

## COURSE DIRECTORY INFORMATION

Please fill in this form and send it to:

**Regional Services Unit**  
**Skill New Zealand**  
PO Box 27-048  
Wellington  
New Zealand

Surname (family name):

Other names:

Current address:

Address in New Zealand (if known):

What month do you expect to arrive in New Zealand?  
(if applicable):

When do you want to start your tuition? (month):

In which area do you wish to do your tuition? (E.g. Auckland,  
Christchurch, Wellington)

First choice:

Second choice:

What is your first language?

What type of tuition do you prefer? [Please tick one option in  
each column]:

	First choice:	Second choice:
English for everyday use	<input type="checkbox"/>	<input type="checkbox"/>
English for business	<input type="checkbox"/>	<input type="checkbox"/>
English for study	<input type="checkbox"/>	<input type="checkbox"/>

Which option do you prefer? Day class  Evening class

Tuition fee paid to NZIS (GST inclusive) NZ\$

# ENGLISH LANGUAGE INFORMATION



New Zealand  
Immigration Service  
Te Ratonga Manene

This leaflet contains information about the pre-purchase of English language tuition (ESOL) for General Skills and Business categories. These changes apply to applications lodged on or after 30 November 1998. If you are applying for residence, you should read the information contained in this leaflet.

## PRE-PURCHASE OF ESOL TUITION

All principal applicants and non-principal applicants aged 16 years and over must continue to meet the specified standard of English language if applying under the General Skills and Business categories.

English language bonds do not apply to applications lodged on or after 30 November 1998. Instead, some applicants may pre-purchase English language tuition. After residence has been approved, applicants can access the English language tuition in New Zealand.

## GENERAL SKILLS CATEGORY

### Principal applicants

Principal applicants in the General Skills category must meet a minimum standard of English. Residence will be declined if the principal applicant does not meet the minimum standard of English. However, principal applicants may pre-purchase English language tuition and be approved if they:

- Have been working lawfully in New Zealand for the 12 months prior to the date the residence application is lodged; and
- Meet all other residence requirements for approval.

### Non-principal applicants

Non-principal applicants aged 16 years and over included in General Skills category applications may either show they meet a minimum standard of English or pre-purchase English language tuition.

## Minimum standard of English

Applicants in the General Skills category meet the minimum standard of English, if they provide:

- A certificate (no more than two years old) from the International English Language Testing System (IELTS), which shows a minimum band score of five on each of the four components of the IELTS General or Academic Module; or
- Evidence that they have an English-speaking background (acceptable evidence of English-speaking background is found on pages 2 and 3 of the *Guide to Applying for Residence in New Zealand*). However, the NZIS may still require applicants to provide an IELTS certificate subject to the same requirements above.

## ESOL pre-purchase

The amount of ESOL tuition that must be pre-purchased under the General Skills category is determined by the applicant's average IELTS score across all four bands, according to the table below. The charge to be paid includes the applicant's ESOL tuition entitlement and administration costs. If IELTS results are not submitted by an applicant, the maximum charge applies.

IELTS score (average)	Charge to be paid	ESOL entitlement
4.5 or more	NZ\$1,700	NZ\$1,500
4 or more but less than 4.5	NZ\$3,350	NZ\$3,000
3.5 or more but less than 4	NZ\$5,000	NZ\$4,500
Less than 3.5	NZ\$6,650	NZ\$6,000

## BUSINESS CATEGORIES

### Principal applicants and non-principal applicants

Both principal applicants and non-principal applicants aged 16 years and older in the Business categories may either show that they meet a minimum standard of English or pre-purchase ESOL training.

## Minimum standard of English

Applicants in the Business categories meet the minimum standard of English, if they provide:

- A certificate (no more than two years old) from the

International English Language Testing System, (IELTS), which shows a band score of four on each of the four components of the IELTS General or Academic Module; or

- Evidence that they have an English-speaking background (acceptable evidence of English-speaking background is found on pages 5 and 6 of the *Guide to Applying for Business Immigration to New Zealand*). However, NZIS may still require applicants to provide an IELTS certificate subject to the same requirements above.

### ESOL pre-purchase

The amount of ESOL tuition that must be pre-purchased under the Business categories is determined by the applicant's average IELTS score across all four bands, according to the table below. The charge to be paid includes the applicant's ESOL tuition entitlement and administration costs. If IELTS results are not submitted by an applicant, the maximum charge applies.

IELTS score (average)	Charge to be paid	ESOL entitlement
3.5 or more but less than 4	NZ\$1,700	NZ\$1,500
Less than 3.5	NZ\$3,350	NZ\$3,000

### PAYMENT DETAILS

ESOL tuition is pre-purchased from Skill New Zealand by paying the required charge to the NZIS. NZIS collects this charge on behalf of Skill New Zealand. The charge includes NZIS and Skill New Zealand administration costs.

If your application meets all other requirements for approval, you will be advised by the NZIS of the amount of ESOL tuition charge to be paid and that you have six months to pay.

### Failure to pre-purchase ESOL tuition

If you do not pay the required amount to NZIS within the specified time, your residence application may be declined.

