



HUNGRY CREEK ART & CRAFT SCHOOL

Auckland, New Zealand

INTERNATIONAL STUDENT HANDBOOK



Orientation Day 2010. Sullivan's Bay, 5 minutes drive from the school

Certificate in Art & Craft (Foundation 1 year)

Diploma in Art & Craft (3 years)

Certificate in Jewellery (1 year)

Diploma in Jewellery (3 years)

Diploma in Art & Craft (Advanced) (1 year)



Auckland
New Zealand

NEW ZEALAND – CLEAN, GREEN & BEAUTIFUL

New Zealand (NZ) is located in the southern Pacific Ocean and comprises of two main islands, the North Island and the South Island with many smaller islands. With 6,000 kilometres of coast line, nowhere is more than 120km from the coast. That’s a lot of beaches!

NZ is roughly the same size of Japan, the British Isles or California.

NZ is renowned for its adventure tourism, stunning and beautiful scenery.

New Zealander’s or “Kiwis” are warm, friendly and welcoming to visitors. About 12% of New Zealand’s 4 million population are of Maori descent, the “tangata whenua” (people of the land). NZ’s artistic culture draws from a wide range of ethnic origins, producing an interesting blend of Maori, European and Pacific Island themes.



Experience New Zealand:

Adventure can be found all around the country - abseiling the Bay of Islands, white water rafting in some of the world’s most beautiful rivers, black water rafting through the Waitomo Caves, climbing Mt Cook (the country’s highest mountain) or exploring White Island New Zealand’s only active marine volcano. New Zealand boasts some of the most exhilarating caving, extreme skiing, surfing and windsurfing in the world. NZ invented bungee jumping! Zorbing, also invented in New Zealand, offers a surreal ride from hilltop to valley bottom inside a giant plastic ball. As there are no dangerous animals, it’s easy to stop on the side of the road, venture down a walking track and escape the crowds. NZ has no shortage of walking and trekking opportunities including the nine “Great Walks” and internationally acclaimed multi-day treks. Walking through native rainforest in New Zealand is a unique experience. Above is a leafy, green canopy, at eye level a mass of ferns, tree ferns, vines and palms, and underfoot a carpet of delicate mosses and lichens.

Cost of living

You will find your currency will go further in NZ - that makes your costs of living very attractive and affordable.

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Slovakian student, Flora Sekanova says...
“I found Hungry Creek on the internet and after reading all the information about the structure of the courses and also getting the feedback from previous international students, I decided that Hungry Creek is the place I want to be”



HUNGRY CREEK

Hungry Creek warmly welcomes international visitors. Hungry Creek is a unique, private art school set in 20 acres of New Zealand's natural bush. The entry to the school is across the bridge over the "Hungry Creek" where our workshops are nestled among kauri, totara, rimu trees, nikau palms, ponga ferns, tree ferns (the silver fern) with a variety of New Zealand birdlife & native orchids.



We are a small school with a supportive, family atmosphere, of approximately 60 students, 12 tutors and 4 administrative staff - all with a passion for art. While we take our courses and studies seriously, we try not to be too institutionalised. For further information on our tutors visit our webpage.

Over the years Hungry Creek has hosted students from America United Kingdom, Korea, Japan and Slovakia. Many of these students have fond memories of their Hungry Creek experience and often remain in contact with the school after they return to their own countries.

The school aims to provide a unique, artistically challenging and stimulating environment to assist students in their professional and creative development. Every effort is made to accommodate individual learning styles and modes of creative expression and to tutor students in a manner that best suits their needs.

Hungry Creek offers five qualifications:

Certificate in Art and Craft - NQF level 4

Diploma in Art and Craft - NQF level 6

Certificate in Jewellery - NQF level 4

Diploma in Jewellery - NQF level 6

Diploma in Art and Craft (Advanced) - NQF level 7

The art and craft studio areas area: painting, sculpture, ceramics and jewellery.

For information on qualifications see the Prospectus

NQF = National Qualifications Framework

FEES

may alter from time of publication - all fees in New Zealand dollars including Good & Services Tax (GST).

