



GAPYear Experience

ADVENTURE LEADER Programme

Prospectus for International Students

2017



About Horizons Unlimited

Based in Christchurch New Zealand, Horizons Unlimited is a leading training and development company specialising in youth development, outdoor education and outdoor safety management services. For more information visit: www.horizons.co.nz

Horizons Unlimited is registered under the New Zealand Qualifications Authority (NZQA) as a Private Training Establishment and is a Category 1 Provider. www.nzqa.govt.nz

Horizon's holds '[Adventure Mark](#)' – New Zealand's Outdoor Safety Accreditation.

Horizons Office: Unit 21/ 32 Settlers Crescent

Ferrymead

Christchurch

Phone: +64 3 384 0384

Email: info@horizons.co.nz

Postal Address: PO Box 19940

Christchurch 8241

Contents

About Horizons Unlimited	2
Contents.....	3
Programme Information	5
Course fees.....	8
Staff and Facilities	9
Accommodation.....	10
Equipment.....	12
Visas	13
Insurance.....	14
Pastoral Care of International students.....	17
Application and enrolment	18
Appendix 1.GAP Year Programme Itinerary.	20
Appendix 2. Employment opportunities.....	22
Appendix 3 Enrolment Terms and Conditions	23

Adventure Leadership Programme/ GAPYear Experience

As part of a structured gap year, the Horizons Adventure Leadership programme is a 12-week training course over 13 weeks that focuses on developing leadership skills through participating in adventure activities.

Visit www.gapyear.org.nz

This course involves a range of outdoor activities, leadership skills and the development of interpersonal skills. This is a full-time 12 week programme and will provide students with the skills and knowledge required for employment or further training in the Adventure Recreation Industry sector. The theoretical and practical skills taught in this qualification reflect the diverse range of skills required to work in the sector.

The programme is designed for school leavers and others wanting to take a structured 'time – out', learn career skills and expand their leadership experience.

Programme Aims / Objectives

The programme will allow students to:

- Gain skills and knowledge that are directly relevant to working or further training in the Adventure Industry sector.
- Demonstrate knowledge and skills to standards recognised by the industry sector as appropriate.
- Develop work habits and practice appropriate for further training and employment in the Adventure Industry sector.

Certificates Achieved

Certificate in Risk Management, Outdoor First Aid Certificate, Ropes Course Facilitators Certificate, and NZOIA Leader certificate (optional)

Programme Length: 12 weeks over 13 weeks (1 week break in the middle). Four days per week – Monday to Thursday.

Programme dates:

Spring 2017: 11th September – 1st December 2017

Summer 2018: 6th February – 4th May 2018

Credit Value: NZQA 23 credits

Programme Content

The Adventure Leader Programme includes training in the following pursuits:

- Overnight camping
- Risk Management
- Adventure based learning – including working with clients.
- High Ropes Course training – including working with clients.
- Rock Climbing
- Tramping – including navigation, river crossing and an expedition
- Outdoor First Aid
- Kayak skills
- Leadership skills
- Abseiling – with clients
- Sea Kayak journey

Sample itinerary/timetable is in Appendix 1

Entry Requirements

To be accepted you will need to demonstrate to us:

- Be over 18 years old at the start of the course.
- Hold a current basic first aid certificate
- Keen interest in having an adventure.
- Ability to work with others and suitability for employment instructing others in adventure activity
- Reasonable level of fitness - must have participated in a minimum of 10 sessions of recreational activity (1 hour minimum) in the past year
- Confidence in water and ability to swim 25m
- Reasonable level of spoken English – we will conduct our interview in English.
Students must possess sufficient English language skills to complete the programme.
If English is not your first language then we will ask that you to pass an online English test or provide an IELTS test result (score of 5) or TOEFEL equivalent.

Employment Pathways:

At the successful completion of this programme, students will have the required competencies to function effectively at initial levels within the adventure recreation or education sector. We assist our students in finding work – see appendix 2 for work options.