### Limited period to use ESOL tuition

If you purchase ESOL tuition in New Zealand, you must

complete the tuition within three years from the date of payment. If you purchase ESOL tuition outside New Zealand, you must complete the tuition within three and a half years from the date of payment. ESOL tuition will not be available after these dates. **Refunds will not be given if ESOL tuition is not taken up.**

### REFUNDS OF ESOL TUITION MONEY

ESOL tuition money may be refunded only if the principal applicant and non-principal applicants do not take up residence in New Zealand. You must make your request in writing to your nearest NZIS branch. Requests made more than six months after the expiry of a residence visa will not be considered. If approved, refunds will be paid to the person who made the original payment. Before a refund is given, the NZIS must be satisfied that the principal and non-principal applicants:

- Have not taken up residence; and
- Do not hold valid residence visas or returning residents' visas.

### TAKING UP YOUR ESOL TUITION IN NEW ZEALAND

#### Skill New Zealand

Skill New Zealand is the government agency that is responsible for purchasing quality English language tuition for new migrants who have pre-purchased tuition.

#### The Agreement and Schedule

When your application for residence is approved in principle you will be given two copies of the Agreement and Schedule, to complete for each person undertaking the English language training. You will also be requested to submit the English language tuition fee(s) to the processing NZIS office. After completion, you should keep one copy of the Agreement and Schedule and return the other copy to the NZIS office with the tuition fee(s).

The Agreement explains the conditions for your tuition and Skill New Zealand's responsibilities. The Agreement has a schedule, showing some important information for Skill New Zealand and the organisation providing your English language tuition.

An Agreement and Schedule needs to be completed for each person entitled to English language tuition. Further copies of the Agreement and Schedule, if required, are available from NZIS.

#### Please keep your completed Agreement/Schedule and receipt of tuition fees in a safe place.

Whenever you enrol for English language tuition – please **take your passport, the Agreement and Schedule and your receipt of tuition fees with you.**

Also included in this leaflet is a Course Directory Information form. This form will help Skill New Zealand provide you with the range of tuition options best suited to your needs. Once you have filled in the form, mail it to:

*Regional Services Unit  
Skill New Zealand  
PO Box 27048  
Wellington  
New Zealand*

When Skill New Zealand receive the completed form, they will mail you information that will provide the following details about the tuition available:

- Names and types of organisation (e.g. polytechnic, university, private training establishment)
- Location of tuition
- Level of tuition
- Qualifications available
- Cost
- Duration
- Start dates
- Contact details for enrolment (names, telephone and fax numbers, e-mail addresses).

Once you arrive in New Zealand you can contact Skill New Zealand for further information by phoning 0800 ESOL NZ (0800 3765 69) or write to one of the offices listed below.

### Skill New Zealand - Pukenga Aotearoa - Regional Offices

#### NORTHLAND

Ground Floor  
Manaia House  
Rathbone Street  
PO Box 1541  
WHANGAREI  
Ph: 09 438-7500  
Fax: 09 438-4313

#### TAMAKI MAKAU

4th Floor, Shell House  
9 Hargreaves Street  
College Hill  
PO Box 5338  
Wellesley Street  
AUCKLAND  
Ph: 09 377 2620  
Fax: 09 373-2506

#### MANUKAU

Merial Building  
Ground Floor  
Cnr Putney & Osterley Way  
Manukau City Centre  
PO Box 76-328  
MANUKAU CITY  
Ph: 09 262-2100  
Fax: 09 262-2150

#### WAIKATO

4th Floor  
Deka Building  
Garden Place  
PO Box 19-213  
HAMILTON  
Ph: 07 838-1191  
Fax: 07 838-1190

#### BAY OF PLENTY

Level 7, Zen Centre  
1135 Arawa Street  
PO Box 541  
ROTORUA  
Ph: 07 349-2790  
Fax: 07 349-1076

#### EASTERN COAST

Level 1, 25 Bower Street  
PO Box 1069  
NAPIER  
Ph: 06 834-3172  
Fax: 06 834-3179

#### CENTRAL REGION

6th Floor  
State Insurance Building  
Gill Street  
PO Box 390  
NEW PLYMOUTH  
Ph: 06 758-5245  
Fax: 06 757-8467

#### WELLINGTON

3rd Floor, Ballantrae House  
192-194 Willis Street  
PO Box 27-486  
WELLINGTON  
Ph: 04 801-7273  
Fax: 04 382-9784

#### NELSON/ MARLBOROUGH/WEST COAST

2nd Floor, Trustbank  
Canterbury  
237 Trafalgar Street  
PO Box 851  
NELSON  
Ph: 03 546-8198  
Fax: 03 546-9070

#### CANTERBURY/ AORANGI

1st Floor  
Carter House  
231 High Street  
PO Box 22-345  
High Street  
CHRISTCHURCH  
Ph: 03 365-3041  
Fax: 03 365-3097

#### OTAGO/SOUTHLAND

4th Floor  
AMP Building  
Cnr Princes & Dowling Streets  
PO Box 625  
DUNEDIN  
Ph: 03 477-4684  
Fax: 03 479-0117