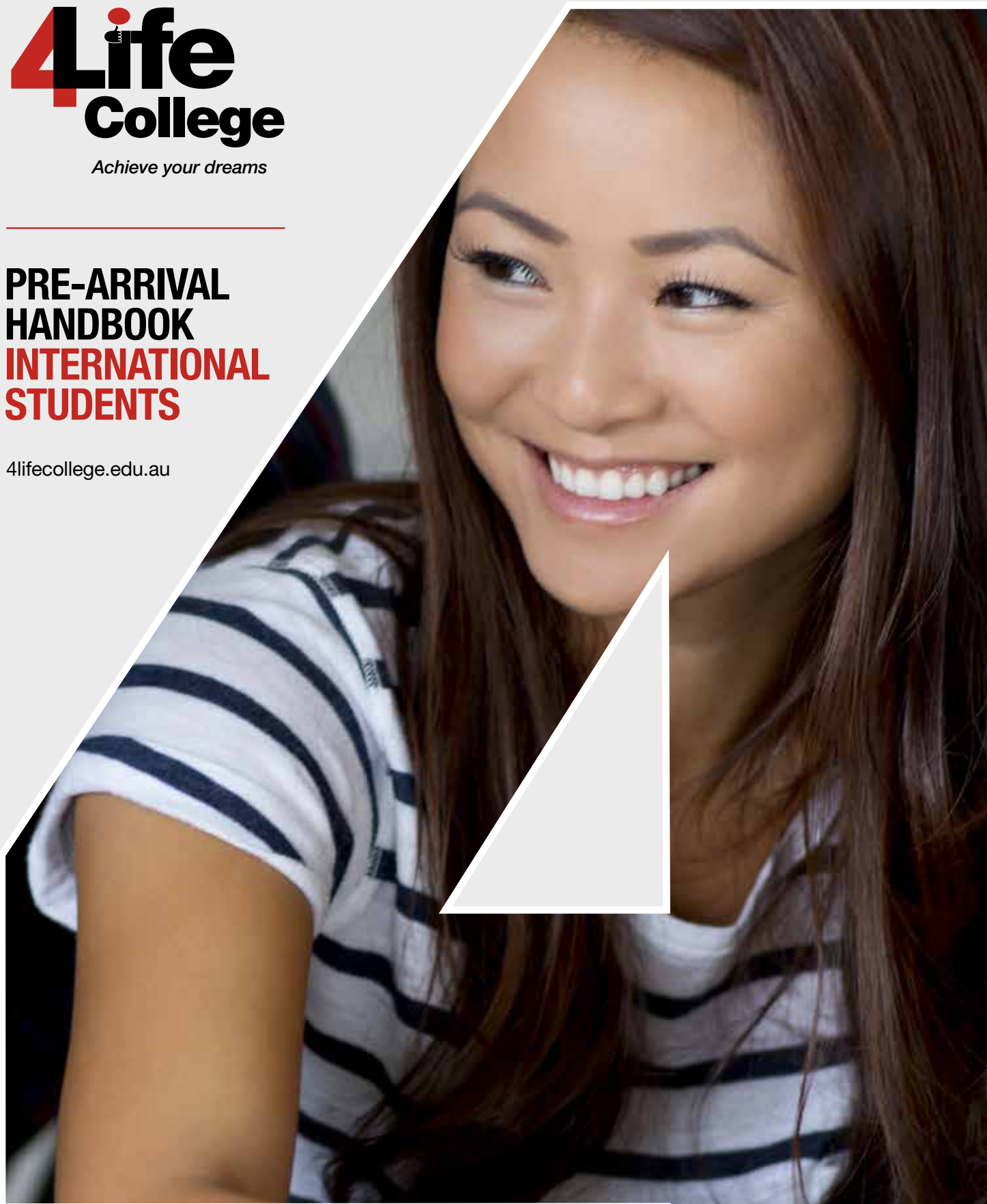




Achieve your dreams

**PRE-ARRIVAL
HANDBOOK
INTERNATIONAL
STUDENTS**

4lifecollege.edu.au



4Life Pty Ltd
Registered Training Organisation
National Provider Number: 40185
CRICOS Provider Code: 03222F
ABN 18 113 249 175

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GLOSSARY

AQF	Australian Qualifications Framework Framework under which training packages are developed and accredited.
ASQA	Australian Skills Quality Authority Australian National Regulator for Vocational Education and Training and International Training.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students Register of training providers and the courses they are registered to deliver to International students.
DIBP	Department of Immigration and Border Protection Australian Federal Government department responsible for immigration, border protection and citizenship.
DET	Department of Education and Training Australian department responsible for National policies and programs that help Australians access quality early childhood education, school education, higher education, vocational education and training, International education and research.
ESOS	Education Services for International Students Act 2000 Australian legislation providing standards and rules for the provision of education to International students and registration of providers.
PRISMS	Provider Registration and International Students Management System Electronic system used by Registered Training Organisations to update overseas students' progress and circumstances to DIBP.
VQF	VET Quality Framework Framework of standards and conditions of registration under which Training Organisations and Group Training Organisations are accredited and registered.
CT	Credit Transfer
RPL	Recognition of Prior Learning
SCV	Student Course Variation
OSHC	Overseas Student Health Cover
CoE	Confirmation of Enrolment
TPS	Tuition Protection Service
LEADR	Association of Dispute Resolvers

WELCOME TO 4LIFE COLLEGE

Choosing the right college is an important first step.

That's why right now is the best time for you to discover how 4Life College can help you get a great start to your future. 4Life College is recognised as a leader in education for the Health and Community Services sector and our educators have a wealth of knowledge and experience to pass onto their students. We are committed to offering quality programs of the highest standards. As a result, students undertaking our courses are fully prepared for their new careers in the health industry.

Our aim is to ensure a full and rich student experience in and out of the classroom.

Starting with your orientation and then throughout your studies, you will be provided with support and guidance as it is required. Our staff are on hand to make your time here at 4Life productive and memorable. Adjusting to a new country and culture can sometimes take time. Student Services team members are focused on making your transition period easier for you.

I invite you to visit us at 4Life College and learn about the exceptional programs that we can offer. Just contact our office directly and we'll get you started.

Best wishes in your educational pursuits.



Bruce Cameron
Education Director



4Life College owners and managers: Bruce Cameron – Education Director,
Melinda Asquith – Operations Director and Colin Frick – CEO.

INTRODUCTION

This handbook is specific to International students and should be used in conjunction with 4Life Student Handbook. 4Life College is a registered training organisation (RTO) National Provider Number 40185. RTOs are training providers registered by Australian Skills Quality Authority (ASQA) to deliver vocational education and training (VET) services. RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications.

4Life College offers 6 courses to International students

- › **CHC30113** Certificate III in Early Childhood Education and Care
- › **CHC50113** Diploma of Early Childhood Education and Care
- › **BSB50215** Diploma of Business
- › **CHC33015** Certificate III in Individual Support (Ageing)
- › **CHC33015** Certificate III in Individual Support (Disability)
- › **CHC43015** Certificate IV in Ageing Support
- › **CHC43115** Certificate IV in Disability
- › **HLT43015** Certificate IV in Allied Health Assistance
- › **CHC52015** Diploma of Community Services
- › **CHC53315** Diploma of Mental Health
- › **CHC51015** Diploma of Counselling

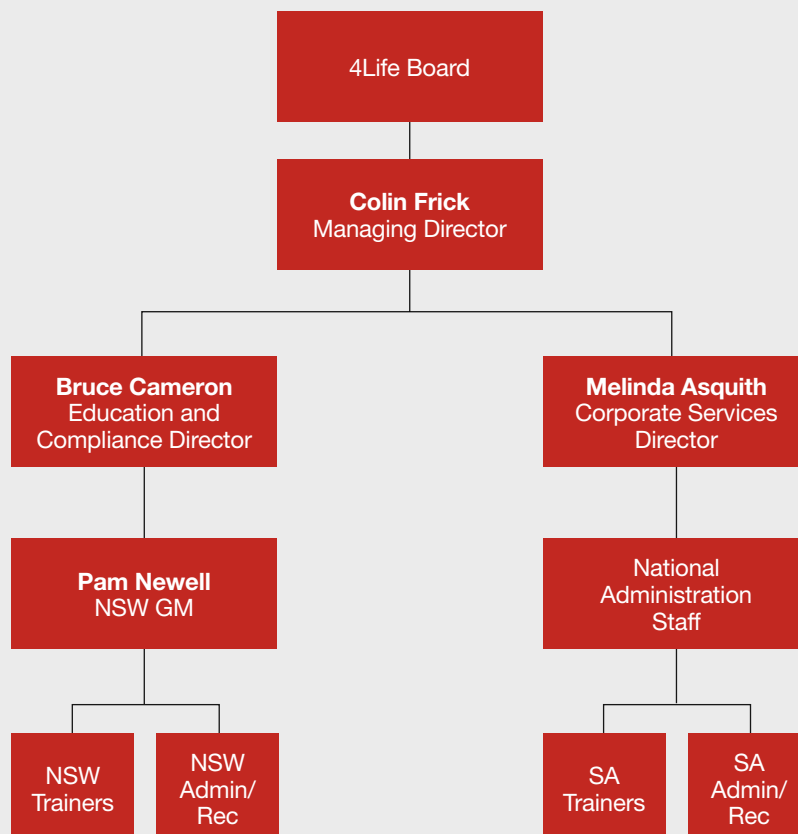


Achieve your dreams



ORGANISATIONAL ARRANGEMENTS

We have two campuses – Sydney and Adelaide.



