1. Welcome Page

 **Kia Ora,**

**Welcome to Kingston Institute of Business & Technology.**

Kingston Institute of Business and Technology offers high quality English language courses for International students. Kingston recently partnered with the Universal College of Learning (UCOL)and in 2015 will deliver well resourced, carefully planned courses in Information Technology.

Our mission at Kingston is to inspire and support students to discover their full academic potential. In the process students meet new friends and experience the rich cultural and social environment offered by the school. Our teaching and student support staff are dedicated to provide a rewarding educational experience for all students within a safe, caring and supportive environment. Students from a variety of cultures and age groups participate happily and purposefully in the life of the school.

A feature of our programmes this year has been the success of the English language department in lifting the English language skills of international students. Students are encouraged to achieve and promotion rates to the next level are high.

Students learning English for the first time can quickly build a platform in English language skills and successfully progress to more advanced classes. These classes deliver learning programmes that meet the National Standards approved by the New Zealand Qualifications Authority. The rich and varied English language programmes of these classes include the teaching of academic language skills that are the pathway to courses in higher education.

Here at Kingston we have a friendly staff who understand the difficulties and challenges facing new International students. We listen, give support and provide solutions. If you have read this brochure you have made the first step in moving your life and career to the next level. The second step is to come and talk to us. Then we can show you, how we can help to, make the next level, a reality.

**Ewen Stewart**

**Deputy Principal**

**Kingston Institute of Business & Technology**

1. New Zealand

Add a Maori Picture, All Black

**New Zealand – 살기 좋은나라**

Auckland is the biggest and most vibrant city in New Zealand. It is nestled in one of the world’s most breath-taking natural environments. “Modern city meets natural playground”, is a perfect description of what Auckland has to offer.

**High Quality Options for Study**

Auckland provides a wide range of primary, secondary and tertiary institutions offering quality courses, facilities and support.

New Zealand is internationally respected for having exceptionally high academic standards. Furthermore, Auckland hosts some of New Zealand’s leading institutions that are recognized worldwide!

Auckland is constantly ranked among the top cities in the world for students!

What’s more, the people of Auckland are friendly and welcoming, making it one of the most popular destinations in New Zealand.

**The Perfect Lifestyle**

Auckland is annually rated in the Mercer Quality of Living Survey as one of the top ten most liveable cities in the world! It offers a huge variety of activities, and is renowned for its cleanliness, infrastructure, people and climate.

Where else can you engage in adventurous activities such as, sailing, horse riding, hiking, surfing, and mountain biking within an hour of a modern city? Or enjoy stunning views of the harbour and the city at exquisite restaurants, coffee shops and bars? Or perhaps, marvel at the gorgeous city lights at night or enjoy the fresh air and beautiful weather during the day!

Whatever your lifestyle, Auckland is a city that perfectly caters to you and your needs.

**Boundless Career Opportunities**

Auckland is New Zealand’s largest city and the fastest growing. It is the domain for New Zealand’s financial and economic powerhouses, and the home of many businesses ranging from start-ups to internationally respected companies. Skilled people are in high demand and there are growing opportunities in many sectors.

**Exceptional Care for International Students**

Auckland is well known as a multicultural city. People from all over the world have made Auckland their home. This rich cultural mix makes the city an exciting place to live. The diversity of cultures is reflected in the wide range of restaurants, cafes and meeting places, in the opportunities to enjoy a lively music and arts scene and in the variety of cultural and sporting events.

Our international students say that the respect shown by the people of Auckland makes them feel very welcome. They also see different cultures, including their own celebrated at different times, for example in February there is a large Chinese lantern festival. This is only one of a number of cultural events that reflect the home life of different countries.

All schools prioritise the well-being of international students and consequently these students receive the highest level of care and great opportunities for learning.

1. About Us

**Kingston Institute of Business & Technology**

Kingston Institute of Business & Technology, formally known as Academic Business Training NZ, was founded in 1994. Since then, we have grown into a recognized institution with high quality courses, catering for the specific needs of international students.

Our motto is “Commitment – Innovation – Quality – Flair”. We incorporate this into every aspect of our teaching.

Our aim is to educate our students and assist them on their paths to further education or career employment. We take pride in our level of support, care and understanding and we provide our students with exceptional learning environments and high quality teaching.

At Kingston, we strive to maintain and extend our growth and success continuing to become one of New Zealand’s leading institutions for international students.

Kingston Institute of Business & Technology welcomes you to study with us in the heart of Auckland.

