVEL STUDY

An overall score of 6.5 or higher in IELTS, with a minimum of 6.0 in reading and writing is required. For the Bachelor of Counselling an overall band of 6.5 or higher in IELTS (academic) is required, with a minimum of 6.0 in reading, writing, listening and speaking. For the BTch a minimum of 7.0 is required in each of reading, writing, listening and speaking.

REQUIREMENTS FOR POSTGRADUATE-LEVEL STUDY

An overall score of 7.0 or higher in IELTS, with a minimum of 7.0 in writing is required for Postgraduate level study.

EXEMPTIONS

A waiver for the IELTS may be granted by the International Student Co-ordinator (Auckland) or Dean of Studies (Christchurch).

- If the applicant has already received a degree with an appropriate grade from an appropriately accredited English-speaking institution. If that institution is located outside New Zealand, Australia, the USA, or the UK, proof may be required

that English was the medium of education

- For long-term residents in New Zealand, or another English speaking country, who are able to demonstrate English language competency appropriate to the desired level of study.

D. SUMMER SCHOOL

Laidlaw College (Auckland campus) runs a compulsory, free week-long programme before lectures commence at the beginning of the year. This Summer School exists to prepare people for a successful tertiary study experience – particularly those who:

- are International enrolments in level 5 or above who are not native speakers of English
- are coming straight from high school
- are returning to study after a long period
- are coming into study as adults without a previous successful study record
- have studied predominantly maths and science subjects at school and university

Further information about the Summer School is available from the Auckland Campus Admissions Coordinator.

E. CLOSING DATES

Applicants should make their application for the following year's first semester intake by 1 November and for the second semester intake by 1 April. This is to allow time for visa processing.

F. MEDICAL AND TRAVEL INSURANCE

The NZ Government requires that all international students have appropriate and current medical and travel insurance for the period of their study in New Zealand. This includes students on work permits of less than 2 years who are studying with a variation of conditions in their visa. Laidlaw College has made arrangements with Uni-Care for a Group Scheme to provide cover for overseas students. This scheme provides extensive cover, and meets the NZ Government's requirements for appropriate insurance cover. You can read more about the cover Uni-Care offers via their website www.uni-care.org. The cost involved is approximately NZ\$502 per person or NZ\$1370 per family per year. (These amounts are subject to change as they are outside our control.) The Admissions Coordinator (Auckland Campus) or the Christchurch Campus staff member processing your application will assist you to arrange insurance through this Group Scheme.

Please note that if you have a pre-existing medical condition you will need to apply for medical insurance from Unicare directly (refer www.uni-care.org).

Alternatively, you may arrange your own medical and travel insurance. If your insurer is an overseas company, you must provide policy details in English to Laidlaw College. Your policy must cover:

- Medical expenses (ranging from doctor's visits and prescriptions through to major hospitalisation, optical cover and emergency dental cover)
- Travel cover (loss of baggage and other personal effects,

accident and injury, disruption to travel plans, cost of medical care in any stopover countries)

- Emergency evacuation/repatriation
- Accompanying relative cover
- Personal effects (eg. insurance cover for your computer or expensive personal items)
- Personal liability cover

Your cover must commence at the time you leave home for your trip to NZ, while you are in transit, while you study in NZ and for any trips you make back home or to other countries during your period of study.

Your medical and travel insurance cover must be arranged before an Offer of Place to study can be issued to you. Laidlaw College will require proof of your policy before issuing the Offer of Place.

The College will keep a record of the Insurance Policy number and the type of cover provided.

G. FINANCE / EMPLOYMENT

International students must have sufficient funds to cover fees and living costs for their time in New Zealand.

Students on a student permit may be permitted to undertake up to 20 hours per week of employment during the academic year and during any holidays within the academic year if:

- your full-time study programme is taking at least two academic years to complete, or
- you are engaged in a full-time English study programme lasting at least six months, and you have an IELTS overall band score of 5.0 or above at the time of application for a student visa or permit.

