SuniTAFE... Start here, go far!

SuniTAFE is your leading regional study destination of choice for international students.

International Student Information Guide 2016

Mildura | Victoria | Australia
CRICOS Provider Code: 01985A | RTO Code: 4693

SuniTAFE - Your Award Winning Education Provider!

Winner 2015
CISA Excellence Awards
Australia’s Best International (VET/TAFE) Student - Vimal Ram

Winner 2013
Victoria’s Best International VET Student - Jenny Batnag

Finalist 2014
Victoria’s Best International VET Student - Vimal Ram

Winner 2013
Victoria’s Best VET Teacher
Winner 2013 & 2015
Victoria’s Best School-based Apprentice
Finalist 2011 - 2014
Large Training Provider of the Year

*VET = Vocational Education and Training

VICTORIAN INTERNATIONAL EDUCATION AWARDS

AUSTRALIAN TRAINING AWARDS

Winner 2013
Australia’s Best School-based Apprentice - Joel Schwarz
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Sunraysia Institute of TAFE</td>
<td>3</td>
</tr>
<tr>
<td>ESOS Legislative Framework</td>
<td>3</td>
</tr>
<tr>
<td>About Mildura</td>
<td>3</td>
</tr>
<tr>
<td>About Swan Hill</td>
<td>4</td>
</tr>
<tr>
<td>International Students contacts</td>
<td>4</td>
</tr>
<tr>
<td>Important 2016 SuniTAFE Dates</td>
<td>5</td>
</tr>
<tr>
<td>Useful Contacts</td>
<td>6</td>
</tr>
<tr>
<td>Medical Centres</td>
<td>6</td>
</tr>
<tr>
<td>Transport</td>
<td>6</td>
</tr>
<tr>
<td>Local Transport</td>
<td>6</td>
</tr>
<tr>
<td>Post Offices</td>
<td>6</td>
</tr>
<tr>
<td>Immigration and visas</td>
<td>7</td>
</tr>
<tr>
<td>Department of Immigration and Border Protection (DIBP)</td>
<td>7</td>
</tr>
<tr>
<td>Visa Conditions</td>
<td>7</td>
</tr>
<tr>
<td>When should you arrive?</td>
<td>8</td>
</tr>
<tr>
<td>Airport Reception Service</td>
<td>8</td>
</tr>
<tr>
<td>Arranging Travel</td>
<td>8</td>
</tr>
<tr>
<td>By Plane</td>
<td>8</td>
</tr>
<tr>
<td>By Train/ Bus</td>
<td>8</td>
</tr>
<tr>
<td>Checklist- before you leave home</td>
<td>9</td>
</tr>
<tr>
<td>What to Bring</td>
<td>9</td>
</tr>
<tr>
<td>Clothing</td>
<td>9</td>
</tr>
<tr>
<td>Electrical Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Personal Computer</td>
<td>10</td>
</tr>
<tr>
<td>Mobile Phones</td>
<td>10</td>
</tr>
<tr>
<td>On Your Flight</td>
<td>10</td>
</tr>
<tr>
<td>Entry into Australia</td>
<td>10</td>
</tr>
<tr>
<td>Baggage Claim</td>
<td>10</td>
</tr>
<tr>
<td>Detector Dogs</td>
<td>10</td>
</tr>
<tr>
<td>Australian Customs and Quarantine</td>
<td>11</td>
</tr>
<tr>
<td>Arrivals Hall</td>
<td>11</td>
</tr>
<tr>
<td>Keeping in Contact</td>
<td>11</td>
</tr>
<tr>
<td>Checklist - when you arrive</td>
<td>11</td>
</tr>
<tr>
<td>Accommodation</td>
<td>12</td>
</tr>
<tr>
<td>Types of Accommodation</td>
<td>12</td>
</tr>
<tr>
<td>Rentals</td>
<td>12</td>
</tr>
<tr>
<td>Temporary Accommodation- Hotels, Motels &amp; Backpacker Hostels</td>
<td>12</td>
</tr>
<tr>
<td>Where to Look for Accommodation</td>
<td>12</td>
</tr>
<tr>
<td>Real Estate Agents- Mildura</td>
<td>12</td>
</tr>
<tr>
<td>Real Estate Agents- Swan Hill</td>
<td>12</td>
</tr>
<tr>
