



Te Kura Toi Whakaari o Aotearoa
New Zealand Drama School

STUDYING AT TOI WHAKAARI: NZ DRAMA SCHOOL in 2022

A GUIDE FOR INTERNATIONAL STUDENTS

[v1 May 2021]



'Women Beware Women', 2020

Kia Ora and Welcome to Toi Whakaari: NZ Drama School

We warmly welcome international students.

This Guide is intended to inform prospective students about the practical aspects of becoming an international student at Toi Whakaari.

Staff in the Student Services Office provide individual assistance and are here to help and guide applicants through the process of applying and enrolling at the School. Contact details are shown below:

- phone +64 4 381 9211
- email apply@toiwhakaari.ac.nz

Toi Whakaari NZ Drama School is a signatory to the Education (Pastoral Care of International Students) Code of Practice.

The information in this guide is updated regularly, please ensure you have the most recent version.

Images by Philip Merry



'Lockdown La Ronde', 2020

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Festival of Work in Development (FWD) 2019

Code of Practice for the Pastoral Care of International Students

Te Kura Toi Whakaari o Aotearoa: New Zealand Drama School Inc has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice. Copies of the Code are available from the NZQA website at www.nzqa.govt.nz.

IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

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 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 www.acc.co.nz.

MEDICAL AND TRAVEL INSURANCE

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

More details on all of the above can be found in this Guide



Costume Showcase 2020

OVERVIEW OF THE PROCESS

ONE: Before you apply

- Choose the programme you want to apply to study
- Understand the costs of studying and living in Wellington
- Learn how the School helps International Students

TWO: Apply for a place

- Conditions
- How to apply

THREE: Enrol

- Pay Tuition Fees
- Apply for a Student Visa
- Arrange Travel and Health Insurance

1. CHOOSE THE PROGRAMME YOU WANT TO STUDY

Our programmes of study are:

- Bachelor of Performing Arts (Acting)
- Bachelor of Design (Stage and Screen)
- Bachelor of Performing Arts (Management)
- NZ Diploma in Costume Construction
- NZ Diploma in Scenic Construction & Properties

Information about all these programmes of study can be found on our website

www.toiwhakaari.ac.nz



Toi Whakaari Costume Workroom

2. UNDERSTAND THE COSTS OF STUDYING AND LIVING IN WELLINGTON

2.1 Fees

2.1.1 Tuition and other Fees

All fees are in New Zealand dollars as outlined below and include Goods and Services Tax:

- Tuition Fees
- Student Services Levy of up to NZ\$250 (depending on the course of study)
- Pastoral Care Fee: NZ\$250
- Travel & Health Insurance: approximately NZ\$500 per annum, payable to the insurer

Tuition Fees for students enrolling in 2022 are as follows:

Bachelor of Performing Arts (Acting):	NZ\$24,300
Bachelor of Performing Arts (Management):	NZ\$26,800
Bachelor of Design (Stage & Screen):	NZ\$26,800
NZ Diploma in Costume Construction:	NZ\$28,600
NZ Diploma in Scenic Construction & Properties:	NZ\$28,600

Tuition fees cover:

- Tuition and all class notes
- Membership of Nola Millar Library

Tuition Fees are not negotiable and must be paid **IN FULL** with the Response to an Offer of Place. All other fees must be paid before the first day of Term 1.

Student Services Levy includes:

- Student ID and Security card and Photocopy card
- Common room facilities and consumables
- Computer and internet access
- Cleaning and building services in common areas
- Student related activities and services

2.1.2 Protection of Student Fees

It is a New Zealand Qualifications Authority requirement that all Private Training establishments including Toi Whakaari: NZ Drama School arrange the protection of student fees in the event of insolvency, regulatory or voluntary closure of the organisation or withdrawal of accreditation - that is, in circumstances beyond the students' control - or have an exemption from the requirement. Toi Whakaari: NZ Drama School meets this requirement through the fee protection services of the Public Trust which meets the criteria of the

student fee indemnification policy, in accordance with **s236A(2)(a) Education Act 1989**.

All students must complete the necessary documentation (supplied by the Student Services Office) to establish a Public Trust fees account and **full payment of all tuition fees for Year 1 must be made to the Public Trust account prior to confirmation of an Offer of Place.**

These fees will be forwarded, on behalf of the student, to Toi Whakaari: NZ Drama School over the period of tuition.

Fees forwarded to the Public Trust by bank draft or international transfer must have all bank fees added. Credit card payment facility is available and the Student Services Office can supply details.

2.1.3 Refunds

Under the Education Act 1989, International students have the right to withdraw from a course of study (being more than 3 months duration) at any time within the first 10 working days of a course. If the student has withdrawn within 10 working days after the first day of the course for which attendance of students is required, the School shall refund the amount held to the student with deduction of up to 25% of that payment based on actual expenses incurred.

