

# GENERAL INFORMATION FOR ENROLLING STUDENTS 2020



**Toi  
Whakaari**  
New Zealand  
Drama  
School

## The School Year

- The Toi Whakaari School year begins Monday 17<sup>th</sup> February and finishes Friday 14<sup>th</sup> November 2020.
- Each of the four terms consists of seven to nine weeks of classes.
- The normal study day is from 8.30am to 5.30pm, Mondays to Fridays.
- Twice weekly the whole School meets for a one hour learning session called Hui-Ā-Kura.
- Evening and weekend attendance for workshops, performances and rehearsals is common – more often in the second and third years of study. All students are required to complete School-related work during term breaks.
- One week of the year's learning is done at Manutuke Marae in Gisborne.
- Attendance at all scheduled classes, rehearsals, performances and workshops is compulsory.
- In addition, all students are highly encouraged to attend performances and other events in the wider community.
- Assessment criteria for students' work will be provided by tutorial staff prior to each unit of learning

## Enrolment - what do I need to do now?

1. Complete all enrolment documentation and return to the school by the 10<sup>th</sup> of January 2020
2. Arrange for fees to be paid before you begin – through Studylink or other payment.
3. Keep the School updated with any changes of address or contact details
4. Obtain all course equipment required. (see attached equipment list)
5. Secure accommodation and settle in to Wellington prior to the start of term.
6. Come in and see us at some point during 'Enrolment Week' February 10<sup>th</sup> – 14<sup>th</sup> 2020 to complete the final elements of your enrolment process.

## YOUR MAIN POINT OF CONTACT:

Student Services: [apply@toiwhakaari.ac.nz](mailto:apply@toiwhakaari.ac.nz)

Phone: 04 381 9211

Fax: 04 3894996

## Money Matters

Eligible students can borrow Domestic Tuition fees and levies from Studylink. Payment can also be made directly to the student's Public Trust Student Fee Protection Account. Fees MUST NOT be paid directly to the School.

Fees for 2020 are:

- Domestic students' course fees for all courses except the Diplomas in Costume Construction and Set & Props: \$7202.00 (GST Inclusive).
- Domestic students' course fees for Diplomas in Costume Construction and Set & Props: \$7842.00 (GST Inclusive) and include a compulsory cost for all course materials.
- Student Services Levy of around \$345-\$370 per year is charged to all students in addition to the tuition fees. This is included in your invoice.
- All students pay a refundable \$200 equipment deposit for the use of digital and electronic equipment throughout the year. If all equipment is returned at the end of the year in good condition, the deposit is refunded to the student.

Students will be supplied with an equipment list and all recommended equipment should be brought with the student when they begin their study. Some text books may be purchased second hand, or through the School at a bulk purchase discount price. Text book requirements will be advised to the relevant students.

All fees for the year must be paid IN FULL to the PUBLIC TRUST FEE PROTECTION ACCOUNT by the 14th of FEBRUARY 2020.

#### Fee Protection

- In accordance with the Education Act 1989 s236A(2)(a) Toi Whakaari is required to arrange protection of student fees. The School meets the fee indemnification criteria through the Public Trust. All fees paid are held by the Public Trust. For information see [www.publictrust.co.nz](http://www.publictrust.co.nz).
- All students must sign a contract with the Public Trust to hold their fully paid fees at the beginning of the year – this contract is provided at time of enrolment (please note; this does not apply to students who are eligible for First Year Fees Free).
- Student's fees are then paid monthly to the School.
- Each year of the programmes is a new enrolment, and an annual fees invoice will be generated. Each year a new Student Public Trust account must be established.

The Student Services Levy is charged to all students in addition to tuition fees to cover items such as:

- Health services through Massey University Health: Doctors/Nurses/Counsellors.
- Internet access and usage.
- Common room supplies and facilities
- Student ID / Security Access Card
- Tea & coffee supplies
- Food on the Marae Noho week in April.