Kingston has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students as published by New Zealand Ministry of Education. Our students’ rights and welfare are crucial to our day to day operation.

Kingston Institute of Business & Technology welcomes you to study with us in New Zealand.

**5 Reasons to study English at Kingston Institute**

**(Link under ‘about us’)**

* **21 years of reputation**

Kingston was founded in 1994 and has grown into a recognized institution with high quality courses, catering for the specific needs of international students.

* **High quality Course**

All courses are accredited by NZQA and are designed by the professional Academic team. Kingston offers international students high quality and professional English courses that cater to each individual’s level of English proficiency. Our courses are designed to maximise learning and competency in English, whether the student is a new learner or wants to improve their skills.

* **Pathway for Further Education**

On completion of our English courses, many international students wish to pursue further study within New Zealand. Acknowledging the importance of this Kingston has developed partnerships with some of NZ’s leading institutions, such as Taylors College and Whitireia. By studying English with us, you are on the pathway to further education.

* **Professional Team**

Our Teaching team is experienced, professional and well equipped for teaching international students. High graduate achievement shows that we have high quality courses delivered by our academic team. They are friendly and passionate about English teaching. Don’t be scared of asking questions!

* **Friendly Support Staff**

We have a friendly student support team. They are easy to talk to. We offer native language support if you are not comfortable speaking in English. If you have any concerns either academic or personal, please feel free to meet one of our student support team!

We understand what international students need.

1. Courses ( Give the Course Fact Sheet for each level )

* New Zealand Certificate In English Language Level 1 Foundation
* New Zealand Certificate In English Language Level 1 Elementary
* New Zealand Certificate In English Language Level 2
* New Zealand Certificate In English Language Level 3
* New Zealand Certificate In English Language Level 4
* New Zealand Certificate In English Language Level 5

1. FAQ

**Frequently Asked Questions (FAQs)**

* I am an International Student interested in studying in New Zealand, What should I do?
* Why should I choose to study and live in New Zealand?
* Why should I consider choosing Kingston Institute?
* How much living expenses are expected for 3 months?
* How can I open the bank account in New Zealand?
* Can I have a holiday during my study?

**To help you gather the information you need about studying and living in Auckland, here are some of the most commonly asked questions and their answers.**

**Applying to study at Kingstion English School**  
Questions and answers about how and when to apply.

[**Fees and expenses**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-fees-and-expenses.html)  
Learn more about study costs and when they need to be paid.

[**Visas**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-visas.html)  
Find out about getting a student visa for New Zealand.

[**Accommodation**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-accommodation.html)  
Questions and answers about finding a place to live in Auckland.

[**General**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-general.html)  
Answers to general questions about the University.

**Applying to study at Kingston Institute**

1. [**How do I apply?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-applying-to-study-at-the-university-of-auckland.html#6bd4df94d2583671185ac1d34c4cc2fa)
2. **»**[**Is there an application fee?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-applying-to-study-at-the-university-of-auckland.html#19cc3b0c2122b6ddb7536385cebd3134)
3. **»**[**Who can certify my documents?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-applying-to-study-at-the-university-of-auckland.html#93be80bbee5d2adfd18ee0c3104d397c)
4. **What happens after I have applied for a place at Kingston English School?**
5. **»**[**Do I need to take the TOEFL or IELTS test for English language proficiency?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-applying-to-study-at-the-university-of-auckland.html#898a1bb12fc3dd1a0f1e6fbd9f0d5e75)

**Fees and Expenses**

1. [**What are my obligations regarding fees?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-fees-and-expenses.html#74fb23cff6c30451e47bc70d44bff271)
2. **»**[**Can I pay my fees in instalments?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-fees-and-expenses.html#6fb0d318177b037186d80cffcda4139d)
3. **»**[**I have paid my fees, but I have changed my mind about studying. Can I get a refund?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-fees-and-expenses.html#340a684400028dc8b8f0369a06db5b3f)
4. **»**[**When will I get my refund?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-fees-and-expenses.html#933a941efb9f651dcea936012224fb94)

**Visas**

1. **»**[**How can I obtain a student visa?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-visas.html#41a06c2eb63d9adafb529546e39e9d0a)
2. **»**[**How can I apply for a new student visa in New Zealand?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-visas.html#874c9ff75735cb0b99a51a477fd89685)

Accommodation

1. [**Where can I live while studying at Kingston English School?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-accommodation.html#a23ffd7b76bdcb4e2521780ceebcfad0)
2. **»**[**What do I do and where do I go when I arrive in Auckland?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-accommodation.html#7699bc4f45edd4263914ce1da34f619d)