Costs that can be claimed for deduction from the refund are as follows:

- i Tuition fees for the period of attendance, including amounts for export levy, recruitment, marketing, and overhead costs.
- ii Administration fees or registration fees.
- iii Student Services Levy fees relative to the number of weeks of attendance.
- iv Airport pickup.

If an International student, who has accepted an Offer of Place on a course, withdraws prior to the commencement of the course, the School shall refund the amount held to the student with a deduction of NZ\$500.

International students who withdraw must do so in writing to the Director, prior to the completion of the 10th working day of the course for which attendance is required, in order to be entitled to a partial refund of monies paid in respect of tuition fees. Refunds can be claimed through a written request to the Director via the Student Services Office.

2.1.4 Fees Refund Exception

Refunds will not be available otherwise under any circumstances, subject to the Education Act 1989 and the Consumer Guarantees Act 1993. However, there is a limited discretion to permit refunds in exceptional circumstances (e.g. serious illness or disability).

Requests for a refund after the first 10 days of the course must be made in writing to the School's Director within one week of the student's withdrawal outlining the special circumstances to be considered.

Discretion will be exercised by the Director whose decision will be made within one week of the request for refund. This decision will be final and no correspondence will be entered into once the Director has made the decision.

2.2 Accommodation

There is no student accommodation on campus or affiliated to the School. Most students at Toi Whakaari obtain private rental accommodation in a house or flat in Wellington. Student Services staff will visit and assess any boarding or home stay accommodation recommended for International students.

➤ **Board/Homestay:**

Full Board in a private home (*including electricity, local telephone & food*) approximately NZ\$300 per week

➤ **Student Hostel:**

[The Cube](#) Hall (242 Taranaki Street) is an apartment-style Massey Hall of residence in Wellington for first year students. It has a mix of single studio, and 3 and 5 bedroom apartments (costs range from \$11,309 - \$15,879 per year). There are some supplementary costs and meal packages, see their website for details.

➤ **Flats/Private rental:**

Approximately NZ\$200 - \$250 per week for a room in shared accommodation (house or flat). Flats are usually unfurnished and electricity, gas, telephone, internet service and food are normally extra.

Private accommodation is not generally assessed by the School, but the Student Services office can assist with advocacy issues or dealing with accommodation agents or landlords.

The Student Services Office will also send out any information from current students about rooms/flats available to new students as they become aware of them, please ensure your contact email address remains up to date at all times.

2.3 Other Course Costs

All prices in the following information are estimates based on actual costs in 2021.

2.3.1 Photocopying

Students will be required to purchase credit from Reception in order to use the photocopiers.

2.3.2 Personal Equipment required by all students

Students should expect to spend about \$150 on personal equipment

Details are included in Appendix A.1

2.3.3 Acting Students Equipment

A basic minimum of equipment needed to start the course is set out in Appendix A.2
Acting students should expect to pay about \$200.

2.3.4 Performing Arts Management Equipment

A basic minimum of equipment needed to start the course is set out in Appendix A.3
Students should expect to pay about \$200.

2.3.5 Diploma in Costume Construction Equipment

A basic minimum of equipment needed to start the course is set out in Appendix A.4
Students should expect to pay about \$200

2.3.6 Design Students Equipment

A basic minimum of equipment needed to start the course is set out in Appendix A.5
Students should expect to pay about \$800 during the year

2.3.7 Set & Props Students Equipment

A basic minimum of equipment needed to start the course is set out in Appendix A.6
Students should expect to pay about \$800-\$1000 during the year

2.4 Personal Costs

Immigration NZ require proof that Students have available funds to support their living and accommodation costs during their time of study. The amount required is \$15,000 for each year's study period. Living costs each week vary on the nature of your chosen accommodation, but as a guide, a budget for basic rent and expenses is about NZ\$275 per week.

2.5 Entertainment / Shows / Performances

Students are required to attend performances and shows regularly. The School can often obtain reduced price tickets, but it is recommended that students budget \$10 a week towards required attendance at shows.

2.6 Insurance

Toi Whakaari: NZ Drama School is required to ensure that each international student has adequate, appropriate and current medical and travel insurance for the duration of his/her planned study period at the School up to and including the dates of the period of a Student Visa. Verified proof of this policy must be supplied prior to enrolment. Policies generally cost in the region of NZ\$500.

2.7 Student Health and Counselling Service

International students are generally not entitled to publicly funded health services while in New Zealand. All medical visits must be paid for in full at the time of consultation. Where appropriate, the student may then file a claim under their insurance policy.

- Toi Whakaari: NZ Drama School students may become members of nearby **Massey University's Health and Counselling Service** and access medical services through them. Counselling services (via Massey Health), are free to all students.