<td>Staying With Friends or Family</td>
<td>12</td>
</tr>
<tr>
<td>Bringing Your Family</td>
<td>13</td>
</tr>
<tr>
<td>Issues to Consider</td>
<td>13</td>
</tr>
<tr>
<td>Child Care</td>
<td>13</td>
</tr>
<tr>
<td>Swan Hill Child Care Centres</td>
<td>13</td>
</tr>
<tr>
<td>Schooling</td>
<td>13</td>
</tr>
<tr>
<td>Indicative Living Costs</td>
<td>13</td>
</tr>
<tr>
<td>How much money will you need?</td>
<td>14</td>
</tr>
<tr>
<td>Currency Exchange</td>
<td>14</td>
</tr>
<tr>
<td>Electronic Transfer</td>
<td>14</td>
</tr>
<tr>
<td>Opening a Bank Account</td>
<td>14</td>
</tr>
<tr>
<td>Banking Hours</td>
<td>14</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>14</td>
</tr>
<tr>
<td>Some of the Banks available in Mildura</td>
<td>14</td>
</tr>
<tr>
<td>ATMs</td>
<td>14</td>
</tr>
<tr>
<td>Credit Cards/ Debit Cards (EFTPOS)</td>
<td>15</td>
</tr>
<tr>
<td>Internet Banking</td>
<td>15</td>
</tr>
<tr>
<td>Over-the-Counter Service</td>
<td>15</td>
</tr>
<tr>
<td>Paying Bills</td>
<td>15</td>
</tr>
<tr>
<td>Account Statements</td>
<td>15</td>
</tr>
<tr>
<td>Telecommunication Services</td>
<td>16</td>
</tr>
<tr>
<td>Public Telephones</td>
<td>16</td>
</tr>
<tr>
<td>Making Phone Calls within Australia</td>
<td>16</td>
</tr>
<tr>
<td>Calling Australia from Overseas</td>
<td>16</td>
</tr>
<tr>
<td>Mobile/Cell Phones</td>
<td>17</td>
</tr>
<tr>
<td>Computer &amp; Internet Access</td>
<td>17</td>
</tr>
<tr>
<td>Health and Medicine</td>
<td>18</td>
</tr>
<tr>
<td>What does OSHC cover?</td>
<td>18</td>
</tr>
<tr>
<td>How do I use my OSHC card?</td>
<td>18</td>
</tr>
<tr>
<td>Seeking medical care</td>
<td>18</td>
</tr>
<tr>
<td>Laws and Safety in Australia</td>
<td>18</td>
</tr>
<tr>
<td>Obeying the Law</td>
<td>18</td>
</tr>
<tr>
<td>Working in Australia</td>
<td>19</td>
</tr>
<tr>
<td>Working While Studying</td>
<td>19</td>
</tr>
<tr>
<td>International Student Orientation Day</td>
<td>19</td>
</tr>
<tr>
<td>ID Cards</td>
<td>19</td>
</tr>
<tr>
<td>Textbooks</td>
<td>19</td>
</tr>
<tr>
<td>Policies</td>
<td>20</td>
</tr>
<tr>
<td>Sunraysia Institute of TAFE Student Code of Conduct</td>
<td>20</td>
</tr>
<tr>
<td>Enrolment and Completion within expected duration of study</td>
<td>20</td>
</tr>
<tr>
<td>Course progress &amp; Attendance- VET students</td>
<td>20</td>
</tr>
<tr>
<td>Attendance- ELICOS Students</td>
<td>20</td>
</tr>
<tr>
<td>Current Address Details</td>
<td>20</td>
</tr>
<tr>
<td>International Student Deferral, Suspension or Cancellation of enrolment</td>
<td>20</td>
</tr>
<tr>
<td>Leave (time away from your course)</td>
<td>20</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>21</td>
</tr>
<tr>
<td>Review and Appeals</td>
<td>21</td>
</tr>
<tr>
<td>Transfer between Registered Providers</td>
<td>21</td>
</tr>
<tr>
<td>Paying Fees</td>
<td>21</td>
</tr>
<tr>
<td>SuniTAFE Facilities and Services</td>
<td>22</td>
</tr>
<tr>
<td>Learning Resource Centre</td>
<td>22</td>
</tr>
<tr>
<td>Recreation Room</td>
<td>22</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>22</td>
</tr>
</tbody>
</table>
About Sunraysia Institute of TAFE

