

# ICENZ as Signatory, provides the following orientation information for International Students

Prepared by Wayne on the 8 Oct. 2018

The 7th revision

## **1) The Signatory's quality assurance results**

- i) NZQA Registered PTE with category 3, more detail please visit our school website [www.seenet.co.nz](http://www.seenet.co.nz) or NZQA website on [www.nzqagovt.nz](http://www.nzqagovt.nz).
- ii) For Students insurance, please visit Orbit protect international student on website [www.orbitprotect.com](http://www.orbitprotect.com)

## **2) The Educational instruction, staff, facilities and equipment available to international students.**

- i) Emergency Contact Ms.Dawn Guo on 022 4024819  
Physical address for Institute of Commercial Education NZ ( ICENZ ) :13 Aberfeldy Ave. Highland Park ,Auckland, NZ.; Tel: +64 9 534 3869
- ii) 100% attendance is required as a condition of your student visa. This mean you must be present at the school for **20 hours** per week. Illness & Understandable absence records will however be taken into account when calculating your final attendance rate.
- iii) Student must have an orientation and sign acknowledgement form of the Public Trust before you formally study at ICENZ.
- iv) For more detail, please refer to attachments: ICENZ attendance policy, school handbook, ICENZ's organization Chart, and the Floor plan, Leave and holiday policies for students, and procedure to terminate student enrolment at the ICENZ

## **3) The international contract dispute Resolution scheme (DRS)**

- i) Please refer to attachments: Appeals and complaints chart on school notice board

## **4) Potential learning outcomes for international students, including pathways for further study and employment, where applicable**

- i) After graduation from ICENZ, students may sit IELTS exam externally. Please refer to attachments: IELTS Exam centres in Auckland including MIT, University of Auckland, Massey University);
- ii) Want to reenrol at the ICENZ. Please check "Students Visa Guide-documents required by Immigration NZ set by the ICENZ.
- iii) Entry criteria for further study: please visit the websites of University of Auckland, and MIT.
- iv) How to find job, SEEK website, or visit local newspaper website on [www.times.co.nz](http://www.times.co.nz) .

## **5) Estimated study and living cost for international students**

- i) \$250 - \$400 per week for English study; NZ\$20,000 -25,000 for Bachelor programme per year.
- ii) Living cost \$250 -- \$300 homestay per week including breakfast and dinner; Accommodation rental \$200 per week

## **6) Accommodation and transport ,or ways to obtain such information**

- i) **Homestays accommodation, which is NOT** the same as staying in a hotel.  
ICENZ has been NZQA approved and as such we are signatory to the code of practice for the pastoral care of international students. We have designated an appropriate account officer/administrator (Ms Dawn Guo) as a resource for international students requiring assistance with accommodation. An account officer/ administrator must be advised to students

on orientation day. We have robust procedures for the selection and monitoring of homestay carers and homestay residence. We must meet with each student who is under the age of 18 at least **quarterly** and visit each homestay at least **twice a year** to ensure that the homestay accommodation is suitable.

- ii) **Temporary accommodation in Hotel with official qualmark.** You may find local motel with qualmark near our school within ten minutes' walk. Eg. Cascades Motor Lodge, Address: 244 Pakuranga Road, Pakuranga, Auckland Phone: 09-576 4064. Hotel details, Set along Regional Route 5, this unassuming motel is 10 minutes' walk to our school. Cosy rooms with wood floors and old-school furnishings also feature free Wi-Fi and flat-screens, plus microwaves, minifridges, and tea and coffee making facilities; some have kitchenettes. Family units feature private balconies. Off-street parking is complimentary. Amenities include guest laundry facilities and a garden. Pets are welcome with prior notice. For parents visit or temporary/transit stay, our school can help booking if needed. For more available hotels & places to stay near our school, please visit website [www.booking.com](http://www.booking.com).
- iii) Transport, please refer to attachment "Your introduction to public transport in East Auckland" finds out more online AT.govt.nz Mobile Web AT.govt.nz/real-time or call 09 366640

Acknowledged and signed by student (我作为学生, 了解并签名)

Print Name (in English): \_\_\_\_\_; Signature(签名): \_\_\_\_\_; Date:     /     /2018