The various employment positions a graduating student could be expected to undertake could include the following:

- Adventure Education Instructor - entry level
- Camp Counsellor in American Summer Camps

- Adventure Based Learning Facilitator
- Adventure Tourism Outdoor Guide - entry level
- Appendix 2 – Shows Current job opportunities

Satisfactory Completion Criteria

For students to be considered to have satisfactorily completed this programme, and be eligible for award of the qualification “Horizons Unlimited Certificate in Adventure Leadership” they must have:

- Attended for not less than 80% of the timetabled class hours and activities.
- Completed all scheduled course work requirements and assessments.
- Successfully completed all assessment requirements.

Course fees

The 2016 cost for the GAPYear Experience for International Students is NZ\$6850.00

*All payments are administered by the Public Trust – Fee Protect Scheme. See appendix 3 International student’s enrolment terms and conditions.

The course fee covers all tutoring/instruction, course workbooks, on course travel to locations around Canterbury, accommodation while away from Christchurch and specialist outdoor equipment such as rock climbing and kayaking equipment.

Other expenses

Accommodation is not included in the course cost - an indication of the cost of accommodation options are on the next section.

You will also need to transport yourself to class each day – so pay for bus (approx. NZ \$25 per week) or bicycle. We provide transport for all longer and out of city trips.

You will need to provide food each day for yourself (the cost of this would depend on your living arrangements. Groceries for one person for a week would be between NZ\$80 -\$100) and while on course trips.

You will also need to provide camping gas/fuel while on trips (approx NZ\$15 for the course) Horizons will provide the camp stoves/cookers & pots etc.

We provide course workbooks but stationary is not included.

If you wish to become a member of NZOIA there is a students discounted membership rate of \$50

Staff and Facilities

Staff involved in the Adventure Leader Programme, and your first point of contact are:

Horizons Unlimited Manager: Hilary Cave:

mobile: 021 904 381

email: hilary@horizons.co.nz

Horizons Unlimited has an office and gear shed in the suburb of Ferrymead, this is our [home base](#) and often we meet there before heading out for the day. At other times we will meet in classrooms, parks, schools, lakes or rivers within the city. We do not have a traditional “campus” with libraries and computer rooms. Students will be informed on a daily basis where to meet on the following day.

Accommodation

The course is based in Christchurch, New Zealand and includes numerous camping trips into the spectacular South Island back country. Students are required to organise their own accommodation in Christchurch while studying.

Christchurch has a good bus system. A bicycle could be useful.

Here are some options to assist you finding accommodation in Christchurch. Please inform us of the address and contact details of your accommodation before you arrive in New Zealand.

The Horizons Office is in the suburb of Ferrymead. Often we meet here to go to course locations around the city. Nearby suburbs are Linwood, Woolston, Heathcote, Opawa or Waltham.

Homestay with ex - GAPYear parents

Horizon's has a network of parents of our past GAPYear students in Christchurch, often they have an empty bedroom and miss having a young person to fill it! We are able to put you in touch with one of these families. This would typically include meals, internet and fully furnished rooms. Prices would vary depending on what was included but anything from \$200 - \$250. We would arrange for the host family to be in touch with you to discuss the cost and expectations etc.

Contact info@horizons.co.nz

Homestay/Private Board - University of Canterbury

This is a service organised by the University of Canterbury. You pay an application fee (NZ \$330) and they organise a homestay for you.

Living in a homestay means you live with a New Zealand family in their home and are treated as one of the family. Homestays are available throughout Christchurch in a variety of homes offering a wide range of living situations. Due to current high demand for accommodation, students should expect to use a bike or bus to travel to course (Christchurch is very flat and also has a Metro bus service).

This type of accommodation is suitable for individual students and sometimes couples, not students with families. The weekly fee of NZ\$250 provides: a fully furnished room, three meals a day bathroom and laundry, power, phone and internet.

For more information on this option click here www.canterbury.ac.nz

YMCA

www.ymcachch.org.nz

The YMCA is a popular choice for young people studying in Christchurch. The YMCA have either single or twin share rooms – ranging from \$210 - \$280. An initial deposit of \$560 is required. The rooms do not include meals. Kitchen, laundry, single bed and desk are provided.

Contact the Accommodation Manager accom@ymca.org.nz

Flatting (shared accommodation with others)

'Flatting' is shared housing where you can choose to live with others. A good place to find a flat is [Trade Me](#) website.

