

Auckland

Student Guide

2010



Welcome to Our College

Welcome

Welcome to Kaplan International Colleges. This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

So, what's studying at Kaplan International Colleges really like?

You have probably already imagined what your life will be like at Kaplan International College in Auckland. You may have ideas about life in New Zealand based on films, television or stories from friends and family. This guide aims to make your transition into New Zealand as enjoyable and easy as possible and will tell you what to expect when you attend Kaplan International Colleges. We hope that this information will help you to form realistic expectations and encourage you to take advantage of the many opportunities ahead.

Will I be able to adjust to a new culture?

At Kaplan International Colleges we understand that your transition into life in a different culture may be challenging at times – but it will also be fun. You will soon meet people from around the world, try new things, and live in a different culture. One of the best ways to make sure that your transition goes smoothly is to maintain a positive attitude and stay healthy. View your new environment as a place to learn interesting things about yourself and others. Try to get enough sleep, eat properly, exercise, and participate in social activities. Take time to observe and enjoy the new things going on around you and appreciate the differences you find in your host country.

I have more questions...

Please contact your local Kaplan International Colleges representative if you have more questions before you depart. After you arrive, staff at the college will be happy to help you with any problems that you have or any questions you want to ask.

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Before you leave...

We understand that at times you may feel nervous when preparing for your stay in New Zealand. There are some important things you need to know before you leave that will make your life easier when you arrive. Use our checklist on the next page to ensure that you do not forget anything and are well prepared for the exciting times ahead of you.

Pocket money

We recommend that you budget NZD 150 - 200 for every week of your course. This should cover personal expenses, laundry, local travel and activities. You will need additional money if you plan to rent a car, take weekend trips or travel. Bring NZD 300 with you in cash and a credit or debit card which accesses your overseas account. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

Clothing

Students dress casually for classes. You should bring some nice clothes for going out to restaurants, nightclubs etc. You should also bring clothing for sports and outdoor activities. You can usually rent sporting equipment. The climate is changeable and may be very different from your own. The typical summer temperature is 23C and in winter 14C. Although it never snows in Auckland it can be wet and windy so bring warm waterproof clothing if you are arriving in autumn or winter.

Bank account

If you are staying in New Zealand for more than a month you should consider opening a bank account. This will allow access to your money 24 hours a day without the risk of carrying large amounts of cash around. You will be given detailed information on opening a bank account on your first day at Kaplan International Colleges and you can usually open a bank account within the first week.

Electrical current

Standard voltage in New Zealand is 230/240 volts. To make sure that you are able to use all your electrical appliances bring an adaptor with you.



Checklist

Use this checklist to make sure that you have packed everything you will need and that you are well prepared for your trip to New Zealand. Check off each item as you pack it, or complete the task.

- Passport**
Bring your passport and any other form of personal identification you may need, such as your driving license.
- Acceptance letter and photo**
Pack your acceptance letter and Kaplan International Colleges documentation (given to you by your Kaplan International Colleges representative) in your hand luggage so that it is easy to access on arrival. You will also need a passport sized photo for your Kaplan International Colleges student I.D. card.
- Visa**
Ensure your visa is stored with your passport in your hand luggage: you will need it at airport immigration.
- Homestay/residential address details**
Pack your homestay/residential address details (received from your Kaplan International Colleges representative) in your hand luggage for easy access on your arrival. You will have to fill in your address on the “New Zealand Arrival Card”.
- Accommodation factfile (homestay or residential)**
You can download the accommodation factfile from our website: www.kaplanaspect.com. This document explains the details of your selected accommodation.
- College factfile**
You can download the college factfile from our website: www.kaplanaspect.com. This document will give you more information about Kaplan International College Auckland.
- Knowledge of local laws and customs**
Quiz yourself about local laws and customs in New Zealand. Talk to your Kaplan International Colleges representative about what you should expect and how you should behave in New Zealand.
- Proof of Health and Travel Insurance**
If you have arranged your own Medical and Travel Insurance, you must bring proof of this with you. You must give a copy of the insurance policy to Kaplan International Colleges on your first day of college. Also leave a copy with your family in your home country in case you lose any documentation during your stay. If you have booked Kaplan International Colleges Medical and Travel Insurance, your insurance policy will be given to you in your second week. Please note that it is compulsory for all international students to have Medical and Travel Insurance to cover their stay in New Zealand.
- NZD 300 in cash**
Store this on your body or in your hand luggage. Try to avoid counting or pulling out your money in public places.
- Credit/Debit Card with access to your overseas account**
Contact your bank to ensure your card will work while you are in New Zealand.
- Correct clothing**
Pack something warm in your hand luggage and ensure you are wearing layers on your flight in case you get hot.
- Adaptor for electrical appliances**
Remember standard voltage in New Zealand is 230/240 volts. You may also need a plug fitting adaptor.
- NZD 300 if you are staying in residential accommodation**
You will have to pay a NZD 300 bond to your residence. Have this money when you arrive at your accommodation.
- Prescription medication**
Pack medication carefully in full packaging in case you are asked questions in customs on your departure/arrival.
- Emergency information stored in your wallet or purse!**
This can be found on the last page of this booklet.

