



# PROSPECTUS

## INTERNATIONAL STUDENTS

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## HAMILTON

Hamilton City is a fantastic place to live. It is New Zealand's largest inland city with a population of about 130,000 people. It is one of the fastest growing cities in New Zealand with a very youthful population – at least half of the people living here are under 30 years of age and we are home to over 80 ethnic groups.

The Waikato River, which runs through the region, is New Zealand's longest river. It flows for 16km through the city.

We are very fortunate to have a mild climate and moderate rainfall. We have long, warm summers of 80-25°, dropping to about 9° in winter. We are about an hour's drive from any number of great coastal areas. In the summer you can get to the beach in approximately 45 minutes and in winter you can be at fantastic ski resorts in approximately 2 hours.

Hamilton has a wide range of great parks and gardens, a lake in the centre of the city (take the time to walk the boardwalk – 45 minutes) and a stadium that seats 26,000 and is home to the Super 14 rugby team – The Waikato Chiefs. Hamilton also hosts the Field Days - the largest farming expo in New Zealand.



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VARDA exists to provide quality education and training for learners in a relevant and accessible learning environment. VARDA is accredited by the New Zealand Qualifications Authority under the provision of the Education Act 1989 to provide education and training.

## INTRODUCTION

The hairdressing industry is a fast moving and dynamic part of the fashion industry. Opportunities are everywhere as you move through each level of the New Zealand Qualification. From salon supporter to salon owner, from salon manager to tutor, from technician to cruise ships. How far do you want to go?

VARDA has been granted the New Zealand Hairdressing Industry Training Organisation “Best Practice Quality Mark” status. Your guarantee of quality assessment practices.

A number of diverse training options are available from entry level to advanced.

Students attend their practical training sessions in our commercially equipped on-site salon and have opportunities to take part in photographic shoots as well as internal and external competitions. Students also attend work experience, which gives them opportunities to see how things operate in different types of commercial salons.

VARDA’s highly trained and respected tutoring personnel really enjoy what they do. They love the ‘fashion and funk’ that hairdressing stands for, and are passionate about sharing their skills.

Working on “real people” – it’s the key to great hairdressing training. VARDA prides itself on ensuring students complete as much of their training on models and clients as is possible. Working on clients gives confidence to the student and validity to the training. Year after year VARDA’s graduates achieve high employment rates. We have excellent relationships with a large number of salons located both in our own region and further afield. VARDA’s programmes provide real skills for the workplace.

## CONDITIONS OF ENROLMENT

To study with VARDA you must provide the following evidence:

- A minimum of 3 (three) years secondary education. We do however reserve the right to assess candidates on an individual basis.
- Proof that you are aged 18 years and over.
- Verified achievement of IELTS 6.5 with an approved New Zealand or Australian provider. (5.5 for National Certificate in Hairdressing (Salon Support))
- Meet the New Zealand immigration requirements for studying in New Zealand. Upon completion of our pre-enrolment application we will provide successful applicants with an offer of training. You must have this to apply to New Zealand Immigration to study in New Zealand [www.immigration.govt.nz](http://www.immigration.govt.nz)
- A satisfactory character reference.
- Your goals. Why do you want to do this course?
- Where you are coming from. Are you currently enrolled with another education provider either in New Zealand or overseas?

### WHAT DO YOU DO NOW?

Complete the **Pre-enrolment Application Form** and attach all required evidence. VARDA will supply you with an **Offer of Place** to study with VARDA which you must take to the nearest:

- **New Zealand Immigration Service** branch or,
- **New Zealand Diplomatic or Consular Office** to lodge with your Student Visa application or Limited Purpose Visa application.

They will provide you with the **Guide for Studying in New Zealand** leaflet and an **Application to Study in New Zealand**.