Qualification	Per Year
Art & Craft Foundation Certificate in Art & Craft	\$14500.00
Diploma in Art & Craft Year 1	\$15000.00
Diploma in Art & Craft Year 2	\$15000.00
Diploma in Art & Craft Year 3	\$15000.00
Jewellery Certificate in Jewellery	\$14500.00
Diploma in Jewellery Year 1	\$15000.00
Diploma in Jewellery Year 2	\$15000.00
Diploma in Jewellery Year 3	\$15000.00
Art & Craft & Jewellery Diploma in Art & Craft (Advanced)	\$14500.00

Course dates:

February 2012 Intake

Start date: 20 February

End date: 30 November

Term 1: 20 February - 5 April

Term 2: 23 April - 6 July

Term 3: 23 July - 28 September

Term 4: 8 October - 30 November

July 2012 Intake

Start date: 23 July

End date: 12 July 2013

Term 1: 23 July - 28 September

Term 2: 8 October - 30 November

Term 3: 25 Feb - 19 April 2013

Term 4: 6 May - 12 July 2013

ORIENTATION

Students will be provided with an orientation process. The International Student Co-ordinator, is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with tutors. Students can be met at the airport by a representative of the school - If required.

The Orientation Programme will include:
On the student's first day, you will be met by the International Student Co-ordinator, and introduced to staff and tutors.

Orientation will include tour of the school and workshops, discussion on rules and regulations, counselling, support systems and resources available and the Students will be given a copy of the document "The Code of practice for the Pastoral Care of International Students" and how the school meets the obligations required by The code.

A personal discussion raising the difficulties facing students adapting to a new cultural environment, including issues as drugs, alcohol, gambling, welfare services available for family planning, sexual harassment, counselling, and individual human rights such as discrimination and sexual harassment. The student will be advised of support services available in the community as mentioned under the health and welfare section of the handbook.

Information on banking, local travel systems, familiarisation with New Zealand laws, culture and learning will be provided.

Once the initial period is over, the International Student Co-Ordinator will continue to monitor the student of his/her progress through informal meetings.

Students will be informed that the school has an 'Open Door' policy. At any time they may see any staff member to discuss any queries or concerns.

STUDENT SUPPORT SERVICES:

The following members of staff are available for assistance and support:

Andrew Venter Head of School
Ruth Tait Director of Studies & International Student Co-ordinator



Rachael Hubbard, from USA, paints on the banks of the creek the school is named after, Hungry Creek.

ASSESSMENT

Student work is assessed 4 times per year in the following manner:

The student displays all the required work for the term. Tutors view and discuss the students work and progress. The student is not present for this discussion. Each tutor assesses the work in their area and gives marks according to the assessment criteria. After the work has been assessed it is optional for the student to join the tutors for a discussion.

Certificate in Art & Craft / Diploma in Art and Craft - Year One must pass

Two studio studies with a result of no less than 50%

Two core studies with a result of no less than 50%, with no less than 80% attendance.

Certificate/Diploma in Jewellery Year One

Must pass, with a result of no less than 50%

-Technical and Practical Workshop skills

-Jewellery Design Skills

Must pass two of the following with a result of no less than 50%, with no less than 80% attendance

-Drawing & Design

-Art History

-Drawing / rendering and Computer Aided Design

Refer to the Course Information booklet for more detail.

External Moderation

For the final assessment at the end of each year we have the assistance of an external moderator, a senior tutor from a similar school, to review our assessment of students work. The moderator views a selection of the assessment submissions to compare the standard of work to the marks that the student has been given and judges the fairness of our assessment. This is discussed at the moderation and the moderator later submits a moderation report. If, as a result of the findings, it was felt that the assessment was unfair we review our assessment and standards and procedures, and take any action found necessary.

Completion of Projects

All assignments must be completed by due dates. Extensions can only be granted at the discretion of tutors in special circumstances. An application for extension must be made in writing. Marks for assignments count for final assessment.

Photographing Artwork

The school reserves the right to photograph student artwork and use these photos for advertising and promotional purposes.

EXTRA COSTS

Certificate/Diploma in Art & Craft Year 1 full time study

Allow for an extra \$100 - \$500 per year for materials.

Painting: students are allocated a set of paints at the beginning of the year after this they are to provide their own paint. A variety of paints at different prices and quality are available from the school.

Drawing: Students are given a sketchbook and provided with drawing paper.

Some drawing materials are available initially for students to use and experiment with. Extra drawing materials: pencils, charcoal, pastels etc. are available for purchase from The school along with better quality cartridge paper.

Ceramics: clay and glaze materials are provided to complete class projects.

Jewellery: brass and copper supplied for class projects - all tools are available.