The Institute is the major provider of Vocational Education and Training in north-west Victoria. Established in 1979, the Institute offers students up to date and relevant courses that are a combination of theoretical and practical learning.

Sunraysia Institute of Technical and Further Education (SuniTAFE) enrolls over 9000 students annually. We offer nationally recognised qualifications in a range of certificates and diploma qualifications with practical emphasis that meets local industry demand.

ESOS Legislative Framework

SuniTAFE is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Under the ESOS Act, the institute is legally required to comply with the standards and requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007). For further information see 

[link]

Knowing your rights and responsibilities as an international student in Australia.

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code.

The ESOS framework - providing quality education and protecting your rights factsheet

[link]

About Mildura

Mildura began as a small irrigation colony established in the early 1880’s as a result of the foresight and courage of the then Chief Secretary and Minister for Water Supply, Mr. Alfred Deakin. Enlisting the help of the Chaffey Brothers, irrigation specialists from Canada, Mildura was soon established as a thriving settlement. Situated in the far North Western corner of Victoria, Mildura is approximately 600km from Melbourne, 400km from Adelaide and 1100km from Sydney. With a population of approximately 60,000 the Mildura district is growing rapidly, with the introduction of new cultures and other industries including tourism.

Mildura is situated in Victoria’s north-west. Covering around 10 percent of the state’s area, its landscape ranges from Mallee vegetation to grain farms, intensive horticulture, vibrant towns and the beautiful banks of the Murray River.

The charming rural city of Mildura has become a well-known and loved attraction to interstate and locals alike. With long hot summers and mild winters, Mildura makes for an enticing destination to study and live.

The municipality includes Mildura, Red Cliffs, Merbein, Irymple and Ouyen. From the Murray River in the north to the Mallee National Parks and dry land farming districts, our region includes significant natural assets that are the hallmark of our district.

Mildura is known as the centre of Victoria’s Food Bowl and is a major horticultural producer. Fruit sourced from the region is famous for its quality, with the rich soil contributing to optimal production. Our region has become a key service and economic hub of inland Australia and is recognised as being one of the top two fastest growing inland regions in the Country.

The Mildura region is renowned for its Mediterranean climate. Mildura enjoys a warm to mild climate and days are mostly clear with 100+ days of full sunshine each year.
To find out more about Mildura please visit the following websites:
The Murray- Mildura:
www.visitvictoria.com/Regions/The-Murray/Destinations/Mildura.aspx
Mildura Tourism:
www.visitmildura.com.au
Mildura Rural City Council:
www.mildura.vic.gov.au
Live & Work in the Mildura Region:
www.liveworkmildura.com/
Mildura Development Corporation:
www.milduraregion.com.au
Grow Mildura Region:
www.growmilduraregion.com.au

About Swan Hill
In the early 1850’s, a wharf was built on the Murray River near Swan Hill, and it became one of the region’s major inland river trading ports. As the river trade declined, Swan Hill saw the expansion of agriculture which spearheaded the town’s prosperity with the use of the river for irrigation. Swan Hill Rural City is principally an agricultural and horticultural region, boarded by the Murray River. The region is also broadening its activities in manufacturing and tourism. Swan Hill is located approximately 335kms from Melbourne. The region’s population is around 16,000.

To find out more about Swan Hill please visit
The Murray- Swan Hill:
Swan Hill Region:
www.swanhillonline.com/

International Students contacts
Your first point of contact regarding your studies here at Sunraysia Institute of TAFE should be the International Students Unit. We will try to assist you with your query or concern, and refer it to another area if we are unable to deal with it.

