



INTERNATIONAL STUDENT GUIDE

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Overview

Kapiti Districts Aero Club has a long history of successfully training professional and recreational pilots. In response to the changing demands of the industry, we have developed the Kapiti Air Academy offering a comprehensive range of flight training programmes that can easily be tailored to meet individual student's needs.

What is an "international student"?

An "international student" is a student studying in New Zealand on a student permit from the New Zealand Immigration Service.

Student visas/permits and immigration

All non-New Zealand residents need a student visa or permit to study in New Zealand for programmes over three months in duration.

A student permit is a stamp or label in a passport that allows the holder to study in New Zealand whilst the permit is current. It usually states specifically the course of study, the educational institution and its location.

A student visa has the same information as a student permit and also allows a person to enter New Zealand.

Visa requirements vary from country to country. The **New Zealand Immigration Service** can provide up-to-date information on visa/permit processes and requirements for your country. To find your local New Zealand Immigration Service representative, visit www.immigration.govt.nz/migrant/general/aboutnzis/contactus/.

If you are travelling to New Zealand from a visa free country, you may enter on a visitor visa and apply for a student permit once you have been accepted onto a course of study.

Australian citizens/permanent residents

Australian citizens and Australian residents who hold a current Australian resident return visa do not need a student visa or permit for study in New Zealand. Visit www.immigration.govt.nz/nzis/operations_manual/6434.htm for a list of visa free countries.

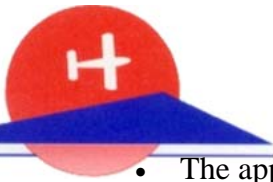
Immigration

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/

How to apply for a student visa/permit

To make an application for a Student Visa or Permit you will need to supply:

- A completed, signed 'Application to Study in New Zealand' (NZIS 1012) form; this can be downloaded from <http://www.immigration.govt.nz/>



- The application fee
- Your passport (this must be valid until at least 3 months past the date you plan to leave New Zealand)
- A recent passport size photograph
- Evidence of your financial support while in New Zealand. This may be:
 - A completed Financial Undertaking for a Student (NZIS 1014) form; or evidence of NZ\$10,000 per year (and provision for a plane ticket)
 - If you are studying in New Zealand for under 36 weeks you must provide evidence of NZ\$1,000 per month
 - If you are a student from Tonga or Samoa you may supply a Sponsorship Form for visiting New Zealand (NZIS 1025) for any length of study an offer of a place from Kapiti Air Academy
- Evidence you have paid the course fees
- Evidence of a guarantee of accommodation
- Students from countries with a high incidence of Tuberculosis (TB) must include an X-ray to show they do not have TB with their visa/permit application. High incidence countries are those other than:
 - Australia, Austria, Belgium, Canada, Cyprus, Denmark, Finland, France, Germany, Iceland, Ireland, Israel, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Puerto Rica, San Marino, Sweden, Switzerland, United Kingdom, United States of America and Vatican City.
- Any other documents or information requested by a visa/immigration officer.

When to apply for a student visa/permit

Applications can take between 2-15 weeks to process so it is important to get your application in early. To apply for a student visa you must be accepted for a position on a Kapiti Air Academy programme, have paid your tuition fees and made arrangements for your accommodation, travel and insurance (both travel and medical). Kapiti Air Academy can help with accommodation arrangements on request.

Family members

Each family member (spouse and children) must have his or her own visa (e.g. working, visitor, student). Spouses may be issued a visitors visa when accompanying a student studying on a student visa.

Financial security while studying

To obtain a student visa you will need to provide evidence that you are able to support yourself financially through the duration of your study. You will also need to show that you have a return air ticket, or money to purchase one.



Working in New Zealand

Working part time while studying

International students may apply to the New Zealand Immigration Service to work part time in New Zealand during their studies. Students who are successful in their application are eligible to work for up to 20 hours per week during the academic year.

Working after graduation

For a graduate to be able to work in New Zealand after they have completed their studies they will need a work permit. Graduates who are not immediately offered employment may apply for a six-month open work permit, known as a Graduate Job Search Work Visa/Permit.