This will be a great way to meet locals and get involved with Kiwi Culture. Students will be best to organise their own flat so they can find one that best meets their individual requirements. If you are looking at this option it is best to organize this once you have arrived in Christchurch and can visit the house and meet the other people.

Other homestay options

There are many homestay options where students can live with local families. Typically this arrangement includes meals, internet and fully furnished rooms and pricing ranges from \$200 - \$300 per week.

Students would need to organise their own homestay so they can select hosts who appeal!

Check out the following options:

www.homestaybooking.com

www.homestayweb.com

www.studentlinks.co.nz


Please Note: Horizons has not personally visited and assessed the suitability of each of the accommodation options above.

Cost of living in New Zealand


Estimates of the cost of living in New Zealand can be found [here](#)

Equipment

You will need to bring warm layers of polypro or wool, a rain proof jacket, sturdy hiking boots, a backpack and sleeping bag suitable for overnight trips, compass, and emergency whistle.

Equipment marked with an * can be borrowed from Horizons. Sturdy hiking boots  may be hired in Christchurch from [Camp n Tramp](#) for \$25NZD per week. (boots required for one week only).

Required Items		
	Quantity	You Have
Equipment:		
Tramping Pack – large enough for overnight field trips (65+ litres)*	1	
Pack Liner – plastic (large sturdy rubbish bag can work too)*	1	
Day Pack – Good size to fit equipment for the day (approx 30L)	1	
Sleeping Bag – Good Quality (0 degC or colder)*	1	
Sleeping Mat – Closed cell foam mat / Thermarest*	1	
Emergency Whistle [‘pea-less’ whistle]	1	

Footwear:		
Sturdy Tramping (Hiking) Boots – comfortable with ankle support 	1	
Running Shoes	1	
Shoes or sandals to wear kayaking or in the water	1	

Clothing:		
Waterproof Raincoat – must be good quality	1	
Waterproof Over trousers/Leggings	1	
Polar Fleece Top/Woolen Jersey*	1	
Polypro thermal long sleeved top*	2	
Polypro thermal bottoms (long johns)*	2	
Polar Fleece Pants and/or Tracksuit Bottoms*	1	
Woolen or Fleece Beanie*	1	
Sunhat	1	
Mittens or Gloves (woollen or polypro)	1	
Woolen Socks	2-3+	
Shorts	1+	
Togs (Bathing Suit)	1	

Other:		
Torch (Flashlight) + spare batteries. Head torch is good.	1	
Drink Bottle 1 litre.	1	
Knife, Fork and Spoon	1 set	
Large Dished Plate & Mug - (hard plastic is best)	1	
Sunblock + lipbalm	1	
Notebook and pens		
Personal Medication (Asthma Inhalers / Hayfever Tablets/ Allergy Meds etc)		

Desired Items		
Polar Fleece/down or synthetic fill vest	1	
Tent [2-3 person tent]*	1	
Cooker*	1	
Billies (Cooking Pots)*	1 or 2	
Compass – with base plate and dial eg ‘Silva’ *	1	
Light Rain Jacket / Windbreaker	1	
Wetsuit (Steamer or similar)	1	
Personal Outdoor Equipment – climbing shoes, harness etc.		
Sunglasses	1	
Zip Lock Bags – large pack		
Camera – for all those memories!!		

Visas

There is no need to apply for student visa (as this course is under 3 months long). This course can be completed while in New Zealand on a visitors or working holiday visa. We recommend a working holiday visa if you are from an eligible country and wish to stay in New Zealand and work once your course has finished.

IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available can be viewed on their website at www.immigration.govt.nz.

It is your responsibility to obtain and maintain the appropriate visas whilst in New Zealand. The visa needs to be valid until the end of the course.

As part of the enrolment procedure Horizons Unlimited will request to see and copy the visa page of your passport.

Insurance

Horizons Unlimited requires all international students to have travel insurance for the entire period of their time in New Zealand and while you are on our Adventure Leader Programme. We will require a copy of your insurance policy in English.

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.health.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.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while in New Zealand. NB: Students must provide evidence of appropriate and current medical and travel insurance. This insurance must cover the full length of time spent in New Zealand. An overseas Insurance policy will only be accepted if it is accompanied with an English translation. Horizons will keep a record of the Insurance Policy number and the type of cover provided.