- International students can access doctors, nurses etc. for a subsidised fee of approximately \$20.

The Nola Millar Library has a valuable reference section - *Current Awareness* - with information regarding contact details for Wellington health agencies.

2.8 Travel

2.8.1 Bus Services

Snapper is a payment card that can be used to pay bus fares on GO Wellington services, as well as small purchases at participating retailers. A Snapper card costs \$10. There is a tertiary discount scheme for snapper cards that students are able to access.

Useful websites:

www.snapper.co.nz
www.metlink.org.nz
www.gowellingtonbus.co.nz

2.8.2 Train Services

\$30-\$70 estimated for ten trip service (including Tertiary discount)

Wellington to Tawa
Wellington to Johnsonville
Wellington to Lower Hutt
Wellington to Upper Hutt



'Blood Wedding' Text Lab 2020

3. ASSISTANCE FOR INTERNATIONAL STUDENTS

3.1 School Staff

The School's Registrar and the Outreach and Student Services staff members are the main points of contact for International students.

The School roll is small with around 130-140 students, and about 25 staff. Staff will make themselves available to meet with students as soon as practicable.

The following services are available specifically for International Students:

- Assistance with settling in to a new environment
- Advocating for students
- Liaison between students and staff
- Liaison between parents/guardians and the School
- An orientation programme designed for incoming international students, during enrolment week including:
 - tour of all facilities including the Library
 - familiarisation with and introduction to Wellington City including shopping, banking, and transport
 - more detailed explanation of the Student and Academic Policies including advocacy procedures, students' rights, and obligations of the School
 - familiarisation with the Code of Practice for the Pastoral Care of International Students, and internal and external grievance procedures.

3.2 Visiting

Students and their parents/guardians/agents are very welcome to visit the School to meet the staff by arrangement at any stage of the application and enrolment process. Email apply@toiwhakaari.ac.nz to request a visit.

3.3 Orientation

Students are advised to arrive in Wellington at least two weeks before the start of the School year to ensure accommodation, banking and other administrative procedures are taken care of prior to the first day of tuition at the School.

3.4 Paid employment while studying

Under present immigration regulations, international students on long term student permits (2 years or more) are generally entitled to work up to 20 hours per week during term time and full time during the summer break.

Students must not undertake employment in New Zealand until they have permission from Immigration New Zealand. Often this permission stating the right to work is automatically printed on the student visa. Where no reference is made to entitlement to work, students can approach Immigration New Zealand and request a 'Variation of Conditions'.

Wellington's employment levels are among the best in the country, and a large number of students work downtown in part-time jobs during term and holiday breaks. Jobs are advertised in The DomPost newspaper, particularly on Wednesdays and Saturdays, and [TradeMe Jobs](#).

Student Job Search can help find part-time work during term, and holiday employment: Email: jobs.wellington@sjs.co.nz. There is a fee to register with this agency.

Paying Income Tax

Before starting work, everyone needs an IRD ([Inland Revenue Department](#)) number. A [Guide](#), and an IRD number [application form](#) are available, or there is a freephone 0800 227 774 within New Zealand. It normally takes 8-10 days to process an application.

More information about how to apply for an IRD number is available from the IRD website www.ird.govt.nz.

On starting work, the employer will provide a Tax Code Declaration Form to complete – the "IR330". Without a tax code declaration, tax is deducted at the high non-declaration rate of 45 cents in the dollar. The tax deducted from your income varies depending on how much money you earn.

Employers are obliged in most cases to deduct income tax which is usually automatically deducted from wages prior to payment to the employee. Tax refunds may be available where a student works for only part of the tax year (1 April to 31 March). For further information go to www.ird.govt.nz.

3.5 Work Permits for Partners of International Students

Partners of some undergraduate students may be eligible to apply for a work permit, if their partner has been granted a student visa to study towards a qualification in an area of absolute skill shortage, as specified in the 'Long Term Skill Shortage List' available on the [Immigration NZ Website](http://www.immigration.govt.nz) (www.immigration.govt.nz).

3.6 Finding Accommodation

Toi Whakaari: NZ Drama School does not offer ongoing accommodation assistance for students. However the Student Services Office can assist with arranging short-term accommodation for arrival in Wellington. International Students must have evidence of a confirmed residential address in New Zealand prior to applying to Immigration New Zealand for their Student Visa.

The following websites list private rentals:

Trade Me Accommodation: www.trademe.co.nz

Flatfinder: www.flatfinder.co.nz

Students looking for flats and houses should check the School's student noticeboard upon their arrival in Wellington and the local newspaper (the DomPost). Noticeboards at the nearby Massey University campus and at Victoria University of Wellington often carry advertisements for accommodation.