When you arrive

Transfer Information

We request that students book their flights according to the starting date of their specific programme. Students may arrange their own transportation from the airport to their accommodation, or take advantage of Kaplan International Colleges New Zealand's convenient Transfer Service. All students under 18 years old must book a Kaplan International Colleges Transfer Service.

Kaplan International Colleges Transfers

Offered on arrival at and departure from Auckland. Students must provide the agent with exact flight details - airline, flight number, arrival date and time, place of origin. They or their agent should fax the information directly to the college. Students must provide Kaplan International College Auckland with their flight details no later than two weeks before their arrival.

Our Airport Transfer agent meets our students at the airport and transports them directly to their homestay or residence. Students will be met in the arrivals area of Auckland International Airport. A Kaplan International Colleges representative will be waiting there with a Kaplan International Colleges NZ sign and your name. If you cannot find the representative within 15 minutes of leaving the arrival gate, you should find the public telephone at the airport information desk and telephone one of the following emergency numbers:

College line, Auckland (8am - 5.30pm)

Phone: + 64 9 307 6507

Mobile number, Auckland (24 hours)

Phone: 021 620119

This will connect the student with our College Representative who will assist the student.

Independent Transfers

Taxis are available from the airport. One-way taxi journey to your homestay or residence costs NZD 60 - 100.

Your first day

On the first day of your course you need to report to reception at Kaplan International College Auckland at 8.45 am. Your first day will be a Monday unless there is a designated holiday on the Monday - in which case your first day will be on the Tuesday.

Your course will begin with an all-day introduction which will include:

- A welcome talk by the Principal or Director of Studies
- A Placement Test to determine your English level
- Information about your classes
- Information about the college and city
- An overview of college activities and excursions
- An introduction to the study centre
- A tour of the college
- A short walking tour of the city and college surroundings
- Completion of forms and collection of any outstanding payments

You will also receive information about your class schedule, classroom number, study level and elective courses. You will be assigned to the most appropriate class for your level of English.

Bring the following items with you on your first day:

- Your passport
- Insurance card
- Kaplan International Colleges documents
- One passport-sized photo
- Pen and paper for note-taking purposes
- NZD 75 for book deposit



College Facilities

Classrooms

There are 13 comfortable, light and well equipped classrooms. All of the classrooms are fitted with desks, chairs and a whiteboard. There are also CD and cassette players, TV/VCRs and overhead projectors available for lessons.

Multimedia and IT centre

The college has an internet suite available for students to access the internet free of charge. All computers function with various language capabilities. In addition the students have access throughout the college to wireless internet.

Library

Students have access to a study room if they are looking for a quiet place for self-study. The Parnell library, which students can use, is just two minutes' walk from the college.

Student computer lounge/café

There is a common room with a futsal table, TV and plenty of seating. The common room has vending machines for drinks and snacks as well as kitchen facilities for students to prepare and heat their own lunch. Fresh food is also available from vendors who visit the college.

Sports facilities

There are two outdoor areas on either side of the college which are used by students for soccer and other games. The activities coordinator will help with organising sports events.

Gym facilities

Students can join the local gym for indoor sports and fitness training.