Sculpture: the sculpture workshop is stocked with basic materials to complete class projects.

Diploma in Art & Craft - Years 2, 3 and Advanced.

Extra materials/equipment up to \$1000 depending on the student's major area of study.



The footbridge over Hungry Creek

NON-COMPULSORY COSTS

A small amount of money is required for occasional trips to exhibitions and field trips to artists studios.

Certificate in Jewellery/Diploma in Jewellery Year 1

First year students have the option of purchasing a set of hand tools - approx cost \$700. It is not compulsory to have these they are optional. A list is available on request. These are purchased by the school and sold to the student.

Students should also allow an extra \$100-\$300 for materials as follows:

Drawing: students are given a sketchbook and provided with drawing paper. Some drawing materials are available initially for students to use and experiment with.

Jewellery Materials: most of the materials for the course are provided, however if the student wishes to work in precious metals these can be purchased.

Other materials - you may need a some non-traditional materials for design. These are usually available at minimal cost.

General: A small amount of money is required for occasional trips to exhibitions and field trips to artists studios.

Diploma in Jewellery Years 2,3 and Advanced

Second year students are required to budget \$500 for electric tools and \$100-\$300 for materials.

Third year student should budget between \$300 and \$100 per year for materials.

Off Campus Expenses:

The following may assist you with budgeting (all prices in the New Zealand dollars.)

Lunches and Snacks: As a guideline it would be advisable if you were buying your lunch each day, based on a sandwich, apple and a drink allow for approximately \$9.00. To eat out at a fast food chain such as McDonalds, a combo meal would cost approximately \$8- \$10.

Entertainment: Movies the average cost to go to the movies is \$11 off peak and \$15 peak for an adult.

We are located on the coast and there are many beaches. Walking, swimming, surfing, snorkelling that's free!!

Leisure Centres - Leisure Centre Swim \$4 casual, Gym \$10 casual, Aerobics \$8.50 casual, Squash \$12.00 for two per hours.(all prices are approximate).

Transport - Puhoi Campus Public transport does not run past Hungry Creek. However, we have a network of students and staff who car pool and are available to bring you to and from School each day. Public Transport is available from Orewa - south to Auckland and northern suburbs - an all day pass is available for \$10, this includes ferries across the harbour from Devonport to Auckland (its not necessary to get the ferry -that's just an option). Buses run frequently and timetables are free of charge from Visitor Information centres. From Warkworth - south to Auckland - there are buses that leave Warkworth only twice daily, the fare in \$19 one way.

Transport - Albany Campus

The Albany Campus is located within walking distance to a busy terminal where buses run regularly and connect with ferry and trains.

Check out timetables and routes on www.maxx.co.nz

REFUND POLICY

Refund Conditions for International Students

To be eligible for any refund: Application must be made in writing to the Director of Studies setting out the special circumstances of the claim within one month of the last day of attendance.

Refund Policy:

We (PTE) will provide to you (student) details of the cost components for the purpose of working out the maximum deductible percentage. In the event of a dispute over the cost component deducted, you can refer the matter to the International Education Appeal Authority.

The amount of refund depends on the length of the course of study (period of enrolment) and the time period before withdrawal, as summarised in the following table:

Period of Enrolment	Amount of Refund
Within the first ten working days (i.e.) nine days after the first day of the course).	Full refund, less administration costs of 25% of the total.
After more than ten working days	No Refund.



APPLICATION REQUIREMENTS

In addition to the conditions listed here, all conditions that are part of the contracts, the fees refund policy and other school policies also apply.