Ideal suburbs close to the School are Newtown, Mt Cook, Berhampore, Te Aro, Mt Victoria, Brooklyn, Aro Valley.

3.7 Travel

Most Year One students choose to live within walking distance of the School or within a short bus ride. Wellington is served by an efficient suburban electric commuter train service if students live in outer suburbs.

The following website has information about bus and train fare, zone and concession travel www.metlink.co.nz

3.8 Driving and road safety

A copy of the New Zealand Road Code is available in the School library. Go to <http://www.ltsa.govt.nz/licensing/index> for information for overseas licence holders.

3.9 Facilities, equipment and staffing

The School's [website](#) has information about the facilities at Toi Whakaari, the equipment and resources and current staffing.

4. APPLY TO TOI WHAKAARI: NZ DRAMA SCHOOL

4.1 Important conditions

4.1.1 Age restrictions

Students must be at least 18 years by the first day of the first term of the course. There is no upper age limit.

4.1.2 English Language Proficiency

Verified evidence of English language proficiency must be supplied that demonstrates that the applicant meets the requirements prescribed by the New Zealand Qualifications Authority as set out below:

- The applicant has gained the National Certificate in Educational Achievement (NCEA) Level 3 and has met New Zealand university entrance requirements, or
- Evidence that the applicant meets one of the following criteria for existing English proficiency:
 - (i) completion of a tertiary qualification with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States
 - (ii) achievement of the Cambridge Certificate in Teaching English to Speakers of other Languages (CELTA), or the Trinity College Certificate in Teaching English to Speakers of Other Languages (CertTESOL)
 - (iii) achievement of the International Baccalaureate, or Cambridge International A Level qualifications (when taught and assessed in English)
 - (iv) evidence that the student has achieved, within the preceding two years, a score in one of the internationally recognised English proficiency tests that is appropriate for the level of programme in which the applicant intends to enrol as set out in the **Table A** on p.17 below
 - (v) completion of all primary education and at least three years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction (in NZ, Australia, UK, Republic of Ireland, USA, Canada, and South Africa)
 - (vi) completion of at least five years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at

schools using English as the language of instruction (in NZ, Australia, UK, Republic of Ireland, USA, Canada, and South Africa).

Table A

Proficiency Test >	IELTS test	TOEFL Internet-based test (iBT)	Cambridge English Qualifications	OET	NZCEL	Pearson Test of English (Academic)	Language Cert	Trinity ISE
Programme Level v								
Diploma at level 6 or 7 (Set & props & Costume)	Academic score of 6 with no band score lower than 5.5	Score of 60 (with a writing score of 18)	B2 First or B2 First for schools, or C1 Advanced, or C2 Proficiency with a score of 169. No less than 162 in each skill	Minimum of Grade C or 200 in all sub-tests	Level 4 with the Academic endorsement	PTE (Academic) score of 50 with no band score less than 42	C1 Expert IESOL (LRWS) with PASS and no less than Pass in each skill	ISE II with no less than distinction in any band
Degree at Level 7 (Acting, Management & Design)								

[NZQF Programme Approval and Accreditation Rules 2018](#) (table)

4.2 Overview of the application process

Applicants must

- Complete an initial Online Application Form on our website
- Submit a passport-style image, evidence of English proficiency, academic record, and proof of citizenship (email these documents to apply@toiwhakaari.ac.nz)
- Include Design, Set & Props and Costume portfolio work where appropriate (or preferably insert a link to a dropbox/tumblr/website in the relevant part of the online form)

4.3 Application form

This are available in the 'Study' section of the School's website:

www.toiwhakaari.ac.nz

4.4 Key dates

4.4.1 Closing Dates for applicants seeking admission in 2022

Acting: **20 August 2021**, all other programmes: **1 October 2021**

(Applicants please note that **ALL** the required documents must reach us before these dates)

4.4.2 Applicants' Weekend

This is held from **29 - 31 October 2021** inclusive. Selected applicants for all courses come together at the School for workshops and interviews, and audition workshops if applying for the Acting programme. Applicants living in NZ and Australia are expected to attend.

4.5 Selection Process

ACTING APPLICANTS ONLY: all applicants attend an audition (if in NZ), or send an online video to be viewed and assessed (if not present in New Zealand). After auditions are completed in September, staff will decide which applicants will be invited to attend Applicants' Weekend in Wellington.

Acting applicants selected from a video who are NOT present in New Zealand will be auditioned by Skype/Zoom.

ALL OTHER COURSE APPLICANTS are usually interviewed in person at Applicants' Weekend (if in NZ) or via Skype/Zoom (off-shore applicants) before Applicants' Weekend.

4.6 Offer of Place

Selected applicants will be sent an Offer of Place with any conditions clearly stated. This usually happens in November, although offers may be made earlier at the discretion of each individual department.