International Students Unit staff can help you with:
Overseas Student Health Cover (OSHC) enquiries, accommodation enquiries, visa enquiries, questions regarding finding employment, letters for DIBP, contact numbers for other organisations, worries you may have about your studies, application for leave forms, facilities and services available to international students.

Teachers, Educational Managers and the International Academic Support Officer can help you with: Questions about your course, concerns about your enrolment, homework questions, questions about results, concerns about handing an assignment in on time, course credit / recognition of prior learning.

Student Support Services can help you with: Worries about being away from home, problems with settling in, concerns about your course, family issues and anything else you do not feel that you can speak with the International Students Unit or your Teachers or Educational Managers.

International Students unit
Jo Curphey
International Administration Officer
Phone 03 5022 3779
Email jcurphey@sunitafe.edu.au
Jane Zhang
International Marketing Coordinator
Phone 03 5022 3915
Email jhuaying@sunitafe.edu.au
Annette Whittaker
International Academic Support Officer
Phone 03 50223795
Email awhittaker@sunitafe.edu.au
Alisi Fangaloka
International Admissions Officer
Phone 03 50223703
Email afangaloka@sunitafe.edu.au

Student Support Services
Mildura Campus
Manager: 03 5022 3629
Student Counsellor: 03 50223614
SuniTAFE Student Residences Office
Phone 03 5022 3721
Email residences@sunitafe.edu.au
Swan Hill Campus
Student Wellbeing Coordinator 5036 2256
### Important 2016 SuniTAFE Dates

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>Finish</th>
<th>Length</th>
<th>Orientation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 1st February, 2016</td>
<td>Thursday 24 March, 2016</td>
<td>8 weeks</td>
<td>Wednesday 27th January 2016</td>
</tr>
<tr>
<td>Term Break</td>
<td>Friday 25 March, 2016</td>
<td>Sunday 10 April, 2016</td>
<td>11 weeks</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11 April, 2016</td>
<td>Friday 24 June, 2016</td>
<td>11 weeks</td>
<td></td>
</tr>
<tr>
<td>Term Break</td>
<td>Saturday 25 June, 2016</td>
<td>Sunday 10 July, 2016</td>
<td>10 weeks</td>
<td>Wednesday 6th July 2016</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 11 July, 2016</td>
<td>Friday 16 September, 2016</td>
<td>10 weeks</td>
<td></td>
</tr>
<tr>
<td>Term Break</td>
<td>Saturday 17 September, 2016</td>
<td>Sunday 2 October, 2016</td>
<td>11 weeks</td>
<td></td>
</tr>
</tbody>
</table>

Term dates may vary with individual course timetables

**ELICOS dates 2016**

**Block 1:** January 25 to April 1  
(Good Friday 25th March, Easter Monday 28th March)

**Block 2:** April 18 to June 24  
(Anzac Day Monday 25th April)

**Block 3:** July 11 to September 16

**Block 4:** October 3 to December 9
Useful Contacts

Department of Immigration and Border Protection (DIBP)
www.immi.gov.au
Phone 131 881

Medibank Private – Overseas Student Health Cover
Phone 132 331 or +613 8622 5780 from overseas
Mildura Centre Plaza
831 Fifteenth Street

Medical Centres
Tristar Medical Group
87-89 Langtree Avenue
Mildura VIC 3500
Phone 03 5023 1200
www.tristarmedicalgroup.com.au

Tristar Medical Group: Mildura Ontario
239 Thirteenth Street
Mildura, VIC 3500
Phone 03 5022 9247

Deakin Medical Centre
255 Deakin Avenue
Mildura VIC 3500
Phone 03 5022 1488

Ontario Medical Clinic
196 Ontario Avenue
Mildura VIC 3500
Phone 03 5023 7311

Mildura Base Hospital
Ontario Avenue
Mildura VIC 3500
Phone 03 5022 3333

Tristar Medical Group
152 Campbell Street
Swan Hill VIC 3585
Phone 03 5032 2133

Transport
Regional Express Airlines (REX)
www.rex.com.au

QantasLink
www.qantas.com.au

Virgin blue
www.virginblue.com.au

V/Line
www.vline.com.au
Phone 136 196

Greyhound
www.greyhound.com.au

Local Transport
Sunraysia Bus Lines
www.sunbus.net.au

Mildura Taxis
Phone 13 10 08

Swan Hill City Taxis
Phone 13 22 27

Post Offices
Australia POST
Corner Ninth Street and Lime Avenue
Mildura VIC 3500
Refer to the Department of Immigration and Border Protection's website below to check the type of visa you need, how to apply and changes to the immigration rules. To apply for a visa, please contact the Australian visa office in your home country.

