



INTERNATIONAL HANDBOOK



Freelance Animation.com

New Zealand's Premier Animation Institute Est. 1989

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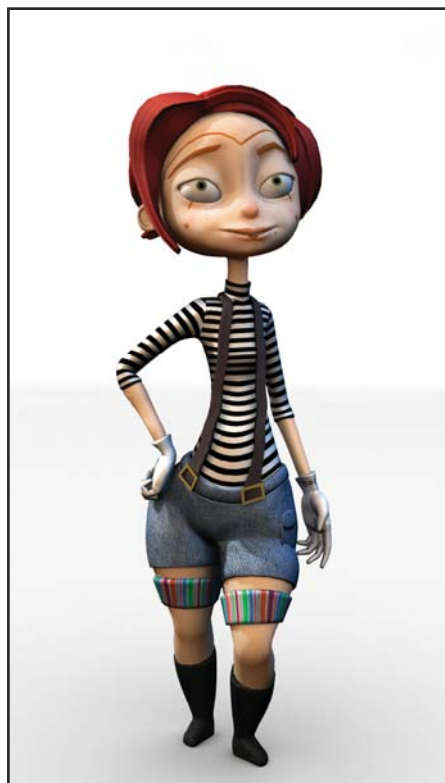
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ADMISSION AND ENROLMENT PROCEDURES

Step 1 – Submitting an Application

Admission requirements for International Students are:

1. Minimum age of 18 years old. Must provide a verified copy of your passport.
2. Evidence of written and spoken English ability e.g. an IELTS score of 5 or more is required. Provide a verified copy of your IELTS results or equivalent.
3. Verified copies of two most recent school reports or a CV with two employer/academic references (if applicable).
4. Verified copies of academic transcripts from any other tertiary institute(s) or training school(s) you have attended (if applicable).
5. Verified copies of certificates relating to any qualifications you have gained (if applicable).
(Note: 3 to 5 – Please submit verified copies of the highest level of achievement you hold from a secondary school e.g. school reports or from a tertiary institute e.g. university or polytechnic transcripts – whichever is applicable)
6. A completed Freelance Animation School Application Form (included in this pack).
7. A cover letter (in English) outlining the following:
 - a. A brief introduction of yourself
 - b. Your academic/work background
 - c. If you have any experience in the animation field or a related field
 - d. Your reason(s) for doing this course
 - e. Your future career goals
8. If applying for Year One Diploma in Applied Animation: A portfolio of artwork must be submitted, no larger than A4 size (see portfolio requirements included in this pack). Your portfolio must be accompanied by a statement declaring that the portfolio submitted is your own original art work, please sign and date this declaration yourself.
9. If applying for Year two Diploma in Applied Animation or Diploma in Digital Media: You must complete an entry exam which is issued by the Marketing Manager. This exam usually takes between 2 - 4 weeks to complete and will give us a thorough assessment as to whether you have the required skills to enter into the year or diploma applicable.



Post your application and all the documents listed above to:

International Admission
Freelance Animation School
PO Box 7799
Wellesley Street
Auckland 1141
New Zealand

Please note that any application you make by post will not be returned to you, therefore do not send original documents or artwork. Any copies of official documents need to be certified as true and correct, stamped and signed by a lawyer, notary, Justice of Peace or an officer of the New Zealand diplomatic or consulate office. Freelance will not accept responsibility for any original documents which are submitted as part of an application.

Documents that are not in English must be submitted with a certified English language translation.

Step 2 – Phone or In-Person Interview

Upon review of your portfolio/entry exam you will be contacted by telephone, email or post, informing you if you have been accepted for an interview. A phone or in-person interview will be arranged at a convenient time for you. The interview will be held via Skype or over the phone. During the interview, the Marketing Manager will give you an introduction to our course and discuss study and career options with you. You do not need to prepare for this interview.

Step 3 – Application Approved or Declined Notification

Acceptance to the course will be based on strength of artistic ability displayed in the portfolio, maturity, professional approach to the course, attitude, communicative ability, commitment, level of written and spoken English, and prior experience and achievements.

Unsuccessful applicants will be notified in writing by Freelance Animation School. Successful applicants will receive an Offer Pack from Freelance Animation School which contains the following:

- A 'Conditional Offer of Place' letter
- Invoice for Tuition Fees
- Invoice for Studentsafe-International Medical and Travel Insurance Premium
- Medical and Travel Insurance Form (to complete, to sign and to post in)
- Freelance Animation School Prospectus (if not already received)
- A Summary of the Code of Practice for the Pastoral Care of International Students
- School Policies and Procedures for Domestic and International Students
- 'Living and Studying in New Zealand Guide' published by the Ministry of Education
- A 'Freelance Animation School International Student Guide' containing:
 - Admission and Enrolment Procedures
 - Annual Re-Enrolment Information
 - Student Visa/Permit Information
 - Medical and Travel Insurance Information
 - Opening a New Zealand Bank Account
 - Obtaining an IRD Number in New Zealand
 - Managing your budget
 - Accommodation Information
 - General Information
- Return Envelope



Step 4 – To Accept or Decline our Conditional Offer of Place & Medical and Travel Insurance

To Accept our Conditional Offer of Place

Complete, sign and return all the documents that have (“To complete”, “To sign” and “To post” next to them (as listed in Step 3) to Freelance Animation School.

Make a full annual payment of tuition fee (NZ\$ 21,200.00) by bank cheque or direct credit to Freelance Animation School.

Tuition fees must be paid by 14th October 2011 for 2012 enrolments.

Make the full annual payment of Studentsafe-International Medical and Travel Insurance Premium (**NZ\$ 582.00 for 52 weeks/12 months cover**) by bank cheque or direct credit, if you choose to purchase Freelance Animation School's default medical and travel insurance policy – 'Studentsafe-International'. **Insurance premium must be paid by 14th October 2011.**

However, you may choose to purchase an alternative approved medical and travel insurance plan on your own. This **MUST** be from one of the approved insurance providers stated in the Medical and Travel Insurance section. You **MUST** submit your proof of insurance at the same time as paying for your tuition fee (which must be paid by **14th October 2011** for 2012 enrolments). You will be issued with a receipt for your tuition payment once proof of insurance has been received. Please be aware that if the policy you purchased is non-compliant or no longer compliant with the 'Code of Practice for the Pastoral of International Students', you will be required to purchase Freelance Animation School's default medical and travel insurance plan – 'Studentsafe-International' and you will be liable to pay for the 52 weeks (12 months) insurance premium at the cost of **NZ\$582.00**.

'Studentsafe-International' – Freelance Animation School's default Medical and Travel Insurance Policy for International Students

International students **MUST** have appropriate and current medical and travel insurance while studying in New Zealand. This is a Ministry of Education's 'Code of Practice for the Pastoral Care of International Students' requirement and an enrolment requirement of Freelance Animation School.