STUDENT ORIENTATION

Orientation is compulsory and is an essential first step for 4Life students to ensure they clearly understand their visa conditions for studying in Australia and what is required for a successful educational experience, including maintaining course progress and attendance requirements.

On the first day at 4Life students attend registration and orientation:

- › Welcome session including meeting key 4Life staff.
- › Complete required 4Life forms.
- › Overview of life in Australia.
- › Academic and general administrative matters.
- › Work placement requirements.
- › 4Life policies and requirements for satisfactory progress.
- › Student Visa conditions overview.
- › Maintaining current contact information.
- › 4Life student card.
- › 4Life evacuation procedures.
- › Grievance policy.
- › General tour of the area for newly arrived students from overseas.
- › Library service registration at Sydney or Adelaide library.

Students who do not commence on the published start date and commence by the default date will be registered and undergo orientation.

Student Visa Requirements

All International students (except students from New Zealand) must hold a valid Australian Student Visa. The 4Life Admissions Team provides applicants with all necessary provider documentation required for application for an Australian Student Visa. It is the student's responsibility to organise their Australian Student Visa. Applicants must also satisfy the general requirements that are applicable to all Student Visa applications including: being of good character and sound health, having acceptable health insurance, and no outstanding debts to the Commonwealth of Australia.

Student Responsibilities

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

1. Satisfy your Student Visa conditions.
2. Maintain your Overseas Student Health Cover (OSHC) for the period of your stay.
3. Notify your training provider of your Australian address and any subsequent changes of address within 7 days.
4. Meet the terms of the written agreement with your education provider.
5. Complete the course within the duration specified in the Confirmation of Enrolment (CoE).

Course Progress Policy

4Life implements the Department of Immigration and Border Protection (DIBP) Course Progress Policy and Procedures for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Providers of VET Courses registered on CRICOS. As per Standard 11 National Code 2007, the requirement for attendance monitoring is not required for ESOS purposes, however it has been factored into determining satisfactory course progress requirement at 4Life.

The 4Life Course Progress Policy & Procedure outlines the conditions and intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements.

You must read this policy in full, as it forms the basis of monitoring academic progress at 4Life. Refer to www.4lifecollege.edu.au for Policy & Procedure for Course Progress.

Overseas Health Cover Insurance (OSHC)

You must have health insurance while studying in Australia. Health insurance can be obtained through the Overseas Student Health Cover (OSHC) which provides medical and hospital insurance. See Overseas Student Health Cover.

4Life must enter your OSHC coverage in PRISMS when registering the eCoE.

You can ask 4Life to organise OSHC for you, or you can select an approved OSHC provider yourself and pay the insurance. If you have asked 4Life to arrange cover, it will be with Medibank Private, unless you ask for an alternate approved provider.

If you will be studying at more than one education provider, the requirement remains that you maintain health insurance for the duration of your stay. This means that where different education providers are organising OSHC for different courses there cannot be a gap in the OSHC coverage.

If you decide to pay the OSHC premium personally, you must provide a receipt or other proof of your OSHC payment when you lodge your application.

If you intend to bring family members to Australia with you, your OSHC must include these family members.

If you have a child born after your arrival in Australia, and you only have a single OSHC Policy, you must change that to a Family Policy. If family members join you after your arrival in Australia they will have to demonstrate that they have an OSHC Policy for the duration of their visas.

The OSHC should commence when you arrive in Australia.

Approved OSHC Providers.

Allianz Global Assistance:
www.oshcallianzassistance.com.au

Medibank Private: www.medibank.com.au

BUPA Overseas Student Health Cover:
www.overseasstudenthealth.com

Australian Health Management Group (AHM):
www.ahm.com.au/oshc

Nib OSHC: www.nib.com.au

Change of Address or Contact Details

You must notify 4Life of changes to your contact details within 5 business/working days, as providing your current contact details are a condition of an Australian Student Visa.

In cases where 4Life issues either the warning(s) or Intention To Report letter, you will be accountable for current address and contact details. Failure to provide current details may impact on Student Visa status, particularly if you fail to respond to college communication and you are reported on PRISMS (Provider Registration and International Students Management System).

Payment of Tuition Fees

You must make tuition fee payments by the due date in order to be registered for a class. If you have not paid your fees you will be deemed to be non-financial. Non-financial students may not be registered/allocated to a class while non-financial.

COMPLETION OF COURSE

Deferring or Suspending a Course

Under the requirements of the ESOS Act and National Code of Practice, as an International student enrolled at 4Life you are not permitted to defer commencement of your studies, or suspend your studies, except:

- › On the grounds of illness evidenced by a recognised medical practitioner's certificate stating that you are unable to attend classes.
- › Exceptional compassionate circumstances beyond your control.
- › Student misconduct or misbehaviour.

Deferment, suspension and cancellation may affect your Student's Visa and 4Life must report on PRISMS as required under Section 19 ESOS Act where the enrolment is deferred, temporarily suspended or cancelled. If you defer or suspend your studies on any other grounds, 4Life must report you to the Department of Education and Training DEEWR/DIBP via PRISMS, as not complying with visa conditions.

Recognition of Prior Learning (RPL)

4Life has in place, systems to offer Recognition of Prior Learning (RPL) to assess an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a Vocational Education and Training (VET) qualification.

4Life ensures that assessment undertaken for Recognition of Prior Learning:

- › Meets the requirements of the relevant training package or VET accredited course.
- › Is conducted in accordance with the principles of assessment and rules of evidence.
- › Meets workplace and, where relevant, regulatory requirements.
- › Is systematically validated.

You may apply for Recognition of Prior Learning either before commencement or as soon as studies commence.

Credit Transfer (CT)

Credit Transfer is a process that provides you with agreed and consistent credit outcomes for components of a qualification, based on identified equivalence in content and learning outcomes between matched qualifications. CT involves assessing a previously completed course or subject, to see if it provides equivalent learning or competency outcomes to those required within their current course of study. It should be used when you are seeking credit for a course or subject that you have already completed. CT can also be across sectors e.g. VET in School Units credited against the relevant qualification offered through 4Life.

For International students an approved RPL or CT will mean early completion of qualification and the reduced duration will be reported on PRISMS. Refer to www.4lifecollege.edu.au for Policy & Procedure for Recognition of Prior Learning.

Extension of Student Study

4Life will only extend the duration of your study where it is clear that you will not complete the course within the expected duration as specified on the students CoE as a result of:

- › Compassionate or compelling circumstances (e.g.: illness, where a valid medical certificate states that you were unable to attend classes or where 4Life has not been able to offer a pre-requisite unit of competency).
- › 4Life is implementing the intervention strategy for at risk students not meeting satisfactory course progress.
- › 4Life approved deferment or suspension of studies granted under Standard 13 National Code of Practice.

Where there is a variation in your enrolment load which affects your expected duration of study in accordance with Standard 9.2, 4Life records this variation and the reasons on your file and 4Life Student Management System. 4Life will then report you via PRISMS and/or issue a new CoE when you can only account for the variation(s) by extending the expected duration of study.

Except in circumstances specified as valid grounds for extension to duration as noted above, the expected duration of study at 4Life specified in the student CoE will not exceed the CRICOS registered course duration.

Refer to www.4lifecollege.edu.au for Policy & Procedure for Completion within Expected Duration.

Reduction of Student Study

Where you applied for and were granted credit through RPL after orientation/commencement, the length of the CoE will be reduced via PRISMS.

Where a student course completes early, 4Life will notify this early course completion to Department of Education via PRISMS. 4Life reports early course completion on PRISMS.

Refer to www.4lifecollege.edu.au for Policy & Procedure for Completion within Expected Duration.

Holidays

4Life has time-tabled in suitable holidays for students undertaking vocational courses so students are not permitted to have additional holidays. 4Life closes on all official Federal and NSW Public Holidays (NSW Students) and SA Public Holidays (SA students).