We will need to see your policy, proof of purchase and the dates of the policy before we can confirm your position on the programme.

Your insurance must cover you for the following activities:

- Rock climbing
- Abseiling
- High Ropes Courses
- Tramping
- Kayaking (flat water and sea kayak)
- Working with children

Start of cover:

The policy should:

- Commence the minute you leave home for the airport on your way to New Zealand
- Apply while in transit
- Apply while you are in New Zealand
- Cover you for any trips to other countries during the period of study
- Cover you for any holidays back to your home country during the period of study.

Particular things your policy should cover:

1. High sums insured and medical benefits

“Sums insured” is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim.

Medical benefits generally range from general practitioner visits and prescriptions through to major hospitalisation (both public and private), optical cover, and emergency dental cover.

It is preferable that no excess is applied to medical claims.

2. Emergency evacuation/repatriation

Repatriation represents the cost of getting the student home. Your policy must cover this.

3. Accompanying relative cover

If an overseas student in New Zealand becomes seriously ill or dies, the policy should pay for parents to fly to New Zealand on the first available flight. The day-to-day accommodation and reasonable living costs in New Zealand for the parents should be met, as should the cost of their airfares home.

4. Personal effects

Insurance should cover students' personal effects, including items like expensive musical instruments, laptop computers, and sporting equipment.

Limits should be realistic but able to be increased to represent the actual value of particular items.

5. Personal liability cover

This benefit applies when a student causes accidental damage to property at an education provider or homestay (e.g. breaking expensive laboratory equipment, spilling paint on the carpet).

While persons affected could claim on their insurance, their insurance company should be provided with details of the student's insurance to recover costs from the student's insurer.

6. Desirable additional policy components

Loss of fees due to unforeseen events that are insured and unrecoverable from any other source. For example:

- a) The student is ill, injured, or deceased in New Zealand, and unable to complete a course
- b) Travel delay occurs en route to New Zealand
- c) A relative becomes critically ill, injured, or dies in the student's home country.

7. Mental illness

Signatories may wish to investigate insurance that covers mental health.

8. Continuation option

It is prudent to ask if a continuation is available for on-going treatment for the period when the student has returned home until the policy has expired.

Examples of policies with appropriate cover for students:

Southern Cross travel - International Students Policy www.scti.co.nz

Or Student care insurance www.studentcareinsurance.com

The estimated cost for the above insurance packages for three months is approximately NZD\$95.

Pastoral Care of International students

The staff member responsible for the pastoral care of international students is the Adventure Leader Programme - Lead Tutor. All International students will have contact with this tutor prior to arriving in New Zealand, be in contact prior to the start and on a weekly (if not daily!) throughout of the programme This person is also responsible for supporting international students with accommodation queries.

Code of Practice

Horizons Unlimited Ltd (Horizons) 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 Horizons or from the New Zealand Qualifications Authority www.nzqa.govt.nz

When students from other countries come to study in New Zealand it is important that those students are well informed, safe, and properly caed for. The Code of Practice for the pastoral care of International Students sets standards for educational providers that:

The Code sets standards for education 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 student grievances

Application and enrolment

Application Process

To apply for a place on the Adventure Leadership Programme - GAPYEAR Experience you need to:

1. Complete the attached Horizons Unlimited, GAPYEAR "Application Form"
2. Attach a covering letter that includes:
 - a) Which programme you are applying for:
 - Spring
 - Summer.
 - b) Contact details (name, email addresses and phone numbers) for two referees. If you are a school leaver, one of these should be from your school. If you are a mature student, one should be from an employer.
3. Add copies of your CV.
4. Post it all to: GAPYEAR Experience
HORIZONS UNLIMITED
PO Box 19 940
Christchurch

OR email it to info@horizons.co.nz

For more information call us: 03 384 0384 or email:info@horizons.co.nz

5. We will acknowledge receiving your application by phone and/or e-mail.

After you have applied:

1. We will arrange an interview with you (this can be by skype).
2. We will contact at least one of your referees.
3. We then advise you of the outcome of your application.

If Accepted – We will offer you a place on the programme and send you an Enrolment Package.

Please Note

Students transferring to this programme from another course in New Zealand will be required to inform immigration New Zealand of their intention to change course and ensure they have the correct visa .