For information on insurance please read the 'Medical and Travel Insurance Information for International Students' section in

this booklet and the 'Vero Studentsafe-International brochure' included in this pack.

To Decline our Conditional Offer of Place

Should your circumstances change and you decided not take this conditional offer of place please email the Student Administrator at rhannon@freelanceanimation.com.

Step 5- Payment of tuition fee & Insurance Premium

For payment of your tuition fee and Studentsafe–International Medical and Travel Insurance Premium (*if chosen*) you have two options for payment method:

- Bank Cheque
- Direct Credit

Please make **separate payments** for your tuition fee and Studentsafe–International Medical and Travel Insurance Premium payments as they go into different accounts.

Payment by Bank Cheque	Payment by Direct Credit
<p><i>Bank cheque to:</i> Freelance Animation School Limited: NZD\$ 21,200.00 (tuition fee payment)</p>	<p><i>Deposit tuition fee into:</i> Freelance Animation School Limited Trust Account Bank: Westpac Account Number: 03-0291-0178027-02 Swift Code: wpacnz2w</p>
<p><i>Bank cheque to:</i> Freelance Animation School Limited Amount: NZ\$582.00 (Studentsafe–International medical and travel insurance premium payment)</p>	<p><i>Deposit Studentsafe–International Medical and Travel Insurance Premium payment into:</i> Freelance Animation School Limited Bank: Westpac Account Number: 03-0291-0178027-00 Swift Code: wpacnz2w</p>

Once you have made the deposit, please notify the Student Administrator at rhannon@freelanceanimation.com, with the '\$ amount', 'date' the deposit was made and the 'reference' used, so we can identify that the payment is from you.

All payments must be made in New Zealand dollars and the student must pay all the bank transfer fees and charges incurred. Please ensure that the insurance premium and tuition payments are **both paid in full by 14th October 2011**. Freelance Animation School will issue a receipt for tuition and insurance payments once both of these have been received. You need this receipt as proof for Immigration NZ to allow you to apply for a student visa. It is an Immigration NZ requirement that all international students must pay their tuition fees **in full** at the time they submit their visa/permit application. Please be aware that the process of obtaining a student visa/permit can take from 30 days and up to four months. We strongly recommend that you have all the required documents ready so there will be enough time for your student visa to be processed by the Immigration Service.



Frequently Asked Question: Student Fee Protection Policy

Student fees are held in trust in compliance with Section 236A of the Education Act 1989 as amended by the Education Act (No 4) 1991. The trust deed is available to view upon request.

Withdrawal & refund request procedure

Withdrawal & refund request procedure

Withdrawal and refund requests must be submitted in writing to the Student Administrator. You are required to make an appointment with the Student Administrator to complete a set of withdrawal forms. All International student withdrawal and tuition termination will be advised to the New Zealand Immigration Services using the "Termination of Enrolment" form located on the NZIS website www.immigration.govt.nz.

Before eighth day withdrawal period

All students may withdraw at anytime up to the eighth

day of their course start date of their qualification with a full refund of the paid fees, less \$NZ500 or 10% of the total fees paid, whichever is the lesser.

After eighth day withdrawal period

All students withdrawing after the first eight tuition days will be immediately liable for any unpaid fees that they have been invoiced for and any additional unpaid expenses they have incurred. Freelance Animation School does not refund fees in part or whole, due to illness, change of circumstance, inability to attend classes or decision to withdraw from the qualification past the eighth tuition day of commencement of their qualification.

Refund Process

Generally, a refund will be made to the original source of payment unless otherwise specified. Freelance Animation School requires that all details needed for refunds (name, bank, bank account number) to be made in writing and submitted to the Student Administrator. The student will be notified of when their refund will be processed by the Student Administrator. **NB:** Freelance Animation School is not liable to pay for any overseas transfer fees and charges occurred in any refunds.

Return of course costs & course/resource materials

Refunds will be processed once all course costs and Freelance course/resource materials have been returned and signed off.

(Prospective) International Students ONLY

Failure to obtain or maintain a student visa/permit

1. Should you be declined your visa/permit or the renewal of your visa/permit before the 24th February 2011, you will be issued with a full refund of the paid fees, less \$NZ500 or 10% of the total fees paid, whichever is the lesser, providing:
 - 1.1. The school has written notification from the prospective International student that they have not been granted an extension on their visa/permit within *one week* of being issued the letter.
 - 1.2. The school is given a verified copy of the letter issued to the prospective International student from New Zealand Immigration.
2. Should you be declined the renewal of your visa/permit after the 24th February 2011, you will be issued with a refund of the unused portion of the paid fees, as outlined in the Student Fee Protection Policy 2011 in the Trust Account Information Document, providing:
 - 2.1. The school has written notification from the prospective International student that they have not been granted an extension on their visa/permit within *one week* of being issued the letter.
 - 2.2. The school is given a verified copy of the letter issued to the prospective International student from New Zealand Immigration.

Failure to obtain a visa by the 24th Feb 2011 (end of week three, term one)

In the event that your visa/permit application is still being processed by 24th February 2011, you will be offered two options:

1. Deferral to following year (this can not be transferred to any other year. In the event that a prospective International student is not able to make it the following year they will forfeit any refund possibility)
2. A full refund of the paid fees, less \$NZ500 or 10% of the total paid fees.

You must submit in writing which offer you would prefer by 3rd March or this will default to option 1.

International Insurance Policies

Freelance assists students to select the correct insurance for the (prospective) international student but is not liable for any agreements between the (prospective) International student and their insurance company.

NB: Freelance Animation School bases all enrolment & refund decisions on the information passed on by the student at the time.

Step 6 – Formal Acceptance & receipt for your tuition Insurance Premium Payments

Upon receiving full fee payment, full Insurance Premium payment (*or proof from another approved insurance provider of insurance*) Freelance Animation School will then issue you:

- A formal 'Letter of Acceptance'
- A receipt for tuition payment
- A receipt for insurance premium payment (*if you have chosen to purchase the Studentsafe-International plan*)

NB: Freelance Animation School also requires a full copy of your visa application to be emailed to us (PDF), or to be issued with a photocopy the same date that you send it to Immigration. This is to verify that you have submitted your application with enough time for it to be processed.

Step 7 – Make Accommodation Arrangements

International students must have accommodation arrangements while studying in New Zealand. Freelance Animation School needs to know your accommodation type, your New Zealand residential address, mailing address (if different from residential address), landline phone number, mobile number and email address.

