



**Te Kura Toi Whakaari o Aotearoa**  
New Zealand Drama School

# STUDYING AT TOI WHAKAARI: NZ DRAMA SCHOOL

## A GUIDE FOR INTERNATIONAL STUDENTS 2018

# Kia Ora and Welcome to Toi Whakaari: NZ Drama School

We warmly welcome international students.

This Guide is intended to inform 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](mailto:apply@toiwhakaari.ac.nz)

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

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# 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 Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA website at [www.nzqa.govt.nz](http://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](http://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](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](http://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*

# **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)
- Diploma in Costume Construction
- NZ Diploma in Scenic Construction & Properties (subject to approval)

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

**[www.toiwhakaari.ac.nz](http://www.toiwhakaari.ac.nz)**

## **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\$600 (depending on the course of study)
- Pastoral Care Fee (if charged): NZ\$250
- Insurance: approximately NZ\$500 per annum, payable to the insurer

Tuition Fees for students enrolling in 2017 will be set in October 2016 but as a guide the tuition fee for international students enrolling in 2017 was **\$27,926 per annum**.

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
- Toi Whakaari T-shirt for first year students
- Common room facilities and consumables
- Computer and internet access
- Cleaning and building services in common areas

#### ***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 10<sup>th</sup> 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\$250 - \$300 per week

### ➤ **Student Hostel:**

[Taranaki 217 Hostel](#) is a private student hostel in close proximity to the School, with all services provided except food. Students must do their own cooking. Students are accommodated in individual rooms with an en-suite toilet, shower and hand basin. Also included in the room are a double bed, wardrobe, desk and chair. The cost is between NZ\$200 and NZ\$285 per week depending on the size of the room. This includes power. Facilities Management at the hostel can provide information on any initial start-up cost or refundable bond, advance rent or other costs.

[222 Willis](#) is a new building with a mix of studio (\$285/week), 2 bedroom (\$265/week) and 4 bedroom (\$275/week) apartments. They have a 42 week contract period. There are some supplementary costs, see their website for details.

In some instances places in student hostels may be available to the School from Massey Student Accommodation services or USTAY Victoria University Student Hostel service.

### ➤ **Flats/Private rental:**

Approximately NZ\$170 - \$200 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.

## **2.3 Other Course Costs**

*All prices in the following information are estimates based on actual costs in 2016.*

### **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/Set & Props 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

## **2.4 Personal Costs**

Immigration NZ require proof that Students have available funds to support their living and accommodation costs during their time of study. In 2016 the amount required was \$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\$250 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 upwards 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 Services.

- International students can access doctors, nurses, counsellors, 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. Useful websites:

[www.snapper.co.nz](http://www.snapper.co.nz)

[www.metlink.org.nz](http://www.metlink.org.nz)

[www.gowellingtonbus.co.nz](http://www.gowellingtonbus.co.nz)

### **2.8.2 Train Services**

\$35-\$75 estimated for ten trip service

Wellington to Tawa

Wellington to Johnsonville

Wellington to Lower Hutt

Wellington to Upper Hutt

## **3. ASSISTANCE FOR INTERNATIONAL STUDENTS**

### **3.1 School Staff**

The School's Registrar and Administrator are the main points of contact for International students.

The School roll is small with around 120 students, and about 25 staff. Staff will make themselves available to meet with students as soon as practicable.

The following services are provided 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 individual 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](mailto:apply@toiwhakaari.ac.nz) to request a visit.

### **3.3 Orientation**

Students are advised to arrive in Wellington at least a week 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](mailto: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](http://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](http://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](http://www.trademe.co.nz)

Flatfinder: [www.flatfinder.co.nz](http://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](http://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 of at least three years' duration 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 Certificate in Teaching English to Adults (CELTA)
  - (iii) 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** below

Applicants from certain qualifying countries<sup>1</sup> may meet the English language proficiency requirements as set out below. Contact the School if you think you meet these requirements:

- (iv) 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
- (v) 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

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<sup>1</sup> See NZQA Changes to Rule 18: English language requirements for international students [HERE](#)



- (vi) completion of a school leaving certificate/university entrance level course in English at secondary school with a final grade of 'above average', which is deemed to be the equivalent to IELTS 6 by UK NARIC<sup>2</sup>.