4.7 Response from the Applicant

To secure an offered place at the School:

- applicants must indicate their acceptance of the Offer of Place within the specified timeframe
- the annual course and all related fees for the first year's tuition must be remitted to the school's specified bank account in New Zealand (Public Trust)
- demonstrate how they have met any conditions in the Offer of Place
- send verified copies of all the required documents in the post to the school by the stated deadline



'Boys', 2019

5. ENROLMENT

When an Offer of Place has been accepted by the applicant, the School will send the applicant an Enrolment Pack with necessary enrolment documentation and information (these are usually sent out over the summer break).

5.1 Enrolment Documentation

Applicants must pay Tuition Fees in full at this stage.

Applicants must submit all required documentation enclosed with the Offer of Place, including Enrolment Form, Public Trust Contract for protection of fees, Tuition Agreement, Medical forms and proof of Insurance.

5.2 Student Visa

Toi Whakaari: NZ Drama School will not enrol a student without a student visa which is valid for the full period* of the course to be enrolled in.

Note* A qualification at Toi Whakaari is delivered in either two or three annual enrolment periods or 'courses'. Each course is equivalent to approximately forty weeks of full time study (inclusive of term breaks) from February to November.

5.2.1 Applying for a Student Visa

Immigration New Zealand administers Student Visa applications. Information can be found here: [applying for a Student Visa](#)

Applicants should apply for a Student Visa as early as possible as it can take several weeks for the application to be processed.

Students are responsible for payments of all processing fees and costs for medical examination reports required to obtain a Student Visa for the period of study.

A Student Visa will not be issued by Immigration New Zealand without a Letter of Offer of Place from Toi Whakaari: NZ Drama School, details of accommodation in New Zealand, a receipt proving payment of fees and proof of financial means.

5.2.2 Visa Renewal

It is the student's responsibility to keep his/her Student Visa valid and up to date throughout the period of study.

5.2.3 Conditions

International Students must adhere to the conditions of their Student Visa while studying in New Zealand. These conditions include (but are not limited to) attending classes, making satisfactory progress and not breaking the law. A student who breaches any of the conditions of their permit is liable to have their Visa revoked and be required to leave New Zealand.

This will affect the ability to apply for visas to New Zealand and possibly other countries in the future. Immigration New Zealand can provide more information about Student Visa conditions.

5.3 Arrange Medical and Travel Insurance

5.3.1 Why do International Students need medical and travel insurance?

The New Zealand Code of Practice for the Pastoral Care of International Students requires it. It provides essential protection for International Students and their families. An International Student is a 'traveller' from the date of departure from home until the date of return.

Students are free to purchase insurance cover from any provider, as long as it has adequate cover for the full period of study and travel.

It is essential that International Students provide verification of Insurance cover prior to enrolling and travelling to New Zealand. Students are responsible for keeping insurance up to date - this is required by Immigration New Zealand.

5.3.2 What must the policy cover?

The policy must:

- commence **prior** to the student leaving home on their way to New Zealand
- apply while in transit
- apply for the full period of enrolment for study in New Zealand
- cover the student for any trips to other countries during the period of study
- cover the student for any holidays back to his/her home country during the period of study
- be valid until the expiry of the issued student visa

5.3.3 Which insurance cover to choose?

The following Student Insurance policies are examples of the type of policy/cover that is required:

- [Southern Cross Student Max Plan](#)
- [Uni-Care NZ Student Plan](#)
- [Orbit Protect Prime](#)

5.4 Tuition Agreement

All students sign a Tuition Agreement as part of their enrolment whereby they agree:

- to abide by the rules and regulations of the School as set out in the Student Handbook, Academic Policy Document and relevant departmental handbooks as distributed to students during orientation.
- to abide by New Zealand law and legal requirements.
- that they have authorised the School to communicate with their agent (if applicable) on any relevant matter relating to the course, living arrangements, health or welfare of the Student.
- that a place will not be reserved for the student until all fees are paid along with evidence of adequate Medical and Travel Insurance prior to arrival in New Zealand and adequate health insurance whilst in New Zealand is produced.
- to make payment of all Student Services Levy and Pastoral Care fees prior to the first day of the first term.
- to make satisfactory arrangements to meet all extra costs such as equipment, textbooks and other course costs as detailed in this Guide.
- that Toi Whakaari: NZ Drama School reserves the right to order the removal of the student who, in the opinion of the Director and staff, has failed to comply with the Rules and Regulations of the School, or has not met the course requirements or who for any other reason should not remain at the School. This action would be carried out in compliance with the Student Policies set down by Toi Whakaari: NZ Drama School under the Code of Practice for the Pastoral Care of International Students.
- to keep the Student Services office at Toi Whakaari: NZ Drama School advised of any change in the student's contact details.
- to supply contact details for an emergency contact person or next-of-kin.