This levy must also be paid by the first day of the course and may be added to a Studylink loan if required.

#### School T-Shirts & Hoodies

T-shirts and Hoodies are available for 1<sup>st</sup> Year students to purchase for \$30.00. Orders will be taken during enrolment week.

#### Fees Free

Students enrolling to studying at tertiary level for the first time may be eligible for the governments 'Fees Free' scheme. To check your eligibility you will need your NSN (National

Student Number), visit the website [www.feesfree.govt.nz](http://www.feesfree.govt.nz) for further information and full eligibility criteria.

If you are eligible, your tuition fees, course related costs (if applicable) and student services fee will be covered by this, however you will still be required to pay the \$200 refundable equipment bond. Please contact us to amend your invoice.

### Student Loans and Allowances

- All courses at Toi Whakaari: NZ Drama School accredited by NZQA are eligible for student fee assistance through the Ministry of Social Development's Studylink loan service.
- Students should contact Studylink online at [www.studylink.govt.nz](http://www.studylink.govt.nz) (0800 88 99 00) as soon as possible after accepting their Offer of Place in order to establish eligibility for a loan or allowance and to start the application process. Studylink applications can now be processed on-line.
- If you make an application to Studylink, the School will verify your enrolment and arrange for all fees to be paid to the Public Trust on your behalf.
- An additional \$1000 may be borrowed for Course Related Costs to cover equipment purchase or secondment expenses.

### International Students

- Refer to the [Guide for International Students](#) handbook

### Withdrawals and Refunds

- A Domestic student who withdraws prior to the tenth day of Term 1 of the course can obtain a refund of fees less a \$500 administration charge. There are separate arrangements for International Students.
- After the ten day grace period, fees are non-refundable and non-transferable.
- If a student chooses to withdraw after the tenth day of the course, normally there is no refund of fees. A student who withdraws after the tenth day may apply for a deferral of their place to the following year. Deferral is not automatically granted and conditions may be imposed that must be met before the student is permitted to re-enrol. The Director has discretion to partially refund fees in the case of severe disability or illness.

A student may apply for a deferral of their place to the following year.

### Budget Planning

Part-time work is difficult to manage with the demands of study at Toi Whakaari, but many students manage a job which has flexible shifts in evenings or weekends once or twice a week. It is recommended that students have a backup fund of at least \$2,000 when they begin the course. Students living away from home will have basic expenses in the region of \$300 - \$400 per week for accommodation, food and necessities.

The school year lasts for 40 weeks, so students should budget on a total cost of around \$16,000 per year to cover basic living costs. Earning money in term breaks is possible and advisable, but a part-time job during term time must never interfere with the requirements of School course hours.

### Accommodation Options

Toi Whakaari does not offer any direct accommodation assistance for students. The majority of our students rent a room, apartment or house in private rental

accommodation within the Wellington CBD.

### Private Rental

Students looking for flats and houses are advised to begin their search early in the summer break before the rush of University students in Wellington during late January and February.

If students are flatting for the first time it is recommended that they investigate their legal obligations around tenancy. The Department of Building and Housing website has valuable tenancy information <http://www.dbh.govt.nz/tenancy-index> and check Tenancy Information NZ <http://www.tenant.net.nz>.

Good places to begin a flat search are:

- [www.trademe.co.nz](http://www.trademe.co.nz)
- Dominion Post newspaper
- Victoria University website accommodation listings
  - <http://www.victoria.ac.nz/accommodation/private-housing/finder.aspx>
- Massey University notice boards
- [www.fullhousemanagement.co.nz](http://www.fullhousemanagement.co.nz)
- [www.flatfinder.co.nz](http://www.flatfinder.co.nz)
- Wellington Facebook Pages such as Vic Deals, Wellington Buy & Sell etc.