Kaplan International Colleges teacher and students



Multimedia room

College Timetable

Class times are subject to change and you should only use this timetable as an example of what type of structure to expect.

Monday - Friday

8.30am – 10.00am: Class
 10.00am – 10.15am: Break
 10.15am – 11.45am: Class
 11.45 – 12.30: Lunch

Monday & Wednesday

12.30 – 2.00pm: Elective
 2.00pm – 2.15pm: Break
 2.15pm – 3.45pm: Elective

Local Information

Transport - buses and trains

Weekly or monthly passes can be purchased for the local bus service which can save you time and money. A special city bus which circles the city every 15 minutes stops right outside Kaplan International College Auckland.

Banks and Post Office

There are many banks in the city centre for you to choose from. Always remember to change money and cheques in banks. There is also a main post office in the city, post office boxes are red and are located on many street corners.

Restaurants and cafés

There are many different restaurants and cafés located near to the college. There are also bakeries where students purchase delicious ready-made sandwiches.

Department stores and supermarkets

There are supermarkets and shops located within walking distance of the college. Supermarket meals are often an economical lunch option.

Telephone and Internet Café

You can access internet and e-mail from the College's computers or use the wireless connection available which have a variety of language capabilities. There are public telephones available in the college building. Students are advised to purchase a phone card for long distance calls and to call on weekends and evenings as call rates are cheaper at those times.

Places of worship

There are places of worship of all religions and faiths close to the college. The student services coordinator has a list and map of churches, synagogues, mosques and temples in Auckland.

Cost of Living

Approximate prices in NZD

Sandwich	\$4-5.00	Tea	\$3.00
Green Salad	\$6.00	Coffee	\$3.50
Chicken Salad	\$8.00	Hot Chocolate	\$3.50
Tuna Pasta	\$8.00		
Spaghetti	\$6.00		
Fish and Chips	\$4.00		
Cheeseburger	\$4.50		
Pizza (slice)	\$4.00		
Hot Dog	\$4.00		
Noodles (bowl)	\$6.00		
Rice dish	\$6.00		



Patio area at the back of the college



Interior of the college



Experience some of the New Zealand culture by joining activities programmes



Kaplan International Colleges student activities

Sample Activities Schedule

Please note that this is a sample programme and activities may change. See current activities schedule at: www.kaplanaspect.com

Week one

Monday	Visit Underwater World Aquarium
Tuesday	Badminton
Wednesday	Quiz and pizza night
Thursday	Movie night
Friday	Ice-skating
Saturday	Waiheke Island day trip

Week two

Monday	Maori cultural performance
Tuesday	Indoor rock climbing
Wednesday	Visit to Auckland zoo
Thursday	Beer tasting at Lion Breweries
Friday	Kayaking
Saturday	Weekend trip to Coromandel

Homestay accommodation

Our homestay families reflect the diversity of life in New Zealand. They include young, senior and single parent families and couples with and without children. Hosts have varying ethnic backgrounds and different interests and lifestyles. Please refer to the New Zealand homestay accommodation factfile for more details.

Your life in a homestay

Living in a homestay will allow you to practise your English in a real-life setting. Remember that you are both part of a family and a guest at the same time. You may have to help with household chores, keep your bedroom tidy and make your bed each morning. Make sure that you always ask permission to bring friends round and remember to ask before you change channels on the television!

Meals

Breakfast: Breakfast is usually a light meal consisting of cereal, fruit, toast, juice or coffee. Often these foods will be made available to you and you will prepare your own morning meal.

Lunch: You will be responsible for purchasing your own lunch at the college, a local restaurant or from the local shops. Homestays provide lunch at weekends only.

Dinner: Dinner may be a shared meal in the evening, or occasionally you may prepare your own meal with food supplied by your host. Please inform your homestay in time if you will not be home for dinner.

What to bring

You can purchase toiletries and other personal needs locally, but if you have specific items that you need, you should bring them with you. Your host will provide you with bed linen and towels. If you have any prescription medications that you are required to take, you should bring a supply with you.