Confirmed by a duly authorised representative of the education provider (学校授权代表签名)

Print Name (in English) : \_\_\_\_\_; Signature: \_\_\_\_\_ Date:     /     /2018

Name:

Title:

ICENZ as Signatory, provides the following orientation Information for International students in Chinese

根据 NZQA（新西兰资质评审局）要求，给计划在本校就读的国际学生

Translated by Wayne on the 8<sup>th</sup> Oct..2018

## 新西兰 商学院提供如下资讯（大纲）

### 1) 学校的资质评估

本校是在 NZQA（新西兰资质评审局）注册的学校，如需了解更多学校细节，请访问我校网站 [www.seenet.co.nz](http://www.seenet.co.nz) 或 NZQA 网站 [www.nzqagovt.nz](http://www.nzqagovt.nz)

关于学生保险与权益，详情请访问 Orbit 国际学生网站 [www.orbitprotect.com](http://www.orbitprotect.com)

### 2) 学校为国际学生提供相关的教学说明，教务人员服务，教学设施和设备

根据新西兰移民局的规定，国际学生出勤率需达到 100%，并且必须保证每周到校 20 小时学习，更多详情请参阅附件：学校出勤率政策，学校手册，ICENZ 的工作人员基本信息，学校平面图以及国际学生的休假和请假政策等。

iv) 学校紧急联系电话： Ms.Dawn Guo on 0224024819

### 3) 国际学生合同纠纷解决方案（DRS）

详情请参阅附件：上诉和投诉流程图

### 4) 国际学生的后续学习计划

包括进一步学习和就业的途径（如适用）：

A, 如需报考雅思考试，请参考附件:在奥克兰雅思考试中心报考，其中考点包括马努考理工学院，奥克兰大学和梅西大学；

B, 如需升学，请参考奥克兰大学网站 [www.auckland.ac.nz](http://www.auckland.ac.nz) 和马努考理工学院网站 [www.manukau.ac.nz](http://www.manukau.ac.nz)。

C, 如需找工作，请参考网站 [www.SEEK.com](http://www.SEEK.com)。

D, 如继续就读本校，请参考附录新西兰移民局要求的国际学生签证申请材料清单

### 5) 国际学生在新西兰学习和生活费用资讯

英语语言学习课程学费：大约每周 250 新西兰元至 400 新西兰元；

学士学位课程学费：大约每年 20,000 -25,000 新西兰元；

生活费：费用大约每周 250 - 300 新西兰元，包括早餐和晚餐；单租房房租大约每周 200 新西兰元

### 6) 学校附近住宿和交通的信息

A 18 岁以下的国际学生，必须由学校安排入住经新西兰警察局批准认可的寄宿家庭。我校必须每季度至少进行一次对已入住寄宿家庭的 18 岁以下国际学生的拜访，每年至少两次对每个合作的寄宿家庭的拜访。

B, 国际学生可选择的就近酒店住宿，如 Cascades Motor Lodge，地址：244 Pakuranga Road, Pakuranga, Auckland 2010, 电话：09-576 4064.

该酒店详情：位于 5 号的 Pakuranga 公路，从这个汽车旅馆步行 10 分钟到我们学校。舒适的房间配有木质地板和复古家具，提供免费无线网络连接，平面电视，微波炉，迷你冰箱和沏茶/咖啡设施。有些房间配有小厨房。家庭套间配有私人阳台。街边有免费的停车位和小花园。提供洗衣设施服务。欢迎携带宠物，但需提前通知。对于持有父母访问或临时/过境签证的学生如有住宿要求，我校可以根据需要提前协助预订房间。更多关于我校附近优质酒店和住宿地点的信息，请访问网站 [www.booking.com](http://www.booking.com)；或当地报纸网站 [www.times.co.nz](http://www.times.co.nz)

C, 关于奥克兰地区公共交通的相关信息，请参阅附件“东奥克兰公共交通的介绍”。如需了解更多信息，请访问在线网站 [www.AT.govt.nz](http://www.AT.govt.nz)；手机移动网站 [AT.govt.nz/real-time](http://AT.govt.nz/real-time)，或致电 09366640。

具体内容以英文版本为准。