'Manifest' Design and Set & Props Exhibition 2020

APPENDIX A: EQUIPMENT

A.1 Personal equipment

- 1 small padlock for locker \$5
- 1 large ringbinder with subject dividers \$10
- 1 large scrapbook \$5
- 4 hard-cover exercise books \$20
- Writing materials (pens, pencils, eraser, ruler, markers, cellotape, glue stick, etc) \$30
- Photocopy services \$10 for each top-up, purchased from Reception
- Towel & toiletries \$30
- First aid kit - must contain plasters, Panadol, analgesics etc (or other pain relief) for personal use \$20
- Sewing kit (for clothing repair) \$5
- Drink Bottle (named) \$5
- A diary including a year planner \$10
- Personal Emergency Survival Kit – eg. Safety whistle and/or charged cell-phone, chocolate/snack food, water, sturdy walking shoes, extra layer of clothing.

A.2 Acting Students Equipment

This list is a basic minimum of equipment you will need to start the course. You will add to this throughout your three years of training.

Equipment:

- Quality audio recording device (e.g. Phone/Digital Voice Recorder / Dictaphone) for use in classes and rehearsals.
- 2 x high capacity (8GB or more) flash drives for storage & transfer of audio and video files
- Yoga Mat
- Sleeping Mask (to be used as a blindfold) eg. <https://www.kmart.com.au/product/eye-mask/2561856>
- A set of Oil Pastels (at least 12 colours)
- Notebooks - You will be required to purchase notebooks (approx. 8) – please don't buy the notebooks until Orientation Week when we detail the requirements for each course.

Required Texts:

- **The Actor and the Target** by Declan Donnellan
 - *The above books can be purchased online from www.bookdepository.com or www.fishpond.co.nz for around \$25.00NZD each*

*We recommend **Acting – The Basics** by Bella Merlin. This is wonderful foundation reading but it is not compulsory to purchase.*

- Year 1 Actors will be required to purchase 3-4 play texts across Term 1. The play texts will be used for Scene Study and play titles will be provided in the first weeks of training.

Reading lists will be provided at the beginning of each module; any additional required and recommended texts will be available from the Nola Millar Library

Course Related Costs:

- Year 1 & 2 - \$200 per year to be available to see Live Theatre
- Year 3 - \$500 – to go towards travel, food and accommodation in Auckland for Industry Workshops

Clothing and Footwear:

- Training Gear
 - Plain coloured and comfortable clothing suitable for training and class work – this means ‘tracksuit’ styled pants and non-slogan t-shirts.
 - Trainers suitable for running outdoors

It is your responsibility to clearly label all of your equipment and belongings. These should be onsite and available to use at any time during your school day and secured, when not required, in your allocated school locker.



'Blood Wedding' Text Lab 2020

A.3 Performing Arts Management Equipment

This list is a basic minimum of equipment you will need to start the course. You may need to add to this throughout your three years of training.

Personal (Day to day)

- Small padlock for locker
- Pair steel cap shoes or boots.
- Set of old clothes/overalls for messy painting, gluing, making.
- Set of tidy black clothes for backstage or show crew duties (recommended black trousers, long sleeved black shirt, t-shirt or similar.)
- Toi Whakaari T-shirt (provided by the school following Student Services levy payment)
- LED headlamp and/or LED torch
- General stationery (Pens, marker, pencils, erasers, highlighters, post its, glue stick, tape, ruler etc)
- Scale rule (with 1:25, 1:50, 1:100 scales)
- 2 x A4 clear file 20-40 sleeve for course work
- Notebooks / paper and ring binders for course work
- 2 x journal style A4 books for Context and Practice
- 8 x A4 sized hard backed, ring binder folders. (to be used over 3 years of course and not all required before school starts).
- Laptop or decent Tablet computer suitable for online work and assignments

OPTIONAL:

- Handheld stopwatch

Tools

- Small toolbox or bag for the following:
- Stanley Knife or box cutter and blades
- Basic Leatherman/Gerber type folding multi tool
- 2 x Adjustable Spanners (200mm or above)
- At least 1 x stretchy tool lanyard
- Sharp sturdy scissors
- Clear (non-tinted) safety goggles/glasses
- Earmuffs (Class 4 or above)
- Pack of disposable dust masks and/or Respirator kit (P2 particulate level)
- 8-10m steel tape measure
- 30m fabric/fibreglass tape measure

OPTIONAL:

- Cordless drill/driver kit
- Set of screwdrivers
- Set of pliers (Long nose, combination and side cutting)
- Claw Hammer
- Work gloves
- Laser tape measure (at least 15m)

For your tools, get the best quality ones you can afford. They are an investment and good ones will give you many years of reliable service.

