



INTERNATIONAL PROSPECTUS

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Welcome

Welcome to Tai Poutini Polytechnic.

Tai Poutini Polytechnic is an exciting and vibrant polytechnic.

Check out the range of programmes in the prospectus, or visit our website at www.tpp.ac.nz

The West Coast offers some of New Zealand's best landscapes and tourist attractions including the Punakaiki Blow Holes and the Franz Josef and Fox Glaciers. It is also a superb environment for study.

As well as our West Coast campus, we also offer options in Auckland, Christchurch and Wanaka.

Great programmes, fantastic tutors, small classes and individual attention await you.

Tai Poutini Polytechnic International Students

Our staff is committed to providing excellent service and support on an individual basis to all students. Tai Poutini Polytechnic is a signatory to the New Zealand Government Code of Practice for the Pastoral Care of International Students. We also provide support and assistance with visa and insurance applications, course counselling and advice to help students get the most from their stay at Tai Poutini Polytechnic.

Contact details for international students:

Telephone: +64 3 769 9400
Fax: +64 3 768 4503
Email: info@tpp.ac.nz
Website: www.tpp.ac.nz

Postal: 73-87 Tainui Street
Private Bag 607
Greymouth
New Zealand

Arrival and Accommodation

Greymouth

Students arriving from overseas normally fly to Christchurch International Airport then travel to Greymouth by plane (to Hokitika airport, 30 minutes south of Greymouth), train (the TranzAlpine), or bus/shuttle. It is very important that we know your arrival details as soon as possible so we can book your accommodation.

A range of accommodation options is available close to the Greymouth Campus. This includes:

- 20 x single bedrooms with shared shower units, cooking, laundry, lounge and kitchen facilities.
- 4 x two-bedroom self-contained units with shared laundry.
- 7 x single bedroom units with own bathroom, shared cooking/kitchen and laundry.
- 6 x single bedsit units with own kitchen and shower.
- Several houses converted into student accommodation.

Auckland (Music and Audio Institute of NZ)

Students arriving at Auckland airport will be met by a staff member, taken to their accommodation, and introduced to the central city campus. Accommodation is mainly homestays recommended by the Polytechnic, but many students choose to live in their own apartments once they are familiar with the city.

Christchurch (Music and Audio Institute of NZ)

Students arriving at Christchurch airport will be met by a staff member, taken to their accommodation, and introduced to the central city campus. Accommodation is mainly homestays recommended by the Polytechnic, but many students choose to live in their own apartments once they are familiar with the city.

Wanaka

Students arriving from overseas normally fly to Christchurch International Airport then travel to Wanaka by plane. We can arrange for a staff member to meet you at Wanaka airport and take you to your accommodation. A range of accommodation is available in Wanaka, including rental housing and private board. It is important that students arrange accommodation as early as possible in order to secure a place. If you are interested in sharing accommodation with other Ski Patrol students please complete the "Contact Information" section attached to the *Certificate in Ski Patrol Information Sheet*, which is included with the Application for Enrolment form.

Our Campuses

The West Coast of the Southern Alps ...

... is our main base, with our Greymouth campus catering for up to 500 students studying outdoor recreation, advanced leadership and guiding, jade and hard stone carving, carpentry, automotive, business administration, information and communications technology (ICT), hospitality, tourism and travel, professional chef, ecotourism, hair beauty and grooming, nanny, and more.

Situated on the South Island's West Coast, you can live and study amongst some of New Zealand's most stunning and majestic landscapes and access superb outdoor recreation facilities. The campus is on the main road, close to the Central Business District. There are no transport problems, great "Coast" people, and friendly service.

Central Auckland ...

... at 150 Victoria Street is the home of our ***Music and Audio Institute of New Zealand (MAINZ)***, an organisation with a reputation for quality programmes. Both staff and students have a passion for music and this makes for a vibrant learning environment. MAINZ offers programmes in audio engineering, contemporary music performance, live sound and event production, foundation sound and music, music event management, and creative enterprise.