1. Applicants must be 18 years of age or over, or 15 - 18 living in New Zealand with a parent/s.
2. Command of the English language is desirable to a level of 5.5 on the International Language testing system - IELTS. Full information on the testing can be found on their website: www.ielts.org or we can assist you in finding a suitable institution that offers IELTS testing, unless we are satisfied at an interview that the applicant has an acceptable level of English.
3. Accommodation must be arranged prior to entry into New Zealand (we can help you).
4. Students accept and abide by rules regarding behaviour and conduct that apply to all Students. Unacceptable behaviour may result in the termination of tuition.
5. Students must observe the laws of New Zealand.
6. Students must observe the conditions of their Visa and Student Permit. If a student breaks the terms of the visa/permit, the school will notify the New Zealand Immigration Service, which may result in the student having to leave New Zealand.
7. Because class placements are decided prior to arrival in New Zealand, all information given before enrolment about placement on courses and in classes is provisional. The school reserves the right to adjust placements and individual programmes at any time if it is in the student's interests to do so.
8. The student will attend the school on all occasions when it is open unless prevented by illness or other urgent cause.
9. Tuition may be terminated if the student fails to comply with the school rules or breaches the conditions of their visa.
10. Tuition fees will be paid in full before enrolment, or before enrolment is renewed (Whichever applies).
11. All additional costs (as outlined above) will be paid promptly, as required.
12. The conditions of the Fee Refund Policy will be accepted.
13. All students are required to have adequate travel and medical insurance. The insurance must cover the period from departure from your country to arrival in your home country. The school will accept overseas policies with an English translation where necessary. Proof must be provided that the insurance purchased is adequate and a record will be kept on file of the policy number and type of cover.
14. All disputes will be dealt with in New Zealand law.
15. The school's complaints procedure for international students will be used to deal with grievances.
16. The students must inform the school address, telephone number, fax number and email address (whichever applies). The student will advise the school of any change in the contact details.

WITHDRAWAL & TERMINATION

At the request of the student:

It is anticipated that the student would have made use of all the various support services in place prior to reaching a decision to seek withdrawal, however, and from time to time circumstances beyond the control of the student may also necessitate the decision to withdraw. In these cases the student must submit a formal letter in writing requesting withdrawal and where appropriate refund of fees.

At the request of the school:

The school may call for a student to withdraw or terminate from the course if the student has not complied with the schools rules and regulations or if the student has shown insufficient progress in their studies or not met the attendance requirements. In these cases the student will be advised in the writing by the School and withdrawal/termination recommended. The International /student co-ordinator will advise immigration services.

ATTENDANCE

School hours are Monday to Friday - 9 a.m. to 4 pm, 20 hours minimum.

Punctuality is expected from all students. Late comers disrupt tutors and other students. If you are absent due to illness you must phone in to the office.

Any student with health or personal problems which affects their attendance should discuss the matter with the Director of Studies. Students must have at least 80% attendance record to be considered for assessment. For absences of more than five days a written explanation is required. For absences of more than two weeks, a medical certificate is required.

ACCOMMODATION

North Shore Campus Jewellery School

Kawai Purapura, 14 Mills Lane
Albany
Auckland, Ph 09 414 7107



Kawai Purapura

Located within the beautiful and tranquil setting at Kawai Purapura, 9 acres of bush and landscaped gardens, the North Shore campus is walking distance to bus and shopping mall, 15 minutes drive to Auckland city. On the same site as the campus, there is a variety of accommodation options available include houses, cottages, secluded sleep outs, or double and single rooms with shared shower and kitchen facilities. Accommodation starts from \$125.00 per week or \$30 per night. www.wellpark.co.nz/community/residential_albany - to enquire about accommodation.

Puhoi Campus Art & Craft School

682 State Highway One
Puhoi, Rodney. Ph 09 422 0752

The Puhoi Campus is situated on State Highway 1, approximately 30 minutes north of Auckland city. The campus is nestled in 20 acres of beautiful native bush. Accommodation is available in Warkworth and Orewa.



Puhoi Campus

Orewa Beach is situated approximately 13k south of the school (about 10 minutes drive) Orewa is a beachfront town with a population of approximately 40,000. There is a large shopping centre with banks, supermarkets, shops, cafes, library etc. Orewa has a public transport system running to and from Auckland.



Orewa Beach

Warkworth is approximately 13k north of the school and is a picturesque village situated on the Mahurangi River with a population of approximately 8,000. There are many beaches within a few kilometers of Warkworth which has a smaller shopping centre than Orewa but with all the same essential shops and banks and cafes. There is no public transport in Warkworth.

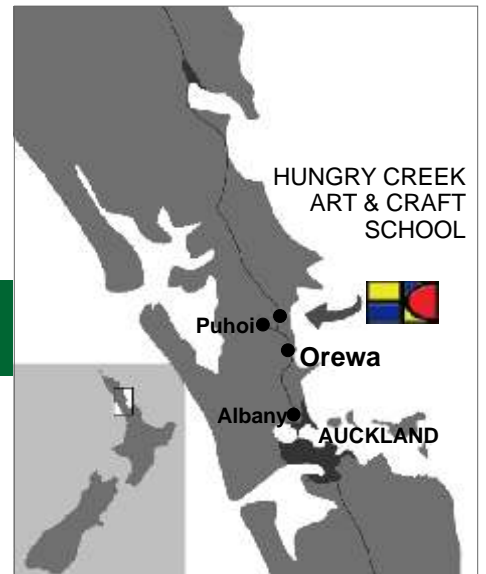
ACCOMMODATION OPTIONS

Accommodation options include: home stay, shared flatting, hostel, backpackers, hotels or motels. We will assist you to secure accommodation prior to you applying for your study visa and departing from your home country.