## CODE OF PRACTICE

VARDA 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 New Zealand Ministry of Education website [www.minedu.govt.nz/international](http://www.minedu.govt.nz/international)

## 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 the website [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 cost of treatment. Full details on entitlement 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 & TRAVEL INSURANCE

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

Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more

**We can provide you with information and applications for insurance from a reputable New Zealand insurance company for this purpose.**

**You must produce evidence of your medical and travel insurance on arrival to VARDA.**

**We will keep a record of the cover that each student has on file.**

# MEDICAL & TRAVEL INSURANCE POLICY

## Rationale

VARDA has developed a Medical & Travel Insurance Policy

- To ensure the safety and well-being of the students studying at VARDA.
- To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2003) (The Code of Practice).

## Policy Requirements Advice

- All students are required to have appropriate and current medical and travel insurance for the duration of their planned study as specified in the Code of Practice.
- The education provider shall advise all prospective students of the standard wording as set out in the Code of Practice and provide information on the education provider's medical and travel insurance requirements.
- Students purchasing insurance through a New Zealand insurer should purchase insurance cover at the time of fee payment and before they leave their home country.
- Where insurance is provided from a New Zealand company policy details should be provided in the student's first language where possible.
- In the case of overseas policy providers students must provide VARDA with the policy details in English before the payment of fees to VARDA.

## Verification of Policies

### Code of Practice requirement

#### Section 7.4

When enrolling international students, signatories must ensure that international students have appropriate and current medical and travel insurance for the duration of their planned period of study.

Verification of policies will be undertaken prior to enrolment.

As part of the verification process VARDA shall ensure that:

- The insurer/re-insurer is a reputable and established company with substantial experience in the travel insurance business and has a credit rating no lower than A from Standard and Poor's, or B+ from A M Best.
- The insurer is able to provide emergency 24-hour, 7 day per week cover.
- Students have a 'certificate of currency' and policy wording from the insurance company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc.

Where a student is not in possession of an appropriate and current medical and travel insurance policy VARDA undertakes to:

- Advise the student of the medical and travel insurance requirement
- Provide the student with a default policy which meets the requirements of the code of Practice Guidelines. The cost of the insurance will be met by the student.

### Recording of Policy Details

For each student VARDA shall record the:

- **Name of the insurer**
- **Policy number**
- **Policy start and end dates**

### Policy Renewals

For each student prior to the expiry of their medical and travel insurance policy VARDA shall issue a written reminder to the student advising that policy renew must be completed.

## ENROLMENT PROCEDURE

Once a proposed programme of study has been selected a **Pre-enrolment Application Form** must be completed. Remember to attach evidence of your qualifications. Send this to VARDA. When you receive an **Offer of Training** from us you must pay your fees as soon as possible to retain your enrolment position. Use your **Offer of Place** letter and **Receipt of Fees Paid** to apply for a student visa at your nearest New Zealand High Commission/Embassy. You must ensure that your travel arrangements and accommodation have been forwarded to VARDA.

Student enquires by mail, email, internet or in person



VARDA will send or give international information to student



Student returns Application Form with evidence of qualifications  
VARDA decision of acceptance:

Offer of Training sent.

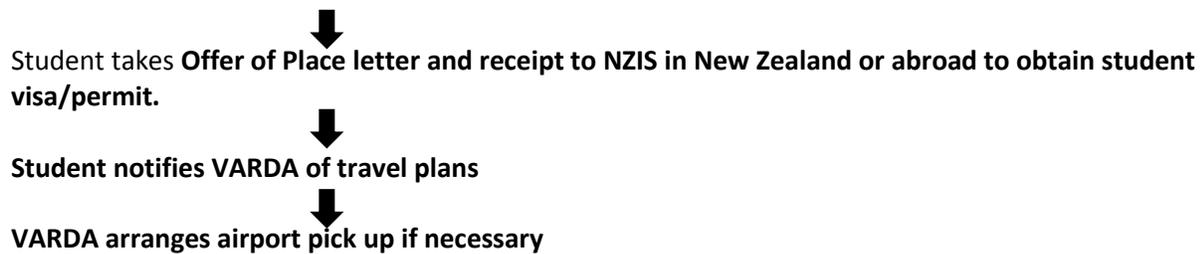


Student pays fees.