Those studying full-time in a programme for more than one year may be permitted to undertake holiday work over the summer period.

You must obtain a "Variation of Conditions" to your permit if you want to work while in NZ on a student permit. Further details are outlined on the NZ Immigration Service website www.immigration.govt.nz

H. ADDITIONAL COSTS

In addition to the Laidlaw College Tuition and Accommodation Fees and Rentals (as outlined in the Fees Schedule and Accommodation Guide), all students should allow for the following additional costs, if applicable to their personal requirements

ALL LAIDLAW COLLEGE CENTRES

- **Basic text books:** A limited quantity of all required books are in the College library. In some courses students are expected to purchase prescribed texts and \$500–\$800 should be allowed for building a basic personal library. For Preparatory course students \$200–\$300 should be sufficient.
- **Course Materials and Accommodation:** Some courses require additional costs to be paid for extra materials or accommodation at special venues or facilities. These are noted in the Calendar where applicable.
- **Personal Expenses:** Travel, telephone calls, postage, personal contents insurance, snacks, photocopying,

stationery, toiletries, clothes and other personal needs.

- **Travel and Medical Insurance:** Refer to Section F.
- **IELTS:** English Language Proficiency Test (Academic Version) – As noted in Section C. The cost of this test in NZ is approximately \$365.
- **Schooling Costs for Children:** If you enter New Zealand on a student visa, and have children over 5 years of age, you are required by the New Zealand Government to pay the full cost of schooling for your children. This amounts to approximately:
 - NZ\$10,600 per child from age 5–10 years for each year of study.
 - NZ\$12,000 per child from age 11–12 years for each year of study.
 - NZ\$12,000 per child from age 13–17 years for each year of study.

(Schooling costs will vary from region to region. The Admissions Coordinator (Auckland Campus) or Christchurch Campus staff member processing your application can assist you in finding out schooling costs for a particular local school.)

ADDITIONAL COSTS FOR AUCKLAND CAMPUS ONLY

- **Student Services Fee:** This fee helps towards providing services for students. In 2011 this fee was \$410 per full-time student per year or \$205 per part-time student per year. The 2012 fee has yet to be set – please refer to the 2012 Fees Schedule.
- **Childcare:** Childcare facilities are available on the Auckland campus and fees are set by the fully licensed Laidlaw College Childcare Centre (Olive Shoots). Due to Government funding policies, international students have a higher fee structure for their children in childcare. Please telephone 09 836 7838 or email oliveshoots@laidlaw.ac.nz for further details.
- **School of Education Students Annual Camp Fee:** The camp fee for 2012 is \$90.

I. WITHDRAWAL AND REFUND POLICIES AND PROCEDURES

WITHDRAWAL

If an international student is considering withdrawing from their programme of study at Laidlaw College, they should first discuss their concerns with the International Student Coordinator at the earliest possible date to ensure that the implications of withdrawal are clarified.

Students wishing to pursue withdrawal after consultation should then complete a Completing/Withdrawal from a Programme of Study form. The effective date of withdrawal cannot be earlier than the date on which the completed form is received by Laidlaw College. If a student on a student visa withdraws from their programme of study, Laidlaw College is required to notify the NZ Immigration Service immediately and revoke the student's Offer of Place.

FEE REFUND POLICY – STUDENT WITHDRAWAL

Withdrawal from a Programme of Study (excluding Block courses, eg. MTh)

If a student withdraws from the programme of study within 8 calendar days of the day when lectures officially start a refund of fees already paid will be given, except 10% of fees,

or \$500, whichever is less, and one week's accommodation charges where applicable.

Withdrawals after 8 calendar days from the day when lectures officially start will not receive any refund of tuition, or Halls of Residence accommodation fees where applicable, for that Semester.

Registration day for students commencing in the Second Semester is deemed to be the first day of Semester Two.