We have recording studios, rehearsal rooms, an auditorium, MIDI suites, musical instruments, and a wide range of live sound equipment. Our staff not only work at MAINZ, but are also professionally active in the entertainment industry. They are therefore excellent role models for students. Additional information is available from our website at www.mainz.ac.nz.

Central Christchurch ...

... at 191 High Street is the home of our Christchurch ***Music and Audio Institute of New Zealand (MAINZ)***. Here we offer programmes in both audio engineering, live sound and event production from purpose-built facilities. We have recording studios, rehearsal rooms, MIDI suites, musical instruments, and a wide range of live sound equipment. All our staff are industry professionals who are actively engaged in the music industry. Additional information is available from our website at www.mainz.ac.nz.

Mountain Education Centre of New Zealand (MECNZ) ...

... is a division of Tai Poutini Polytechnic based in Wanaka in the Southern Lakes Area, home of our renowned Ski Patrol programme. Training in the practical elements of Ski Patrolling takes place on the Treble Cone Ski Area, only 40 minutes drive from Wanaka. A unique "on snow" classroom in the middle of Treble Cone provides the best possible training environment for those seeking a career in ski patrol.

Wanaka is one of the most spectacular alpine villages in New Zealand and is the perfect location for skiing and snowboarding.

Treble Cone is one of New Zealand's premier ski and snowboarding destinations, and offers awesome terrain for all abilities - fast lifts, reliable snow and the most uncrowded slopes in the Southern Lakes area. One of Treble Cone's best features is the southern hemisphere's only high speed, detachable, six-seater chairlift. It has an extensive modern snowmaking system which ensures maximum "on-snow" training time. Treble Cone also has large areas of avalanche terrain, making for an ideal learning environment.

Support Services

Tai Poutini Polytechnic takes the responsibility of the pastoral care of its international students very seriously. The Polytechnic employs a Student Services Officer to ensure that quality care and support is provided to our international students.

All our homestay hosts are visited in their home, interviewed by our staff and checked by the New Zealand Police before we place a student in their care. We are very proud of the quality of our homestay families and the care they give to our students.

Individual Counselling: Counselling is available for students to help resolve problems of a personal or academic nature. A member of our staff will act as an advocate for you if you encounter difficulties with any organisation or individual in the community. We encourage students to seek help from staff in the first instance and if we cannot help, we will find somebody who can.

Library: Tai Poutini Polytechnic's library provides learning and teaching resources for the students and staff of the Polytechnic. You have access to a range of resources, both in print and online. Access to the Internet and electronic research databases is free to students on campus.

Additional branch libraries, related to programmes offered, are located in Auckland, Christchurch and Wanaka.

Health Care: Subsidised access to medical care is available from a doctor in Greymouth, Christchurch, Auckland and Wanaka.

Insurance: It is compulsory for all international students to have appropriate and current medical and travel insurance while studying in New Zealand. International students should arrange this prior to their arrival in New Zealand. We recommend that your insurance cover includes travelling to and from New Zealand.

Cafeteria: The Greymouth Campus Cafeteria sells a wide selection of food to students.

Banking: Banks are close to all our campuses. They are open from 9.00 am to 4.30 pm Monday to Friday.

Orientation: Orientation is compulsory and all students must ensure they arrive in time for their orientation programme. Orientation will include familiarising students with the campus and facilities, opening a bank account, arranging accommodation payments, visiting the local shopping centre, organising transport if necessary, and meeting staff and fellow students. The orientation programme is designed to be informative and enjoyable, and will assist students settle in to their new environment.

Tai Poutini Polytechnic Academic Entry Criteria

This is a general guide to Tai Poutini Polytechnic academic entry standards. You will find the qualification-specific entry criteria in each description inside the Prospectus.

International English Language Testing System (IELTS) and Other English Test Scores

Tai Poutini Polytechnic uses IELTS academic and general test scores as the primary indication of English ability for its international students. All courses follow a specified entrance requirement set for programmes and courses as outlined below.

The Programme Coordinators, in consultation with the Director Academic Services, can waive the English requirements where the student is not likely to be disadvantaged, or can exclude a student where there is any doubt of their ability to cope with the chosen course due to their lack of proficiency in English.

