



Dates and Costs for International Students Auckland Campus 2011

Certificate in Airline, Travel & Tourism

Includes one weeks internship

NZD \$6995.00:

Plus: Administration fee of \$200.00

Dates:	01 February 2011	-	17 June 2011
	14 March 2011	-	29 July 2011
	18 April 2011	-	02 September 2011
	18 July 2011	-	02 December 2011

Certificate in Advanced - Airline, Travel & Tourism

Includes 2 weeks internship

NZD \$10,795.00

Plus: Administration fee of \$200.00

Optional extra – International overseas field trip to a South Pacific Island or Australia for 4 – 5 days NZD \$800.00 approximately

Dates:	24 January 2011	-	23 September 2011
	01 February 2011	-	30 September 2011
	14 March 2011	-	11 November 2011
	26 April 2011	-	16 December 2011

Certificate in International Flight Attending

NZD \$5,795.00

Plus: Administration fee of \$200.00

Dates:	24 January 2011	-	15 April 2011
	07 March 2011	-	27 May 2011
	19 April 2011	-	08 July 2011
	18 July 2011	-	07 October 2011
	26 September 2011	-	16 December 2011

Certificate in Airline, Travel & Tourism & Certificate in International Flight Attending
Includes one weeks internship
NZD \$9,795.00
Plus: Administration fee of \$200.00

Dates: 24 January 2011 - 02 September 2011
14 March 2011 - 04 November 2011
26 April 2011 - 16 December 2011

Certificate in ADVANCED - Airline, Travel & Tourism & Certificate in International Flight Attending
\$12,995.00

Plus: Administration fee of \$200.00

Optional extra – International overseas field trip to a South Pacific Island or Australia for 4 – 5 days NZD \$800.00 approximately

Dates: 24 January 2011 - 09 December 2011
01 February 2011 - 16 December 2011
26 April 2011 - 13 April 2012
26 September 2011 - 21 September 2012

National Certificate in Travel Level 4
\$4,995.00

Plus: Administration fee of \$200.00

Optional extra: International overseas field trip to a South Pacific Island or Australia for 4 – 5 days.
Approx cost \$800.00

The National Certificate in Travel Level 3 is a pre-requisite to gain a certificate at this level.

Dates: 27 June 2011 - 07 October 2011
01 August 2011 - 11 November 2011
05 September 2011 - 16 December 2011

Diploma in Tourism & Aviation (Flight Attending) Level 5
\$13950.00

Plus: Course related fees \$700.00

Dates: 24 January 2011 - 11 November 2011
01 February 2011 - 18 November 2011

Diploma in Tourism & Travel Management (includes national Diploma in Tourism Level 5)
\$13950.00

Plus: Course related fees \$700.00

Dates: 21 February 2011 - 21 November 2011
30 May 2011 - 14 May 2012

****Xmas Break 17/12/2011 –22 January 2012**

**** All Courses incur a \$300.00 application fee on top of Tuition fees**

Course Cost includes:

GST (Government Goods and Services Tax)

NZQA registration and credit fees

All tuition, workbooks, manuals, and resources *(Not all included for Diploma Students)*

All outside visits, and domestic field trips

Course Cost excludes:

General

- Personal stationery
- NZQA and IATA/UFTAA certificates.
- NZQA \$ 15.00 per certificate (maximum of 3)
- IATA/UFTA Foundation Diploma \$ 290.00 per certificate (maximum of 1)
- Resit fee for IATA Unit Std 18218 - \$30.00 per resit
- 2nd Resit fees and Late fees: \$ 30.00
- Lost, destroyed or stolen workbooks
- Text book/Course related costs for the Diploma students of \$700.00
- \$ 10.00 per workbook.

Domestic Educationals

- Transport to and from the airport/transport station on all Educationals
- All meals and drinks
- Items of a personal nature

Optional International field trip on Advanced Travel Courses

The educational includes flights ex Auckland or Wellington, accommodation, airport transfers, hotel inspections, and possible sightseeing depending on destination. Estimated extra cost of \$900.00

Excludes departure taxes, meals and insurance and domestic fares for Wellington students if flights are ex Auckland.

Due to Government regulations any overseas field trip cannot be paid for using a student loan or allowance. Students will need to raise finance for these trips themselves.