Special Leave

You may apply for special leave under specified compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond your control and which are likely to have an impact upon your course progress or well-being and could include, but are not limited to:

- › Serious illness or injury, where a medical certificate states that you will be unable to attend classes.
- › Death or illness of close family members such as parents or grandparents (recognised medical practitioner's or death certificate should be provided).
- › Major political upheaval or natural disaster in your home country requiring emergency travel and this has impacted, or will impact, on your studies.
- › A traumatic experience which could include:
 - › Involvement in, or witnessing of a serious accident.
 - › Witnessing or being the victim of a serious crime.

If this has impacted on you, it should be supported by police or psychologist's reports.

You are required to provide compelling documentary evidence to support your request and are advised of the circumstances and consequences regarding suspension of study, as a result of special leave. The maximum time allowed for a deferment or voluntary suspension of study for special leave is one study period (20 weeks not including holidays).

Refer to www.4lifecollege.edu.au for Policy & Procedure for Student Deferment, Suspension and Cancellation of Studies.

Sick Leave

If you are absent due to medical reasons you **MUST** provide a medical certificate from a recognised medical practitioner. Where illness is for an extended period of time you must notify 4Life as soon as practicable.

In all cases where you are absent with or without approval or seek retrospective approval for an absence, 4Life records the period as absent and retains a copy of the medical certificate in your file and includes notes in your diary on the 4Life Student Management System.

You must keep the original medical certificate(s) to provide to DIBP if required. 4Life maintains copies of medical certificates in your file.

Australian Government Information and ESOS Act

The Education Services for Overseas Students (ESOS) Framework is a set of legal regulations related to overseas students studying in Australia on Student Visas. It sets guidelines and minimum standards to protect you as a student, as well as protecting Australia's reputation for providing quality education and support services. It also provides tuition and financial assurance.

The Department of Education uses the ESOS Framework to regulate education for overseas students. The ESOS Framework links with Australia's immigration law and includes requirements for overseas students and Australian institutions. See ESOS Act.

4Life Responsibilities Related to International Students

In line with The ESOS Framework, 4Life shall:

- › Provide you with documented course progress policies and procedures.
- › Assess you at the end point of each study period according to the 4Life course progress policy.
- › Identify and assist you if you are at risk of not making satisfactory course progress.

- › If you are not making satisfactory course progress inform you in writing of our intention to report you and that you are able to access the provider's complaints and appeals process within 20 working days.
- › Notify the Secretary of the Department of Education and Training through PRISMS of you not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the provider's decision to report.
- › Maintain documented course progress policies and procedures.
- › Assess course progress at the end point of every study period.
- › Uphold a documented intervention strategy, which must be made available to staff and students. At a minimum, the intervention strategy must be activated where you have failed or are deemed not yet competent in 50 per cent or more of the units attempted in any study period.
- › Provide student data regarding non-compliance with attendance or course progress to the Department of Education and Training through the Provider Registration and International Student Management System (PRISMS) system. Detailed information about education providers' reporting responsibilities is available on the Australian Education International Education Services for Overseas Students website Australian Education International – Education Services for Overseas Students Student Course Variation (SCV) Report Options Quick Reference Guide (117KB PDF file).

Terms and Conditions

After you are offered a place in a course and you sign the 4Life Offer and Acceptance Form a binding contract is made between you and 4Life. The contract is governed by the laws of the Commonwealth of Australia and the State of New South Wales (NSW students) and the State of South Australia (SA students).

You will not be permitted to commence or continue your course, until all fees or charges are paid. All fees are payable two weeks before course commencement, however to be eligible for acceptance into a course payment as per invoice should be made when returning the signed Acceptance Form to 4Life.

Provision has been made to protect payments received in advance by you as stated under the conditions of TPS (Tuition Protection Service). All course fees will be deposited into the 4Life Student Fees Account. When you commence your course, 4Life will withdraw these funds from the Student Fees Account.

In the case where you have accepted and paid fees for a conditional offer for a place in a 4Life course, evidence of your English level to meet the requirements of that course must be provided in advance of the course start date, otherwise 4Life reserves the right to defer your start date until the next available course intake.

Refund and Cancellation

4Life reserves the right to cancel a course or postpone any course prior to their schedule commence dates, if intake numbers are insufficient.

In the unlikely event that 4Life is unable to deliver your course in full, a refund will be offered for all the course money paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively enrolment may be offered in another course by 4Life.

In the unlikely event of 4Life being unable to provide a refund or place you in an alternative course, 4Life will notify this default to the TPS (Tuition Protection Service) Director. The TPS Director will then allocate a period of time within which you are able to choose an alternative course.

4Life reserves the right to change its fees and conditions in accordance with changes in the current economic and/or legal conditions and to alter course time-tables and class locations within reason at any time without notice. If you believe that these changes are unreasonable you have the right to access 4Life's complaints and appeals processes.

Refund Procedure

All refund and cancellation requests must be made to 4Life, formally in writing on the Refund Request form with your signature. This can be obtained via info@4lifecollege.edu.au.

The enrolment fee of \$250 is not refundable.

Refund of fees will only be granted in accordance with the refund policy set out below:

1. If your visa application is rejected, tuition fees are refunded in full. 4Life requires official confirmation from your local Australian Embassy or Consulate that you are unable to obtain a visa.
 - › If you defer your course start date then the refund policy will apply from your original course start date and not the deferred start date.
 - › Extenuating personal circumstances such as illness or death for which evidentiary proof must be provided.

NOTIFICATION PERIOD	MONDAY - FRIDAY CANCELLATION FEE
Visa refusal (proof of refusal necessary)	\$250 (enrolment fee)
Before course commencement date more than 6 weeks	\$250 (enrolment fee) 10% of first instalment
More than 4 weeks and up to 10 weeks	\$250 (enrolment fee) 30% of first instalment
4 weeks or less	\$250 (enrolment fee) 50% of first instalment
After course commencement date	No refund provided

Refund after commencement

- › If you withdraw from, cancel, fail to attend, or a visa extension has been denied once the course has commenced, a full 100% cancellation penalty will apply to all monies paid.
- › If you choose to transfer to another provider prior to completing six months of your course a full 100% cancellation penalty will apply to all monies paid.
- › In the event that your enrolment is cancelled because of breach of visa conditions, disciplinary action resulting in suspension or expulsion, a full 100% cancellation penalty will apply to all monies paid.
- › No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.

Refund (Other)

- › 4Life enrolment and accommodation placement fees are non-refundable in all circumstances.
- › 4Life reserves the right to deny you access to 4Life's premises and to withdraw its other services if your conduct disrupts the normal operation of the college.
- › 4Life's resolution processes do not circumscribe your right to pursue other legal remedies.
- › 4Life fees are not transferable to another person.
- › In the case where you enrol through a registered 4Life agent, a refund will be paid to this agent.
- › Refund payments will be made in Australian Dollars (AUD).

- › All refunds agreed to by 4Life will be made within four weeks of receiving the 4Life Student Request for a Refund Form.
- › 4Life will provide you with a statement that explains how the refund amount has been calculated.
- › This agreement, and availability of complaints and appeals processes, does not remove your right to take action under the Australian Consumer Protection laws.

Overseas Students Ombudsman:

GPO Box 442, Canberra ACT 2601, Australia

Tel: 1300 362 072 (in Australia),
+61 2 6276 0111 (outside Australia)

Email: ombudsman@ombudsman.gov.au
Web: www.oso.gov.au

STUDENT SUPPORT – WELFARE AND GUIDANCE SERVICES



We have experienced staff who are able to advise you on all aspects of student life such as:

- › Learning pathways and possible Recognition of Prior Learning opportunities for previous study.
- › Provision for special learning needs and support.
- › Support in finding accommodation.
- › Provision for special dietary needs.
- › Provision for special cultural and religious needs.
- › Referral to appropriate external specialist services.

To further assist you to resolve any matter that you are worried about, the Office Administrator has a folder of useful specialist services contact information for Sydney and Adelaide to which we can refer you at no cost, however, the cost of the service provided will be at your expense.

4Life College is a member of LEADR. This organisation provides free to students a suitably qualified mediator who will liaise between 4Life College and you if there are any grievances that cannot be resolved by internal systems of 4Life College.

LIVING IN AUSTRALIA



Australia has the third largest number of International students in the English-speaking world, and in many countries Australia is a student's first choice for International study. The Australian Education System has a standardised system of qualifications. All institutions offering nationally recognised qualifications must be registered with the Australian Government and meet very strict Australian registration conditions. This ensures that courses are of a high standard both ethically and in the quality training offered. Together with the lifestyle opportunities available Australia is a great place to live and study.

A country of striking landscapes, a rich ancient culture and one of the world's strongest economies, it is the sixth-largest country in land area and is the only nation to govern an entire continent.