*Note: Students from China, Pakistan, India and Vietnam apply to nearest New Zealand High Commission or Embassy for Approval in Principle before paying fees*



VARDA sends receipt and enrolment information to student



## CHANGES TO YOUR CONTACT DETAILS

You must advise VARDA of any changes to your contact details (in your home country and in New Zealand), type of accommodation and residential address as soon as reasonably practical.

## PROGRAMMES

### National Certificate in Hairdressing (Salon Support) Foundation

This intensive 40 week programme will equip learners with the knowledge and skills required in all foundation aspects of hairdressing.

Assessments of unit standards Levels 1 and 2 will take place. Most training days are half practical and half theory. As time goes on the majority of practical work will be completed on clients and/or models.

### HAIRDRESSING KITS – FOUNDATION

Mannequin and clamp	Silver hood dryer
Long sectioning clips x 12	Denman brush
Radial brush large	Radial brush small
Radial brush extra small	Postiche brush
Cushion brush	Vent brush
Cutting combs x 2	Foiling comb
Prong comb	Tail comb x 2
Basin comb x 2	Water bottle
Bobby pins tub	Cutting cape
Stylist apron	Hair ties
Gloves x 4	Blow dryer and diffuser
Professional styling iron	Highlighting cap x 1 rubber x 1 plastic
Tool kit case	VARDA stylist tops/t-shirts x 3

COURSE	SALON SUPPORT		LEVEL	CREDIT
101	2866	Shampoo hair and scalp	3	4
102	25077	Mould and scale hair	2	2
103	2869	Apply treatments to hair and scalp	2	2
104	25790	Select, maintain and demonstrate safe handling of hairdressing equipment and hand held tools	3	4
105	25792	Dress long hair into elementary styles	3	8
106	2871	Set hair for elementary styles	3	10
107	2874	Select and apply non-oxidative hair colour	2	3
108	25789	Apply oxidative colouring products to and remove them from hair and scalp	2	5
109	25791	Demonstrate knowledge of the neutralizing process and its effect on the hair shaft	2	3
110	21939	Demonstrate knowledge of fashion trends in relation to hairstyling	1	3
111	9953	Provide client service and care in a hairdressing salon	2	4
112	25794	Hair products	3	5
113	20929	Demonstrate safe and professional practice in the salon environment	3	6
114	25439	Demonstrate knowledge of sustainability concepts for a salon	2	2
115	25438	Apply knowledge of services and workflow in the salon environment	3	6
116	25436	Display products in the salon environment	2	3
117	25435	Create appointment systems and maintain appointment systems and records in the salon environment	3	5
118	6402	Provide first aid for life threatening conditions	2	1

## CERTIFICATE IN FOUNDATION HAIR SKILLS

This programme is recognised within New Zealand. The hairdressing industry is a fast moving and dynamic part of the fashion industry. Opportunities are everywhere as you move through each level of the New Zealand Qualification. From salon supporter to salon owner, from salon manager to tutor, from technician to working on cruise ships. How far do you want to go?

The Certificate in Foundation Hair Skills is a programme of study that will equip learners with the knowledge and skills required of a Level 3 hairstylist.

Unit standards instructed and assessed during this programme are Level 2 and 3 of the National Certificate in Hairdressing (Professional Stylist). In addition, learners are instructed on many aspects of basic hairdressing as required by an employer.

This study programme delivers content and assessment opportunities at Level 1, 2 and 3 towards the National Certificate in Hairdressing (Professional Stylist).

### WHAT WILL YOU LEARN?

Focus is on elementary salon skills, styling, colour, fashion trends.

Learners are expected to take part in work experience of at least two full weeks. This encourages putting into practice the skills learnt in a more commercial environment. Employment opportunities and contacts for future job seeking are all part of a good work experience placement.

Our fully equipped salon enables you to gain confidence as you interact with other trainees and 'real' clients. Your tool kit is put into action on the first day as you commence your training on mannequins and move on to clients/models.

