



## PROPOSAL

### 4 WEEK GENERAL ENGLISH PROGRAMME

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## National Taichung University of Science and Technology

**For Study: July 2018**

**Attention: Joy Tsai**

**Prepared:** 21 March 2018 (MH)

**Valid until:** 30 March 2018

**Proposal agreement deadline:** 30 March 2018

**Student application deadline:** 6 April 2018

**Payment deadline:** 4 May 2018

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# Auckland, New Zealand

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With a population of around 1.5 million, Auckland is New Zealand's largest city and economic centre. Auckland's location next to two harbours means students will enjoy living in a large, cosmopolitan city yet will still be close to beautiful beaches, nature walks and peaceful islands. With great cafes, restaurants and bars, excellent theatres, galleries and museums, great shopping and colourful Pacific and Asian cultural influences, Auckland has been ranked 3rd out of 230 world cities for quality of life according to the Mercer Consulting Quality of Living Survey 2017.



## The University of Auckland

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Established in 1883, the University of Auckland is ranked in the top 100 universities in the world (QS World University Rankings 2017). It is an international centre of learning and academic excellence, providing an exciting and stimulating environment for over 42,000 students. University of Auckland graduates have internationally recognised qualifications, and a reputation for being open-minded, real-world thinkers who are highly regarded by employers around the world.

## English Language Academy

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The English Language Academy (ELA) is part of the University of Auckland and is located on the university's city campus in Auckland. The ELA provides a wide range of high-quality English language programmes for international students. Programmes include direct-entry pathway programmes for students who are interested in pursuing undergraduate and postgraduate degrees at the University of Auckland as well as specialist English language teacher training courses and general English courses. The ELA is an accredited IELTS and PTE-Academic test centre, as well as a Cambridge TKT and CELTA training centre. The ELA employs experienced teachers with degrees and TESOL qualifications, who are all dedicated to helping students reach their goals. ELA teachers use a communicative language teaching approach, where interaction and communication are the main aims of study. Lessons involve active learning through pair and group work, in which teachers facilitate communication and provide students with every opportunity to practice their language skills.

# General English

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General English will help students to improve their ability to communicate in English in social and work situations and can act as a bridge to other ELA courses. General English focuses on the development of communication skills with a balance of speaking, listening, reading and writing tasks. Students will learn through class activities, individual, pair and small group work.

General English includes elective classes, which allow students to tailor their course to meet their learning goals, as they can choose an elective class to focus on a particular subject or skills. The elective classes are dependent on level and student demand.

## Course length

Flexible; minimum enrolment of 3 weeks

## Class hours per week

20 hours

## Levels

Elementary (CEFR level A1)

Pre-Intermediate (CEFR level A2)

Intermediate (CEFR level B1)

Upper Intermediate (CEFR level B2)

Advanced (CEFR level C1)



## Entry requirements:

- All students are required to undertake a placement test to ascertain their level of English language ability. Where possible, we request that students take the written component under test conditions in their home university or organisation. Upon arrival at the ELA, all students will do the speaking and listening components of the placement test. This test is used to ensure that all students are placed in the correct level.
- Please note that we do not run classes for students at Starter/Beginner level. Students who do not meet the minimum entry standard in the ELA Placement Test will not be admitted to the programme and will be given a refund.

# Schedule

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**Morning Session:** 8.15 – 10.15am & 10.30 – 12.30pm (20 hours) **OR**

**Afternoon Session:** 1 – 3pm & 3.15 – 5.15pm (20 hours).

Students will be placed in either the Morning Session or Afternoon Session depending on their level of English. Please note some students in the group may have classes in the morning and some students may be in the afternoon. All students receive 20 hours of tuition per week, which is made up of two hours of core classes and two hours of elective classes per day. Students choose their elective classes upon arrival at the ELA.