USEFUL WEBSITES

Choose Australia

www.studyinaustralia.gov.au/global/why-australia

About Australia

www.about-australia.com

Tourism Australia

www.tourism.australia.com

Living Expenses

We estimate that an International student requires a minimum of AU\$25,000 to AU\$30,000 for living expenses for each academic year. Plus initial establishment costs for a shared apartment, such as rental bonds for accommodation, electricity, gas and telephone, could add up to AU\$3,500.

Living costs to study in Australia will ultimately depend on the student's lifestyle. Costs such as electricity, gas and telephone should be factored into your living costs. The initial cost of connecting these basic services is around:

> Connection of Gas	\$120
> Connection of Electricity	\$120
> Connection of Telephone	\$50

For an idea of cost of everyday living in your country's currency visit:

> www.ozforex.com.au

or supermarket websites such as:

> www.woolworths.com.au

> www.coles.com.au

Electricity 22-240v, 50Hz

Dialling country code +61

Time

Australia spans three time zones:

- > Australian Eastern Standard Time
- > Australian Central Standard Time
- > Australian Western Standard Time

(Daylight saving may be applicable to some states and territories during the months of September and March.)

OPENING HOURS

The times below provide a common guide of when most businesses are open. Opening hours can vary by state and whether they're in a large or small town.

BUSINESS TYPE	MONDAY - FRIDAY	SATURDAY	SUNDAY	VARIATIONS
Standard shops & business	9am - 5pm	9am - 12pm or 5pm	Limited to major cities, towns and urban areas.	Hours can vary by state. Often towns have late night shopping (open until 9pm) once or twice per week.
Banks	9:30am - 4pm	Some larger branches open.		Some larger branches open until 9pm on Thursdays or Fridays. View specific branch hours on the ANZ Branch Locator.
Post Offices	9am - 5pm	Australia Post shops & Local Post Office Agencies only		
Restaurants	Lunch from noon Dinner from 6pm	Lunch from noon Dinner from 6pm	Lunch from noon Dinner from 6pm	Cafés are open most of the day with some closing around 5pm.
Pubs & Bars	Drinks noon - late Lunch noon - 2pm Dinner 6pm - 8pm	Drinks noon - late Lunch noon - 2pm Dinner 6pm - 8pm	Lunch noon - 2pm Dinner 6pm - 8pm	Pubs and bars are busiest for drinks from Thursday - Saturday.
Supermarkets	7am - 9pm	9am - 8pm	9am - 8pm	Several main supermarkets are open 24 hours.
Milk bars (general stores)	7am - late	9am - late	9am - 5pm	Opening hours vary widely due to milk bars being privately managed.

Employment in Australia

Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area.

Most Student Visas allow you to work for up to 40 hours every two weeks while your course is in session, and unrestricted hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows you to work. Find out more at the Department of Immigration and Border Protection website.

To work, students need a Tax File Number (TFN). To apply for a TFN students can undertake any of the following:

Online application:

- › Go to www.ato.gov.au and apply on line.
- › Go to 'For Individuals' and click 'Apply for a Tax File Number'.
- › Go to applying for a TFN and click 'Online individual tax file number registration (Nat4157)'.
- › Go to 'Apply for Tax File Number'.
- › Scroll to the bottom of the page and click 'next'.
- › Follow the instructions until you are finished.

Appointment: Call 13 2861 to make an appointment

Visit: visit the Australian Taxation Office (ATO):

Sydney 100 Market Street Centrepoint Tower,
Sydney.

Adelaide Mezzanine level 26 Franklin Street Adelaide.

Note: International students will need a passport number and Australian address.

Banking

Australia is well and truly a card-carrying society. Banks are found all over Australia, and provide 24 hour automated teller machines (ATMs). Most ATMs accept card issued by other banks and are linked to International networks. You may be charged fees if you use an ATM that is not your bank. EFTPOS (Electronic Funds Transfer at Point of Sale) is a convenient service that Australian businesses have embraced. You can use your bank card (credit or debit) to pay for services or purchases directly, and often withdraw cash.

1. There are four major banks in Australia:

- › Commonwealth Bank
www.commbank.com.au/personal/can/student-banking/overseas-students.html.
- › Westpac Banking Corporation (Westpac)
www.westpac.com.au/personal-banking/student-banking/s-international-students/.
- › Australia and New Zealand Banking Group (ANZ)
www.anz.com.au/personal/bank-accounts/help-select-account/international-students/.
- › National Australia Bank (NAB)
www.nab.com.au/personal/accounts/student-banking/international-student-banking.

The major banks will allow you to open a bank account up to three months before you arrive.

To open a bank account in Australia or get an ATM card with a PIN (Personal Identification Number) International students must have:

- › Certificate of Enrolment (apply at reception)
- › Passport
- › Driver's license, credit card or bill (if you have been in Australia longer than 4 weeks).

PIN numbers are 4 digits. Remember when selecting a PIN number don't pick an obvious number like year of birth or date of birth. Don't write your pin number down or put into your mobile phone so that it can be easily found.

To get money sent from overseas, the easiest way is to arrange direct transfer over the internet.

Competitors to the big 4 banks are other retail banks such as:

- › Bendigo
- › St George Bank
- › Adelaide Bank
- › Suncorp – Metway
- › Bank of Queensland

Customer owned banking association represents more than 100 credit unions, building societies and mutual banks.

The top 5 are:

- › CUA
- › Heritage Bank
- › Newcastle Permanent
- › People's Choice Credit Union
- › IMB

Foreign banks operating in Australia that have retail banking presence are:

- › HSBC Bank Australia
- › Bank of Cyprus Australia Limited
- › Beirut Hellenic Bank
- › Citibank

Banking Hours

Monday to Thursday 9:30am to 4pm.

Friday 9:30am to 5pm.

Some banks and branches are open on Saturday.

ATM Safety

When using an ATM to withdraw money pick an ATM in a busy area or indoors. Ensure that you cover the key pad so others cannot see you enter your PIN number. Place your money in your wallet straight away.

ACCOMMODATION

Students who study in Australia have the option of a number of types of accommodation, and can choose to live with other students or by themselves.

Share Accommodation

This will involve you sharing your accommodation with one or more people, called tenants. You will need to pay a bond (commonly 2 to 4 weeks rent equivalent), which is refundable if the premises are left in the same condition as when they were rented. Telephone, gas and electricity are additional costs shared between the tenants. Room prices can vary between AU\$80 and AU\$220 per week depending on size, location and facilities. Notice boards and newspapers (online or print) are generally the most common places to find share accommodation.

Rental Accommodation

Rental properties involve signing of a lease contract, paying rent in advance and paying a 4 week government held bond, which is refundable if the dwelling is left in good condition. Lease contracts are typically 12 months or can be negotiated for longer or shorter periods of time. Single room units can be as cheap as \$150 per week depending on size. Multi room units and houses can be anything from \$190 - \$600 or more per week depending on the size and location to the city, schools and other amenities. To find rental accommodation you can search the following websites:

- › www.domain.com.au
- › www.2share.com.au
- › www.realestate.com.au

Homestay Accommodation

Homestay is an arrangement between a local individual or family (called host) and a visiting student. and involves living with an Australian family in a shared or private room. Homestay accommodation is often arranged by the educational institution or privately by the student. Homestay can cost anywhere between AU\$135 and AU\$260 per week inclusive of most meals. If you are living with a Homestay family remember that they expect you to behave as part of their family not as a hotel guest.

For further information go to:
www.homestaynetwork.org

Budget Hotels, Hostels and Guesthouses

Budget hotels, hostels and guesthouses typically involve accommodation in a dormitory or a private room. They exclude the cost of meals, however have limited cooking facilities. Costs vary between AU\$15 to AU\$45 per day. You can usually negotiate cheaper rates for longer stays. Electricity and gas are usually included.

Meals

Most International students prepare or buy their own meals however Homestay and some share accommodation offer cooked meals as well as accommodation.