WITHDRAWAL FROM BLOCK COURSES

For the purposes of withdrawals from block courses, students should note that the official start time of a block course is the first day of the semester, regardless of the timing of any intensive teaching period. If a student withdraws from the programme of study within 8 calendar days of the day when the semester officially starts – a full refund of fees already paid will be given except 10% of fees, or \$500 – whichever the lesser. Students who withdraw from their programme after 8 calendar days from the first day of the semester – but before any intensive teaching period are able to apply in writing to the Director of Educational Services (Auckland) or the Dean of Studies (other campuses) for a refund of up to 50% of that course's fees. Each application will be considered in relation to its respective circumstances. Withdrawals after any intensive teaching period has commenced will not receive any refund of tuition for that course.

J. ATTENDANCE REQUIREMENTS

All international students enrolled at Laidlaw are required to complete 20 contact hours a week. These contact hours are made up of classes, tutorials and community gatherings. Full attendance at lectures, tutorials, seminars and other forms of designated classwork is expected. Unsatisfactory attendance (less than 80%) is grounds for failure of a course.

Failure to meet the minimum attendance requirement may lead to the student being placed under Academic Disciplinary procedures, which may jeopardise future visa applications with INZ. If a student on a Student Visa fails to attend lectures for four full consecutive weeks without notifying Laidlaw College, the College is required to withdraw that student from their study programme, notify the New Zealand Immigration Service immediately and revoke the student's offer of place.

K. SATISFACTORY ACADEMIC PROGRESS

GOOD ACADEMIC STANDING

Students must maintain good academic standing throughout their study. To maintain good academic standing, students must successfully complete 75% of the courses in which they enrol. Each student's progress is reviewed by the National Academic Committee at the end of each semester. A student who does not maintain the required standard will be notified in writing and will be counselled towards re-establishment of good standing.

ACADEMIC PROBATION

If the required standard is not achieved during the semester following such advice, the student will be placed on academic probation. If sub-standard work continues for a further

semester, the student may be asked to terminate his/her programme of study. Students may appeal this decision by presenting a written submission to the Student Review Committee, through the Director of Educational Services/Dean of Studies.

Each student is on probation during their first semester of study at Laidlaw.

L. DISCIPLINARY PROCEDURES AND STANDARDS OF CONDUCT

If, for any reason, at any point during their study, students are found unsuited to Laidlaw life or Christian work, they will be informed and may be asked to leave Laidlaw.

Discipline or dismissal may result from any of the following:

- 1. Academic Misconduct.** Academic misconduct may include taking unauthorised materials into an examination; plagiarism offences such as submitting work for an assessment knowing it to be the work of another person, or failing to acknowledge the source of material in an assessment or research essay/project or thesis; improperly obtaining knowledge of an examination paper and using that knowledge in the examination; arranging for another person to sit an examination or prepare a piece of work for submission in the place of a candidate; failing to abide by the rules of the library, especially with respect to the issue of books, journals etc. Incidents of academic misconduct will be considered by the Academic Committee. Students may appeal decisions made by this committee by presenting a written submission to the Student Review Committee, through the Director of Educational Services/Dean of Studies.
- 2. Misconduct.** Misconduct is defined as failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of students or staff of Laidlaw or its stakeholder community.
- 3. Serious Misconduct.** Serious misconduct may include, but is not limited to harassment, sexual immorality, abusive behaviour, assault, theft, fraud, misappropriation, wilful negligence, wilful disobedience or wilful misconduct. **The finding of serious misconduct will result in immediate dismissal.**

Compliance with points 2 and 3 above is monitored by the Student Review Committee (or its equivalent in a Campus other than Auckland). At the Auckland Campus this committee is comprised of the Student Deans, Vice Principal (Academic), Director of Educational Services, and any other person the College Executive may appoint.

Laidlaw reserves the right to refuse further enrolment of students dismissed under these provisions.

Students may appeal decisions made by this committee by presenting a written submission to the chair of the College Executive who will appoint an external commissioner to review and adjudicate the matter.