Develop your creativity by taking part in our internal and external competitions. Join in the fun of our theme days and attend our creative workshops. Successful completion of this programme could enable you to move into an apprenticeship or the VARDA Graduate Hair Skills programme of study.

### HAIRDRESSING KITS

Mannequin and clamp	Silver hood dryer	Long sectioning clips x 12
Denman brush	Radial brush large	Radial brush small
Radial brush extra small	Postiche brush	Cushion brush
Vent brush	Cutting combs x 2	Foiling comb
Prong comb	Tail comb x 2	Basin comb x 2
Water bottle	Bobby pins tub	Cutting cape
Stylist apron	Hair ties	Gloves x 4
Blow dryer and diffuser	Professional styling iron	Tool kit case
Highlighting cap x 1 rubber x 1 plastic	VARDA stylist tops/t-shirts x 3	

COURSE			FOUNDATION HAIR SKILLS	
			LEVEL	CREDIT
101	2866	Shampoo hair and scalp	3	4
102	25077	Mould and scale hair	2	2
103	2869	Apply treatments to hair and scalp	2	2
104	25790	Select, maintain and demonstrate safe handling of hairdressing equipment and hand held tools	3	4
105	25792	Dress long hair into elementary styles	3	8
106	2871	Set hair for elementary styles	3	10
107	2874	Select and apply non-oxidative hair colour	2	3
108	25789	Apply oxidative colouring products to and remove them from hair and scalp	2	5
109	25791	Demonstrate knowledge of the neutralizing process and its effect on the hair shaft	2	3
110	21939	Demonstrate knowledge of fashion trends in relation to hairstyling	1	3
111	9953	Provide client service and care in a hairdressing salon	2	4
112	25794	Hair products	3	5
113	20929	Demonstrate safe and professional practice in the salon environment	3	6
114	25439	Demonstrate knowledge of sustainability concepts for a salon	2	2
115	25438	Apply knowledge of services and workflow in the salon environment	3	6
116	25436	Display products in the salon environment	2	3
117	25435	Create appointment systems and maintain appointment systems and records in the salon environment	3	5
118	6402	Provide first aid for life threatening conditions	2	1
201	2870	Blow dry hair into elementary styles	3	10
202	25076	Pincurl hair	2	3
203	2879	Blow dry hair into complex styles	3	10
204	2873	Demonstrate knowledge of hairdressing trichology	2	8
205	19793	Highlight and/or lowlight hair using elementary techniques	2	5
206	2891	Demonstrate knowledge of the history of hair	2	5
207	2882	Demonstrate knowledge of conditions of the hair and scalp	3	4

## CERTIFICATE IN GRADUATE HAIR SKILLS

This programme is recognised within New Zealand. This intensive 37 week programme will equip learners with the knowledge and skills required in all advanced aspects of hairdressing. Assessments of unit standards Levels 3 and 4 will take place. Most training days are a full day of practical, both on manikins and clients, with theory sessions each week. As time goes on, the majority of practical work will be completed on clients and/or models.

It is a condition of enrolment for all students to have all Level 1 and 2 unit standards in the New Zealand National Certificate of Hairdressing.

People attending this programme of study have successfully completed, as a minimum, all Level 1 and 2 unit standards in the National Certificate in Hairdressing – Strand – Practice. Applicants from within our training site must successfully complete their initial study programme/s, including meeting attendance requirements prior to commencement. Applicants from other training providers must provide evidence of their unit standard achievement.

Unit standards instructed and assessed during this programme at Level 3 and 4 of the National Certificate in Hairdressing.

By completing this training programme you can shorten the time it takes to become qualified by up to a year. As long as you achieve every unit standard there will be no need to become an apprentice. On completion of this programme you will need to be working in a salon for approximately six months and build up your clients to 25 a week. When you have achieved this, an industry assessor will assess you on your in-salon assessment and your six hour practical assessment.

Grow your artistic side with experience on clients. Show your flair by helping out with shows. Compete in competitions, be involved in fun days and become a really commercial stylist.