MAKING NEW FRIENDS



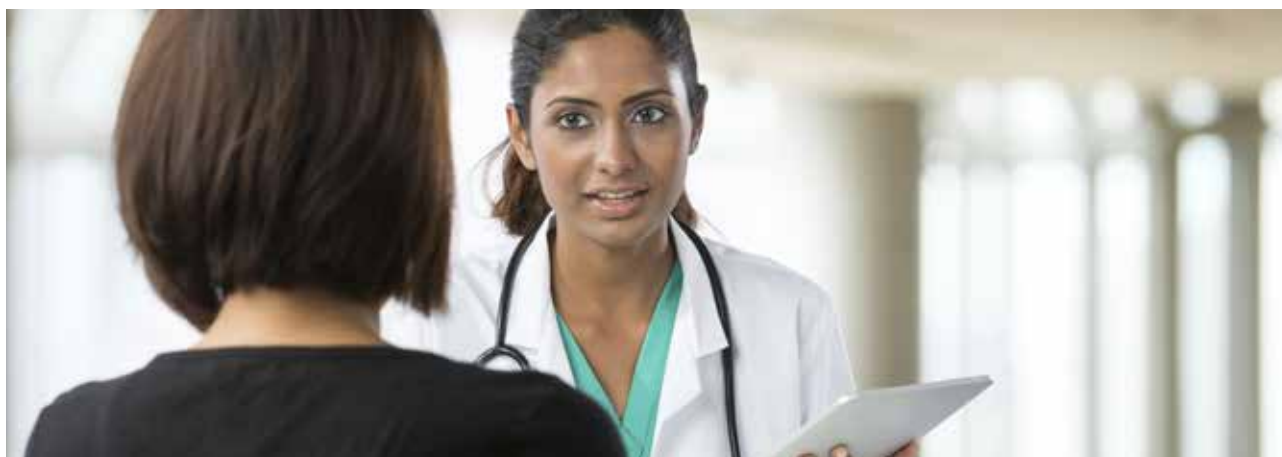
There is no magic trick to making friends. If you are in a foreign country with a different culture it can seem more difficult than usual to find people who you really “get along” with. Be kind to yourself - remember that making friends takes time. If you make the most of social opportunities during your life in Australia, just as you would back home, it will be quicker and easier for you to fit in, make friends and feel at home.

However when you meet people, **remember to be careful.** When you meet someone new, be cautious until you get to know the person better and feel you can trust him or her. If a stranger starts talking to you, they are probably just being friendly. But be safe, and don't give them any of your personal details like your full name, your phone number or your address.

With people you don't know well, including people from your own country or fellow students always arrange to meet them in a public place, like a café or a park, instead of inviting them to your home or going to theirs, until you feel you have built a relationship with them, know more about them and feel comfortable with them.

If you have any concerns or questions about someone you have met, or want to talk to someone about Australian mannerisms and communication “norms” (widely acceptable behaviour), make an appointment to talk it over with your **Student Support Officer.**

HEALTH AND EMERGENCY



Australia has a very good health care system. If you are sick you will need to go to a local recognised medical practitioner's surgery or Medical Centre. Surgery hours are normally from 9am to 5pm. It is unusual for recognised medical practitioners to make home visits. If you are too ill to attend a recognised medical practitioner's surgery you should consider attending a hospital emergency room.

Health Cover

All students on a Student Visa pay for health cover (OSHC) prior to arrival in Australia. This covers recognised medical practitioner, dentist and hospital visits in Australia. You will be issued with your health cover cards from 4Life student services staff.

Once the health cover card or membership number has been issued, students can claim money back on a visit to a recognised medical practitioner or hospital in Australia. You must ensure that you keep all medical cost receipts and lodge them with Private Health Cover fund for reimbursement. To claim, students must take the receipt of payment to the nearest Medibank office.

Whether you attend a dentist, surgery or emergency room you will need to take with you your Private Health Cover information.

In Australia, usually, only 15% of the cost of a visit to the recognised medical practitioner is payable by the patient and public hospital attendance is at no cost. If you are referred to a specialist or if you attend a private hospital medical expenses will be incurred.

You must obtain a medical certificate for the duration of your sickness and absence from study. The original copy of the medical certificate must be given to 4Life on your return to study.

There are medical centres in most suburbs of major cities in Australia. If you require a list close to 4Life Campus please see reception.

While in Australia, in health related emergency situations you can access emergency ambulance help by ringing 000.

Emergency and Police Contact Details

You can contact Police, Fire or Ambulance in life threatening or emergency situations. **Calling triple zero (000)** on your telephone is the quickest way to get the right emergency service to help you. Please refer to: www.triplezero.gov.au/Pages/default.aspx in addition, each state and territory government in Australia has jurisdiction over the emergency service provided in that state.

State Emergency Services

Emergency Alert In the event of a disaster, such as a bushfire, flood, or cyclone, emergency services in Australia may issue an emergency warning to landlines and mobile telephones in the affected area. If you are an International visitor to Australia, and you are using a mobile telephone with global roaming, you may be able to receive these warnings. This will depend on the networks your mobile phone provider is affiliated with in Australia. For more information please refer to the Emergency Alert website.

COMMUNICATION



Internet

Internet cafés are located throughout capital cities and surrounding suburbs, these cost around AU\$5 per hour. Most major shopping centres also have cheap accessible internet hubs. Also you will find a number of free hotspots offered in cafes such as McDonalds or Gloria Jeans. You can also book a computer at a community library.

Telephone

The inexpensive way to phone overseas is using a phone card that can be purchased at newsagents and convenience stores. Remember to compare phone cards so that you have the best deal for calling your home country. Prepaid mobile phones can be

purchased from AU\$49 and can be used with prepaid cards or phone plans that start at around AU\$15 per month. Alternatively you may use software such as Skype via the internet.

Postage

To post a letter overseas the cost is between AU\$1.85 to AU\$2.75 through Australia Post. Parcels and freight will depend on the weight and size of the parcel and which country it is being sent.

INSURANCES



Motor Vehicle

If you own a car, it is recommended that you have car insurance. This will protect you if you have an accident that is your fault as it will help pay for any damage you may have caused to your car or another car.

Third party insurance is compulsory in NSW and must be paid before a car will be registered.

Contents

It is recommended that if you are in a rental property that you obtain Contents Insurance for your belongings. This is a form of house insurance that insures the contents of the house and personal belongings. Contents Insurance will replace your belongings if your house is burgled and your belongings are damaged or stolen, or you have a house fire and your belongings are destroyed or damaged. This may cost you up to several hundred dollars per year depending on the value of your belongings.

Transport

Australia is a vast nation with many of its cities and towns separated by large distance. Even within cities and towns, there is a need for transport to get from place to place. Public transport is transport that someone else owns and you pay to use it for a set journey. In Australia there are many forms of public transport in the form of buses, taxis, ferries, trains and trams. They are easy to find, to access and at a good price.

Private transport is transport that you own and use as you wish. Most Australians have cars and motor bikes that they use within our road system, for private transport. Walking and cycling are other options that you have. Most people regard hitchhiking, that is getting a free ride with a stranger in their car, as an unsafe form of transport.

ALCOHOL, SMOKING AND DRUGS

Please see the Australian Drug Foundation website:
www.druginfo.adf.org.au

Alcohol

You must be 18 years of age or older to drink alcohol in Australia.

Some areas in Sydney and NSW are 'Alcohol Free Zones' which means that you are not permitted to carry or consume alcohol within the boundaries of those areas. The areas normally have clear signage and are generally public areas.

Random Breath Testing (RBT)

Random Breath Testing of drivers for blood alcohol levels and drug use is common at any time of the day or night. Police officers have the right to stop any vehicle at any time and require the driver to supply samples for screening. Any person driving a motor vehicle is required by law to have less than a specified amount of alcohol in their blood. If a driver exceeds the level which applies to them the driver has committed an offence.

Blood Alcohol Concentration (BAC) Levels

The blood alcohol concentration (BAC) is the amount of alcohol in the bloodstream. BAC is measured by Police with a breathalyser, or by analysing a sample of blood.

Legal BAC Limits

The legal limit for a BAC, when driving in NSW and SA this is 0.05.

Drinking Limits Advice

To stay below 0.05 BAC, drivers are advised to limit their drinking to:

For men: No more than two standard drinks in the first hour and no more than one standard drink every hour after that.

For women: No more than one standard drink in the first hour and no more than one every hour after that.

Standard Drinks

In Australia a standard drink is defined as one that contains 10 grams of pure alcohol. Different types of alcoholic drinks contain different amounts of pure alcohol. The following all equal to approximately one standard drink:

A middy of beer (285ml) = a nip (30ml) of spirits = a small glass (100ml) of wine = a small glass (60ml) of fortified wine such as sherry.



Please keep in mind:

- › Some hotels don't serve standard drinks - they might be bigger. Large wine glasses can hold two standard drinks - or even more!
- › Drinks served at home often contain more alcohol than a standard drink.
- › Cocktails can contain as many as five or six standard drinks, depending on the recipe.
- › Pre mixed bottled drinks often contain more alcohol than a standard drink.

Drink Spiking

Whether you are drinking alcohol or not, keep your drink close to you and watch it at all times. Drink spiking (putting extra alcohol or other drugs into a person's drink without their knowledge) is an unfortunate risk to people who are out having a good time. Drink spiking can happen to anyone: male or female, young or old whether they are drinking alcohol or not. Never accept an open container of drink if you did not see it being poured and if you suspect you or your friends have had a drink spiked, **call 000 (zero zero zero)** immediately to report it and get help.

Smoking

You must be 18 years or older to buy cigarettes in Australia. It is illegal for anyone under 18 to purchase tobacco products. Regulations have been introduced to restrict smoking in public areas such as shopping centres, hotels, restaurants and dining areas, and in the workplace.