The cost for any educational depends on where you go and the activities you experience. We would recommend you have at least NZD50.00 - NZD100.00 per day for your Educationals.

Entry Requirements

To be considered for a course at Travel Careers & Training you must meet the following minimum requirements:

- 18 years of age
- 4 years of secondary school or equivalent work experience if Diploma then a Tertiary academic requirements will apply
- Upper Intermediate level of English as outlined below

English Language Proficiency

All Travel Careers & Training Courses are conducted in English. The following levels are considered as an acceptable level for our Certificate courses:

- IELTS 5.5
- TOEFL 500
- TOEIC 625
- Or equivalent qualifications or

- An upper Intermediate level pass from an approved English Language Centre or recommendation from them will be sufficient.

If you are serious about a career in the travel industry or particularly as and International Flight Attendant then proficiency in English can be very important. Start with English at our partner English schools (minutes away from our campuses) then go onto to complete the travel course, flight attendant course or both! At travel careers, we write all our own workbooks in “easy English”.

Acceptance on to any of the courses is at the discretion of Travel Careers & Training following an interview. Subject to meeting entry requirements, acceptance is based on ‘first in, first served’.

Pre-Enrolment Course Information

Please take the time to read this summary of important information before you proceed with your application for enrolment

Code of Practice for the Pastoral care of International Students

Travel Careers & Training 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>

How to Apply

We can be contacted by:

Internet: Accessing our website on www.travelcareers.co.nz.

E Mail: E mail us at info@travelcareers.co.nz

Fax: Fax us on Auckland + 64 – 9 – 358 3026 or Wellington + 64 – 4 – 801 5103

Mail: Our mailing address is PO Box 2899, Shortland Street, Auckland or P.O. Box 9820 Wellington. If you use this method, please expect post delays!

Enrolment is easy. Simply request an application/enrolment form to be emailed or posted to you or download the form from our web site. Select the course/courses you want. The information you provide will enable us to assess your suitability for our courses.

If accepted we will notify you within 48 hours and send you a letter of acceptance confirming your place on a course and other documentation that you will need for your student visa application (if applicable).

IMMIGRATION / Student Visa

International students wishing to study in New Zealand must have a current student visa or permit.

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/>

With many countries, New Zealand has agreements, which mean a student does not need a visa for a course less than 3 months in duration.

For the locations of a New Zealand Immigration office near you click on the following link:

<http://www.immigration.govt.nz/Offices+and+Fees/OfficeList.htm>

ELIGIBILITY FOR HEALTH SERVICES: Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

How to Apply for Health and Travel Insurance

Own Arrangements

You can make your own arrangements. However, you must provide evidence of your Insurance cover to Travel Careers & Training translated into English so it can be assessed and approved. Travel Careers will advise you if cover is insufficient.

The policy should cover you for the following:

- Travel Insurance to cover your travel to and from New Zealand
- Health Insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay
- Short term insurance to cover personal assets

TCT Recommended Insurance Company

Student care – an organisation that specialises in travel and medical insurance for people in education worldwide: http://www.studentcare.biz/studentcare_nz_nc.html

We can do this for you as part of your fees or you can also apply for Insurance Cover Online <http://www.studentcare.biz/application/sform1.asp?New=true>

ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

Accommodation

A range of accommodation options is available to students studying in New Zealand. Below are some examples and costs. We can advise you on how to apply for Homestay accommodation through another company.

The information below is by way of advice only - we have not viewed the accommodations. Availability of all accommodation types can be limited so we recommend you book early. All can be found within walking distance of the campus however due to availability public or private transport may be required.

Halls of Residence and student hostels

Halls of residence and student hostels are located near campus with single or share rooms. Bed linen and cleaning are provided. Meals are eaten in the communal dining hall. The cost is up to \$230.00 per week. Some areas have self-catering private or independent hostels. The cost for a furnished room, with shared kitchen and lounge facilities, is about \$130.00 per week share or \$230.00 per week single. Plus application fees.

Homestay

Homestay is a room of your own in a suburban house, usually with a garden and lawns. Interacting with your host family and friends is an excellent way to improve your English! Your host family provides meals, but home stay is not like living in a hotel. Some "give and take" is expected, as you become part of the family. The cost is up to \$210.00 per week. There is up to a \$160.00 one off fee payable to the home stay company who visit every home and interview every family. Many families have hosted students for many years. They will match you with a family close to your needs for example, smoking, non smoking, no children etc.