See appendix 3 for Enrolment Terms and Conditions.

Application Form

Adventure Leadership Programme / GAPYear Experience



Personal Details	Family Name					
	Given Names					
	Preferred Name					
	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	___ / ___ / ____	Age	
	Home Address			Phone		
				Mobile		
				Email		
Current school or employment						

Education	What was your last year at secondary school?											
	What is the name of the last secondary school you attended?											
	NCEA1 / Year 11		Year	Year 12		Year	NCEA 3 / Year 13		Year			
	Subject	Credits		Subject	Credits		Subject	Credits				
First Aid Certificate						Expiry Date						
Other Education												
Year	Institution			Programme/Course			Pass/Fail					

Work	Briefly outline your work experience (include part time and voluntary work)											

Hobbies	List your recreational activities and sporting involvement											
	Activity			Approx # of hrs in last 12 mnths.			Activity			Approx # of hrs in last 12 mnths.		

Health	Do you have any injuries, disabilities or medical conditions?						Yes <input type="checkbox"/>	No <input type="checkbox"/>	If 'yes' provide detail below			

Program	Which programme are you applying for?											
	Spring:2017											
	Summer:2018											

Signature: _____ Date: ___ / ___ / ____

Appendix 1.GAP Year Programme Itinerary.

		Activity	Location
Week 1	Monday	Introduction day	Christchurch
	Tuesday	Ropes course experience day	Ropes Course - Christchurch
	Wednesday	Overnight camp, cave, and abseil.	Craieburn Conservation Area
	Thursday	Overnight camp, hike and initiatives.	Craieburn Conservation Area
Week 2	Monday	Risk Management	Christchurch
	Tuesday	Leadership skills 2	Christchurch
	Wednesday	Navigation	Victoria park – Port Hills, Christchurch.
	Thursday	River crossing and tramp prep	Waimakariri River, Christchurch
Week 3	Monday	Hike	Arthurs Pass National Park
	Tuesday	Hike	Arthurs Pass National Park
	Wednesday	Hike	Arthurs Pass National Park
	Thursday	Hike	Arthurs Pass National Park
Week 4	Monday	Rock climbing	Christchurch
	Tuesday	Rock Climbing	Christchurch
	Wednesday	Kayaking skills	Christchurch
	Thursday	Kayaking Skills	Christchurch
Week 5	Monday	Adventure based learning initiatives – work experience	Local primary school Christchurch
	Tuesday	Adventure based learning initiatives – work experience	Local primary school Christchurch
	Wednesday	Outdoor First Aid- emergency management in the outdoors	Mt Thomas - Canterbury
	Thursday	Outdoor First Aid- emergency management in the outdoors	Mt Thomas - Canterbury
Week 6	Monday	Rock Climbing	Christchurch
	Tuesday	Work Experience preparation day.	Christchurch
	Wednesday	Adventure based learning initiatives – work experience	Local primary school Christchurch
	Thursday	Adventure based learning initiatives – work experience	Local primary school Christchurch
Week 7	Monday	Leadership skills 3	Christchurch
	Tuesday	Rock climbing	Christchurch
Week 8	Wednesday	Adventure Race	Canterbury
	Thursday	Adventure Race	Canterbury
Week 9	Monday	Leadership skills 4	Christchurch
	Tuesday	Ropes course training	High Ropes Course - Christchurch
	Wednesday	Ropes course training	High Ropes Course - Christchurch
	Thursday	Ropes course training	High Ropes Course - Christchurch
Week 10	Monday	Ropes course work experience Prep day	High Ropes Course - Christchurch
	Tuesday	Ropes course work experience	High Ropes Course - Christchurch
	Wednesday	Ropes course work experience	High Ropes Course - Christchurch
	Thursday	Ropes course work experience	High Ropes Course - Christchurch
Week 11	Monday	Abseil skills	Abseil tower – Canterbury
	Tuesday	Abseil skills	Abseil tower – Canterbury

	Wednesday	Camp work experience preparation	Christchurch
	Thursday	Camp work experience preparation	Christchurch
Week 12	Monday	Camp work experience	Christchurch
	Tuesday	Camp work experience	Christchurch
	Wednesday	Sea kayak preparation	Lyttleton Harbour
	Thursday	Rock Climbing	Christchurch
	Sunday	Sea kayak adventure	Marlborough Sounds
Week 12	Monday	Sea kayak adventure	Marlborough Sounds
	Tuesday	Sea kayak adventure	Marlborough Sounds
	Wednesday	Sea kayak adventure	Marlborough Sounds
	Thursday	Sea kayak adventure	Marlborough Sounds
	Friday	Graduation- celebrate	Christchurch

Please note: Every effort will be made to keep to this itinerary. The sequence, timing and exact location of these activities may alter due to weather conditions and resource availability.