It is a student visa/permit requirement that international students must provide a written guarantee of accommodation (for example a letter) from either:

- the education provider offering you a place, or
- some other person (for example a sponsor) prepared and able to provide accommodation.

Freelance does not have accommodation facilities. However, there are numerous hostels, flats and apartments within

walking distance of the school. Because Freelance is located in the heart of Auckland's CBD it is in close vicinity to public transport options such as ferry terminals, bus stations, and the central public transport station (Britomart).

Freelance does not provide, arrange, assess or inspect accommodation for students and does not take responsibility for the accommodation that students select for themselves. However, the Student Administrator is happy to provide advice if required.

Visit the Department of Building and Housing website for more information regarding housing in New Zealand:
www.dbh.govt.nz/tenancy-index.

**See the accommodation section

Step 8 – Apply for a Student Visa/Permit

International students must apply for a current and appropriate visa/permit for the purpose of studying full-time (1 year) at Freelance Animation School in New Zealand. This must be obtained before you start your studies at Freelance. You can enquire about visa/permit applications at the nearest New Zealand diplomatic or consular office in your country of origin. Immigration New Zealand is a government agency that deals with all immigration and visa/permit issues and it has off-shore branches around the world. You can visit this website for branch/region specific information: <http://www.immigration.govt.nz/>

NOTE: International students will need a student visa/permit to cover the duration of their study. You will be applying for a 1 year visa/permit, as you will re-enroll into the following years on completion and achievement of each academic year. International students are required to meet Freelance's attendance requirement to retain their student visa/permit. It is a requirement by the Immigration Services that the student permit holder attends the place of study or training as endorsed on the permit.

**See the Visa & Permit section

Step 9 – Pre-Departure Arrangements (before leaving your home country)

Students need to make and confirm pre-departure arrangements, check that you:

- have your confirmed medical and travel insurance cover
- have made and confirmed accommodation arrangements
- have a valid visa/permit for the purpose of studying full-time at Freelance Animation School in New Zealand
- have made and confirmed travel arrangements to Auckland (booked and paid for flight)
- have arranged and confirmed airport pick-up

The Ministry of Education (MoE) – has published a “GUIDE TO LIVING AND STUDYING IN NEW ZEALAND” which provides useful pre-departure, study-related and New Zealand information to international students. This guide can be downloaded from the MoE website: <http://www.minedu.govt.nz/>

The Immigration New Zealand website also provides useful pre-departure and on arrival information for your reference covering preparing for your departure, arriving in New Zealand, before you leave your home country, on arrival in New Zealand: <http://www.immigration.govt.nz/>

If possible, we strongly recommend that all international students arrive in Auckland at least two weeks prior to the first day of course. This will give you enough time to settle into a new country and to gather all the documents required for your enrolment appointment, as listed in (Step 10).

When making travel arrangements, you will need to take into account your:

- passport expiry date
- visa/permit start and expiry dates
- medical and travel insurance cover period

Once your pre-departure arrangements have been finalised and before leaving your home country, you MUST email the Student Administrator at (rhiannon@freelanceanimation.com) with the following:

- Your New Zealand contact details i.e. your NZ residential address, accommodation type, postal address (if different from residential address), phone number, email address and (mobile number if you already have one)
- Confirmation that you have been granted a valid visa/permit for the purpose of studying a full-time course at Freelance Animation School in New Zealand and to provide your visa/permit start and expiry dates. The original passport will need to be sighted at your enrolment appointment.
- Your flight details to Auckland i.e. the airline you will be flying with and your departure and arrival dates
- An enrolment appointment to complete your enrolment (see Step 10)

Step 10 – On Arrival in Auckland (Enrolment Appointment)

On arrival in Auckland, students must contact Freelance to confirm enrolment on the pre-arranged date, at the pre-arranged time. During your enrolment appointment, the Student Administrator will finalize and confirm all details and information provided by you in your application form.

You will need to bring the following with you to this appointment:

- A valid original passport from your country of origin with a valid visa/permit for the purpose of studying a full-time at Freelance Animation School in New Zealand endorsed in it.*
- Original proof of New Zealand Inland Revenue (IRD) Tax number e.g. IRD letter, statement or card with your name and IRD number on it. This must be stamped or printed by the Inland Revenue Department. For information relating to obtaining an IRD number, visit the Inland Revenue website at <http://www.ird.govt.nz/>.*
- Original bank generated evidence of your New Zealand bank account number e.g. a pre-printed deposit slip or a bank statement printed on letterhead paper with your name, bank, branch and account number on it. ATM print outs and online statements are NOT acceptable. You will need to open a NZ bank account with a bank of your choice, if you do not already have one.*
- Original New Zealand and/or overseas school reports / record of learning / academic transcripts from any other tertiary institute(s) or training school(s) you have attended. Please provide original proof of the highest level of achievement you hold from a secondary school e.g. school reports or from a tertiary institute e.g. university or polytechnic transcripts – whichever is applicable.*
- Original proof of English proficiency e.g. an IELTS score of 5 or more is required. Provide your IELTS results or equivalent.*
- Proof of your appropriate and current medical and travel insurance policy for the duration of study in New Zealand.
- Evidence to show that you have made accommodation arrangements for the duration of study in New Zealand. We will need to know your accommodation type e.g. flat/apartment/hostel, New Zealand residential address, mailing address (if different from residential address), landline phone number, mobile phone number and email address.
- Your next of kin (normally a parent or guardian) contact details and an alternative contact (preferably English speaking). An alternative contact is someone who does not live with you and he/she cannot be the same person as your next of kin (i.e. parents). For example, your alternative contact can be your brother/sister, uncle/aunt, friend or neighbour. This contact can be an overseas contact, however, a New Zealand contact is preferred if you have one.

* (Bring in your original documents if you are enrolling in person. Verified copies are acceptable e.g. by a JP or solicitor if you are sending in documents by post)

Step 11 – First Day of School (Orientation Day)

Orientation day for all students will be held on the first day of course and it is compulsory to attend. At orientation you will:

- find out which class you will be in
- be introduced to various tutors and staff members of the school
- settle into your class and meet new students
- be told what the school expects of you e.g. school rules, academic and attendance requirements
- receive a student handbook

Class Times

All classes are held from Monday to Thursday

Diploma in Applied Animation		Diploma in Digital Media	
School starts	9:00am	School starts	8:30am
Morning tea break	15 minutes	Morning tea break	15 minutes
Lunch is from	12pm – 1pm	Lunch is from	12pm – 1pm
Morning tea break	15 minutes	Morning tea break	15 minutes
School finishes	4:30pm	School finishes	4:00pm

ANNUAL RE-ENROLMENT INFORMATION

For students who are considering returning to Freelance Animation School, we ask that they formally initiate the re-enrolment process by submitting a new application for the following year. Entry into each year of the Freelance qualification is based on completion and achievement of each academic year.