General

1. **»**[**How can I obtain information about Kingston English School?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-general.html#927672229a9ff37b360d702788690afb)
2. **»**[**Can I study part-time at Kingston English School?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-general.html#e845a113975b8003be44a4f55d05285e)
3. **»**[**What teaching methods are used at Kingston English School?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-general.html#8e5685707b57847d991b320296280006)
4. **»**[**Can I apply for credit for studies I've already completed?**](https://www.auckland.ac.nz/en/for/international-students/is-frequently-asked-questions/is-general.html#c500b30bac9a3d0e60e8ed567750c662)
5. **What kind of Student Services that Kingston offer International Students?**
6. Contact Us

We are situated in the Auckland central and 5 minutes away from the Britomart Station, a convenient place for transport.

Phone : +64 9 282 3343

Physical Address : Level 1, 17 Albert Street, Auckland CBD, New Zealand

P.O. Box 106 – 598, Auckland City Postshop 1143

General Enquiry : [info@kingston.ac.nz](mailto:info@kingston.ac.nz)

1. Apply Now

( Or can we have the online application system??

If is so, we just explain the application process for both onshore and offshore students.

If it is not possible, we can use the procedure below;)

* 1. Please download an application form from our ‘Download’ Corner.
  2. Please Complete the form and submit it to international admission team. You can also email to [int.admission@kingston.ac.nz](mailto:int.admission@kingston.ac.nz) with the copy of your passport photo page and the valid visa page.
  3. After we access you application, we will be able to issue the Offer of Place and Tax Invoice.
  4. You can make the payment either cash, eftpos, online transfer or a bank cheque. Student must provide their own reference number when you make the payment.
  5. Once our Accountant team confirm your payment, we will be able to issue the official receipt and a welcome letter which will show the ‘Orientation’ schedule.
  6. All our students need to attend the orientation prior to their study, you will be asked to bring a passport with valid visa and medical insurance. If you do not have an insurance, we can arrange one for you. For more details, please see our ‘ Student Services’ Section.

1. Further Study Pathway

On completion of our English courses, many international students wish to pursue further study within New Zealand. Acknowledging the importance of this Kingston has developed partnerships with some of NZ’s leading institutions, such as Taylors College and Whitireia. By studying English with us, you are on the pathway to further education.

(Please put the link for the Taylors College Flyer and the Whitireia Agreement )

* + 1. Pathway to University Preparation
    2. Pathway to Employment ( Diploma Courses)

1. Study Tour

Kingston is approved to have international group students aged above 13 by Ministry of Education.

Kingston Institute is located within the centre of Auckland city. At Kingston, you will have a great opportunity to improve your English language skills and achieve your goals while having fun in Auckland City.

A Language School study tour guides students around Auckland and educates them about New Zealand culture and sophisticated English.

We welcome students into our school and place them in an appropriate class level for study during the first part of the day. The afternoons are then a time for fun activities. These are guided and supervised by our most talented staff and agents. Safety precautions are given the highest priority. Students are carefully informed about safety procedures and their safety is closely monitored. Students from ages thirteen and upwards can participate in a study tour and we promise this will be unforgettable, life changing – once in a life time – experience.

Educational activities outside the classroom vary, from the cultural and creative to the absolutely exhilarating, from the museum or art gallery to paint ball or laser tag.

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1. **Student Services**

•**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)

•**MEDICAL&TRAVEL INSURANCE**

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

If you are coming to New Zealand to **visit, study or work**, you should consider holding medical and comprehensive hospitalization insurance during your stay here, as certain visa holders are not covered by the publicly funded health services. To find out who is eligible for publicly funded health services in NZ, please refer to the [Ministry of Health](http://www.moh.govt.nz/eligibility)website at [www.moh.govt.nz](http://www.moh.govt.nz)

**Fee paying foreign students**must hold acceptable insurance as a condition of their visa from the period of their enrolment until the expiry of their student visa.   
An acceptable insurance policy is one which complies with the insurance requirements of the Code of Practice for the Pastoral Care of International Students and is acceptable to the student's education provider.

•**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)

**AIRPORT PICKUP**

A 24- hour airport pick-up service is available to all new international students. If a student is arriving in New Zealand for the first time, Kingston understands that arriving in a new country can be both exciting and a bit scary! That is why we offer an airport pick-up service for new visiting students. You will be informed of any additional costs by email once we have received your application. Tell us if you would like to request an airport pick-up service, and to book your flight to Auckland. Email us your flight schedule to Auckland (airline, flight number, date, and time of arrival). A friendly Kingston representative will be in the arrivals area to meet you. You won’t miss them !