Telephone use

You should purchase a phone card or use your mobile phone to make telephone calls. Your hosts' telephone should only be used for emergency incoming calls. Remember to notify your family of any time differences to avoid calls in the middle of the night. It is often very expensive to make international calls from a home line, which is why we recommend using a phone card.

Laundry facilities

Your homestay will do your laundry for you, unless you request otherwise. If your hosts do not do your laundry please take it to a laundrette to wash and dry instead of washing them in the bathroom and drying them in your bedroom of cupboards. The average cost per load of washing in a laundrette is NZD 10.

Getting to and from college

Your host will help you to find your way to and from college on your first day and will show you how to use public transport. Journey time will depend on the location of your homestay. Auckland City covers a very large area so your journey time to college can range from 15 minutes to 45 minutes. Explore several options when considering transport to college such as trains, buses or even bike riding.

Smoking

When you book your accommodation, please request a homestay that allows smoking if you smoke. Most hosts will ask smokers to smoke outside. Always ask your host family upon arrival for their specific house rules regarding smoking. It is general courtesy to ask someone for permission to smoke next to them, even if you are outside. You are not permitted to smoke inside any restaurants or hotels.

■ Things to remember.....

- You are a guest as well as part of the family
- You may have to take part in family chores
- Purchase a phone card for international calls
- Do not hang your laundry to dry in your room
- Ask permission to have a friend come visit you
- Notify your family if you are not coming home for the night
- Ask permission to smoke

Residential hostel accommodation

Please refer to the Auckland accommodation factfile for more details about your specific residence. You can download this from www.kaplanaspect.com.

What to bring

Each residence includes basic appliances and furniture. In the kitchen you will find a cooker, microwave, fridge, freezer, crockery and utensils to prepare your food. You will be given linen, blankets and a pillow upon arrival. Personal toiletry items can be purchased locally.

Phone use

You will have access to a telephone for incoming calls only. You must purchase a phone card upon arrival for calling out. Please limit your calls to 20 minutes. You can purchase a phone card at the college reception or at local stores. Some cards will be cheaper for calling home to your country. Ask reception staff for advice when purchasing your phone card.

Laundry facilities

Please check your accommodation factfile for details on laundry facilities at your residence. An iron and ironing board are available for your use to do your own ironing. If your residence does not have laundry facilities, there will be a launderette close by for your use. The average cost per load of washing is approximately NZD 10.

Security

You are responsible for keeping your own room secure. Kaplan International Colleges cannot be responsible for items that go missing from the residence. Keep your personal belongings safely stored. Kaplan International Colleges advises you to have your own Travel Insurance to cover any loss or theft. The residences are in quiet residential areas and the owners do live on the premises so each residence is secure.

Going to and from college

The residences are within a 15 to 20 minute walk of Kaplan International College Auckland. They are also only 5 minutes from the city centre and bus services to the main towns.

■ Things to remember.....

- Purchase a phone card to make telephone calls
- Keep your valuables hidden in a safe place

Health and Safety

If you or a friend is seriously ill and needs an ambulance call 111. Stay calm and describe to the operator on the line what type of assistance you need (ambulance, fire or police) and your location. You may be required to describe any symptoms. Explain as much as you can, don't worry if you are not confident with your English - say as much as you can, as clearly as you can.

Medical and Travel insurance

Kaplan International Colleges offers you a low-cost Travel and Medical Insurance plan that we advise you to take. If you are not taking Kaplan International Colleges insurance you are required to show proof of alternative Medical Insurance on arrival. Kaplan International Colleges Medical and Travel Insurance costs NZD 50 per month and you can arrange this Insurance with your Kaplan International Colleges representative. Travel and Medical insurance is compulsory at all Kaplan International Colleges for the duration of your stay.

If you get sick

If you get sick whilst you are in New Zealand you should visit a doctor. You can ask staff at Kaplan International Colleges reception or your host family where the nearest doctor is. If you have a minor illness you can often ask staff at a local pharmacy for advice. If you are ill, make an appointment to see a doctor and take any relevant insurance or medical documentation with you. You may be required to register with your local doctor.