### HAIRDRESSING KIT

All enrolled students on the Advanced Hair Skills course receive an extension equipment kit. Tools and equipment are subject to availability from our supplier. Should an item not be available it will be replaced with an item of equal value. Kits contain the following:

Scissor kit – containing thinning scissors, scissors, razor and blades	
Clipper and attachment	Cutting profiles and strips
Mannequin and clamp	Silver hood dryer
Long sectioning clips x 12	Denman brush
Radial brush large	Radial brush small
Radial brush extra small	Postiche brush
Cushion brush	Vent brush

Cutting combs x 2  
 Prong comb  
 Basin comb x 2  
 Bobby pins tub  
 Stylist apron  
 Gloves x 4  
 Professional styling iron  
 Tool kit case

Foiling comb  
 Tail comb x 2  
 Water bottle  
 Cutting cape  
 Hair ties  
 Blow dryer and diffuser  
 Highlighting cap x 1 rubber x 1 plastic  
 VARDA stylist tops/t-shirts x 3

COURSE		GRADUATE HAIR SKILLS		LEVEL	CREDIT
1	2890	Straighten hair permanently		4	12
2	2885	Cut hair with a razor		3	20
3	19791	Select and apply midway hair colour		3	6
4	19792	Select and apply permanent hair colour		4	8
5	12313	Highlight hair using a weaving technique		4	9
6	2878	Analyse and select corrective treatments for the hair and scalp		3	2
7	25078	Fingerwave hair		3	5
8	25437	Demonstrate and apply knowledge of the basic accounting concepts, banking and payment procedures in the salon environment		3	5
9	2755	Undertake in-depth consultation with a client to determine hairdressing services and analyse hair and scalp conditions		4	20
10	2877	Demonstrate knowledge of additives and remove aniline derivate tint from hair		4	8
11	2888	Counteract unwanted colour reflects in hair		4	4
12	25793	Dress long hair into complex styles		3	10
13	2880	Set hair for complex styles		3	10
14	2887	Demonstrate knowledge of relaxing a permanent wave		3	1
<b>Optional 15</b>					
	2889	Bleach and tone hair		4	20
	2884	Cut the hair into foundation forms		3	35
	2892	Permanently wave hair		3	12

## NEW ZEALAND HAIRDRESSING QUALIFICATIONS

**National Certificate in Salon Support.** This forms part of the course content of Foundation Hair Skills.

**National Certificate in Hairdressing – Professional Stylist.** Learners must achieve all unit standards. Levels 1-5. Level 1-4 can be completed at VARDA. Level 5 which covers two unit standards – an in-salon assessment which gives evidence that the learner is commercial (completing at least 25 clients a week) and a 6 hour practical assessment. Once a learner has completed all units Level 1-5, they are qualified.

It is generally accepted that a learner can complete this National Certificate in 3 years, depending on full time training achievements, the motivation of the learner and the salon employed in. Learners gain employment under a training agreement (apprenticeship) will complete any remaining unit standards as an off job trainee with the Hairdressing Industry Training Organisation. If a learner chooses to complete all of Level 1-4 in full time training, they do not have to become an apprentice to complete their Level 5 units.

The decision to complete all or part of the Level 1-4 unit standards with this provider is a personal one, based on employment options and personal circumstances. This is why we have our programmes separated. Learners have the option to make this decision at the end of the Foundation Hair skills or Introduction to Hairdressing programmes. Entry into our Graduate Hair Skills programme is subject to current course requirements being met.

## ACADEMIC & ENGLISH PROFICIENCY

VARDA must be satisfied on reasonable grounds that prospective international students have the level of English, oral and written competency and prior learning necessary for them to participate effectively in their chosen programme of study.

**You must provide evidence that you have achieved IELTS 6.5 (5.5 for Foundation Skills) with a recognised New Zealand or Australian provider.**

If we have offered a place to you to study at VARDA while you were still overseas (not in New Zealand) where the testing of your academic and English proficiencies are based on off-shore testing, your course placement is subject to on-shore (New Zealand) testing.