Students without an official IELTS score, but with an equivalent qualification or demonstrated English proficiency, will be assessed for readiness to undertake a course at Tai Poutini Polytechnic.

Schedule of IELTS levels for non-English speaking students

This schedule applies both to international students and as a guide for non-English speaking New Zealand residents.

Programmes	IELTS Score (minimum)
Foundation programmes which include communication skills	5.0
Certificate programmes	5.5
Diploma programmes	6.0

The level can be varied to suit content requirements in consultation with the Director Academic Services and appropriate standard setting and registration bodies.

Recognition of Tai Poutini Polytechnic Qualifications

Tai Poutini Polytechnic is a New Zealand Government tertiary institution. All Certificate and Diploma qualifications taught at Tai Poutini Polytechnic are registered with the New Zealand Qualifications Authority (NZQA). NZQA is the New Zealand Government's official registry for all qualifications on the New Zealand Qualifications Framework. Its international standing is described below.

New Zealand Qualifications Authority (NZQA)

The New Zealand Qualifications Authority is a member of the:

- International Association for Educational Assessment (IAEA)
- Association of Commonwealth Examinations and Accreditation Bodies (ACEAB)
- Australasian Curriculum, Assessment and Certification Authorities (ACACA); and
- Australian Qualifications Framework Advisory Board (AQFAB).

ACEAB provides a forum for the exchange of information and promotes ethical standards and high standards in examination and accreditation systems.

ACACA promotes and supports understanding within Australasia of the different senior secondary school qualifications systems. It provides links internationally on assessment matters.

NZQA is also a member of the Australasian Conference of Tertiary Admission Centres (ACTAC) that deals with matters concerning common standards and placements to courses in universities within Australasia.

The New Zealand Qualifications Authority is part of a network of countries including the United Kingdom and Scotland, USA, South Africa, Mexico and Australia. These countries are undergoing a detailed comparison and benchmarking of vocational qualifications systems.

The Authority maintains close links with Australian bodies of similar standing at all levels of the education system and has representation on the Australian Qualifications Framework Advisory Board (AQFAB). Our two systems are aligned from senior secondary school to postgraduate levels. This review has a mandate to position Australian qualifications in an international context. New Zealand degree and postgraduate qualification definitions have been closely aligned with the Australian definitions and are also closely aligned with definitions used in the United Kingdom.

The New Zealand qualifications system is accepted internationally. Learners with approved New Zealand qualifications are highly mobile and their qualifications are generally recognised in most countries. This recognition has occurred as a result of an ongoing tradition of quality in New Zealand education. The New Zealand Qualifications Authority maintains this tradition by participating in international networks of qualifications systems.

Code of Practice

Code

Tai Poutini Polytechnic 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 www.minedu.govt.nz/goto/international.

What is the Code?

The Code is a document which 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 educational providers to ensure that:

- Tai Poutini Polytechnic maintains high professional standards of care for international students in an ethical and responsible manner.
- This includes the recruitment of international students.
- The information provided to international students is accurate and current.
- The needs of international students are recognised.
- That Tai Poutini Polytechnic has fair and equitable internal procedures available for the resolution of international student grievances.

International student grievance procedures.

What do I do if something goes wrong?

If you have concerns about your treatment by Tai Poutini Polytechnic or by an agent of the provider, the first thing you must do is contact the Pastoral Care of International Student Services, Ms Kylie Ngaamo, or another person who has been identified to you as someone that you can approach 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 then 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.

How can I contact the IEAA?

The International Education Appeal Authority,
PO Box 12083,
Wellington
New Zealand.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

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 (ACC) 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 students must have appropriate and current medical and travel insurance while studying in New Zealand. The Enrolments Officer needs to site the original documentation and keep a copy on file.

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 www.immigration.govt.nz. The Enrolments Officer will need to see your original visa and permit and keep a copy on file.