**Table A**

Programme Level	IELTS test	TOEFL Paper-based test (pBT)	TOEFL Internet-based test (iBT)	University of Cambridge ESOL Examinations	NZCEL	Pearson Test of English (Academic)	City & Guilds IESOL
<b>Diploma at Level 5</b> <b>(Costume Construction)</b>	Academic score of 5.5 with no band score lower than 5	Score of 550 (with an essay score of 5 TWE)	Score of 46 (with a writing score of 14)	FCE or FCE for schools with a score of 162. No less than 154 in each skill	Level 4 with the Academic endorsement	PToE (Academic) score of 42	B2 Communicator with a score of 42
<b>Diploma at level 6 or 7 (Set &amp; props)</b> <b>Degree at Level 7 (Acting, Management &amp; Design)</b>	Academic score of 6 with no band score lower than 5.5	Score of 550 (with an essay score of 5 TWE)	Score of 60 (with a writing score of 18)	FCE, or FCE for schools, or CAE, or CPE with a score of 169. No less than 162 in each skill	Level 4 with the Academic endorsement	PToE (Academic) score of 50	B2 Communicator with a score of 66

*NZQF Programme Approval and Accreditation Rules 2013 (Version 2) Appendix 2*

## 4.2 Overview of the application process

Applicants must

- Complete an initial Online Application Form on our website
- Complete the Applicant's Supplementary Information Form on our website and submit this with a 'ZIP' file attached containing a passport-style image, evidence of English proficiency and all other required documentation
- 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 and other online forms

These will be available via the School's website: [www.toiwhakaari.ac.nz](http://www.toiwhakaari.ac.nz) from early June 2016.

<sup>2</sup> National Recognition Information Centre – UK (British Council)

## **4.4 Key dates**

### **4.4.1 Closing Dates for applicants seeking admission in 2018**

Acting degree applicants: **18 August 2017**

All other programmes: **29 September 2017**

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

### **4.4.2 Applicants' Weekend**

This is held from **3 – 5 November 2017** inclusive. Selected applicants for all courses come together at the School for workshops and interviews, and audition workshops if applying for the Acting programme.

## **4.5 Selection Process**

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

Acting applicants selected from a DVD or video audition who are **NOT** present in New Zealand will be auditioned by Skype/Video conference around the time of Applicants' Weekend.

**ALL OTHER COURSE APPLICANTS** are usually interviewed in person or via Skype or phone around the time of Applicants' Weekend.

## **4.6 Offer of Place**

Selected applicants will be sent an Offer of Place with any conditions clearly stated.

## **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
- 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

## **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.

### **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 one, 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 compliant with the Code of Practice for the Pastoral Care of International Students:

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

## 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.

## **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

### **A.2 Acting Students Equipment**

This list is a basic minimum of equipment needed to start the course.

All first year actors are required to purchase a dictaphone or suitable recording device for use in rehearsals and other classes (most mobile phones have this facility). It is the student's responsibility to clearly label his/her dictaphone, along with all other items.

#### **Standard texts:**

Most required text books are available from the Nola Millar Library; any books required to be purchased by students will be notified during the year.

#### **Clothes and shoes:**

- Comfortably loose clothes appropriate for voice, movement and training classes.

#### **These clothes must be black:**

- Plain black trousers for performance and formal occasions
- One pair of black leather fine soled dress shoes for men
- Plain black medium - heel character / court shoes for women
- Trainers suitable for running outdoors
- In addition, comfortable clothing appropriate for dance and yoga classes.

#### **Make-up:**

- Own make-up kit. Street make-up is adequate for stage and screen work. Industry recommended brands: MAC and Bobbi Brown.
- Women: A variety of bases, blushers, lip-sticks, eye make-up and mascara, powder and hair accoutrements.
- Men: A variety of bases, blushers, lip-sticks, eye-make up and mascara, powder and hair accoutrements.

## **A.3 Performing Arts Management Equipment**

### **A.3.1 Clothing**

- Set of 'blacks' for performance duties (black trousers, black long sleeved top and soft soled black shoes)
- Sensible work shoes (with covered toes)
- Overalls or 'messy work' type clothing required during some courses

### **A.3.2 Tools**

- Tool box
- Retractable 10 metre tape measure
- 30 metre cloth / fibreglass tape measure
- Stanley knife / cutting knife with retractable blade
- Set of screwdrivers including small - medium size flat, pozi drive and phillips heads
- Cordless electric drill (recommended only). There are a lot of cheap models on the market but try to buy the best you can afford. A 12 or 14volt quality drill will last longer and do a better job than an 18volt cheap drill. You do not need a drill with a hammer feature. 1hr charge recommended.
- Crescent / adjustable spanner (250mm)
- Pair of 200mm combination pliers
- Pair of 150mm long nose pliers
- Pair of 150mm diagonal cutting pliers
- Claw hammer
- Protective eyewear – safety spectacles or goggles
- Hearing protection – broad spectrum safety muffs
- Leatherman or equivalent (recommended only)
- Plastic cutting board
- Steel Rule (300mm – longer if possible)

Check the weight of the tools in your hand especially hammers and drills, if they are too heavy, or too light you will not be able to use them correctly and they will cause fatigue in your arm.