Flatting

You can find flats by looking in the newspaper, on local notice boards (such as the supermarket) or going through a rental agent. You will probably have to pay a bond and some rent in advance when you first move in. Cost can be between \$150 and \$200 for a room then you must pay for food, electricity, water etc.

Airport Pick - up / Meet and Greet

If you take Homestay accommodation you will be met at the international airport and taken to and introduced to your home stay family for free. This service is also available to those that have arranged their own accommodation but who would like to be met on arrival in New Zealand for a fee.

Students must secure accommodation prior to arriving in New Zealand, as this will be a requirement of their visa.

Information on Auckland accommodation is available on the Study Auckland website, www.studyaukland.com and in Wellington on www.ewi.org.nz.

For further information contact our accommodation support at info@travelcareers.co.nz

Payment of your Fees & Fee Protection Guarantee

Trust Account

When you receive a letter of acceptance you will also receive an invoice for fees. Once paid a receipt can be issued that you can use for your student visa application. Please note that all money received from you will be deposited in to a trust account until course commencement. This is as per the legislative requirement Section 236A of the Education Act 1989. The money is withdrawn in stages as the course is completed.

In the event of cancellation as a result of not meeting Visa requirements we will refund to you all course fees paid. This does not apply to visa application fees or home stay application fees. However, if you secure a visa but then lose the visa or have it withdrawn after your arrival in New Zealand then no fees can be refunded to you.

Liquidation

In the event of Travel Careers & Training Ltd going in to liquidation the director of Travel Careers & Training Ltd have personally guaranteed a refund for the unused portion of the course for which the student has paid. If students wish they would be given any remaining units by distance learning that the company have developed. This may allow students to complete the course from home. Travel Careers & Training Ltd will actively try and place students with other providers and negotiate a reduced cost for the balance of any training.

Complaints Procedures

If you have a complaint it should be taken in the first instance to your Course Tutor or the Manager, for discussion. It will be discussed with you and the various options available and if necessary discuss any other parties involved in an attempt to solve it. If the complaint is unable to be resolved satisfactorily then it can be taken to the Managing Director. If still not resolved then the complaint can be taken to:

Aviation Tourism & Travel Training Organisation Ph:	(04) 499-6570
New Zealand Qualifications Authority	Ph: (04) 802-3000
International Education Appeal Authority	Ph: (09) 374 5481

Credit Transfer

Please contact us if you believe you have units that can cross credit to the course of choice.

Course Content

Travel Careers & Training Ltd reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason such as withdrawal of agreement from airlines, political unrest in a country, strikes, price increases from suppliers etc.

There is no refund for any part of the course not provided or undertaken for whatever reason. Certain criteria must be reached before students can go on the field trips, internship, and completing Level 4. Failure to reach these criteria will result in students unable to participate with no refund owing. If students are absent from class a medical certificate is required in order for you to make up the class with another group. Joining another group will not be possible however, if you are absent when your educational is on or if you had failed to meet the criteria.

Withdrawal and Refund Policy Procedures

Once confirmed on your course if you wish to withdraw you must put this in writing and either post it in or hand it in to the office. The cancellation fees are as follows:

After enrolment but on or within the 8th day of the course starting, 10% or \$500.00 whichever is the lesser amount? After eight days - full course fee, no refund applicable.

We reserve the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

Facilities, equipment and staffing

Travel Careers & Training have a campus in Wellington and Auckland.

Auckland campus

Located in Albert Street the campus is a three-minute walk from the downtown bus terminal and situated amongst airlines, leading accommodation establishments, duty free shopping and tourism providers.

Wellington campus

Located in Vivian Street the campus in the heart of Wellington cafes and close to all bus routes. A five-minute walk takes you into the heart of Wellington city.

The training rooms in both campuses are modern, very large and roomy. With only 18 students in most classes you are assured of personal attention and assistance. We offer personal service with staff members knowing the names of all students on campus.

Each campus has a student café with tea and coffee facilities, microwaves

Tutors are qualified in the travel tourism and airline (flight attendant) industry with many years of experience.

The 747 cab trainer is available at our Auckland Campus