**Student Counselling Service**

This service helps by:

* Assisting students to identify their academic values and goals, in relation to their capabilities, interests, and educational backgrounds.
* Clarifying pertinent information and discussing the options available to ensure students’ academic success
* Being accessible and available to students to respond to their questions and concerns
* Assisting students to independently monitor their progress toward achieving their educational and career goals.
* Providing buddies and coordinate orientation for students new to Kingston
* Providing individual and group counselling.
* Providing a program of workshop for students during the course.

**Career Advice Service**

KIBT Careers is your dedicated team within KIBT and is here to help you align your goals with a sustainable career pathway. The team of Career Advisors will help and guide you in your journey through KIBT.

**YOU WILL BE PROVIDED WITH FOLLOWING WORKSHOPS:**

* Cover letter and CV
* Interview skills

When both workshops have been completed you will receive a certificate of participation for each workshop from KIBT careers .These certificates mark your first documented achievement at KIBT and then you can move to all other KIBT career services.

**AFTER YOU HAVE YOUR CV AND COVER LETTER YOU ARE ELIGIBLE TO MAKE AN APPOINTMENT WITH THE KIBT CAREER ADVISOR FOR:**

* One on one assistance seeking employment service
* Assistance in understanding industry expectations and knowing the job vacancies available

**YOUR CAREER ADVISOR WILL PROVIDE SUPPORT FOR YOU TO TRANSITION INTO SUSTAINABLE EMPLOYMENT BY PROVIDING:**

* A CV and cover letter for the job hunt
* Job interview training and preparation
* Further study options

**Other Service**

* Our Student Support Team offers a one to one advisor to talk to you about how they can help you with any questions about living and studying in New Zealand.
* Kingston provides the opportunity for parents to interact with teachers and student support officers. Parents can know first-hand about the activities and the social culture of the school, both of which help parents understand what their children’s life is like. Our staff will email the student’s achievement to their parents regularly.

11&13 : Gallery & Video ( Can I log in to the website and upload them by myself later on?)

1. Homestay

**HOMESTAY ARRANGEMENT**

Most students choose Homestay family accommodation because it allows them to get to know a new culture and provides the best opportunity to practise the English language. Kingston aims to provide a homely atmosphere in a safe and secure environment for our international students. Homestays are valuable in providing students with insights into the Kiwi way of life and frequent practice in conversational English.

**Homestay Family Responsibilities**

Homestay families provide a separate fully furnished bedroom, with comfortable bed, wardrobe, drawers, desk, chair, reading light and heater for the international student. The Homestay family also provides breakfast and dinner each day through the week and three main meals on weekends. Living with a homestay family requires a kind of cooperation that sometimes involves some personal sacrifices. A student becomes like a member of the family, not a guest. As a result, families may have certain expectations of students such as participation in family activities, cleaning their rooms, keeping reasonable hours, communicating clearly with the family.



**Would you like to be a homestay host?**

Kingston Institute of Business and Technology (KIBT) is located at 17 Albert Street in Central Auckland. The campus is very close to the waterfront and upmarket shopping precincts.

The Institute has high quality well established English language programmers. Students can progress from beginner levels to more advanced courses. These provide pathways to tertiary study.

We are looking for home stay families to provide our students with a comfortable accommodation within a safe environment. We believed that becoming part of a family is probably the best way to learn about New Zealand’s language and culture. Home stay provides home comforts and the warmth and security of family life. The homestay environment also provides lots of opportunities for our students to practice English out of school with real people in real situations.

We also believe that hosting overseas students can enrich the lives of host families through an understanding of other cultures. Hosting a student is fantastic and valuable experience for any family. Experience shows many host families and students remain in close contact for the rest of their lives, attending family weddings and treating each other as part of the wider family they've become. Hosting is a great way for everyone in the family to pick up another language, develop relationship skills, levels of understanding and tolerance and gain insights into another culture.

If you are interested in getting this precious experience, don’t miss a chance to become Kingston Institute Homestay Family.