A.4 Diploma in Costume Construction Equipment

This list is a basic minimum of equipment you will need to start the course. You may need to add to this throughout your two years of training.

<http://www.directsewing.co.nz>

Pattern Notcher	\$35.00
Tracing Wheel (Pattern Tracer)	\$7.50
Pattern Awl	\$4.00
Measuring Tape (inches and cms)	\$3.00
French Curve (3pcs)	\$6.50
Set Square	\$65.00
Beveled Ruler 18"	\$15.00
Snips	\$12.00
Pinking Shears #	\$25.00
10" Fabric Scissors*	\$45.00
Paper Scissors	\$10.00
Un-picker	\$2.50
TOTAL	\$230.50

*Make sure your scissors can be sharpened – they should have a bolt that can be loosened

Pinking shears are great – but not essential if you need to save money

OTHER COURSE EQUIPMENT

- Pencils (preferably mechanical, 2B leads are best)
- Thimble
- Map tacks
- Protractor
- Craft knife or scalpel (and blades)
- Assorted paint brushes (these can be quite cheap in quality)
- Toolbox/bag for all your tools.
- A pin tin/container (we will provide the pins)
- Stationery –
 - Lever-arch folders or display books – 1st year x 4, 2nd year x 3
 - A4 page protectors (if you choose the lever arch system)
 - Some paper to sketch, draw or paint on (some students find a visual diary useful. Not smaller than A4)
 - Drawing and colouring media (for Costume Design)
 - Writing Journal for Context and Practice (if you choose not to submit work digitally)

TEXTBOOKS:

There is only one text book you need to purchase, and we have found the best price and postage options are from bookdepository.com

You can buy a second-hand version of this textbook if you can find it - just make sure it is the 4th edition.

Principles of Flat Pattern Design 4th Edition by Nora M. McDonald

<https://www.bookdepository.com/Principles-of-Flat-Pattern-Design-Nora-M-MacDonald/9781563678516?ref=grid-view&qid=1510088824472&sr=1-1>

A.5 Design Students Equipment

You would be advised to purchase the best quality tools you can afford. Drawing equipment and scale rules can be purchased from Gordon Harris Art Supplies, 182 Vivian Street, Wellington. They provide a 10% student discount. Gordon Harris (Wellington) usually has equipment at discount prices during February and March.

You will need some of the basic equipment when classes start at the beginning of Week 2, Term 1. Other equipment can be purchased as you progress in the course.

We recommend a lockable toolbox as a suitable container in which to store and transport your design equipment.

All design students require:

Clothing:

- Set of overalls or old clothes for painting and other dirty workshop activities
- Sturdy enclosed-toe shoes for workshop sessions. Access to the workshop will not be granted to anyone who does not have suitable footwear.

Essential Stationery, Technical & Modelling Equipment (this list has been compiled by current first and second year students):

- Plain paper sketch books/workbooks A4 and A3,
- Writing, drawing materials, paints e.g studio acrylics [especially good quality primary pigment paints (50-100ml) cyan, yellow & magenta and 500ml black & white], pastels, conte (B&W) watercolours, watercolour pencils, graphite drawing pencils 2B-6B, H-2H, charcoal sticks (Willow is fine) – whatever you have or like to work with.
- Spray fixative for charcoal drawings – hair spray works well and is not as expensive!
- Generous sized (A2) cutting mat
- Scale ruler **with metric scales 1:25 & 1:50** (these scales are important for model making!)
- Technical drawing pen or pigment liner pens (including 0.1, 0.35, 0.5, & 0.8 tips)
- Soft white eraser
- Protractor (e.g. Staedtler Mars 22cm)
- Pencil sharpener
- Fine pop-up/clutch pencil (0.5) with various leads (HB/B)
- Long 600mm, metal ruler/cutting edge [300mm and 1000mm will also be useful].
- Swann Morton Scalpel Handle No 3 and blades (10A)
- Stanley knife (or strong cutting knife with comfortable grip and retractable blade) and spare blades
- Pair 150mm long nose pliers
- Scissors
- Retractable 5 to 10 metre tape measure
- Paint brushes (small for modelling plus 20mm, 30mm and 50mm for drawing class)

- 2 sturdy 60mm bulldog clips
- Glue PVA (50ml or larger), UHU and a glue stick
- USB Data storage device (minimum 8GB)
- **SDHC Card Class 10 UHS-I, with 16, 32 or 64GB storage** – if you are borrowing the School's camera, video or sound equipment it is essential that you have your own SDHC card.