Application Procedure

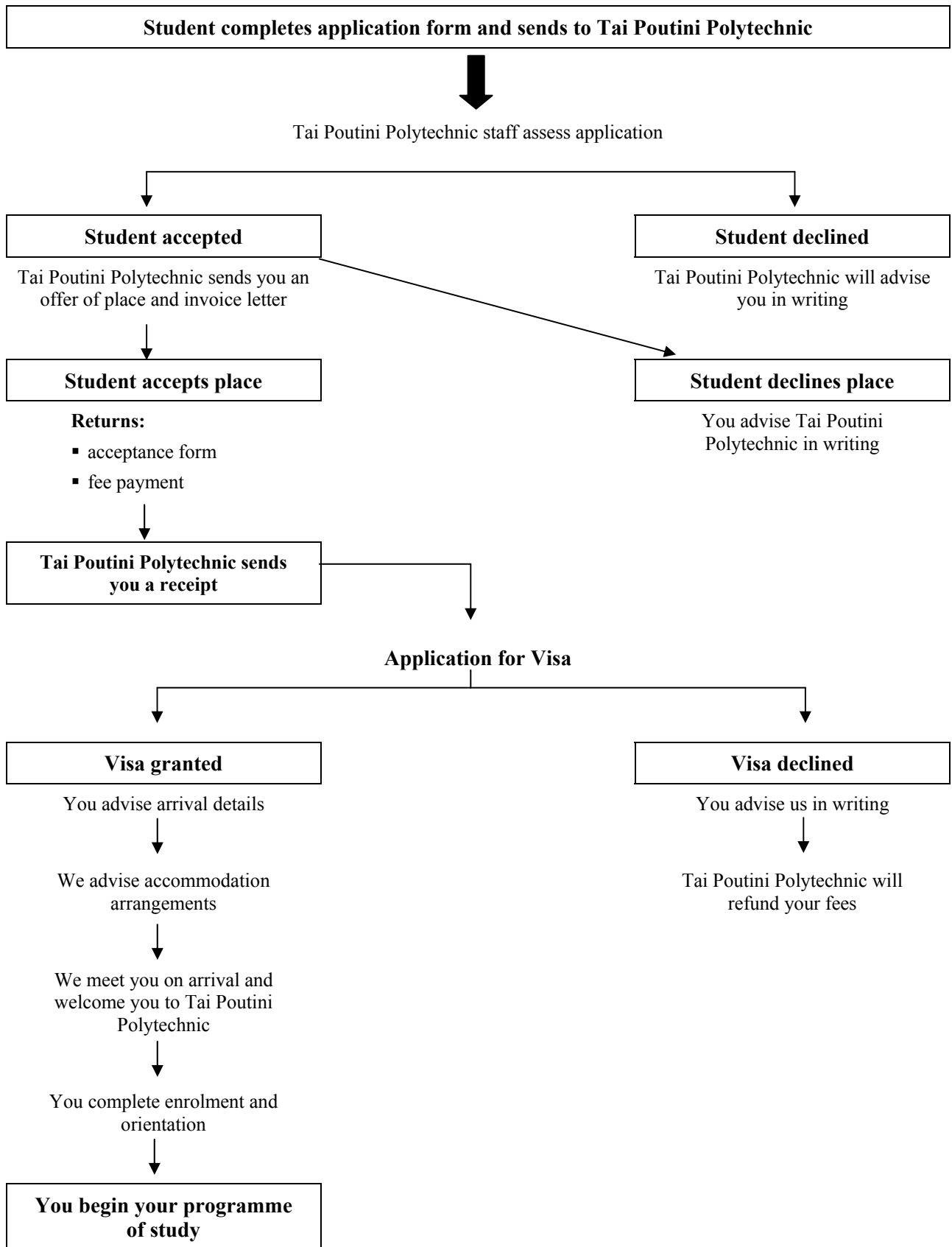
1. Complete and sign the Tai Poutini Polytechnic International Student Enrolment Form.
2. Attach certified translated copies of your:
 - academic records and / or certificates
 - evidence of your English language proficiency, i.e., IELTS or equivalent
 - if in New Zealand, please include high school or language school reports
 - one passport-sized photograph
 - passport or birth certificate
3. Send the signed enrolment form and certified documentation outlined above to Tai Poutini Polytechnic.
4. If your application is accepted, you will receive an “Offer of Place” and an Invoice letter. This will include information on the programme start and end dates, the fees and conditions of study at Tai Poutini Polytechnic.
5. If you decide to accept the offer, you must return the Student Acceptance and Declaration form and pay the fees.
6. When your tuition fees have been paid, we will send you a receipt. You will need to include your Offer and Receipt when you apply for a Student Visa from the New Zealand Immigration Service.