Applications must be submitted by the Week 2 of Term 4. This will speed up the processing time both within the administration

department of the school and external government agencies.

Please remember that we have a large number of student applications to process in a short period of time before the Christmas holidays. This is the same with all Government Agencies e.g. Immigration New Zealand who will be processing a large volume of applications from all institutes across New Zealand.

Positions within the course are limited

Freelance Animation School has a government cap as to the number of places it can offer each year. Acceptance into the course at years two and three is based on achieving all unit standards for the prior year with competency in addition to work ethic and attendance.

Step 1 – Re-Enrolment Appointment

Towards the end of the year, the Student Administrator will arrange re-enrolment appointments where students fill out a set of re-enrolment forms for the next academic year.

Freelance requires international students to have all the necessary documents ready with their re-enrolment information so that applications (once results are confirmed) can be processed promptly.

Documentation and Information required by Freelance for Re-enrolment include:

All documents must be originals if submitted in person. Any photocopies of official documents must be certified as being true and correct, stamped and signed by a lawyer, notary, Justice of Peace or an officer of the New Zealand diplomatic or consular office. Documents that are not in English must be submitted with a certified English language translation.

1. Proof of residency/citizenship - original passport + appropriate visa/permit (Compulsory for all)

International students must renew student visa/permit annually before the current visa/permit expires. You will not be able to apply for a new visa/permit for the next academic year until you have been offered a place and have paid your tuition fee in full for the following year. You also need to show proof of your medical and travel insurance policy when submitting your visa/permit application. We do not expect you to show us a new visa at this stage. However, you should be gathering all the necessary documents required for visa renewal. **(See the Student Visa/Permit Information section)**

Full details of visa and permit requirements visit <http://www.immigration.govt.nz/>

2. IRD number ie. original IRD card / IRD statement (Compulsory only if not provided in previous enrolment)

Your IRD number does not change from year to year so if you have already provided the school with it, you need not do it again.

3. Bank account details (Compulsory only if not provided in previous enrolments or if details have changed)

Please supply an original bank generated deposit slip or bank statement with your name, bank, branch and account number on it. ATM print outs and online bank statements are **NOT** acceptable.

4. Appropriate and current medical and travel insurance (Compulsory for all)

International students must renew their medical and travel insurance policy annually before their current one expires. When Freelance offers you a place for the next academic year, you will receive an invoice for tuition fee and another one for your Studentsafe-International medical and travel insurance premium for the next year. Your insurance will be automatically renewed once you have paid your insurance premium. If you choose not to use Freelance's default medical and travel insurance, then you must purchase your own policy and provide Freelance your proof of Insurance policy for the next year *before* your current one expires. This must be done at the same time when paying your tuition fees for the same following year.

For more information about Studentsafe-International Medical and Travel insurance visit <https://www.studentassist.co.nz>.

5. Your own current contact details (Compulsory for all)

All students must notify Freelance of any change in their contact details and residential address. International students must have accommodation arrangement for the duration of study in New Zealand. We need to know your residential address, mailing



address (if different from residential address), accommodation type e.g. flat/hostel/apartment, landline phone number, mobile phone number and email address.

6. Next of Kin contact details (Compulsory for all)

On your re-enrolment form you will need to provide details for your parents. We need to know their names, address(es), phone numbers and email address(es).

7. Alternative/Emergency contact details (Compulsory for all)

On your re-enrolment form you will need to provide details for an alternative contact (English-speaking contact). An alternative contact is someone who does not live with you and he/she cannot be the same person as your next of kin (i.e. parents). For example, your alternative/emergency contact can be your brother/sister, uncle/aunt, friend or neighbour. This contact can be an overseas contact, however, a New Zealand contact is preferred if you have one.

8. Intended payment method for tuition fee and Studentsafe-International insurance premium (Compulsory for all)

Please decide on your preferred payment method (if necessary, discuss with your parents) prior to your re-enrolment appointment. You will need this information for completing fees-related forms at your re-enrolment.

Step 2 – Application Approved or Declined Notification

Once results have been confirmed at the end of the year, the Student Administrator will let you know the outcome of your application for the next academic year.

Unsuccessful applicants will receive a decline letter from Freelance Animation School.

Successful applicants will receive an Offer Pack from Freelance Animation School which contains the following:

- A 'Conditional Offer of Place' letter
- Invoice for Tuition Fee
- Invoice for Studentsafe-International Medical and Travel Insurance Premium
- Studentsafe-International brochure & information
- Freelance Animation Schools International Student Guide
- Guide to Living In Auckland (provided by Ministry of Education)

Step 3 – To Accept or Decline our Conditional Offer of Place

To accept our Conditional Offer of Place, you need to do the following:

1. Make a full annual payment of tuition fee for the next academic year (**NZ\$ 21,200.00**) by bank cheque or direct credit to Freelance Animation School. You will be notified of the payment deadline closer to the time.

2. Make a full annual payment of Studentsafe-International medical and travel insurance premium for the next academic year (**NZ\$ 582.00** for 52 weeks/12 months cover) by bank cheque or direct credit (if you choose to purchase Freelance Animation School's default medical and travel insurance policy). You will be notified of the payment deadline closer to the time.

For more information on Medical and Travel Insurance, read the appropriate section in the 'Freelance Animation School International Student Guide'.

To Decline our Conditional Offer of Place

Should your circumstances change and you will not take up this conditional offer of place, please email the Student Administrator at rhannon@freelanceanimation.com.

Step 4 – Formal Acceptance and Receipt for your Tuition and Studentsafe-PTE Insurance Premium Payments

Upon receipt of **1 & 2 listed in (Step 3)**, Freelance Animation School will then issue you with:

- a formal 'Letter of Acceptance'
- a receipt for tuition payment (and insurance premium payment if you have chosen to purchase the Studentsafe-International plan)
- Evidence of previous student performance, i.e. your results notice, attendance proof and Record of Learning.

Note: You will need to provide Immigration NZ your results notice and attendance proof in addition to your 'letter of acceptance'

and 'tuition receipt' for visa *renewal*.