14. Download

* Kingston Brochure
* Application Form
* Application Form – Study tour
* Trial application form
* Agency Manual
* Code of Practice
* Student Handbook

15. Newsletter

16. Meet our teachers

Our Teaching team is experienced, professional and well equipped for teaching international students. High graduate achievement shows that we have high quality courses delivered by our academic team. They are friendly and passionate about English teaching. Don’t be scared of asking questions!

|  |  |
| --- | --- |
|  | Deputy Principal  Level 1 Teacher |
|  |  |
|  |  |
|  |  |
|  |  |

17. Kingston Calendar 2015

* Public Holiday 2015
* 2015 Academic Calendar
* 2015 Activity Calendar

**Public Holidays 2015**

|  | **Actual Date** | **Observed 2015**[**notes**](http://www.dol.govt.nz/er/holidaysandleave/publicholidays/publicholidaydates/current.asp#notes) |
| --- | --- | --- |
| **New Year's Day** | 1 January | Thursday 1 January |
| **Day after New Year's Day** | 2 January | Friday 2 January |
| **Waitangi Day** | 6 February | Friday 6 February |
| **Good Friday** | varies | Friday 3 April |
| **Easter Monday** | varies | Monday 6 April |
| **ANZAC Day** | 25 April | [Monday 27 April\*](http://www.dol.govt.nz/er/holidaysandleave/publicholidays/publicholidaydates/current.asp#mon) |
| **Queen's Birthday** | 1st Monday in June | Monday 1 June |
| **Labour Day** | 4th Monday in October | Monday 26 October |
| **Christmas Day** | 25 December | Friday 25 December |
| **Boxing Day** | 26 December | [Saturday 26 December **or** Monday 28 December](http://www.dol.govt.nz/er/holidaysandleave/publicholidays/publicholidaydates/current.asp#nyd) |

**2015 Academic Calendar**

Course Intakes - ??

**2015 Activity Calendar**

***Jul – September***

18. Free English

( Leave this content to one of our teachers? , it can be a useful expression in a real life situation or it can be an interesting English topic)

19. Successful Story – Student Achievement

**Successful Graduates**

|  |  |
| --- | --- |
| Yoyo came to New Zealand in 2013 and studied English at Kingston. As Kingston has an English language pathway to a foundation course, she studied on the foundation course for University preparation. Yoyo is planning to study a Bachelor of Business at AUT University.  **Yoyo –QU Yue Yue from CHINA** |  |
| Gabriella first came to New Zealand on a Kingston Study Tour. She decided to study English. Now she is back in New Zealand studying music at UNITEC. She loves New Zealand.  **Gabriella Enriquez from CHILE** |  |
|  | *“Hi everyone, my name is Michael and I am from France. I went to New Zealand to find a job. Before I got a job I chose Kingston to improve my English skills. I was very satisfied with the teaching quality and I loved making friends at Kingston. I loved my teacher and found the staff were very friendly. I will miss Kingston.”*  **Michael from France** |
|  | *“My name is Yuki. I improved my English at Kingston and got offered a place on the Diploma in Cookery course. My teacher helped me a lot with my writing skills. As I was the only Japanese student I had a good opportunity to speak English all the time. However, I did not feel lonely because I was well supported by all the staff and classmates”*  **Yuki from Japan** |

|  |  |
| --- | --- |
| *“Hi My name is Janika and I am from Finland. Kingston is a good place to improve your English skills. I enjoyed studying at Kingston as they organized interesting activities for students and I met many friends from different countries.”*  **Janika from Finland** |  |
|  | *“I enjoyed studying at Kingston and I will miss the staff there. I felt comfortable in the school and it was easy to talk with the staff. New Zealand is such a beautiful place to study and travel. I will miss New Zealand, my classmates and the staff I met at Kingston.”*  **Francisco from Chile** |
| *“Hi My name is Sunghyun and I have been in New Zealand for 2 years. The most memorable moment during my stay in Kingston was that I did a speech as a representative at Kingston’s 20th anniversary. My teacher helped me a lot to improve academic English skills. Thank you !”*  **Sunghyun from Korea** |  |
|  | *“My name is Akira and I am from Japan. I came to New Zealand with a lack of English skills. I progressed to the advanced level in a short period of time. I appreciate the teachers and the friendly support staff. I was able to improve my English and worked as a soccer coach. I met many friends from different countries at Kingston and this was a good opportunity to speak English all the time.”*  **Akira from Japan** |
| *“I came from Argentina and I met many good friends and staff at Kingston. I liked the friendly environment with a good mix of nationalities. It helped me learn about other cultures. I am now working in New Zealand. I got help from the student support staff to write a CV and interview tips as I was a new in New Zealand. Thank you !”*  **Ana from Argentina** |  |

20. Useful Links

* Immigration Website
* Public Trust
* Police Website
* Health and Safety
* CAB
* IRD
* Work and Income
* Phone
* Banking
* NZQA
* Event Finder
* DBH – Tenancy Problem