Drugs

In Australia the importing of drugs, manufacture, possession, distribution and use of drugs is illegal.

LAWS AND SAFETY IN AUSTRALIA

Obeying the Law

One of the reasons we have such a wonderful lifestyle in Australia is our representative democracy, and our respect for the law.

In being granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. There are serious consequences if you do not comply with all Australian laws. These consequences can include a fine, cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment.

You can find a comprehensive outline of Australian law and the legal system at: www.australia.gov.au

Legal Services and Advice

If in the unlikely event you need legal advice or assistance you will need legal representation to negotiate Australia's legal system.

Contact Legal Aid NSW on 1300 888 529
or website www.legalaid.nsw.gov.au

Contact Legal Aid SA on 1300 366 424
or website www.lsc.sa.gov.au

STAYING SAFE

Personal Safety

Going Out

When you are out and about it is important to be alert and aware of your personal safety.

If you are out and about particularly at night remember:

- › Think ahead - consider how you are going to get home - what about pre-booking a taxi or arranging transport with a friend or family member?
- › Stay in well-lit areas as much as possible and be aware of your surroundings.
- › Make sure you have enough money to get home or to phone.

- › Whenever possible, travel with a friend or as part of a group.
- › Be alert to your surroundings and the people around you, especially if you are alone or it is dark.
- › Never hitchhike.
- › Make sure that you stay with your friends and that someone knows where you are at all times.
- › Keep away from trouble - if you see any trouble or suspect that it might be about to start - move away from the scene if you can. The best thing you can do is to alert the police and keep away.
- › Walk purposely and try to appear confident. Be wary of casual requests from strangers, like someone asking for a cigarette or change.
- › Always keep your briefcase or bag in view and close to your body.
- › Be discrete with your cash or mobile phones - try not to carry your wallet in your back trouser pocket.
- › Remember emergency 000 calls are free of charge.
- › If you are socialising in a public place never leave your drink unattended. Read about Drink Spiking under 'Alcohol, Smoking and Drugs'.

(Source: Australian Federal Police)

Consulates in Australia

For information and assistance from your country representative in Australia please refer to link below which provides links to all consulates:
protocol.dfat.gov.au/Consulate/list.rails

Legal Matters

For assistance with any legal matters arising, please refer to your campus specific information sheets which contain links to regional websites.

Safety on Public Transport

Travelling on public transport should be a safe and comfortable experience. Numerous security measures have been adopted to maximise the safety of travellers including: security officers, police, guards, help points, good lighting and security cameras. Most drivers also have two-way radios and can call for assistance.

Taxis

Travelling by taxi is generally a safe method of public transport. To increase your confidence when travelling by taxi, consider the following suggestions:

- › Phone for a taxi in preference to hailing one on the street. A record is kept by taxi companies of all bookings.
- › You are entitled to choose the taxi/taxi driver. If a driver makes you feel uncomfortable select another taxi.
- › Sit wherever you feel most comfortable. This may mean travelling in the back seat of the taxi.
- › Specify to the driver the route you wish to take to reach your destination. Speak up if the driver takes a different route to the one you have specified or are familiar with.
- › Take note of the taxi company and fleet number. This will help in identifying the taxi if required.
- › Stay alert to your surroundings and limit your conversation to general topics.

(Source: Queensland Police Service)

If the driver harasses you when travelling in a taxi your options include:

- › Ask the driver to stop, read the fleet number out loud and advise the driver you will report him/her if they do not stop and let you leave.
- › Leave the taxi when it stops at a traffic sign or lights.

- › Telephone someone on your mobile and tell them what is happening, and read out the fleet number to them and tell them where you are if you know.
- › Call out to someone on the street to attract attention and seek assistance. This may also cause the driver to stop.

(Source: Adapted from the Queensland Police Service)

Party Safety

When attending a party, plan your night, think about how you will get home and what form of transport you will use and the time that public transport stops going to your destination. If staying overnight make sure you know the person. Don't leave personal belongings unattended especially your handbag or wallet. It is important to carry ID with you when out as most pubs or places serving alcohol will request proof of age. If you don't have a driver's license or don't want to carry your passport you can get a proof of age card.

Home Security

House-breaking is one of the most common crimes in Australia. Most house break-ins appear to be crimes of opportunity with entry gained through an open or unlocked window or door.

Some General Security Tips:

- › Your house number should be clearly visible from the street in case of an emergency.
- › Keep your front door locked when you are at the back of the house.
- › Do not leave messages on the front door. It lets people know you are not home.
- › Avoid having parcels left on the door step.
- › If you have to have something delivered while you are out have the neighbours collect it.

- › When out, leave a radio or television on or a light in the evening to give the impression you are home.
- › Keep cash and valuables out of sight.
- › Home security is an issue for you to consider when you are deciding on a place to live. Windows and doors should preferably have security screens or locks and doors should have deadlocks.

Internet Access and Security

The internet is an essential business, social, entertainment and educational resource for Australians. The level of use of the internet is making it the focus of criminal activities. It is important that internet users protect themselves from these activities. The following tips list some simple precautions you can take to minimise the chances of you becoming a victim of internet fraud or scam.

1. **Install anti-virus and other security software**, such as anti-spyware and anti-spam software. Use and update this software regularly.
2. **Regularly download and install the latest security patches for your computer software**, including your web-browser. Use automatic software security updates where possible.
3. **Use a firewall** and make sure it is turned on. Firewalls help prevent unauthorised access to, and communications from, your computer.
4. **Delete suspect emails immediately.** Do not open these emails.
5. **Don't click on links in suspect emails.** Visiting websites through clicking on links in suspect emails may result in malware (malicious software), such as a 'Trojan', being downloaded to your computer. This is a commonly used and effective means of compromising your computer.

6. **Only open an attachment to an email where the sender and the contents of the attachment are known to you.**

7. **Don't download files or applications from suspect websites.** The file or application could be malware. Sometimes the malware may even be falsely represented as e-security software designed to protect you.

8. **Use long and random passwords** for any application that provides access to your personal identity information, including logging onto your computer. Don't use dictionary words as a password. Ideally, the password should be eight or more characters in length. Change passwords regularly.

9. **Use a limited permission account for browsing the web, creating documents, reading email, and playing games.** If your operating system allows you to create a limited permission account, this can prevent malicious code from being installed onto your computer. A 'limited permission' account is an account that does not have 'Administrator' status.

(Source: Australian Communications and Media Authority)

HOLIDAYS AND LONG WEEKENDS

Generally, Australians are offered four weeks paid leave each year. Many people take time off over the Christmas and New Year period. Additionally, there are public holidays (or bank holidays) throughout the year. Some public holiday dates change from year to year. Please refer to an Australian calendar to confirm this year's dates.

- › New Year's Day 1 January
- › Australia Day 26 January (or nearest week day)
- › Adelaide Cup Day (Early March)
- › Good Friday
- › Easter Sunday
- › Easter Monday
- › (Easter Holiday period will vary between March and April)
- › Anzac Day 25 April
- › Queen's Birthday Early June
- › Labour Day Early October
- › Christmas Day 25 December
- › Boxing Day 26 December

Beaches

A popular recreation pastime in Australia is going to the beach. However you need to be aware of beach safety as the ocean has many rips and currents can drag you out to sea.

Beaches patrolled by surf lifesavers have **F-L-A-G-S**.

- › **Find** the flags and swim between them — the red and yellow flags mark the safest place to swim at the beach.
- › **Look** at the safety signs — they help you identify potential dangers and daily conditions at the beach.
- › **Ask** a surf lifesaver for some good advice — surf conditions can change quickly so talk to a surf lifesaver or lifeguard before entering the water.
- › **Get** a friend to swim with you — so you can look

out for each other's safety and get help if needed. Children should always be supervised, by an adult.

- › **Stick** your hand up for help — if you get in trouble in the water, stay calm and raise your arm to signal for help. Float with a current or rip — don't try to swim against it.

And remember:

- › **Never** swim at unpatrolled beaches.
- › **Never** swim at night.
- › **Never** swim under the influence of alcohol.
- › **Never** run and dive into the water.
- › **Never** swim directly after a meal.

Remember to always wear sunscreen even on dull days. Sunscreen purchased should always be SPF 50+. Wear a hat on sunny days. Skin unprotected may result in a melanoma, which is a type of skin cancer.

Tipping

Tipping is not expected in Australia. In taxis it's good practice to round up the fare.

ROAD RULES

If you are going to drive in Australia, no matter whether you are an experienced driver and have an International driver's license or not, **YOU MUST KNOW THE ROAD RULES** before you attempt to drive. Australia drives on the left hand side of the road so if you come from a country where you drive on the right side of the road it is helpful to think that the "white line" (or centre dividing line on the road) is on your side as the driver, just as it is in all countries. It is recommended that you take one or two driving lessons in Australia before you begin to drive here on your own.