Appendix 2. Employment opportunities

All employment opportunities are subject to employer requirements and processes. Horizon's makes a big effort to give students the correct information and assistance in preparing their applications and for their interviews. Current job opportunities include: (This is a guide only).

Option	YMCA (Wainui)	Living Springs	Cave Guiding	Activity Hanmer	Wanaka Kayaks
Contract length:	Sept – Dec, Jan-June, Sept- June	Oct- Nov, Feb-April	Sept – May (or possibly all year)	Sept – Dec, Feb- April	Dec – Feb
Location:	YMCA Wainui	Allandale, Lyttleton	Waitomo Caves King Country	Hanmer Springs	Lake Wanaka
Type of Work:	Camp Instructor	Camp Instructor	Junior Cave Guide preferable	Guiding/ instructing	Guiding/ Instructing
Accom + Food:	Accommodation & Food included while onsite. Use of YMCA facilities & equipment, vehicle	Accommodation & Food included while onsite. Use of equipment included	Food allowance when working. No accommodation provided (plenty available)	Accommodation and food not included. Local Back packers rates \$30 per night	Accommodation yet to be confirmed. Food not included
Earnings:	Volunteer Position \$100NZD weekly	Paid Position \$400 weekly	Paid Position \$15.00 per hour	Yet to be confirmed	Yet to be confirmed

Job opportunities out of New Zealand. You will need to find your own airfare and insurance. Accommodation and food is covered while you are working. In 2016 students are paying / earning: (Prices are a guide only).

Option	Summer Camp (USA)	American Paradise Camp (Vietnam)	Treasure Island (HK)
Contract	3 months (June – Aug)	3 months (June - Aug)	6 months (June – Dec) or 3 months (Sept – Dec)
Airfares	NZ\$2400	NZ\$1800	NZ\$2000
Application Fee	NZ\$850	-	-
-Insurance	Medical and flight insurance included in application fee	NZ\$900	NZ\$900
Visa	NZ\$160	US\$45	Paid for
Accom + Food	Provided on camp	Provided on camp	Provided on programme
Earnings:	US\$1550 - \$1750 (depending on age, skills & experience) based off a 10 week contract.	US\$180/ week	HK\$3500/month+ HK\$2300 bonus + airfares reimbursed upon completion of 6 month contract (50% of above for 3 months).

Appendix 3 Enrolment Terms and Conditions

Enrolment

1. The service that you, the student, purchase is the right to attend specified Horizons Unlimited Ltd (Horizons) courses. This service is provided in full upon formal enrolment.
2. Once you have been offered a place on a Horizons course, signing the enrolment form means that you have accepted your place and have committed to pay the course fees.
3. Your enrolment as a student in any course at Horizons remains provisional until you have completed all necessary enrolment procedures. These include:
 - a. Receipt by Horizons of a current Enrolment Form completed, dated and signed by you, the student.
 - b. Acceptance by Horizons of your enrolment in the course.
 - c. Payment in full of all fees and charges for the course.
4. Acceptance of your request to enrol will not be given if you still owe course fees and charges from a previous enrolment.
5. Horizons reserve the right to decline a request for enrolment with good cause.
6. You must hold a Workplace First Aid certificate, valid until at least December 2017.