### **A.3.3 Stationery, Technical Design and Rehearsal**

- Stopwatch
- Maglite style torch
- Scale ruler with 1.25 / 1.50 / 1.100 scales
- Protractor
- 300mm ruler and a 45 and/or 30/60 degree set square
- Compass set (recommended only)
- Assorted drawing pens and pencils, eraser, highlighter
- 2 x A4 clear files (20 – 40 sleeves) for Lighting and Production Management
- 3 x A4 note book to write notes for Lighting, Stage and Production Management
- 1 x 2 hole A4 ring binder for Stage Management
- 2 x A4 journals to record show notes and design process
- Additional note books and folders for other courses
- Other materials will be specified before block courses

## A.4 Diploma in Costume Construction Equipment

### A.4.1 General Equipment:

- Writing materials
- A4 display books and ring binders for projects
- A4 plastic sleeves

### A.4.2 Course Equipment:

- **Fabric Scissors – Must have metal handles, and be able to be separated for sharpening**
- Paper Scissors
- Tape Measure (inches and centimetres)
- **2" x 18" Quilter's ruler (inches)**
- Pencils (preferably mechanical, 2B leads are best)
- Thimble
- Quick un-pick
- **Thread snips**
- **Tracing wheel**
- Pencil rubber
- Map tacks
- Protractor
- Craft scalpel

Items underlined above may be purchased from the School and can be invoiced on arrival. It is recommended that all tools are kept in a suitable tool box or other similar container, and are clearly labelled with the Student's name.

## A.5 Design Students Equipment

Students are advised to purchase the best quality tools that they can afford. Drawing equipment and scale rules can be purchased from Gordon Harris Art Supplies, 170 Victoria Street, Wellington. The store offers a 10% student discount. Specialist equipment will usually be required by Week 2 of Term 1 for the model-making block.

**Students will need to purchase art materials for design projects and classes throughout the year so should allow \$200 per term for this.**

### A.5.1 General:

- Stationery: suggested – spiral bound plain paper sketch books, ring binders with subject dividers, ruled, hole-punched file paper
- Writing, drawing materials, paints etc
- Year's supply of workbooks (A5-A3). To begin with one A3 spiral-bound sketchbook for Drawing Class
- Model making materials including card, plasticine, crepe paper, pva glue, fine malleable wire etc.
- USB Data storage device (minimum 4GB)



### ***A.5.2 Essential Technical drafting and model-making***

- Generous sized (A3 or bigger) cutting mat
- Scale ruler with metric scales 1:25 & 1:50
- Medium-sized set square
- Technical drawing pen (if possible include 0.35 and could be disposable one)
- Soft white Eraser
- Fine pop-up/Clutch pencil (0.5) with various leads (HB/B)
- Long metal cutting edge/ruler
- Personal angle poise lamp for work space.

### ***A.5.3 Tool Box (lockable) containing:***

- Swann Morton Scalpel Handle No 3 and blades (10A)
- Stanley knife (or cutting knife with retractable blade)
- Pair of 150mm long nose pliers
- Scissors
- Retractable 5/10 metre tape measure
- Paint brushes (small for modelling)
- 3" Paintbrush for scenic art.

### ***A.5.4 Clothing***

- Set of overalls/painting clothes for dirty work
- Closed sturdy shoes for workshop sessions

### ***A.5.5 Recommended***

- Many design students use their own digital camera and video cameras
- A laptop computer
- Maglite or torch
- Adjustable medium sized set square and a pair of compasses (if possible with attachment for Rotring type technical pen)
- Leatherman or equivalent (recommended only)

## **APPENDIX B**

### **OVERVIEW OF 2018**

Returning students begin **Thursday 15 February**

First year students begin **Monday 19 February**

#### **Term 1: 19 February – 13 April**

Marae Noho: Monday 9 – Friday 13 April

Term Break = 2 weeks

#### **Term 2: 30 April – 22 June**

Term Break = 3 weeks

#### **Term 3 16 July - 31 August**

Term Break = 2 weeks

Acting applications close: Friday 17 August

#### **Term 4 17 September - 16 November**

Design/Costume/Production applications close:

Friday 28 September

Graduation Week for final year students:

Monday 12 Nov - Friday 16 Nov

Graduation Ceremony: 14 November 2018

Poroporoake – Thursday 15 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 [gadrisk@nzqa.govt.nz](mailto:gadrisk@nzqa.govt.nz).

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.istudent.org.nz/istudent-complaints>.