M. COMPLAINTS PROCEDURE

Laidlaw College is committed to providing an environment which is safe, and which is free from harassment and discrimination. Safety issues may include something which

should be occurring and is not, or something that is occurring but is not up to standard. Harassment and discrimination may be offensive behaviour or unwanted attention. It may involve an abuse of power to disadvantage, discriminate or insult. Any kind of harassment is unacceptable – sexual, racial, academic, religious, or any other form of discrimination. A complaints process is provided within Laidlaw College to address complaints from students. This is outlined in the College Calendar, as well as being displayed on student noticeboards.

If any international student has a concern that Laidlaw College is in breach of the Code of Practice for the Pastoral Care of International Students they should first follow the College's internal complaints procedures. If these procedures do not result in a satisfactory resolution of the concern, the complaint can be referred to the International Education Appeal Authority, Tribunals Unit, Private Bag 32001, Panama Street, Wellington.

N. INTERNATIONAL STUDENT RESOURCE PERSONNEL

Laidlaw College has designated staff in each of its campuses to ensure that the distinctive needs of international students are catered for, from the application process throughout their student life at the College.

Mrs Alison Matai'a has been appointed as the national International Student Co-ordinator. It is her responsibility to ensure that Laidlaw College abides by the Code of Practice for the Pastoral Care of International Students (refer section P).

The Auckland Campus has an International Student Unit, comprising Alison Matai'a – International Student Coordinator, Tara Holdaway – Admissions Coordinator, Jenny Mackie – Residential Services Manager, and two student representatives (serving a one year term). The Unit works to orientate new students to New Zealand and College life, organises social events for international students, and represents the concerns of international students to the College.

The International Student Unit in Auckland and Kathy Mayes, the International Student Resource person in Christchurch, are available to talk through any concerns an international student may have, and to direct international students to the appropriate College personnel responsible for assisting the applicant or student with travel, migration, health insurance, visa arrangements, study programmes, etc.

O. FACILITIES AND EQUIPMENT

Laidlaw College provides a range of facilities for students. At the Auckland Campus, a Student Lounge is provided containing sofas, tables and chairs, tea/coffee making and food warming facilities, table tennis table, TV and DVD, and coin operated drink and snack machines. An adjacent recreation room has a pool table, foosball table and darts board. The Two and Threes Café is located at the main entry to the College where students and staff can purchase hot and cold drinks and food, and relax in a café style setting.

The Christchurch Campus provides a student lounge with table and chairs and tea/coffee making and food warming facilities. Computers are available at the library on both campuses, with access to Microsoft Office Suite for assignments and internet access. WiFi hotspots are available at both campuses. A

fee applies for wireless access (refer Fees Schedule). Given that the libraries are not open 24/7, it is recommended that students bring their own personal computer.

Both campuses have outdoor spaces and provide sports gear for recreation.

P. CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

This Code of Practice was implemented in 2002 by the New Zealand Government. The purpose of the Code of Practice is to provide a framework for educational providers for the pastoral care of international students. The code is established under Section 238F of the Education Act 1989. The Act requires that a provider must be a signatory to the Code to enrol international students.

CODE

Laidlaw College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZ Ministry of Education website at www.minedu.govt.nz/international

IMMIGRATION

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

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 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 www.acc.co.nz

MEDICAL AND TRAVEL INSURANCE

International student (including group students) must have appropriate and current medical and travel insurance while in New Zealand.



AUCKLAND CAMPUS

80 Central Park Drive
Henderson, Auckland
Private Bag 93104, Henderson
Auckland 0650, New Zealand
Phone +64 9 836 7800
Fax +64 9 836 7801

Admissions Coordinator

Tara Holdaway
Phone +64 9 836 7829
Email admissions@laidlaw.ac.nz

International Student Coordinator

Alison Matai'a
Phone +64 9 836 7879
Email amataia@laidlaw.ac.nz

Residential Services Manager

Jenny Mackie
Phone +64 9 836 7806
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CHRISTCHURCH CAMPUS

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