Recommended not required:

- Many design students use digital and video cameras for their work – although the Department does have some equipment for use by students, having access to a personal camera is highly recommended.
- A personal laptop – (PC or Mac). NB If you have a Mac you will need the appropriate '**dongle**' (*Mini display port to VGA adapter or HDMI depending on the age of your laptop*) to connect to the School's data projectors
- Maglite or torch is very useful

A.6 Set & Props Students Equipment

These items are regarded as your base standard kit for undertaking the work of the course. Please come equipped and ready to work. It's a sizable list so please consider how family and friends can help (Christmas/Birthday presents). Also bear in mind that whilst this seems like a large outlay now this is not just equipment you need for the course, but the base tool kit with which you will earn your living in the coming years. In almost all professional work environments you are expected to come equipped. Look after your tools and they will look after you!

Personal (Day to day)

- Small padlock for locker
- General stationery (pens, markers, pencils, erasers, highlighters)
- A4 hardback notebooks for recording work and making working sketches

ESSENTIAL TOOLS

- Claw Hammer
- A large Tajima craft knife
- Two adjustable wrenches
- Sharp sturdy scissors
- 8m tape measure
- 600mm steel ruler
- Screwdrivers set with interchangeable heads (medium size flat, pozi drive, square, and Philips heads)
- Cordless lithium ion drill (ideally two drills – or one drill and one impact driver)
- A carpenters' square /set square
- Measuring calipers
- Protractor
- A set of wood drill bits from 2-10mm
- A magnetic drill driver holder
- Cordless drill driver bits – square (several of the standard sized ones, as they get worn out!)

- Set of pliers (long nose and normal)
- Side cutters
- A Glue gun which takes the larger diameter 10mm glue sticks
- Scale rule (1:25, 1:50, 1:100 scales)
- Panel saw
- Hacksaw with spare blades

Personal Protective Equipment

- Safety goggles/glasses
- Ear defenders
- Washable dust mask – this will save a fortune in disposable masks: (<https://www.dqcompany.com/Products&Search=Face%20mask>)
- Filter mask (rubber, with replaceable filter elements for dust and spray paint. Ideally full face so that it covers the eyes too. Many harmful toxins are also absorbed through the eyeballs)
- A container to keep your filter mask (we suggest a plastic box with lid)
- Rigger gloves with rubber coated palms
- Paint/ Welding Overalls. These should be cotton based as synthetic fibers burn
- Pair of sturdy steel toe-capped shoes or boots
- General clothes for painting and working. Long sleeves and plenty of pockets are advisable. Clothes with loose elements that can become tangled in machinery are not permitted. You will be working with paint, glue, filler, grease, oil and dyes. Your work clothes will inevitably get irreversibly stained.
- Provision to tie back/cover long hair when operating machinery

OPTIONAL – Whilst these items are less frequently used they are definitely good to have

- Portable toolbox or bag (you will be equipped with a tool trolley but a portable holder is very useful)
- LED torch or headlamp (something sensibly sized and reliable)
- tool belt
- Dremel - if you're particularly interested in working with EVA foam
- Spray gun - if you're particularly interested in scenic art
- Allan keys
- Ratchet
- Laptop with office suite (word, excel)
- Mac owners – you will need a mac display adapter (VG / HDMI adapter)
- Airbrush (don't buy the cheapest brands like Ozito, they will clog and die in a week).

APPENDIX B

OVERVIEW OF 2022

Enrolment Week: **Tuesday 8 – Friday 11 February**

Returning students begin **Thursday 10 February 2022**

First year students begin **Monday 14 February 2022**

Semester 1

Term 1 (9 weeks)

14 February – 14 April

Easter Weekend: 15 April – 18 April

ANZAC Day holiday 25 April

Term break = 2 weeks

Term 2 (8 weeks)

2 May – 24 June

Term break = 3 weeks

Semester 2

Term 3 (7 weeks)

18 July – 2 September

Open Week 18 July – 22 July

Acting applications close: Friday 19 August

Term break = 2 weeks

Term 4 (8 weeks)

19 September – 11 November

Design/Costume/Management applications close Friday 30 September

Graduation Week:

Monday 7 November to Friday 11 November

Graduation Ceremony Wednesday 9 November

Poroporoake Thursday 10 November

APPENDIX C

What do I do if I have a complaint, or feel that I have been treated unfairly?

If you have a complaint about Toi Whakaari: NZ Drama School breaching the Education (Pastoral Care of International Students) Code of Practice 2016, follow Toi Whakaari: NZ Drama School's formal complaint process first.

If this does not resolve your complaint, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email risk@nzqa.govt.nz. They can provide an independent assessment of your complaint.

Or, if it is a financial or contractual dispute, you can contact iStudent Complaints by phone on 0800 00 66 75. More information is available on the iStudent Complaints website: <http://www.fairwayresolution.com/istudent-complaints> .

If you require any assistance with issues around complaints and complaint resolution, please speak to the School Registrar.



'Costume Showcase' Rehearsal 2020