OWNING A CAR

Registration

Any motor vehicle you own must be registered before you drive it on the road. You must register it in your name and the State that you live. When you register with the NSW Road Traffic Authority (NSW RTA) you will need to show proof of your driver's license details and your residential address in Sydney. In Adelaide the same will apply but you register with the Motor Vehicle Registration Board.

Speed

There are speed limits on all Australian roads. You must obey the speed advisory signs.

Mobile Phones and Driving

The use of mobile phones whilst driving is dangerous and against the law in Australia unless the phone is hands-free. This applies to sending or receiving text messages as well as calls. Police actively target the use of mobile phones by drivers. Fines are considerable and demerit point penalties do apply.

Demerit Points Scheme

The Demerit Points Scheme is a national program that allocates penalty points (demerits) for a range of driving offences. The scheme is designed to encourage safe and responsible driving. If you lose all of your Demerit Points you will lose your license.

License Requirements

In Australia if you hold a current driver license from another country, you are allowed to drive on your overseas license as long as:

- › You remain a temporary overseas visitor.
- › Your overseas license remains current.
- › You have not been disqualified from driving in your Country or elsewhere.
- › You have not had your license suspended or cancelled or your visiting driver privileges withdrawn.
- › Most overseas visitors are not required to obtain an Australian license if you comply with these conditions and can continue to prove your genuine visitor status to police if required.

Note: If you are a license holder from New Zealand, you must obtain an Australian driver's license within three months of residing in Australia or you must stop driving.

When driving in Australia you must carry your overseas driver license. Your license must be written in English or, if the license is not in English, you must either carry an English translation or an International Driving Permit. An International Driving Permit is not a license and must be accompanied by a current driving license.

(Source: Roads and Traffic Authority, NSW)

Drinking and Driving

It is not permissible to drink and drive in Australia. If you are going to drink alcohol, don't drive. If you are going to drive, don't drink alcohol. Driving with blood alcohol content above the legal limit will result in fines and/or jail term.

Refer Alcohol, Smoking & Drugs section below.

(Source: Australian Federal Police)

Riding a Bike

It is illegal to ride a bike without a helmet. You must ride on the road or on cycle paths. You are not allowed to ride on footpaths. Always ride in the same direction as the traffic and you must obey the road signs and traffic rules that apply to cars.

LIVING IN SYDNEY



SYDNEY

Sydney is the capital city of New South Wales and was established in the 1780's – the first European settlement in Australia. Since then, the city has expanded eastward to the coast and westward to the Blue Mountains. It now stretches 55 kilometres from each to west and 60 kilometres from north to south.

It is one of the world's most highly rated cities in terms of quality of life. It has a population of around 4.4 million, of which 40% of its residents were born overseas. The main nationalities are:

- › British 5%
- › Chinese 4%
- › Indian 2.4%
- › New Zealander 2%

Countries in eastern Asia including Vietnam, Philippines and Cambodia contribute significantly to the overseas-born population of Sydney.

While other countries of significance are Lebanese, Korean, Italian, South Africa, all around 1% of the Sydney population.

Other countries with large resident populations are Greek, Hong Kong, South Korean, Filipino and Indian. People from Asia account for 11% of Sydney's population, while people from the Middle East and North Africa account for about 3%.

Australian Aboriginals, the Indigenous people who have inhabited the country for about 40,000 years, represent 1% of the population.

Climate

Sydney's climate is pleasant, with temperatures rarely exceeding 35 degrees Celsius in Summer or falling below 6 degrees Celsius in Winter.

Average temperature ranges:

Summer (December to February)
18.3 – 25.5 degrees Celsius

Autumn (March to May)
14.5 – 22.1 degrees Celsius

Winter (June to August)
8.7 – 16.9 degrees Celsius

Spring (September to November)
13.3 – 19.8 degrees Celsius

Sydney's rainfall ranges from an average of 70mm in September to 130mm in March. Much of the Summer rain falls in dramatic afternoon thunderstorms that bring in milder temperatures.

Lifestyle

Sydney's excellent ratings in quality-of-life surveys are due to the quality of its air and water, the beauty of its natural environment, and the level of infrastructure and services available. On the other hand, Sydney does experience traffic congestion during the morning and evening peak hours.

A unique feature of Sydney is the many suburban beaches along the city's coastline, each with its own charm and character. Then there is Sydney Harbour, which divides the city between north and south, and offers scores of sheltered 'harbour beaches' that are very popular.

Sydney's pleasant climate, multicultural population and attractive natural environment make it an ideal place to experience diverse cultural and culinary delights and to get involved in a huge range of outdoor and indoor activities.

Sydney is ethnically diverse and cosmopolitan offering a wide selection of activities, entertainment, food, restaurants, shopping and sightseeing. Students are ideally placed to take advantage of it all.

More Information

Visit: www.sydney.com.au
or www.trade.nsw.gov.au

Socialising in Sydney

Students can experience many activities including such as music, art, opera, sport or outdoor activities, students will find something to suit their interests in Sydney.

For information on what to do and what's happening in and around Sydney refer to the following:

Newspapers

Sydney Morning Herald: Metro guide every Friday - www.smh.com.au

The Daily Telegraph: 7 Days
www.dailytelegraph.com.au/newslocal/whats-on

Free Publications

Beat Magazine - Music, concerts etc.

Sydney: The Official Guide – Tourist information booklet.

These can be found outside newsagents, in music/video stores and tourist information centres etc.

Useful Websites

www.sydney.citysearch.com.au

whatson.cityofsydney.nsw.gov.au

www.timeout.com/sydney

www.thebrag.com/gig-guide

www.visitnsw.com



ENTERTAINMENT

Bookings

Ticketek - for tickets to upcoming sporting matches, shows, musicals, concerts and other major events.

Phone: 9266 4800

Website: www.ticketek.com.au

Halfnix - specialises in discount ticketing
201 Sussex Street, City

Phone: 9279 0855

Website: www.halfnix.com.au

Cinemas

On Tuesday nights most movies are half price and cinema details can be found in the newspaper's entertainment section or on the cinema's website:

Hoyts:

www.hoyts.com.au

Village:

www.village.com.au

Greater Union:

www.greaterunion.com.au

There are also many **independent cinemas**.
www.independentcinemas.com.au

Cost of a movie ticket is \$13-15 per ticket.

Sightseeing

The following is a list of some of the most popular sightseeing destinations in Sydney:

Sydney Opera House

www.sydneyoperahouse.com.au

The Rocks

www.therocks.com.au

Darling Harbour

www.darlingharbour.com

Chinatown

www.chinatown.com.au

Art Gallery of NSW

www.artgallery.nsw.gov.au

Queen Victoria Building

www.qvb.com.au

Sydney Aquarium

www.sydneyaquarium.com.au

Bondi Beach

www.gobondi.com

Taronga Zoo

www.zoo.nsw.gov.au



TRAVEL

The main modes of public transport in Sydney are train, ferry, light rail and bus. These are easy to catch and run frequently to a timetable.

Sydney Transport

Bus, train and ferry information line.

Phone: 131 500

Website: www.131500.com.au

You need either a MyBus Travelten or Opal Card tickets for pre-pay buses.

MyBus Travelten

These tickets can be bought at newsagents or at the train station and are valid for 10 trips.

Single bus tickets can be bought from the bus driver.

There are also free bus timetables available.

Opal Card

An OPAL Card is for use on buses, trains and ferries. It's free to get, you just have to top up the credit for travelling.

For all Sydney Trains and Ferries you need to get this card from a rail station or order online:

www.opal.com.au/ordercard

IMPORTANT: As an International student you can only get a discount on public transport if you buy a quarterly or yearly MyMulti ticket 2 or 3.

Students will need to use one of the above for pre-pay buses. These tickets can be purchased at newsagents or train stations. Single bus tickets can be bought from the bus driver if it is not a pre-pay bus.

www.transportnsw.info/sites/en/tickets/concessions/student-child/tertiary-student-international.page

LIVING IN ADELAIDE



ADELAIDE

Adelaide is the capital city of South Australia and the fifth-largest city in Australia. It was recently rated as the most liveable city in Australia and the fifth most liveable city in the world. The city centre is surrounded by parklands and is a blend of historic buildings and wide streets. It is easy to get around with rolling hills to the east and beaches to the west.

Adelaide had an estimated resident population of 1.2 million of which 29% are born overseas. The name “Adelaidean” is used in reference to the city and its residents.

Climate

Adelaide has a Mediterranean climate with warm, sunny weather for most of the year.

Rainfall comes mainly in Winter. Unlike the east coast cities of Sydney and Brisbane, Adelaide’s skies are cloudier in Winter than in Summer.

Average Winter temperatures are 16 degrees Celsius, with Summer averages 28 degrees. Hot days can easily reach 40 degrees Celsius.