Or look for a room in a flat through

- [www.easyroommate.co.nz](http://www.easyroommate.co.nz)
- [www.gumtree.co.nz](http://www.gumtree.co.nz)
- [www.share-accommodation.co.nz](http://www.share-accommodation.co.nz)

### Flatting

- A room in a shared flat cost approximately \$180 - \$250 per week – excluding utilities.
- A bond of 4 weeks' rent and 2 weeks' rent in advance is usually required upon signing a lease.
- It may be advantageous to secure and pay for a flat in late December to guarantee a place at the start of the year. Flats are usually unfurnished and additional costs include the initial bond - electricity/gas, telephone & food.
- Usually landlords require a 12 month lease.
- We advise you look for a well-insulated/ heated property which gets some sun. Being within walking distance of the school saves a great deal of travel time and money. Ideal suburbs close to the school- Newtown, Mt Cook, Berhampore, Vogeltown, Te Aro, Mt Victoria, Brooklyn, Aro Valley, and Central CBD.
- Our current students often have places available in flats in the area, and they advertise these through the School, or on the student noticeboards.
- The Student Services Administrator distributes information via email if rooms are available.

### Hostels

There are several private hostels close to the school some of which are listed below. Hostel prices range from around \$190 per week for hostel rooms with shared facilities to \$225 per week for a room with private facilities.

- 222 Willis is the newest student accommodation development in Wellington. 222 Willis offers a purpose designed, modern, secure facility for students from a range of tertiary institutions. [www.222willis.co.nz](http://www.222willis.co.nz)

- Capital City Lodge provides furnished room with linen, shared bathroom and two meals a day (breakfast and home cooked dinner), and shared communal facilities. It is the closest accommodation to the School, and can be booked for a minimum of 4 weeks, it is best used as a short term option only [lodge@capitalcity.co.nz](mailto:lodge@capitalcity.co.nz).
- Southern Cross Apartment Hotel has furnished studio apartment accommodation (minimum 6 month lease). 35 Abel Smith Street Te Aro ph: 04 802 3441 fax: 04 802 3443 [www.xpats.co.nz](http://www.xpats.co.nz) .

The school does not make bookings or recommendations for any particular private hostel.

### Getting around Wellington

- Bus Services are an easy and efficient way to travel to and from School, with a main bus route right outside the building. A Snapper card is the recommended bus payment option.
- Train Services Wellington Rail to North and North Eastern suburbs have cost-effective monthly and ten trip fares- [www.tranzmetro.co.nz](http://www.tranzmetro.co.nz). Regular train travel to Central Station from outlying regions of Wellington is generally good, however, relying on the train and bus for early morning arrival at School every day may be difficult if you are travelling from a distance such as Lower Hutt or Porirua.
- Travel by Car There are a number of free car parks around the building for students' car parking. These are shared with other users of the building and on a first-in first-served basis.

### Getting to know Wellington

It is best to move to Wellington as early in the year as possible to orient yourself to the city.

#### Recommended websites

- <http://www.wellington.govt.nz/>
- <http://www.wellingtonnz.com>
- <http://www.studyinwellington.com/>

### Medical and Support Services

First aid is provided within the School by First Aid Certificate holders. Should hospitalisation be required in an emergency, Wellington Hospital is only minutes away.

### Massey University Student Health & Counselling Service

All Domestic students at Toi Whakaari: NZ Drama School students become members of nearby Massey University's Health and Counselling Services. Students all pay a fee as part of their Student Services Levy, which entitles them to access these services. The Service is a 5 minute walk from the school at Massey University campus on Wallace Street. Students can access doctors, nurses, counsellors.

### Smoking

Te Whaea: National Dance and Drama Centre is strictly non-smoking. We provide one designated outdoor area for smokers. We actively encourage students to give up smoking.

### Student Support and Pastoral Care

There are around 130 students in total at the School. All students are provided with a high level of pastoral care and support while enrolled. Please consult the Student Handbook for more detail.