You will be provisionally accepted to enrol and when you arrive in New Zealand you will be required to complete a proficiency test with a recognised New Zealand provider to ensure you have the necessary competencies to complete the programme of study with a reasonable chance of success.

Should it be found that you do not have the level of English required to complete your programme with a reasonable chance of success, you will be directed to a bridging programme to gain the necessary skills prior to commencing your programme.

## **BRIDGING PROGRAMMES**

Should you need to complete an English Language Bridging Programme prior to commencing your enrolment, we will direct you to a local New Zealand Qualifications Authority Accredited Provider.

## **RECOGNITION OF PRIOR LEARNING & CURRENT COMPETENCY**

Credit transfer is a process whereby credit already achieved is recognised towards a new qualification. This may occur between providers and/or qualifications developers and individuals or as a structured agreement between two or more organisations or providers. The key focus of credit transfer decisions will be on the benefit for learners and supporting effective learning pathways. We have processes in place to recognise your prior learning and/or current competency. If you have achieved unit standard credits with another provider, or you believe you have relevant current skills that could be transferred into unit standards offered by this organisation, please discuss this with the main office.

## **STUDENT FEE PROTECTION**

VARDA (Waikato School of Hairdressing Ltd) has signed a Deed Agreement with the Public Trust. Fee paying students are required to sign a Student Fee Trust Account application form which authorises payment of their student fees to the Trustee to establish a Student Fee Trust Account. This will protect the student's fees in the unlikely event that the course that they are enrolled in ceases to be offered due to circumstances beyond the student's control such as insolvency, regulatory or voluntary closure of the organisation/withdrawal of accreditation.

Following the termination date, any Trust assets remaining in a student fee trust account shall be applied as follows: Any amount owing to VARDA that has fallen due, prior to the termination date, but have not been paid, then (a) to the loan provider to repay any outstanding Student Loan, (b) to the relevant student (c) to an alternative provider if of benefit to the relevant student and in accordance with the Master Deed.

The Public Trust has signed a Master Deed with the New Zealand Qualifications Authority. The deed sets out the trusts, powers, terms and conditions that will govern each student fee Trust Account. A copy of the governing documents is available for viewing from VARDA.

## WHEN DO MY FEES GET PAID THROUGH MY FEE PROTECTION TRUSTEE?

When you pay your fees to VARDA (Waikato School of Hairdressing Ltd), VARDA will immediately set up a Trust Account for you. You will be required to sign this application form. Your fees will be sent on to the Public Trust, who will place them in your Trust Account.

If you are paying by cheque, please make this out to **Public Trust Waikato School of Hairdressing Ltd**. If you are paying by other means, e.g. credit card, VARDA (Waikato School of Hairdressing Ltd) will transfer your fees to your Trust Account.

## RECOGNITION OF UNIT STANDARDS

The unit standards that you achieve while in training with us are recognised by the New Zealand Hairdressing Industry Training Organisation, the New Zealand Qualifications Authority and other providers.

Please ensure you keep your VARDA Record of Credit Achievement in a safe place.

## FACILITIES, EQUIPMENT & STAFFING

We are centrally located in the heart of Hamilton City, just down from the main bus depot. Our modern premises offer fully equipped classrooms where our professional staff will take you through the steps of interactive learning, ensuring diverse forms of teaching mediums are used to target each learner's specific learning style. Students enjoy learning by doing and our on-site salon will provide you with 'real' people and clients to practice your new skills on.

There is a student staff room for your use. Our training salon is large, open and modern. The salon is fitted out with designated areas for client/models and mannequin stations. We have eight shampoo basins and a separate demonstration/practice room. There are five classrooms. All equipment not provided in tool kits is catered for in the salon. We have retail facilities for a combination of stock lines. The salon is fully equipped with all necessary products and flows together enabling beginner and advanced students to interact. The staff room and some car parking is available for use.