Medical costs are at the discretion of your local doctor or hospital. Costs in New Zealand are as follows:

- A consultation with a doctor (minimum NZD 50)
- Prescriptions at a chemist (minimum NZD 5.00 per item)
- Dental treatment (minimum NZD 50)
- Eye tests or new spectacles (minimum NZD 50)

Protecting your belongings

If you are not using Kaplan International Colleges Medical and Travel Insurance we strongly recommend that you take out insurance for your personal belongings, especially cameras, radio, personal music player and laptop computer. Personal items cannot be covered by Kaplan International Colleges homestay or residence insurance. You can cover these items with your own personal travel insurance.

Please ensure that you are properly covered in case of loss or theft.

■ Things to remember.....

- Call 111 in case of fire, medical emergency or need for the police.
- You must have Medical and Travel insurance to attend a Kaplan International Colleges course. If you do not have Kaplan International Colleges Medical and Travel insurance, you must provide proof that you are covered by another provider.

Laws and customs

You may find that laws are enforced differently in New Zealand than they are in your home country. You must obey the country's laws and respect its customs. It is important that you understand the laws, rules, and customs that you may encounter.

Laws

- No one under the age of 18 in New Zealand may buy or drink alcohol, including beer and wine. It is against the law to buy alcohol for someone you know is under the age of 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- Buying, selling and using drugs is illegal.
- All international students must have appropriate and current Medical and Travel Insurance during their stay in New Zealand.
- All students under the age of 18 must be in their registered homestays at night.

The Police and Kaplan International Colleges are very strict in enforcing these laws.

Kaplan International College Rules

Kaplan International Colleges have rules that must not be broken. These rules may apply to academic work at college as well as life in your residence or homestay.

- If you leave your Kaplan International Colleges course, Kaplan International Colleges has the right to revoke your student visa and advise you to return home.
- You must attend all classes. If you do not attend classes your representative and parents will be informed. If you do not then improve your attendance you will be sent home.
- Always tell Kaplan International Colleges if you are going to be absent from college for any reason and tell your host family if you are going away overnight.
- If you commit a criminal offence or have to be severely disciplined you will be sent home and no refund will be given. We will also inform the immigration authorities.
- Be on time for all your lessons.

Customs

Customs are an accepted way of behaviour in a country. You need to know the customs of New Zealand to help you feel comfortable with people. Some important customs to know include:

- **Women:** Women in New Zealand are equal to men and should always be treated fairly. Men and women share equally in household work and childcare.
- **Queues:** Always stand in line and wait your turn when buying tickets, in a bank, post office or waiting for a bus. Keep to the left when standing on escalators.
- **Friendliness:** New Zealanders talk to strangers in public areas. This is a great way to practise English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations. Although most people are friendly, some may be reluctant to speak with strangers.
- **Please and Thank you:** These are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.

■ Things to remember.....

- If you are under 18 years of age it is illegal to drink alcohol
- Buying, selling and using drugs is illegal
- Notify Kaplan International Colleges if you are going to be absent from college
- Women are treated equally to men in New Zealand
- Remember to say please and thank you

Important Dates to Remember

Public Holidays 2010

New Year	01/01/2010 and 04/01/2010
Auckland Anniversary Day	01/02/2010
Waitangi Day	06/02/2010
Good Friday	02/04/2010
Easter Monday	05/04/2010
Queen's Birthday	07/06/2010
Labour Day	25/10/2010
Christmas Day	27/12/2010
Boxing Day	28/12/2010

The dates above are those for observed holidays in 2010. For holiday dates in other years, consult your Kaplan International Colleges representative. If you arrive on a week where the Monday is a national holiday, your first day of college will be a Tuesday.

There are no classes for the full week of Christmas. Students enrolled in the Academic Year Programme, or any other long-term course, will also have vacation time during their stay. Please refer to the Kaplan International Colleges brochure or your Kaplan International Colleges representative for further details of these holidays.

**We look forward to seeing you at Kaplan International College Auckland.
If you have additional questions please ask our staff on arrival.**

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KAPLAN INTERNATIONAL COLLEGES

**Keep these numbers
with you at all times!**

**Emergency Number
Kaplan International College Auckland:**
021 620 119

**Emergency Number
(Police, Fire, Ambulance):**
111

Information in this guide is subject to change.
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