Note: Tai Poutini Polytechnic will accept a fax or email application in the first instance, but the original must be sent by mail.

Conditional Offer

If some of the admission requirements are not met, Tai Poutini Polytechnic may issue a Conditional Offer, subject to you meeting the requirements, e.g., an offer may be made conditional on achievement of a particular IELTS score. When the condition is met, an “Offer of Place” will be made.

Application Flow Chart



Guide to Completing the International Student Application Form

Personal Details

- Name:** We need your full legal name in English letters, as shown on your birth certificate or passport, and your English name if you use one.
- NZQA ID:** If you have already studied in New Zealand, you may have a New Zealand Qualifications Authority (NZQA) number. Please enter it here if you know it.
- Programme name:** Check the Prospectus carefully for the correct name of the programme you wish to enrol in (and location of programme if applicable). You may indicate a second choice if you wish.
- Citizenship:** Attach a clear copy of the picture page of your passport. International students must have a valid student permit to study at Tai Poutini Polytechnic. You will be required to show your student permit on arrival at Tai Poutini Polytechnic before you are issued with a student ID card. If your permit expires while you are in New Zealand, this will be reported to the New Zealand Immigration Service, and you may be required to leave the country.

Address Details

- Address:** All international students are required to advise Tai Poutini Polytechnic of their address in New Zealand. If you do not know your address now, you **MUST** advise the Enrolments Officer immediately after you obtain accommodation in New Zealand.

Proposed Method of Payment

- Payment of fees:** You must pay international fees in full before a student permit will be issued to you. Take your receipt for fees to the New Zealand Immigration Service with your letter of offer for your permit to be issued.

Academic History and Language Ability

- Qualifications:** List any relevant qualifications that you have, and attach copies of these to the enrolment form. The documents you supply must be verified as a true copy by a Justice of the Peace or other notary.

English level: Please note that all programmes require an IELTS score as detailed on page 6 of this International Prospectus. Certification must be attached, or your application will not be considered. If you wish Tai Poutini Polytechnic to consider an alternative English level, you may apply to the Director Academic Services for approval. TOEFL scores and letters from other institutions may be accepted in some circumstances.

Disability/Support Details

Medical conditions and disabilities: This question is required for Ministry of Education statistics and to help us to provide better services to students. If you wish to speak to someone about any special requirements you may have, or where assistance may be required in an emergency, please contact the Student Services Officer by telephoning +64 3 769 9400.

Emergency Contact Details

Contact details: You must supply an emergency name and contact phone number in your own country.

Marketing Information

How you obtained information: This section will assist Tai Poutini Polytechnic in future marketing/advertising.

Accommodation

Accommodation: Please complete this section if you require assistance with accommodation while studying at Tai Poutini Polytechnic.

International Student Fees Refund and Default Policy

1. *Preamble*

The Polytechnic expects that students enrolling in a programme will complete the full programme. The following policy takes into account the fact that total costs are not reduced by the withdrawal of a student. Once 10% of the course/programme has been completed, no credit transfer or refund is available to students.

2. *General*

- 2.1 Once a student has signed an enrolment form, the student is liable for the payment of all fees in order to qualify for completion of enrolment and to meet immigration requirements.
- 2.2 Students are expected to complete all enrolment requirements, including payment of all fees, before any change of enrolment request will be processed.
- 2.3 Students intending to discontinue their enrolment must complete a withdrawal form, available from the receptionist. This form must then be signed by the student's Programme Coordinator and the Director Academic Services or Director MAINZ. Where it is impossible for a student to personally complete this form, written notification must go to the Director Academic Services or Director MAINZ of the student's intention to withdraw or change their enrolment.
- 2.4 The date of withdrawal (which affects the level of any potential fees refund) is determined by the date on which the Director Academic Services or Director MAINZ receives the correctly completed form or written notification thereof.