Refer to **Step 5** in **Admission and Enrolment Procedures at Freelance Animation School** for continuing information

STUDENT VISA/PERMIT INFORMATION

Some or all of the following may be required for a student visa/permit application:

- A completed and signed 'Student Visa/Permit Application' (NZIS 1012) form that can be downloaded from the NZ Immigration website – complete with the appropriate application fee.
- Evidence from your chosen Tertiary Provider that you have paid your course fees in full (receipt from tertiary provider)
- An offer of place from your chosen Tertiary Provider (the course must be approved by NZQA)
- Possible evidence may be requested to support that you meet the health and character requirements (e.g. police certificate for character requirements)
- Evidence of funds to support yourself whilst living in New Zealand (no less than \$NZD10,000 per year for a course over 9 months in duration) – evidence can be shown in the form of cash, travellers' cheques, bank drafts, or a recognized credit card with enough credit.
- Evidence that you plan to leave the country once you finish your studies – e.g. plane tickets purchased for a return flight to a country you are allowed to enter or proof of legitimate funds to purchase the return flight ticket, in addition to the funds you need for living expenses.
- A passport that expires no less than three months before the end of your intended stay.
- A recent passport-sized photograph of yourself

If renewing your visa/permit for a following year at Freelance, these may also be required of you:

- Evidence of previous student performance – results notice and attendance proof from Freelance Animation School (for visa/permit renewal only)
- A current and valid passport from your country of origin (you must have a passport that is valid for at least three months past the end of your intended stay)
- A current and valid student visa/permit (for visa/permit renewal only, you must apply for a new visa/permit before your existing one expires)

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

FREQUENTLY ASKED QUESTION: Student Visa/Permit

What is a visa and what is a permit?

A student visa is a stamp or label in your passport that allows you to travel to New Zealand. A student permit is similar to a student visa, except the permit allows you to remain in the country. You will leave your home country with a visa stamp/label in your passport and are usually issued with a permit at the border after reaching New Zealand.

Visa-free countries

You can travel to New Zealand without a visa if you are from a country on our list of visa-free countries. You will need to apply for a student permit when you are in New Zealand and when you have found an educational institute. Visit the New Zealand Immigration Service website for more information: <http://www.immigration.govt.nz/>

What does a student visa allow?

A student visa allows you to travel to the New Zealand border. When you arrive in New Zealand an immigration officer will check that you meet all the requirements to be granted a permit to study in New Zealand.

What does a student permit allow?

A student permit allows you to study full time in New Zealand for a limited period of time. A student permit may have conditions you must meet—for example, it may name the course you are allowed to study, the educational institute and/or the New Zealand location of the institute.

Where is Immigration New Zealand in Auckland?

Immigration New Zealand (Auckland Offices)

Ph: +64 9 914 4100 (within Auckland) or 0508 558 855 (within NZ but outside of Auckland only)

Auckland Central Branch.....Level 4, 280 Queen Street, Auckland CBD.

Henderson Branch.....39 Paramount Drive, Henderson, Auckland.

Manukau Branch.....Level 2, Cogita House, 20 Amersham Way, Manukau City.

How long will my visa/permit take to process?

It can take anywhere from 30 days to four months so it is very important that you apply early. Due to the nature of our

Qualifications, students are not able to commence the course any later than the 24th February 2011. Should you reach this date and not yet have your visa/permit you will be offered two options:

1. Deferral to following year (this can not be transferred to any other year. In the event that an International student is not able to make it the following year they will forfeit any refund possibility)
2. A full refund of the paid fees, less \$NZ500 or 10% of the total paid fees.

This is non negotiable and no leniency will be given as starting any later than this will put any student too far behind in their work (*this is part of the refund and withdrawal policy*)

Annual Student Visa/Permit Renewal

Your student visa/permit must be renewed on an annual basis before your current one expires. New Zealand Immigration Services generally issues permits for the duration of the study year e.g. permits for tertiary students would be issued until

31 March and for school students until 28 February. We recommend that you apply for a new visa/permit in advance, before you travel back home for summer break but you can apply whilst in your home country also.

Please be aware that the process of obtaining a student visa/permit can take from 30 days to four months. You should have all documents and application ready and have them submitted for processing of your student visa in enough time.

You can only stay in New Zealand for the time allowed on your visa/permit. If your current visa/permit expires before a new one is granted, Freelance Animation School will immediately notify Immigration New Zealand and will suspend you from school until you have a valid student visa/permit. We strongly recommend that you organize your visa before it gets to this stage as things can get complicated if your visa expires whilst still studying.

Immigration

"Full details of visa and permit requirements, advice on rights of 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 <http://www.immigration.govt.nz>"



MEDICAL AND TRAVEL INSURANCE INFORMATION

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a Ministry of Education's 'Code of Practice for the Pastoral Care of International Students' requirement and an enrolment requirement of Freelance Animation School

Compulsory Medical and Travel Insurance

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Why is Medical and Travel Insurance Compulsory?

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 www.acc.co.nz

Students who have purchased Freelance Animation School's default medical and travel insurance for 12 months:

The Period of Cover:

Cover under this policy applies from your course start date to your course end date and includes an allowance of up to 31 days for travel from your country of origin to New Zealand and return. You are also covered for trips from New Zealand to Australia and the Pacific Region for up to 31 days during your study course.

Full Year Returning Students

If you are a full year returning student and intend to re-enroll at Freelance Animation School in the following year, you have cover for up to 90 days between study years, and then cover continues unbroken provided you pay the premium in each successive year. In the final year of study the cover will extend to the expiry date of your study visa, or 120 days from your final course end date, whichever is lesser. All cover will cease at 4pm that day.

“Studentsafe-INTERNATIONAL”– Freelance Animation School’s Default Medical and Travel Insurance Plan Overview

Freelance Animation School has selected Studentsafe-INTERNATIONAL as our preferred medical and travel insurance because it meets the insurance content requirements of the ‘Code of Practice for the Pastoral Care International Students’. Marsh is the insurance broker that arranges the Studentsafe-INTERNATIONAL insurance plan and manages it for Freelance Animation School. This insurance plan is insured with a large insurer called the Vero Insurance New Zealand Limited.

Worldwide Emergency Assistance Whilst Travelling

If you are overseas and an emergency occurs e.g. during your travel or stopover, please ring +64 9 486 6868 (reverse charge) for advice when you need it.

What Does Studentsafe-INTERNATIONAL Cover?

For detailed information on the Studentsafe-INTERNATIONAL insurance plan, please visit their website at <http://www.studentassist.co.nz/> for:

- The schedule of benefits & Policy wording
- How to arrange cover
- Pre-existing Medical Conditions are not covered
- The Period of Cover
- Ceasing Study
- Claim Excess
- Policy Exclusions
- Some Important things you need to know
- Medical FAQ
- Baggage FAQ
- General FAQ
- Claim form

How to Purchase the Studentsafe-INTERNATIONAL Insurance Plan

International students enrolling at Freelance will be charged a 52 weeks (12 months) Studentsafe-INTERNATIONAL insurance premium of **NZ\$582.00**. Freelance Animation School will issue an invoice for annual insurance premium payment and an invoice for annual tuition fee.