Home stay: You stay with a New Zealand family in their home. This provides an opportunity for students to become part of a New Zealand family and to experience a traditional 'kiwi' lifestyle. You can expect your own bedroom and two meals per day, in an environment that will encourage growth in your English language skills. If you stay in a home stay you don't have any extra costs everything is included in your rent. The average cost of home stay accommodation is around \$160.00 per week

Flatting: You could rent a flat or a house either on your own or with other students. You will have to provide and cook all your own food, clean the flat etc. Some flats may be furnished, but usually you will have to buy your own bed/furniture too. The cost for shared flatting varies but ranges from \$80.00 to \$110.00 per week plus phone, power and food and attend to your own laundry.

Hostels: A hostel is a building where many students stay together and share facilities. You may have your own room, or share, (which is cheaper). The rooms are basically furnished and electricity and heating are included in the rent and they sometimes provide meals. Shared facilities usually include kitchen, bathroom, TV lounge & laundry. Prices are around \$180 per week.



Backpackers: Backpackers are similar to hostels, but expect to share with non-students also. The advantage of a backpacker is you pay per night, so if you intend travelling on the weekends etc, you wouldn't have to pay but you would have to pack up.

Hotels & Motels. These don't usually cater for students, so expect to pay high prices.

SUMMARY CODE OF PRACTICE

SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Introduction:When students from other countries come to study in New Zealand, it is important that those students are well informed, safe and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

This page provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of education providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

When does the Code apply?The Code commenced on the 31st March 2002, revised in 2011. Check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code? You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz/codeofpractice.

How do I know if an educational provider has signed the Code? The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What if I have questions about the Code? The New Zealand Ministry of Education is the Administrator of the Code. If you have any Inquiries about the Code, you can email info.code@minedu.govt.nz.

What do I do if something goes wrong? If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, or the International Student Director, or another person who has been identified to you as someone that you approach about complaints at your institution. The code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedure, you can contact the International Education Appeal Authority (IEAA).

What is the IEAA? The IEAA is an independent body established to deal with the complaints from international students about pastoral care aspects of advice and services received from their education provider's agents. The IEAA enforces the standards of the Code of Practice.

How Can I contact the IEAA? You can write to the IEAA at:
International Education Appeal Authority
Tribunals Unit, Private Bag 32-001, Panama Street, Wellington 6146.
International Education Appeal Authority, Tribunals Unit, Level 1, 86 Customhouse Quay
Wellington 6011, P 64 4 462 6660 F 64 4 462 6686E ieaa@justice.govt.nz
www.justice.govt.nz/tribunals/international-educatin-appeal-authority

What will the IEAA do? The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions includes an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken. The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious, the IEAA will refer the complaint to the Review Panel.

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

A Summary of the Code of Practice for the Pastoral Care of International Students

The Codes sets standards for educational providers to ensure that:

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

Full details of what is covered can be found in the Code itself.

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

FEE PROTECTION

In order to protect student fees, Hungry Creek Art & Craft School has entered into an agreement with the Public Trust to establish Student Fee Trust Accounts. You will be required to sign an application with the Public Trust who will hold your fees in an account and allocate a percentage of your fee to be paid into our bank account throughout the duration of your course. This protects your fee money in the unlikely event that the school goes out of business.

Your fee can be paid directly into the Public Trust Account, contact the school for the correct bank account number. For further information contact Public Trust on 0800 494 733 or visit www.publictrust.co.nz

STUDENT WELFARE

If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. If you are not confident that your English is good enough you can always bring a friend who has better English. We hope your stay at Hungry Creek Art & Craft School is a happy one.



GRIEVANCES:

What do you do if you have a grievance?

We want your time to be enjoyable at Hungry Creek, however, when things do not go as smoothly or as well as we may like, here are some ideas about what you can do.