Our staff are all highly trained, fully New Zealand qualified commercial hairdressers with a wealth of knowledge and enthusiasm. All hairdressing staff are registered tutor assessors with the New Zealand Hairdressing Industry Training Organisation. Our staff are all highly trained in their areas of speciality. Our hairdressing staff stay commercial by completing hours in salons. They attend courses as well as the

World Hair Expo. This ensures VARDA's tutors are current with the latest fashions and techniques. Some tutors have qualifications in make-up which complements the hairdressing training. All staff hold relevant tutoring qualifications which are a requirement of all new staff.

The Director is on the New Zealand Hairdressing ITO Qualifications Advisory Committee. Support staff are available to ensure you have every chance of success!

## ORIENTATION

VARDA will provide you with an orientation programme relevant to your needs. This may include such things as:

- Advice on living environments and what students can expect from their accommodation
- Routine activities of daily living
- Surrounding rural or urban environment
- Banking information and how to open a bank account
- Information about cultural, recreational and sporting activities
- Transport arrangements including an escorted visit to the bus depot
- Hamilton City street maps
- Student rights
- How to make a complaint (the Trainers Internal Grievance Procedures and the International Education Appeal Authority)
- How to access support
- Management of finances
- Culturally appropriate behaviour in New Zealand
- Health and medical treatment
- 'Keeping Safe' information
- 24-hour contact name and number for use in case of emergency
- Management of emergency situations including emergency numbers
- Airport pickups and transfers to your accommodation if required (\$80.00)
- Driving laws and licensing in New Zealand
- Road traffic safety including pedestrian and cycling
- Student staff room
- Visit to other providers of study/training for international students
- Local points of interest, shopping centres, entertainment, sporting facilities, medical centres, dentists etc.
- First day pick up and transfer to the training premises if required

## SUPPORT SERVICES

Access will be available to a learning assistance tutor where appropriate.

A staff member will be allocated to you to support you as you settle into training. They will help you orientate yourself to Hamilton City and provide you with access to any support and welfare services you may need.

VARDA holds an extensive list of available support services. These can be found on the information stand by the noticeboard and in your Induction Handbook.

## CHANGES IN YOUR PERSONAL CIRCUMSTANCES

Upon enrolment and during the enrolment period, you are required to notify us of any change in your contact details, accommodation type, residential address and immigration status.

## ACCOMMODATION

VARDA does not offer an accommodation service to international students as it does not enrol any international students under the age of 18 years.

### ACCOMMODATION AVAILABLE IN HAMILTON

VARDA has *not* assessed the following accommodation. To complete the Accommodation Application and secure your accommodation, you must deal directly with the accommodation provider.

#### HOSTELS

##### Brookfield Student Accommodation

63 Day Street  
Hamilton East

Phone | +64 7 856 9700

Cost | \$110-200 per week

##### Hamilton YWCA Hostel

Cnr Clarence & Pembroke Streets  
Hamilton Central

Phone | +64 7 838 2219

Cost | \$100-200 per week

##### Longview Taurima Student Christian Hostel

17 Cameron Road  
Hamilton

Phone | +64 7 856 3462

Cost | \$180-280 per week

#### FLATTING

Rentals range from \$250-500 per month

#### GENERAL EXPENSES

Figures are approximate based on weekly costs

Power \$20.00

Phone \$20-\$50

Food \$30-50

Transport \$20-\$50

Detailed accommodation information brochures and application forms and/or information are available from VARDA's office. Speak to Brent or Debbie. There is generally accommodation available in at least one of the above hostels. However, if you are requiring accommodation it is very important that you apply for it well in advance of your course start date.

## **ATTENDANCE, ACADEMIC REQUIREMENTS, BEHAVIOUR & CIRCUMSTANCES IN WHICH TUITION CAN BE TERMINATED**

- (a) You must adhere to all the rules related to attendance requirements outlined in the **Welcome to VARDA** handbook.
- (b) If you do not meet the minimum attendance requirements (80%) without permission of the Director/Principal, disciplinary procedures will follow.
- (c) You will be withdrawn after two weeks of non-attendance. Attendance does not affect the registering of credits. All students will receive a printout of their credit achievement.  
To receive VARDA's Certificate of Successful Course Completion, you must meet the minimum attendance requirements.  
Students must produce a Doctors Certificate after two days absence for sickness.
- (d) Unsatisfactory attendance can result in cancellation of a student visa.
- (e) You are expected to attend all classes and must achieve the academic requirements of your programme.
- (f) You are expected to behave in a responsible manner at VARDA. If your behaviour is unsatisfactory to the school or to other students, disciplinary procedure resulting in dismissal or instant dismissal may follow. In this event we regret that no tuition fees can be refunded.