Graduates must apply for this visa/permit within six months of completing their studies in New Zealand (graduates may apply from overseas). Return tickets are not required if the application is made from their home country. Graduates must provide evidence that they have available funds of at least \$NZ2100 for living costs during the six-month period. As soon as they are offered a position of employment, graduates must then apply for a work permit/visa. Note: The New Zealand Immigration Department requires specific visas/permits for specific activities i.e. work, student, visitor, or residency.

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. This can be viewed at <http://www.immigration.govt.nz/>

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

The travel insurance policy should cover the loss of baggage and personal effects, accident and injury, disruption of travel plans, cost of medical care in any “stopover” countries.

Commonly used student insurers are: **Southern Cross** <http://www.southerncross.co.nz/> and **Interglobal Student Care** www.studentcare.biz/studentcare_nz_cpit.htm. All International students are required to present proof of their insurance on their arrival at Kapiti Air Academy.

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/>.



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.c.nz>

If you are having problems or difficulty there are a number of services that can offer help:

- Youth Line, 0800 376 633
- Samaritans, Ph 298 2122
- Rape and Sexual Abuse Centre, Ph 356 5868
- Victim Support, Ph 0800 842 846
- Women's Refuge, Ph 297 2595
- Citizens Advice Bureau, Ph 0800 222 345
- Life Line, Ph 8088 838 0719
- Quitline, Ph 0800 778 778
- Doctor - Team Medical, Ph 04 297 3000

Code of Practice

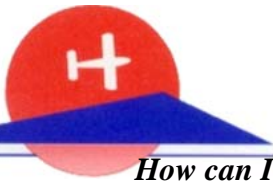
Kapiti Air Academy has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Summary Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational providers to ensure that:

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up-to-date
- Students are provided with information prior to entering into any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner
- The particular needs of international students are recognised
- International students under the age of 18 are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.



How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an education provider has signed the Code?

The New Zealand Ministry of Education maintains a register of all signatories to the Code. The list of signatories is available online from www.minedu.govt.nz/goto/international. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the Kapiti Air Academy international student support person. 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 contact the **International Education Appeal Authority (IEAA)**.

Who is the International Student Support Person?

The support person for international students is the Academy Administrator, Eru Brown, Kapiti Air Academy, PO Box 92 Paraparaumu 6010, New Zealand. Email academy@kapitiaeroclub.co.nz

The Administrator should be notified immediately of any change in a student's address or their family contact details.

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.

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.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority
C/o Ministry of Education
PO Box 1666
Wellington
New Zealand.

The full code is available at <http://www.minedu.govt.nz/>

Fees

Fees are listed, inclusive of goods and services tax, in New Zealand dollars in the Kapiti Air Academy qualifications booklet. The listed fees are subject to change so please check at the time of enrolment. International students also incur an additional international student fee to cover export levies and additional administrative charges. A student visa/permit is issued for the amount of time that fees have been paid, not the duration of the course.

Students accepted at Kapiti Air Academy will need to pay their fees in full in advance, as the receipt of payment will be required for the student visa/permit application. Payments must be made in NZ\$. All bank transfer fees and charges incurred must be absorbed by the student.

Kapiti Air Academy does not offer scholarships or financial aid.

Refunds

Before Course commencement date

Should a student submit a completed and signed withdrawal or apply in writing to withdraw from part or all of their course before the course commencement date, they will be entitled to a full refund of fees paid.



After Course Commencement Date

If, within the first two weeks of the course commencement date, you withdraw from your flight training programme, the Academy will give a refund of fees minus an administration fee of \$500 or 10%, whichever is the lesser of amounts paid.

If the student withdraws more than two weeks after the course commencement date Kapiti Air Academy will retain all fees paid by the student.

All funds paid to the Academy not utilised within the course dates will be forfeited.

Entry Requirements

Due to availability of resources and work experience opportunities, Kapiti Air Academy reserves the right to limit numbers on these programmes.