COMPLAINTS PROCEDURE:

Any legitimate complaint or problem you may have should in the first instance be brought to the attention of your tutors. If this does not solve the problem, then take your issue to the International Student Co-Ordinator, and finally to the Director of Studies.

Any complaint that is unable to be resolved in this way may be brought to the attention of the New Zealand Qualifications Authority, P O Box 160, Wellington, telephone 0800 QA HELP(0800 72 4357), email : helpdesk@nzqa.govt.nz.

Students may elect a student representative to bring positive suggestions or criticisms of a general nature affecting students to the tutors meetings.

If, after all the above have been tried, it is felt that your problem has not been resolved, then the student may contact the International Education Appeal Authority,

whose address is:

The International Education Appeal Authority

Ministry of Education, Private Bag 32-001, Panama Street, Wellington 6146

phone : (64 4 462 6660)

fax : (64 4 462 6686)

email : ieaa@justice.govt.nz

Web: www.justice.govt.nz/tribunals/international_education

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

SEXUAL HARASSMENT POLICY & PROCEDURE:

Hungry Creek will not tolerate any form of sexual harassment.

Hungry Creek aims to provide a safe study and work environment for its staff and students- an environment that is free of sexual bias and free of sexual harassment in any form.

Sexual Harassment can be defined as language or behaviour that is offensive or unwelcome. The types of language or behaviour may include: Direct physical contact, physical gestures, physical threats, direct verbal abuse or threats, direct or implied offensive verbal comments or questions, leering, wolf whistling or other offensive noises. Sexually orientated jokes or written or photographic material.

If you feel you are being sexually harassed you must first ask the person(s) to stop. If this is not successful, talk to someone you can trust this may be a Tutor, the International Student Co-ordinator, the Director of Studies, the Head of School, or a fellow student. Your concerns will be dealt with in confidence. Any sexual harassment complaints will be investigated by the Director of Studies. If any staff member or student is accused of sexual harassment, he or she will be subject to the disciplinary procedures outlined by the school.

DISCIPLINARY PROCEDURES:

Any student that is found to be involved in any of the following will find him or herself subject to the School's disciplinary procedures:

- physical violence
- verbal abuse
- disruptive behaviour
- dangerous behaviour
- sexual harassment
- possessing or being under the influence of drugs or alcohol at School and of the points in the rules, regulations and contract.

Disciplinary procedures are as follows:

1. The tutor will discuss with the student how his or her behaviour is disruptive or otherwise unacceptable.
2. The Director of Studies will discuss the student's behaviour with the tutor and the student, and a verbal warning will be given, outlining that if the student's behaviour does not improve within an agreed time frame, the student may be dismissed.
3. Hungry Creek Art & Craft School will notify the Immigration Department that a student has been dismissed and/or withdrawn from the course.

MEDICAL AND WELFARE



Medical & Travel Insurance Policy

It is a requirement of the Code of Practice for the Pastoral Care of International Students that International Students arrange medical and travel insurance prior to departure for New Zealand. The insurance cover must be from the time the student leaves their home and continue for the duration of their study. Overseas policies are acceptable, however an English translation must be provided where necessary. Hungry Creek Art & Craft School will keep on record a copy of the policy, the policy number and type of cover. Hungry Creek can assist students in sourcing suitable insurance cover. For more information or to apply online for student insurance on: www.scti.co.nz or www.studentsafe.co.nz.

Personal and Medical Information:

MEDICAL ASSISTANCE

Puhi Campus:

Orewa Medical Centre
16 Moana Ave
OREWA
Phone: 09 426 5437

Kowhai Surgery
10 Percy Street
WARKWORTH
Phone: 09 425 7378

North Shore Campus
Albany Family Medical Centre
368 Albany Highway
ALBANY
Phone: 09 415 8959

Most doctors surgeries in New Zealand have hours e.g. 8 a.m. - 5 p.m. but they have answer Phone services with emergency contact numbers.

We highly recommend that you attend to any ongoing medical and dental requirements prior to coming to New Zealand as our treatments can be expensive!!! Remember you must provide evidence of medical and travel insurance on your application to immigration.