Unsatisfactory behaviour is:

- Not meeting attendance requirements
- Deliberate harm to VARDA property
- Theft
- Under the influence of non-prescription drugs and/or alcohol
- Deliberate abuse of VARDA's Health & Safety Policy
- Behaving in a manner that causes harm to others
- In all other un-appropriate matters of behaviour, disciplinary procedures will be followed.

**If tuition is terminated or the student ceases to attend NZIS will be notified.**

## CANCELLATIONS, WITHDRAWALS & REFUNDS

- (a) Any fee paying student who wishes to withdraw from their course or programme of study, must notify the Director in writing prior to the end of the eighth day of training. This will ensure they receive a full refund, minus 10% of \$500.00 (whichever is the lesser) of any fees paid. VARDA will notify the Public Trust that the student has met the requirements of the Withdrawal and Refund Policy. The Trustees will pay the balance of the Student Fee Trust Account in the following order: (a) the amount required to repay the relevant student loan (if applicable) to the loan provider, (b) the balance of the student fee trust account to the student.

Students who wish to withdraw from their course of study after this time are liable for all tuition fees.

- (b) Cancellation after the eighth day of your course: No other fees can be refunded. Non-refundable pre-enrolment processing fees still apply.

Before making a refund, we will require evidence that you have changed your visa status or confirmed arrangements that you are returning to your home country. All accompanying documents (all originals) must be provided within 3 days of the initial refund request.

- (c) International students whose visa is declined must return all registration documents together with the original letter declining the visa application.
- (d) VARDA reserves the right to cancel a course at any time up till 7 days prior to the course commencement date (e.g. due to insufficient numbers). Students will receive a full refund.
- (e) VARDA reserves the right to cancel a course at any time between the start and finish dates of a course. Following the termination date, any Tuition Fees remaining in a student fee trust account shall be applied as follows: Any amount owing to VARDA (Waikato School of Hairdressing Ltd) that has fallen due prior to the termination date, but have not been paid then (a) to the loan provider to repay any outstanding Student Loan, (b) to the relevant student, (c) to an alternative provider if or benefit to the relevant student and in accordance with the Master Deed.

## COMPLAINTS PROCEDURE

Full details are outlined in the VARDA Student Induction Handbook. Any complain or dispute arising out of or in connection with the programme you have enrolled in shall be dealt with in the following manner.

- (a) The issue is to be discussed with your tutor.
- (b) If unresolved, discuss the issue with the Director and bring a support person with you.
- (c) If you are still not happy that the dispute has been resolved appropriately, you have the right to then refer the grievance to the International Education Appeal Authority.

Providing that you have exhausted all internal grievance procedure avenues before contacting the IEAA is always wise.

### IEAA

Tribunals Unit  
Level 1, 86 Custom House Quay  
Private Bag 32001  
Panama Street  
Wellington

Phone | +64 4 462 6660  
Fax | +64 4 462 6686  
Email | [ieaa@justice.govt.nz](mailto:ieaa@justice.govt.nz)  
Web | [www.minedu.govt.nz](http://www.minedu.govt.nz)

## THE QUALITY COMMISSION

VARDA has agreed to observe and be bound by the rules of the NZAPEP Quality Commission. Copies of the NZAPEP Code of Practice are available on request from the office of the New Zealand Association of Private Education Providers or from the Associations website at [www.nzapep.co.nz](http://www.nzapep.co.nz) from the Quality Commissioner, [commissioner@qualitycommission.co.nz](mailto:commissioner@qualitycommission.co.nz) or 0508 COMMISSION or from the participating provider.