To enrol in this course, students must meet the following criteria:

- Be at least 18 years of age
- Have 20 points or less in four Sixth Form certificate subjects with preference given to the subjects of English, Mathematics and Physics, *or* -
- Have successfully completed a full time year of study at a tertiary education institution with attainment of at least 120 credits at level 4 or higher, *or* -
- Have achieved 12 credits or better at Level 2 NCEA in each of three subjects including Maths, English and preferably a Science subject, *or* -

In the absence of an academic record complete aviation exams as requested,

- Be able to obtain a Class 1 Medical Certificate conducted by a CAA approved Medical Examiner
- Satisfy a “Fit and Proper Person” test satisfactory to the Civil Aviation Act 1990
- Supply at least one reference
- Meet the minimum English Language Requirements if applying from a non-English speaking country.
- For the Multi Engine Instrument Rating and Category C Instructors Rating the applicant must have a Commercial Pilot Licence (Aeroplane)

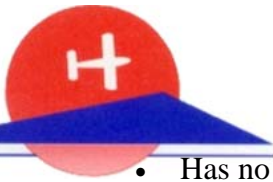
English Language Requirements

Students are required to have obtained an acceptable level of English fluency. This may be demonstrated by having attained a test score of 7.5 on IELTS. Web reference www.ielts.org. Test scores may be verified.

Fit and Proper Person Test

This test may be satisfied by providing information attesting to the fact that the student:

- Has not been convicted in any court of law of any transport safety offence in the last five years or are not presently facing charges for a transport safety offence
- Has not been convicted on any criminal charge or are not presently facing charges for any criminal offence



- Has no history of physical or mental health or serious behavioural problems.

This may be achieved by completing a New Zealand Ministry of Justice Security Check (Domestic Students) or obtain a statement from a local authority to attest to the above statements (International Students). KAA may check the validity of document provided.

All students will be required to undertake a selection process as shown in the selection process flowchart. During the selection process you will be assessed against such things as attitudes, regard for safety, quality systems, ability to observe and comply with regulations and rules, mechanical aptitude and interest in and motivation for success in the aviation industry.

How Do I Apply?

Applicants for KAA Aviation Qualifications must meet the entry requirements listed above.

All applications must include the following:

- A completed application form. This can be found at the back of the KAA Aviation Qualifications Booklet
- A current and detailed resume of education and work history
- Letters of character reference for aviation qualifications or contact details for referees. These should be from previous employers, tutors or personal associates - please note these referees may be contacted
- Transcripts of results/certificates from previous schools, training courses and universities attended within the past five years
- A one-page personal statement outlining your motivation for studying the qualification. This will include: a) your relevant background and interests; b) your goals and aspirations; c) a statement of commitment to the intensive nature of the course
- Two recent passport sized photographs
- Proof of age, and Citizenship or Residency - this must be a certified copy of a birth certificate or a passport
- International students from non-English speaking countries must provide IELTS documents (or equivalent), with an academic score of at least 7.0.
- A verified statement or document attesting to the applicant's fit and proper person status (refer entry requirements).

Copies of all official documents and transcripts must be certified as true and correct. Uncertified documents will not be accepted. Please do not send original documents. The Academy accepts no responsibility for original documents submitted as part of an application.

Once your application has been received, you will be invited to attend an interview. For international students, this can be conducted via telephone and/or email. At the time of



interview, students are provided with complete up-to-date curriculum details and information relating to fee protection, course related costs, trust account, fee payment options and all other data as required under the Education Act.

Successful applicants will be given a conditional offer of enrolment in writing to accompany the visa application. They will also be provided with details of the orientation process, start dates and all other data as required under the Education Act.

Applications can be couriered or posted to:

Kapiti Air Academy
PO Box 92
Paraparaumu
New Zealand.
Email: academy@kapitiaeroclub.co.nz
Telephone: 04 902 6536
Fax: 04 902 6534

Useful Information for Living on the Kapiti Coast

Where is the Kapiti Coast?