Week	Day	Schedule
1	Saturday or Sunday	Arrive in Auckland and transfer direct to accommodation
	Monday	Orientation (starts at 8.30am)
	Tuesday – Friday	General English (Morning or Afternoon Session)
2	Monday – Friday	General English (Morning or Afternoon Session)
3	Monday – Friday	General English (Morning or Afternoon Session)
4	Monday – Friday	General English (Morning or Afternoon Session)
	Saturday or Sunday	Transfer from accommodation to Auckland Airport

## 2018 Closure Dates and Public Holidays

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ELA reopens	<b>8 January 2018</b>
Auckland Anniversary	<b>29 January 2018</b>
Waitangi Day	<b>6 February 2018</b>
Good Friday	<b>30 March 2018</b>
Easter Monday	<b>2 April 2018</b>
ANZAC Day	<b>25 April 2018</b>
Staff Development Day (ELA closed)	<b>2 May 2018</b>
Queen's Birthday	<b>4 June 2018</b>
Labour Day	<b>22 October 2018</b>
Staff Development Day (ELA closed)	<b>31 October 2018</b>
Last day of teaching	<b>21 December 2018</b>
ELA reopens	<b>7 January 2019</b>

# Optional Activities

Optional afternoon or weekend excursions are available and can be booked in advance and included in the quotation. Please note that the ELA may need to change the date of any activities if the weather is unsuitable.

## Auckland Museum with Māori Cultural Experience

Just a short distance from ELA is the Auckland Museum where you can experience a Māori cultural show. You will enjoy a warm, vibrant and entertaining glimpse of Māori culture and get to see the world-famous haka before exploring the internationally acclaimed Auckland War Memorial Museum.



## Farewell Meal

To celebrate the completion of their programme, students enjoy a buffet lunch together at the Sky Tower or a set menu at Spotted Pig restaurant.



## Day Trip: Hobbiton Movie Set Tour

Travel south to the beautiful Waikato region to visit Hobbiton and discover the real Middle-earth on picturesque private farmland. You can visit the Hobbiton movie set from *The Lord of the Rings* and *The Hobbit* film trilogies in a fascinating tour. An ELA chaperone and lunch are provided.



## Day Trip: Kayaking on Waiheke Island

Take in the gorgeous views of the Hauraki Gulf islands on the ferry to Waiheke. Explore the island by kayak, play games and have a BBQ lunch on the beach.



## Day Trip: Beach Horse-riding and Cultural Activities

Horse ride on the beautiful Pakiri beach, followed by lunch and a show at Sheep World. Then visit the famous Honey Centre at Warkworth to see New Zealand's largest display of live bees and a huge range of honey products. An ELA chaperone and lunch are provided.



## Weekend Trip: Rotorua and Waitomo 1 night / 2 days

Travel to Rotorua, a city is known for its geothermal activity, geysers and hot mud pools. Take in the lovely views of the lake and surrounding area from high above the city with a tranquil gondola ride and thrilling downhill Luge. View a Māori cultural performance and taste a traditional hāngī. Visit the Agrodome for the famous Rotorua sheep shop. The next day head to Waitomo Caves to view incredible underground tunnels and take a boat trip into an underground glow-worm cave. An ELA chaperone, accommodation and all meals are provided.



## Customised Trip

Let us know if there are any specific activities that you would like to do during your stay in Auckland. We will tailor make activities that are right for you!

# Quotation

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All prices are per student, shown in New Zealand dollars (NZD), and are inclusive of New Zealand Goods and Services Tax (GST).

Programme	
Tuition	1,520
Registration fee	305
Resource fee	75
Insurance	55
Accommodation	
Homestay	1,160
Accommodation placement fee	220
Return airport transfers	225
<b>Total cost per student (NZD)</b>	<b>\$3,560</b>

## Conditions of Quotation

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1. The attached Proposal Agreement Form must be completed by the 'valid until' date on the front page to confirm acceptance of this quotation.
2. Payment in full is required two months prior to the arrival of the group. Payment after this period may incur a late penalty fee and may result in not being able to secure accommodation.
3. This price is based on the assumption that there is a minimum number of participants.
4. This price is based on the assumption that students are coming as a group and will arrive and depart on the same day of the week and on the same flight. Extra charges may be incurred if students arrive on different dates and flights.
5. Extra nights in a homestay will be charged at a rate of \$42 per night.
6. Refund for cancellation of some or all of a group will have the following fees deducted per student, depending on the proximity to arrival:

Two months or less prior to arrival:	NZ\$305 registration fee.
One month or less prior to arrival:	NZ\$305 registration fee, NZ\$220 accommodation placement fee, 25% of the total tuition fees & one week of accommodation.
After arrival:	No refund.