Orewa Dental Centre
4 Tamariki Ave
OREWA
Phone: 09 426 4866

Warkworth Dental Practice
6 Morpeth Street
WARKWORTH
Phone: 09 425 8476

Albany Mega Centre Dental
Unit B 75 Corinthian Drive
ALBANY
Phone: 09 415 0828

TELEPHONE EMERGENCY COUNSELLING

Youthline - phone Crisis Line 09 376 6633 or freephone 0800 376 633
LifeLine 24 Hour - phone 09 426 9105 or Victim Support - phone 09 425 8032

NO FEE OR LOW FEE COUNSELLING SERVICES
Free Youth Counsellor
Warkworth Area
Rique Higgins
Ph 09 422 6143 or 025 2833962

**FOR EMERGENCY SERVICES IN NEW ZEALAND
DIAL 111: medical, fire, police**

Other Services

Legal Services Agency Phone: 09 488 5440
For criminal legal aid, information and support (also free legal advice through the Warkworth Women's Resource Centre see details listed below).

Women's Resource Centre , Alnwick Street, Warkworth Phone 09 425 7261
The centre offers assistance to women by way of a Refuge Centre (a safe place), subsidised counselling, library and videos, weekly support group meetings, free legal advice, victim support, sexual harassment support and advice.

Citizens Advice Bureau, Phone 0800 367 222
www.cab.org.nz Provides information on personal and family concerns, consumer problems, legal advice, budgeting, health, welfare, housing, transport, local and general information.

Visitor Information Centres:
Visitor information centres should be able to provide you with any local and travel information you may require.
Orewa Office ph 09 426 0076 or email: hbcvic@rodney.govt.nz
Warkworth office ph 09 425 9081 or
email: service@warkworth-information.co.nz
Websites have lots of local information and photo galleries - search the web and you will get a better idea of our area

**For further information, assistance and support contact
Ruth Tait, International Student Co-ordinator.
Puhoi Campus ph 09 422 0752 or 027 240 0994**

STUDENT INFORMATION

Code of Practice

Hungry Creek Art & Craft School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt/international>.

Immigration- Visitors Permit

If you enrol for a course for a period three months or less, then you do not need a visa or permit to study in New Zealand but you must have a valid visitor permit. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <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 <http://moh.govt.nz>.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>.

Medical and Travel Insurance

International students must have adequate and current medical and travel insurance while studying in New Zealand. Students must provide evidence of medical and travel insurance on enrolment. The school will keep a record of this cover provided. Students can apply on line: go to www.scti.co.nz or www.studentsafe.co.nz.

Student Services

Student Computers

The computers are for the use of all and students are requested to abide to the rules displayed. Students are not to misuse the computing equipment, including software piracy, and emailing accessing or downloading any prohibited or offensive materials.

School Trips

School or class trips are deemed to be part of the school so School regulations apply. No student shall bring the School into disrepute by inappropriate behaviour while on these trips. However, your involvement in field trips and course associated activities is by personal choice. If a student elects to transport fellow students in their personal vehicle, the student will ensure it has a current Warrant of Fitness, Current Registration, insurance and is safe and roadworthy.

Noticeboard -

Common Room

Maps of the local area are displayed along with, bus timetables, local attractions, places of interest, information centre details and personal welfare and medical details. You will find that one of the unique features of Hungry Creek is that we are friendly and approachable and there is a family like atmosphere and support system - just ask us anything!

The School Shop (Puhoi Campus)

The school operates a small shop at reasonable prices. The shop stocks paint, oil and acrylic, brushes, mediums and varnish for painting, canvas and bevelled wood for making stretcher frames, silver and materials for drawing.

Studios (Puhoi Campus)

Studios are available for 2nd, 3rd and 4th year students. You are permitted to use your studio out of school hours, however there are some conditions. These will be discussed with you on orientation.

Student Discounts

All students are issued with an ID card which means you may qualify for discounted rates at some movies and on public transport, selected shops, art galleries etc.

Student Common Room

The common room is there for the enjoyment and convenience of everyone. Tea and Coffee making facilities are provided, however students need to supply their own tea/coffee, during school hours. Student phone numbers will not be given out to other students from the office.

Library

General borrowing rules apply for our library as with any other: books may be borrowed for up to three weeks and fines will be incurred for lost or damaged books. The library is for the benefit of all and we ask that you show consideration for other library users.



Currency, Laws, Driving

Currency:

Visitors to New Zealand usually find the exchange rate favourable. Go to <http://discovernz.co.nz/currency/smlconv.html> All fees are quoted in New Zealand Dollars. We have 10c, 20c, 50c coins (no 1c or 2c or 5c) \$1 and \$2 coins, \$5,10,20,50,100 notes. If an item at a store comes to 1.97 the shop will usually round it up to \$2.00, if its \$1.93 they may round it down to \$1.90. Exchange rates vary all the time so check the rate out at your local bank.