Once your insurance premium and tuition payments are both received, Freelance Animation School will process your Insurance, pay your premium payment to Marsh and you are therefore insured. You will be emailed a copy of the insurance certificate (make sure you have given Freelance a valid email). Freelance Animation School will then issue you:

- a ‘Letter of Acceptance’
- a receipt for insurance premium and tuition payments

Please note that Freelance Animation School’s involvement in the insurance process is limited to the collection of the 52 weeks (12 months) insurance premium payment only. For general insurance-related enquires you should contact Marsh directly. And for claims-related enquires you should contact Vero directly. It is your responsibility to inform the insurer of any changes in your personal circumstances during the period of insurance e.g. on a different visa, insured with a different provider, as these changes might affect your eligibility to claim.

Please ensure that both insurance premium and tuition payments are paid in full by the deadline stated on the insurance premium invoice and the tuition fee invoice. Freelance Animation School will issue a receipt for insurance premium and tuition payments once both of these payments have been received.

Can I Choose a Different Medical and Travel Insurance Policy?

Alternative Approved Medical and Travel Insurance Policies

Marsh has advised us that generally overseas policies do not meet the specific requirements for New Zealand compliance. Freelance Animation School has therefore decided that we will only accept policies that do meet the Ministry of Education’s ‘Code of Practice for the Pastoral Care of International Students’ requirements. The following are the **ONLY** alternative approved medical and travel insurance policies Freelance Animation School will accept:

Southern Cross – (Student Max Plan)

<https://www.scti-online.co.nz/ispublic/ispublic.aspx>

Southern Cross Travel Insurance
Level 1, Quay Tower, 29 Customs Street West, Auckland.
Ph: 0800 800 571 or 64 9 359 1602

InterGlobal (StudentCare Plan)

<http://www.studentcare.biz/>

InterGlobal Limited
Oracle Tower, Level 14, 56 Wakefield Street, Auckland.
Ph: 64 9 309 2119

Uni-care – (NZ Student Plan)

<http://www.uni-care.org/inbound.html>

Uni-Care International Travel Insurance Service
2/1 Queens Parade, Devonport (opposite the ferry building)
Ph: 64 9 446 1166

OrbitProtect (Student Prime Plan)

<http://www.orbitprotect.com/Students/>

OrbitProtect Limited
Ph: 0800 478 833 (within NZ) or 64 3 434 8151 (reverse charge if you are outside of NZ).
Email: enquiry@orbitprotect.com

Freelance Animation School reserves the right to amend its alternative approved medical and travel insurance plans and providers list at any time.

Submitting an Alternative Approved Medical and Travel Insurance Policy to Freelance

If you choose to insure yourself with any of the above alternative approved insurance providers, you will need to submit the following to Freelance Animation School:

- A Certificate of Insurance (showing your full name, policy plan, policy number and the insurance cover start and end dates)

You must purchase 12 months of continuous insurance cover, which means you must renew your policy before it expires annually. The insurance cover must commence the minute you leave home for the airport on your way to New Zealand. And the insurance cover end date must be until at least the expiry date of your student permit and/or until you return home, whichever is later.

You must submit your proof of insurance at the same time as paying for your tuition fee (which must be paid by the deadline stated on the tuition fee invoice). Freelance Animation School will issue a receipt for tuition payment once proof of insurance has been received and approved. Without a receipt for tuition payment you will not be able to apply for a student visa/permit.

If the policy you purchased is found to be non-compliant or no longer compliant to the Code of Practice by Freelance Animation School, you will be required to purchase Freelance Animation School's default medical and travel insurance plan – 'Studentsafe-INTERNATIONAL' and you will be liable to pay for the 52 weeks (12 months) insurance premium at the cost of NZ\$582.00.

**When Checking Insurance Policies Students Should Ensure That:**

- The insurer is a reputable and established company with substantial experience in the travel insurance business, and has an excellent credit rating. AAA is the highest credit rating. The credit rating should be no lower than A from Standard and Poors, or B+ from A M Best.
- The insurer is able to provide emergency 24-hour, 7 day per week cover.
- You have a "certificate of currency" and policy wording from the insurance company stating that you have purchased cover for the duration of your planned period of study (e.g. start date 02/02/11 until 02/02/12). The certificate and policy wording must detail medical sums insured, repatriation benefits etc. This is standard insurance practice to validate cover.
- If the insurer is a New Zealand company you should endeavour to ensure that your plan details are provided in your first language.

Freelance Animation School Requires That Your Medical and Travel Insurance Policy (if not with Studentsafe-International) Incorporate The Following Components:**1. Separate or combined policies**

Freelance Animation School recommends students to combine travel and medical insurance on one policy, but separate policies will be permitted.

2. Travel insurance policy components

If you have separate travel and medical insurance policies, your travel insurance policy should cover:

- Loss of baggage and other personal effects
- Accident and injury

- Disruption to travel plans
- Cost of medical care in any “stopover” countries.

3. Start of Cover

Your policy should:

- Commence the minute you leave home for the airport on your way to New Zealand
- Apply while in transit
- Apply while you are in New Zealand
- Cover you for any trips to other countries during your period of study
- Cover you for any holidays back to your home country during your period of study.

Freelance Animation School requires students to have obtained medical and travel insurance before you leave your home country.

4. High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to “unlimited cover”. In order to “future proof” policies, sums insured of one million dollars plus are required by Freelance Animation School.

Medical benefits generally range from general practitioner visits and prescriptions through to major hospitalization (both public and private), optical cover and emergency dental cover. **Freelance Animation school requires that no excess is applied to any medical claims you may make under your policy.**

5. Emergency evacuation / repatriation



Repatriation represents the cost of getting you home. The benefit works in two ways:

- If you become seriously ill or injured and need to be accompanied home (either alive or deceased) with medical professionals, these costs are met by your insurance
- If members of your immediate family living overseas become critically ill or die, your policy will fly you home, and then back to New Zealand to complete your studies.
- Your policy should have “unlimited cover” as very large sums can be incurred in these situations.

6. Accompanying relative cover

If you become seriously ill or die in New Zealand your policy should pay for your parents to fly to New Zealand on the first available flight. The day-to-day accommodation and reasonable living costs in New Zealand for your parents should be met, as should the cost of their airfares home.

7. Personal effects

Insurance should cover your personal effects, including items like expensive musical instruments, laptop computers, and sporting equipment. Limits should be realistic but able to be increased to represent the actual value of particular items.

8. Personal liability cover

Freelance Animation School requires that you have personal liability cover. This benefit applies when you cause accidental damage to property at Freelance Animation School or at your homestay (e.g. breaking expensive laboratory equipment, spilling paint on the carpet).