7. It is assumed that each party will be responsible for identifying and meeting any tax obligations within its own jurisdiction.
8. The minimum age of all participants is 18 years.
9. Optional weekend/day excursions are available and can be booked in advance and included in the quotation. Please note that the ELA may need to change the date of any activities if the weather is unsuitable.



# PROPOSAL AGREEMENT FORM

Institution Name:

Faculty Name:

## Administration Contact Details

Please print clearly in English using CAPITAL LETTERS

Family Name:	<input type="text"/>	Phone:	<input type="text"/>
First Name(s):	<input type="text"/>	Email:	<input type="text"/>
Title:	<input type="text"/>	Address:	<input type="text"/>
Phone:	<input type="text"/>		<input type="text"/>

## Academic Contact Details

Family Name:	<input type="text"/>	Phone:	<input type="text"/>
First Name(s):	<input type="text"/>	Email:	<input type="text"/>
Title:	<input type="text"/>	Address:	<input type="text"/>
Phone:	<input type="text"/>		<input type="text"/>

## Programme Details

Please note that all programmes commence on a Monday.

Programme of Study:	<input type="text"/>		
Start Date:	Date	Month	Year
Finish Date:	Date	Month	Year
Number of students:	Please note that this agreement confirms the ELA will save _____ student spaces for your group.		
Total Price per Student:	NZD\$ <input type="text"/>		

## Accommodation

If you would like the ELA to arrange accommodation for you, please tick the type of accommodation you wish to apply for. Please note the following conditions:

- All accommodation bookings are subject to availability.
- The number of nights must align with the flight booking arrival and departure dates.
- Specific check-out times from accommodation are applicable, and late check-outs may incur an extra night's fee.
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Homestay    Apartment    University Accommodation (only available from December until February)

Number of nights required:

## Airport Transfers

If you would like the ELA to arrange transfers between Auckland Airport and the students' accommodation, please indicate the type of transfer below. Please note the following conditions:

- Airport transfers are only available for groups arriving and departing on the same flight.
- Students must arrive on a Saturday or Sunday.
- Arrival details must be provided.

Return transfers    Arrival transfer only    Departure transfer only

## Visa Requirements

Will any member of the group require a visa for New Zealand?    Yes    No

Please specify the participant's name and country of passport. Please note that an Individual Administration fee of \$45 applies for the provision of documentation for visa processing (i.e. individual invoices and receipts).

Name(s)	Country of Passport

## Medical and Health Insurance

Please note that all students need to have an insurance policy which is approved by the University of Auckland. For more details, please see [www.ela.auckland.ac.nz/insurance](http://www.ela.auckland.ac.nz/insurance)

Will the group require the ELA to arrange medical and travel cover under the University of Auckland's Allianz Global Assistance plan?    Yes    No

Name of policy provider:

## Chaperone / Visiting Delegates

Will a chaperone or visiting delegate accompany the group or visit the ELA?    Yes    No

*(If yes, a Chaperone/Visiting Delegates Form will be sent to you to complete. Please note that chaperones are not allowed to attend classes).*

## Activities and School Visits

Will the group be participating in any excursions?    Yes    No

If yes, please specify the excursion(s) and preferred dates below. Please note that all excursion bookings are subject to availability and may be weather dependent.

Excursion:	Preferred Dates:

## Special Requirements

Do you have any special administrative or academic requirements which are not included in the scope of this proposal?  Yes  No

If yes, please specify your requirements below. Please note that an additional administration fee will apply.


## Agent Details

If you are using an agent representative, please fill in their details below.

Company Name:	<input type="text"/>	Phone:	<input type="text"/>
Agency Contact:	<input type="text"/>	Email:	<input type="text"/>

## Institution Declaration

This form must be completed by an institution representative.

- I declare the information in this form to be true and correct.
- I understand and agree to the Terms and Conditions of Group Enrolment.

Name:	<input type="text"/>
Position:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>

For internal use only

Date of Proposal:	<input type="text"/>
Proposal Manager:	<input type="text"/>