Located 30mins north of New Zealand's Capital City, on the western coast.
For further information on the local area refer to:

<http://communities.co.nz/KapitiCoast/KapitiCoast.cfm>

<http://www.wellington.govt.nz/>



Student Hub is a comprehensive online resource for students. It provides information on many facets of student life in NZ including accommodation options, job search facilities and student discounts. Visit www.studenthub.co.nz, specify Wellington area.

Accommodation in New Zealand

On acceptance of enrolment the international support person will assist you with the best advice on finding accommodation.



The **New Zealand Tenancy Service** can provide useful information on renting, designed for people who need to know the basics about renting for the first time. To view further information about renting, go to the New Zealand Tenancy Service website: www.tenancy.govt.nz.

Useful information is located at www.minhousing.govt.nz/tenancy/info.html. Tenancy information is also available in a number of languages, including Chinese. Go to www.minhousing.govt.nz/tenancy/Renting-and-You/Chinese/chi_home.html

- ***Flating & Renting***

Students in New Zealand often rent houses or apartments, usually in groups. Flats are usually unfurnished. Expenses are divided and cooking meals and housework is usually shared. Flating in an established property with flatmates, you can expect to pay between NZD\$100-\$180 per week excluding food. Make sure you are aware of what expenses are/are not included in your rent.

Think carefully before considering sharing a flat. A flat will give you more freedom, but it will probably be harder for you to find private study time. If you move into an empty flat, rather than take a room in one that is already set up, you will need to arrange the power (electricity) and/or gas and the phone and be responsible for paying for them. You may also need to buy furniture. Many property owners require a lease of one year or more. The government operates a bond system for the protection of both property owners and tenants, so you will need to pay a bond too.

A good website to start looking for properties, flatmates or rooms to let is www.trademe.co.nz/flathunt.

- ***Boarding***

Boarding with a local family is another option. Board is paid weekly to cover rent, expenses and sometimes food. You could expect to pay around NZD\$140 - \$170 per week as a boarder.

Cost of Living

Cost of living to cover person expenses will approximately \$100-\$250 per week.

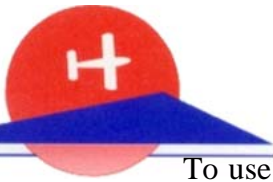
Phone Services

- ***Land lines***

If you need information regarding New Zealand phone services, visit **Telecom** online at www.telecom.nz.

There are other smaller companies who provide cheaper services such as **Telstra Clear NZ** www.telstra-clear.co.nz and **World Exchange** www.worldexchange.org.

- ***Mobile Phones***



To use your GSM compatible phone in New Zealand you must purchase a new SIM card from **Vodaphone** after arriving in the country. Prices start from NZD\$30. For more information visit www.vodaphone.co.nz

Banking in New Zealand

Banks in New Zealand are similar in the services they offer; the differences being interest rates and bank charges. The following banks are found nationwide:

ASB Bank www.asbbank.co.nz

ANZ Bank www.anz.co.nz

WestPac Trust www.westpactrust.co.nz

BNZ Bank www.bnz.co.nz

Driving in New Zealand

To drive a car, motorcycle or scooter in New Zealand you will need an international driver's licence. Helmets must be worn when riding bicycles, scooters and motorcycles. Vehicles travel on the left hand side of the road in New Zealand.

Be aware of the running costs associated with purchasing your own vehicle, eg: petrol, insurance and registration. These can add considerable cost to the actual purchase price. You can expect to pay around NZD\$5000 - \$8000 for a reasonable second hand car.

The AA (**Automobile Association**) provides information about driving in New Zealand, including the New Zealand Road Code, how to become an AA member, financing to buy a car of your own and New Zealand road charges. This information is available at www.aa.co.nz.

Emergency Services

All Emergency Services, Fire Department, Ambulance and Police are available on the same number 111. An operator will then connect you to the service you require.

If you have a question that has not been answered in this booklet, please send an email with your enquiry to sandie@kapitiacademy.co.nz.