Desirable Additional Policy Components

1. Loss of fees due to emergencies

This benefit should cover fees that are lost due to unforeseen events that are insured and unrecoverable from any other source. For example: You become ill, injured or deceased in New Zealand and you are unable to complete your course. Travel delays occur en route to New Zealand. A relative becomes critically ill, injured or dies in your home country.

Under this benefit your fee payment should be recoverable, or tuition reinstated.

2. Mental illness

Mental illness is generally excluded from “standard” travel and medical insurance cover. However, some in-bound student plans offer varying amounts of mental illness cover. Freelance recommends that you consider obtaining insurance that covers both the medical costs and repatriation back home for mental conditions if you suffer from mental illness.

3. Continuation Option

Travel insurance usually ends when you have returned to your home country. However, you should ask if a continuation option is available to you if you need to return to your home country because of illness or injury during the policy period and if you are able to use the policy for on-going treatment until your policy has expired.

Disclaimer

Freelance Animation School recommends students read the insurance policy wording carefully taking particular note of exclusions. It is the student’s responsibility to become familiar with the level of cover and the refund conditions offered by the insurance policy they have purchased. Refer to the Studentsafe-INTERNATIONAL website for details of this insurance <https://www.studentsafe.co.nz>

Freelance Animation School takes no responsibility for misunderstandings over insurance content and conditions or for medical and travel costs not covered by insurance or for the activities of the insurance companies involved. Freelance Animation school reserves the right to alter the minimum requirements for insurance cover at any time.

OBTAINING AN IRD NUMBER IN NEW ZEALAND

To apply for an IRD number, you will need to complete an IR595 form (which can be downloaded from the Inland Revenue website). Take this form with your identification documents to an Inland Revenue appointed verifier:

Automotive Association (AA) Driver Licensing Agents

AA (NZ Automotive Association Inc):

AA – 99 Albert Street, Auckland Central. Ph: 966 8919

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

Post Shops and selected NZ Post retail outlets

New Zealand Post:

Wellesley Street Post Shop – 24 Wellesley Street, Auckland. Ph: 379 6710

Auckland City Post Shop – 23 Customs Street, Auckland. Ph: 302 1059

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

For information relating to obtaining an IRD number, visit the Inland Revenue website at <http://www.ird.govt.nz/>

Inland Revenue Offices in Auckland Ph: 0800 227 774

Inland Revenue (Manukau) – Housing NZ Building, Corner of Amersham Way, Off Osterley Way, Manukau

Inland Revenue (Takapuna) – AIA Building, 5 Byron Avenue, Takapuna

OPENING A NEW ZEALAND BANK ACCOUNT

There are a number of banks you can choose from in New Zealand. It may be a good idea to open a student bank account as this may save you money on transaction fees, monthly fees and may get you deals on overdrafts and loans. Some banks offer specific banking packages for international students (see below), visit their websites for eligibility and application information.

ASB Bank: <http://www.asb.co.nz>

International Students Package

ASB Bank – Cnr Queen and Wellesley Streets, Auckland.

Ph: 306 3011

BNZ Bank: <http://www.bnz.co.nz/>

Campus Pack

BNZ Bank – 262 Queen Street, Auckland.

Ph: 0800 275 269

National Bank: <http://www.nationalbank.co.nz>

International Student Package

National Bank – 205 Queen Street, Auckland

Ph: 0800 18 18 18

Kiwibank: <http://www.kiwibank.co.nz/>

Kiwibank Tertiary Pack

Kiwibank – Wellesley St Post Shop, 24 Wellesley St, Auckland

Ph: 0800 11 33 55

Westpac Bank: <http://www.westpac.co.nz>
Westpac Bank – 229-231 Queen Street, Auckland.
Ph: 0800 400 600

HSBC: <http://www.hsbc.co.nz/nz/>
HSBC Bank – HSBC House, 1 Queen Street, Auckland.
Ph: 0800 80 23 80

ANZ Bank: <http://www.anz.com/nz/>
ANZ International Students
ANZ Bank – 268 Queen Street, Auckland.
Ph: 0800 269 296

TSB Bank: <http://www.tsb.co.nz/>
TSB Bank – Cnr of Queen and Wellesley Streets, Auckland.
Ph: 920 4222

MANAGING YOUR BUDGET

Most tertiary students live on a tight budget as full-time employment is impossible due to time constraints and heavy study load. You should think about how you are going to pay for your tuition fees and work out a budget for expenses such as food, groceries, rent, electricity, water, gas, phone, the internet, bus/train/ferry fares, doctor's visits, haircuts, mobile phone, clothing and entertainment etc. The organisations listed below can offer you advice on how to better manage your finances.

Sorted - <http://www.sorted.org.nz/>
Associated Budgeting Consultants - <http://www.abcbudget.co.nz/advisors.html>
New Zealand Federation of Family Budgeting Services <http://www.familybudgeting.org.nz/>
Budgeting Tips from the Urge website (Beyond School) <http://urge.co.nz/beyond-school/money/55-budgeting.html>

ACCOMMODATION

Freelance Animation School does not have accommodation facilities. However, there are numerous hostels, flats and apartments within walking distance of the school. Because Freelance is located in the heart of Auckland's CBD it is in close vicinity to public transport such as ferry terminals, bus stations, and the central public transport station (Britomart). For more information relating to accommodation, please visit the Department of Building and Housing website <http://www.dbh.govt.nz/>

Freelance Animation School does not provide, arrange, assess or inspect accommodation for students. Freelance also does not take responsibility for the accommodation that students select for themselves but the Student Administrator is happy to provide advice if required and can be contacted on +64 9 373 4958.

Hostels

Here is a list of hostels that are in close proximity to Freelance. Please contact the hostels directly for availability, suitability, application, costs and refunds enquiries.

UniLodge Auckland (as of 05/04/2011)

Location: 138 Anzac Avenue, Auckland
Phone: (09) 353 1212
Fax: (09) 353 1213
E-mail: unilodge.auckland@unilodge.co.nz
Website: <http://www.unilodge.com.au/locations/index.asp?location=Auckland>
Room rates: (prices for a 1 year contract)

Rooms available	Weekly rates per room
Standard studio - lower floors	NZD \$217 - \$242
Standard studio - upper floors	NZD \$222 - \$247
Standard studio - sea view	NZD \$227 - \$252
Standard studio - Beach Road	NZD \$232 - \$257
Deluxe studio	NZD \$252 - \$292
Deluxe studio - Beach Road	NZD \$247 - \$282
One bedroom - lower floors	NZD \$310 - \$348
One bedroom - upper floors	NZD \$312 - \$360
One bedroom - sea view	NZD \$318 - \$372
One bedroom - Beach Road	NZD \$330 - \$382

To reserve your room at UniLodge Auckland:

1. Complete and lodge an application form together with the \$230 application fee. (The application fee is per person and non-refundable)
2. To confirm your reservation a \$500 holding deposit must be paid, cancellation fee may apply to cancellations 21 days before arrival
3. On the day you move in a Security Deposit \$900 per person –though this may be reduced to \$750 if the semester package is paid in full. To obtain the discount, the semester fee must be paid in full, prior to the start of the semester. If you choose to pay the Semester fee by instalments your first payment is due prior to the start of the semester and in advance there after. The \$500 holding deposit will become part of your security deposit
4. First payments will be accepted by cash, cheque, or EFTPOS only.
For future payments a automatic payment via your bank has to be organised.