Lifestyle

Adelaide enjoys a relaxed lifestyle, in a safe and clean environment. It has a vibrant food and wine culture with a wide range of restaurants and cafés. South Australia is also the wine capital of Australia with popular wine regions such as the Barossa Valley, Clare Valley, McLaren Vale or Coonawarra. Adelaide has 30 kilometres of unbroken metropolitan coastline with secluded surf beaches off the Fleurieu Peninsula or Cactus Beach on the Eyre Peninsula.

More Information

Visit: www.southaustralia.com
or www.adelaidesightseeing.com.au

Socialising in Adelaide

Students can experience many activities such as music, art, sport or outdoor activities, and will find something to suit their interests in Adelaide.



ENTERTAINMENT

Cinemas

On Tuesday nights most movies are half price and cinema details can be found in the newspaper's entertainment section or on the cinemas' websites:

Hoyts:

www.hoyts.com.au

Moonlight:

www.moonlight.com.au

Event:

www.eventcinemas.com.au

Wallis:

www.wallis.com.au

SIGHTSEEING

The following is a list of some of the most popular sightseeing destinations in Adelaide:

Adelaide Zoo

www.adelaidezoo.com.au

Art Gallery of Adelaide

www.artgallery.sa.gov.au

Museum

www.samuseum.sa.gov.au

Botanic Gardens

www.botanicgardens.sa.gov.au

Adelaide Oval

www.adelaideoval.com.au

Festival Centre

www.adelaidefestivalcentre.com.au

Central Markets

www.adelaidecentralmarket.com.au

Barossa Wine Region

www.barossa.com

Newspapers

The Advertiser and Sunday Mail.

Free Publications

Messenger (Adelaide's local latest news including concerts, events and parades).

In Daily (Adelaide festivals newspaper all arts exhibits, theatre shows, and comedy nights).



TRAVEL

The main modes of public transport in Adelaide are train, tram and bus. These are easy to catch and run frequently to a timetable.

Adelaide Transport

Adelaide Metro

Phone: 1300 311 108

Website: www.adelaidemetro.com.au

You will need to purchase a Metro Card.

Metro Card

These tickets can be bought at newsagents or at the train station and can also be recharged at these venues.

Single bus tickets can be bought from the bus driver.

Rates of travel vary from each destination.

There are also free bus timetables available.

IMPORTANT: As an International student you will be given a student card that gives you discounted travel rates.

USEFUL CONTACTS

Important Telephone Numbers and Email Addresses

The following is a list of some important phone numbers and email addresses that students may find useful during their studies in Sydney and Adelaide.

	NATIONAL SAME NUMBER BOTH STATES	WEBSITE	SYDNEY	ADELAIDE
Department of Immigration and Border Protection (DIBP)	131 881	www.immi.gov.au		
Medicare	132 011			
Medibank Private	134 148	www.medibank.com.au		
Public Transport Information Line			131 500	1300 311 108
Lifeline Counselling Service (telephone counselling)	131 114			
Translating and Interpreting Service (24 hours)			131 450	1800 280 203
Taxis Combined			13 19 24	13 22 11
Overseas Students Ombudsman	1300 362 072	www.oso.gov.au		
Law Society of New South Wales/ SA for Solicitor Law		www.lawsociety.com.au		
www.lawsociety.sa.asn.au	(02) 9926 0333	(08) 8229 0200		
NSW Fair Trading			1300 723 404	
SA Consumer and Business Services				131 882
Official Sydney Website		www.sydney.com		
Official Adelaide Website		www.southaustralia.com		
Access NSW Government Services		www.service.nsw.gov.au		

Emergency Contacts

Police	131 444
Emergencies	000 (24 hours)
Crime Stoppers	1800 333 000
Interpreting Service	131 450
Health Advice	1800 022 222
Telephone Directory	12 23
Telephone Directory International	12 25

COMING TO AUSTRALIA

PRE-DEPARTURE

Checklist

As you prepare to depart your country for 4Life College, you may use this checklist to ensure you are adequately prepared for your journey.

- Book air travel and arrange to arrive in Sydney approximately one week before classes commence.
- Complete all medical examinations and dental checks. Dental treatment is not covered by Overseas Student Health Cover (Health insurance), and is an expensive treatment in Australia.
- Book and confirm temporary or permanent accommodation before arrival in Sydney or Adelaide.

Please ensure you bring the following documents with you to Australia.

- Current and valid passport.
- Current Student Visa or other valid Australian Student Visa.
- Exit visa (from your country, if necessary).
- Medical records, vaccination records, recognised medical practitioner's prescription of any medication that you are currently prescribed.
- CoE from 4Life College.
- Receipt/s of payment made to 4Life College.
- ID (driver's license, birth certificate).
- Credit card, travellers cheques.
- Transcripts, certificates and course syllabuses of any study undertaken by you.
- Work experience certificates and résumé.
- Marriage certificate if you are bringing your spouse with you or intend to bring spouse to Australia.
- If you have children, their birth certificates, academic transcripts.

Checklist of Clothing to Bring With You

- In Summer most people wear light cotton clothes whereas in Winter people wear slacks, a jacket/sweater/coat and closed shoes. It is advisable that you bring suitable clothes with you.
- Shoes – a pair of black leather shoes, pair of slippers/sandals, pair of sports shoes.
- Bed linen and a light blanket – quilt.
- For work placement you will need either navy or black trousers/slacks (females may prefer skirts) and enclosed black or navy shoes that are comfortable for standing for long periods.

School Age Dependants

Dependants of International students can be enrolled in either government (public) or non-government (private) schools, providing the school has the capacity to accept them. A visa for the dependant/s will need to be obtained through the Department of Immigration and Border Protection (DIBP) or a representative.

Family members aged 18 years or over may only study for up to three months. If they want to undertake a course of study that exceeds three months, they must apply for a Student Visa in their own right.

School-age family members, children aged 5–18 years, and are in Australia for more than three months must attend school.

Both public and private schools require the payment of full school fees. It is important to understand these costs BEFORE your dependants arrive in Australia. The fee structure is the same for all public schools, but varies considerably for private schools.

A list of public schools in NSW is available at www.dec.nsw.gov.au/our-services/schools

List for public schools in SA is available at www.sa.gov.au/directories/state-schools-and-services

A list of private schools is available at www.goodschools.com.au

For all private school enrolments, you must contact the school directly to ascertain if there are any vacancies and for fee information.

ENTERING AUSTRALIA

Australian Customs

On arrival you will be required to present your passport and the completed incoming passenger card to the customs officer, then collect your luggage and proceed to the green or red channel.

If you do not have any goods to declare follow the green channel.

If you have any goods to declare or are unsure, follow the red channel.

When travelling to Australia please be aware that if you are carrying a total of AUD\$10,000 or more in cash of any currency, you **MUST** declare the money on your incoming passenger card on arrival. A failure to declare this money may result in the money being taken and you being arrested and prosecuted.

It is not an offence to bring the money to Australia. The offence is not declaring the money. For information regarding duty free allowance and restricted imports, please refer to: www.customs.gov.au

Australian Quarantine

The Australian Quarantine Service strictly enforces Australian regulations covering items that can and cannot be brought into Australia. You must declare on the incoming passenger card:

- > food
- > plant material- including any wooden items
- > animal products.

Any prohibited items should be placed in the quarantine bins on the way to baggage collection at the airport.

Specially trained sniffer dogs and X-ray machines will check baggage, so take care to declare any items even if you are unsure about them. On-the-spot fines of AUD\$200 or more can be imposed for failure to declare items. Further information may be obtained at: www.aqis.gov.au



GETTING HERE IS EASY

SYDNEY – AUSTRALIA **IN THE HEART OF SYDNEY CBD**



SYDNEY – AUSTRALIA
Level 2, 269 Sussex Street,
SYDNEY, New South Wales 2000
Telephone: 1300 245 433
Facsimile: +61 8 8338 6983
Email: sydney@4lifecollege.edu.au

4Life College Sydney is close to many transport options including buses and trains. In the heart of the CBD you are near to Darling Harbour, restaurants, cafes and shops galore.

ADELAIDE – SOUTH AUSTRALIA **10 MINUTES FROM ADELAIDE CBD**



ADELAIDE – AUSTRALIA
Suite 9, 311 Glen Osmond Road,
GLENUNGA, South Australia 5064
Telephone: +61 8 8338 7723
Facsimile: +61 8 8338 6983
Email: adelaide@4lifecollege.edu.au

4Life College Adelaide is surrounded by eateries and shops, just minutes from the Adelaide city centre. There are many bus links you can access to get you here quickly and easily.

4Life Pty Ltd
Registered Training Organisation
National Provider Number: 40185
CRICOS Provider Code: 03222F

Information provided in this brochure/handbook is current at the date of publication, and may be subject to change. V4-160506

4Life
College

Achieve your dreams