3. *Programme/Course Cancellation*

All fees already paid by the student will be refunded in full to the student if the programme/course is cancelled by the polytechnic.

4. *Withdrawals/Refunds*

4.1 **FOR PROGRAMMES/COURSES 40 HOURS OR LONGER:**

4.1.1 Prior to programme commencement

Any monies paid may be transferred to another programme on payment of a \$250.00 transfer fee or returned to the student, less an administration fee of 10% of the programme fees.

4.1.2 Withdrawals from programme prior to completion of 10% of programme

- (a) A refund of fees less an administration fee, calculated as a proportion of the time in weeks for which the programme has been in progress, is available to any student who withdraws prior to 10% of the programme completion, e.g., if a student withdraws after two weeks of a 40-week programme, the administration fee is 5%. [The length of a programme is the period between the start date and finish date inclusive of holidays.]

- (b) Students who are withdrawn from study following academic or disciplinary procedures are not eligible for a refund of fees.
- (c) Where a student stops attending classes during the first 10% of the programme, or fails to attend at all and cannot be contacted by mail, email, telephone and facsimile, the Polytechnic may action a withdrawal without consent. The student will still be liable for the administration fee based on the time spent on the programme.

4.1.3 Withdrawals from programme with more than 10% of course completed

- (a) The student's academic record will show "did not complete" for the programme.
- (b) There will be no refund of tuition fees.
- (c) Students who withdraw from part or all of his/her programme of study through exceptional circumstances may be eligible to receive financial credit for the unused part of her/his study, which will be used to reduce her/his fees proportionately when they later re-enrol in the same programme (provided this is within 12 months of withdrawing). Written application must be made to the Director Academic Services or Director MAINZ at the time of withdrawal and each case will be assessed on its individual merits. Documentary proof of circumstances may be required.
- (d) Where a student stops attending classes and cannot be contacted by mail, email, telephone and facsimile, or does not respond to messages for a period of 30 days, the Polytechnic may action a withdrawal without their consent. Full liability for unpaid accounts still rests with the student.
- (e) Students who are withdrawn from study following academic or disciplinary procedures are not eligible for a refund of fees.

4.2 FROM PROGRAMMES/COURSES OF LESS THAN 40 HOURS (GROUP ACTIVITY PROGRAMMES):

4.2.1 Once a short programme has been set in place no refunds of fees will be entertained.

5. *Default in Payment of Tuition Fees*

- 5.1 Students will not be allowed to commence any programme where fees have not been paid in full.
- 5.2 Students who have had previous outstanding debts to Tai Poutini Polytechnic may be refused further enrolment until the debt is cleared.

Note:

- (1) All fees quoted include GST.
- (2) In practice, 10% of any programme will be interpreted in weekly terms and thus be rounded up to the next complete week.
- (3) The polytechnic reserves the right to vary these conditions to meet exceptional circumstances.
- (4) The polytechnic reserves the right to cancel programmes/courses and accepts no liability for personal expenses incurred by students provided 24 hours notice is given of such cancellation.

WEST COAST

Ph: 0800 800 411 Email: info@tpp.ac.nz www.tpp.ac.nz

WANAKA (MECNZ)

Ph: (03) 443 4193 Email: mecnz.tpp@xtra.ac.nz www.mecnz.ac.nz

AUCKLAND (MAINZ)

Ph: 0800 265 526 Email: mainz@tpp.ac.nz www.mainz.ac.nz

AUCKLAND (SCHOOL OF SCAFFOLDING)

Ph: (09) 573 3071 Email: info@tpp.ac.nz www.tpp.ac.nz

CHRISTCHURCH (MAINZ)

Ph: (03) 365 9195 Email: mainz2@tpp.ac.nz www.mainz.ac.nz

CHRISTCHURCH (SCHOOL OF SCAFFOLDING)

Ph: (03) 982 2242 Email: info@tpp.ac.nz www.tpp.ac.nz