Included in the rent: A fully furnished apartment (see website for specifics), water, Use of all facilities: Game room, computer room and movie theatre. Use of swimming pool and sun decks. Use of BBQ and use of common kitchen facilities. On site security

Extra Costs: Telephone rental and calls, Electricity (approximately NZ\$1.50 per/day), Food, If you have a personal computer the cost of internet connection through our exclusive service provider, Laundry facilities (NZ\$3.00 per/wash and NZ\$3.00 per/dry), Departure clean NZ\$120 per/ person.

Features: coin operated laundry, ironing facilities, outdoor swimming pool, terrace BBQ area, security and reception, communal lounge, commercial kitchen, dining area, theatre room



YWCA Auckland (as of 05/04/2011)

Location: 103 Vincent Street, Auckland City

Phone: (09) 377 8763

E-mail: hostel@akywca.org.nz

Fax: (09) 375 3093

Website: www.akywca.org.nz

Rooms Available	Long-term
Bunk (per person)	NZD\$112
Bunk - 6th Floor (per person)	NZD \$126
Double	NZD \$245
Double Ensuite	NZD \$266
Single	NZD \$164.50
Single Delux - 6th Floor	NZD \$175
Twin (per person)	NZD \$133

Key Deposit: \$60 for two keys / \$100 for three keys

Bond: 2 weeks rent

Included in the rent: Power, All bed linen (changed weekly), Water, Heating, Plates, Cutlery & cooking equipment.

Features: Each room has a wardrobe, study desk, set of drawers, mini fridge and heating.. All rooms are protected with fire sprinklers & smoke detectors. Hostel facilities include a coin operated laundry, communal kitchen and dining room and a barbeque, 2 x recreation lounge with Sky TV, card and coin phones in their sound-proof phone booths (no phones provided in the rooms), high speed wireless internet access (at a small charge) and (limited) secure parking at an extra cost.

****Prior booking is essential as this is a very popular hostel. They recommend that you book the maximum amount of time that you may want to stay. It is easy to shorten your stay by giving two weeks notice but almost impossible to extend your stay as they are so heavily booked. They also have a waiting list**

YMCA Auckland Hostel (as of 05/04/2011)

Location: Cnr of Pitt St and Greys Ave, Auckland

Phone: (09) 303 2068

Email: hostel@nzymca.com

Fax: (09) 309 2065

Website: <http://www.nzymca.com/accommodation/>

Rooms Available**Long-term**

Full time student

NZD\$165

Check In & Bond: \$40 membership fee + \$140 bond (refundable) + \$20 key deposit (refundable)**Included in the rent:** Single bed, study desk, bar fridge, linen (provided), wardrobe, central heating, communal toilet & shower.**Features:** Television recreation room with pool table and Sky television, communal kitchen and laundry, internet kiosks/wireless internet, outdoor seating area, faxing & photocopying, after hours onsite security, on site car parks (extra cost).**To apply:** go to their website and fill out the form under "long term stay" tab.**City Lodge (as of 05/04/2011)**

Location: 150 Vincent Street, Auckland
Phone: (09) 379 6183
Fax: (09) 379 6182
Email: info@citylodge.co.nz
Website: <http://www.citylodge.co.nz>

Room Type	Cost	Includes
Single	NZD\$298*	Ensuite, TV, Fridge, 1 x single bed, 1 x bedside table, 1 x reading lamp
Standard Double	NZD\$338*	Ensuite, TV, Fridge, 1 x double bed

** All prices above are student prices and require either student ID or confirmation letter from Freelance to apply.

Bond: \$250 payable on arrival + first week's rent payable in advance on arrival.**Included in the rent:** Wardrobe, Television, Refrigerator, Power, Water, Heating, Ensuite toilet and bathroom, Desk, Coffee & tea making facilities, Linen & room cleaning once a week.**Features:** Common dining area and kitchen, coin operated laundry, ironing facilities, internet access in common area, Wireless internet can be purchased at reception.**Private Renting or Flatting**

Alternatively, if you prefer private renting or flatting, you might find the following websites useful:

- <http://www.realestate.co.nz/rental>
- <http://www.nzflatmates.co.nz/>
- <http://www.trademe.co.nz/property/residential-property-to-rent/auckland>

If you are flatting for the first time, visit the Youthline website for some flatting tips! <http://urqe.co.nz/beyond-school/flatting/60-where-to-start.html>**Tenancy & Bond**

A tenancy agreement is a contract between the tenant and the landlord. A tenancy bond is the money that the tenant pays to the landlord as security. The landlord has the right to keep some or all or part of your bond money if you fail to pay rent or cause damage to the property. Be a smart tenant; visit the Department of Building and Housing website <http://www.dbh.govt.nz/tenants-index> to learn about your rental rights and obligations.

Electricity, Gas, Water, Phone & Internet

Don't forget that you are responsible for paying your utilities bills if you are renting privately. Ask your landlord which utilities suppliers he/she uses for the rental property. Or use the Yellow Pages <http://yellow.co.nz> to search for the utilities suppliers of your choice for your place. The Auckland Utilities Operators Group Inc. website also provides a good source of information <http://www.auog.org.nz/>.

Homestays

A homestay is where you stay with a host family. This type of accommodation offers you the opportunity to live and interact with a local family and experience the New Zealand way of life. Your host family provides you with meals and a separate furnished room in their home. You will become part of the host family, so some 'give and take' would be expected, just like you would with your own family back home. Here are some homestay providers for your reference:

For more hostel options, please visit the following websites:

- <http://www.hostelworld.com/findabed.php/ChosenCity.Auckland/ChosenCountry.New+Zealand>
- <http://www.studyaukland.com/>

GENERAL INFORMATION

Direct Contacts:

Gene Harris
Sales and Recruitment Manager
gene@freelanceanimation.com

Rhiannon Stone
Student Administrator
rhiannon@freelanceanimation.com

Postal Address:

PO Box 7799
Wellesley Street
Auckland City
New Zealand 1141

Physical Address:

Level 9,
242 Queen Street,
Auckland City
New Zealand 1010

Where is Freelance Animation School?