Course Fees

7. A notice detailing course fees, payment details and terms and conditions will be sent to you.
8. The course fees published by Horizons include application costs, tuition costs, workbook (not textbook), and stationery and resource costs. NZQA credit loading and certificate fees are not included.
9. Course fees are established annually. In the event of any discrepancy between advertisements, brochures, letters or other communication, the course fee as set out in the course fees notice will prevail.
10. You become liable for all Horizons fees and charges when you attend the course. This liability for all fees and charges is not reduced in any way if you do not attend all of the course sessions.
11. Attendance (without formal enrolment) at any Horizons course will be deemed to be your acceptance of the liability for all fees and charges associated with the course, and you will be invoiced for such fees plus an invoicing charge.
12. Should you fail to pay any fee(s) by the due date then you shall pay all costs and expenses whatsoever (including legal costs and debt collection agent fees) which

may be incurred in the recovery or attempted recovery of the overdue amounts from you. Under these circumstances Horizons may give to, or obtain from, any third party information about your personal or commercial credit arrangements.

13. Where applicable, any additional external examination or registration fees must be paid to Horizons by the date specified. If not paid by the specified date, the responsibility lies with you, the student, to pay such fees directly to the examining body.

International Students Course Fees

14. The International Adventure Leader Programme is a 12 week course and is open to all nationalities that can gain the relevant visa through New Zealand Immigration. International Course fees for 2016 are NZ\$6850.00 Horizons comply with the Education Act 1989's requirements regarding the protection of student course fees:
 - a. All student fees (for courses of 12 weeks or longer) are deposited in the Student Fees Trust Account protected and managed by Public Trust, a Government Owned Entity which is New Zealand's largest trustee organisation.
 - b. Funds held in this trust account can only be released after the student has been at Horizons for 7 days and with the Trustees permission.
 - c. In the unlikely event that Horizons withdraws a course or closes students should consult the Public Trust (www.publictrust.co.nz) or the New Zealand Qualifications Authority (www.nzqa.govt.nz).
15. In the unlikely event that Horizons withdraws a course or closes, students should consult Points 16 - 27 of this document.

Withdrawal from Course

16. Students wishing to withdraw from a course are advised to discuss this with their tutor to try and resolve any issues which may be affecting their decision.
17. If a student decides to withdraw, then the Withdrawal Form (available from Horizons office) needs to be filled out, signed and dated and give a detailed reason for withdrawal.
18. The effective date of withdrawal will be the date on which Horizons receives your written advice, not your last day of attendance. The student is liable for all fees until the withdrawal has been completed.
19. Withdrawal after the last withdrawal date from a course which has formal assessment will result in an appropriate academic result being recorded. The last withdrawal date being 75% of course completed.

Refund of Fees

20. Any request for refund of fees associated with formal withdrawal from a course (as specified in 16 – 19 above) must be made in writing.
21. External examination fees will be refunded in full if a withdrawal is advised before the specified payment date. Application for refund of examination fees after that date must be made directly to the appropriate examining body.
22. Approved refunds will be made by cheque to the party making the original payment, and will be mailed to the last officially recorded address within six weeks of receipt of the complete refund application.
23. The formula for calculating a refund for international students on courses 5 weeks to three months long is:
 - a. Prior to commencement of study

Full tuition fees will be refunded, less an administration cost of 10% of the fees or \$500 (whichever is the lesser).

- b. Withdrawal within the first five days of study

A student will be entitled to a full refund of fees, less 25% of the fees as long as they withdraw from the course within five days of starting the course.

- c. After five days

No refunds will be made to a student who wishes to withdraw after the first five days of starting the course.

24. The only exceptions, as required by the Education Act, are if Horizons either withdraws a course or closes. Whereby students will have the option of taking another course offered by Horizons, or receiving a refund (minus the time studied).

The following table outlines refund entitlements:

Withdrawal	Refund	Academic Results
Before start of course	90% (or full less \$500)	Not applicable
Within first 5 days of course	75%	Not Applicable
After 6 th day, but before 75% of course completed	Nil	Withdrawal recorded
After 75% of course completed	Nil	Failure to complete qualification

Alteration or Cancellation of Courses

25. Horizons reserve the right to alter any aspect of any course at any time. Where days, dates or times are altered, Horizons undertakes to attempt to contact all enrolled students either at their stated address or contact number to inform them of such changes.
26. Horizons reserve the right to cancel courses if insufficient students apply or students do not meet the entry criteria.
27. A full refund will automatically be given for courses which are cancelled by Horizons Unlimited or do not start because of insufficient enrolments.
28. Fees paid will be refunded in full to the person or organisation which paid originally.