Drivers Licence:

Number One: remember in New Zealand we drive on the left hand side of the road. On an American driver's licence you may drive for up to 12 months in New Zealand, without having to get an International or New Zealand driver's licence. Most NZ car rental companies will not rent to less than 21 year olds. If you buy a car and decide to travel around there is one insurance company we contacted that will give you third party cover that is if you hit something else it's a one only, up-front charge of \$191.00 for six months with a \$1400.00 excess if you are under 21. Premiums may alter.

Tobacco

You cannot legally buy tobacco products in New Zealand unless you are 16 years old most local shops will not sell to under 18 years olds and you may have to prove your age. Smoking is not allowed inside restaurants, bars and inside any public places.

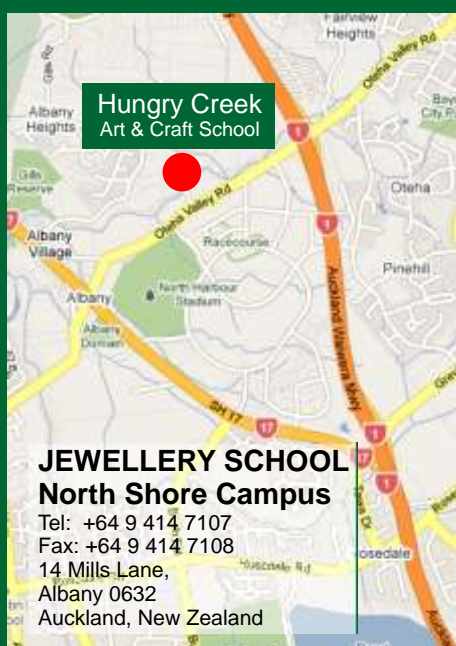
Alcohol

You may only purchase alcohol or drink in New Zealand if you are 18 years old. Some Supermarkets will only sell alcohol to people over 20 and you may be requested to prove your age.

ENROLMENT PROCEDURE

1. Request prospectus and International Student Handbook from the school on 649 4220752 Or email enquiries@hungrycreek.ac.nz
2. Complete an enrolment form - this can be downloaded from the schools website: www.hungrycreek.ac.nz
3. Return the completed enrolment form to the school: Hungry Creek Art & Craft School, P O Box 404241, Puhoi, New Zealand.
4. Hungry Creek acknowledges receipt of your enrolment and makes contact with you to either: a) make an appointment to come to the school if possible, or
B) in the case of student applying from overseas conduct a telephone/email interview with you.
You may be requested to send a portfolio of work to assess your entry level and career intention.
5. If English is your second language and you are unable to attend an interview, it is desirable to have a command of English to a level of 5.5 on the International Language Testing System - IELTS. Full information on the testing can be found on their website:www.ielts.org. Or where possible conduct a telephone interview to assess the level of English.
6. You are contacted and advised if your application is accepted. A letter offering you a place at The school detailing start dates and a invoice for fees is sent to you.
7. You must arrange payment of fees, either to the school or by bank draft - the school will give you all the correct methods of payments.
8. You can now apply for a study visa/permit.
You must have the following papers to process the application:
 - a. A Letter of Placement from the school
 - b. A receipt as evidence fees have been paid
 - c. An address in New Zealand where you will be staying (we can assist you in finding Accommodation - see student handbook)
 - d. Evidence of medical and travel insurance for the duration of your study.
 - E. Evidence of sufficient funds to cover the length of your visit.
9. Once your visa has been approved contact the school. Enrolment is complete.
10. Advise the school of your intended date of arrival into New Zealand. We can meet you at the Airport and transport you to your accommodation.
11. Please bring to school your passport, entry details, student visa and medical insurance details To copy and hold on file.
12. Commence orientation - SCHOOL BEGINS

SCHOOL LOCATIONS:



FOR FURTHER INFORMATION PLEASE CONTACT

HUNGRY CREEK ART & CRAFT SCHOOL
P O BOX 404241
PUHOI 0951
NEW ZEALAND
PH +64 9 422 0752
FX +64 9 422 0754

enquiries@hungrycreek.ac.nz
www.hungrycreek.ac.nz