In order to apply for a visa you will need a valid passport, an electronic Confirmation of Enrolment (eCoE) and any other documentation required by the Australian diplomatic post with which you lodge your application.

You must ensure to allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.

Department of Immigration and Border Protection (DIBP)
The Australian Government’s Department of Immigration & Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application.

For a full list of mandatory and discretionary student visa conditions please visit www.immi.gov.au/students/visa-conditions-students.htm


Visa Conditions
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):

- Complete the course within the duration specific in the CoE (Confirmation of Enrolment)
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for 6 calendar months, unless issued a letter of release from the provider to attend another institution
- Notify us of your Australian address and any subsequent changes of address within 7 days.

For a full list of mandatory and discretionary student visa conditions please visit www.immi.gov.au/students/visa-conditions-students.htm
When should you arrive?

To ensure you are fully prepared to commence your studies, you should arrive at least a week before the International Student Orientation Day, to give yourself a chance to recover from any jetlag and to start settling in to your new home. You will be advised of your International Student Orientation Day on your enrolment.

Once you have been granted your student visa, you should book your travel, and inform the International Students Unit using the Arrival and Accommodation Request form.

Airport Reception Service
SuniTAFE provides a complimentary on-arrival reception service to international students. **Pick up is from Mildura airport or train station only.**

To make a booking please complete the On-Arrival Reception Service Form and email a scanned copy to international@sunitafe.edu.au at least 7 working days prior to your arrival in Mildura.

Arranging Travel
Students are responsible for their own arrangement and cost of their travel to Mildura or Swan Hill.

By Plane
Mildura is well served by flight from Melbourne, Adelaide and Sydney. Three airlines operates daily return services between Melbourne and Mildura. REX fly between Mildura and Adelaide and Sydney.

**Regional Express Airlines (REX)**
www.rex.com.au

**QantasLink**
www.qantas.com.au

**Virgin airline**
www.virginblue.com.au

By Train/ Bus
For students choosing to travel to Swan Hill or Mildura via train and bus, a Skybus service operates between Melbourne airport and the Melbourne CBD (Southern Cross Station for connection to Swan Hill and Mildura). The Skybus departs every 10 minutes throughout the day and operates 24 hours a day. Visit: www.skybus.com.au for more information.

For those students studying at the Swan Hill campus, a train service is available from Melbourne to Swan Hill. Information and bookings: 136 196 or www.vline.com.au No airlines offer a service between Melbourne and Swan Hill; therefore no airport on-arrival service is available for those students studying in Swan Hill.

For those students studying at the Mildura campus, the trip from Melbourne to Mildura takes approximately 7 hours by train and bus (there is no direct train route to Mildura). Travel by train to Swan Hill or Bendigo and then take the V/Line Coach connection to Mildura. Information and bookings: 136 196 or www.vline.com.au
The checklist below aims to help you to prepare for your trip to Mildura and ensure that you have packed everything you will need:

- Obtain a valid student visa. Visa processing time varies from 1 week to 3 months so be sure to apply early.
- Make travel arrangements, we recommend you arrive at least one week before Orientation.
- Inform the SuniTAFE International Students Unit about your arrival details in Mildura/Swan Hill.
- Apply for on-campus accommodation (Mildura campus only). If you are living off-campus you will need to book temporary accommodation for at least 2–4 weeks after your arrival while you look for a place to live.
- Letter of Offer/Confirmation of Enrolment (eCoE) issued by Sunraysia Institute of TAFE.
- Receipts of payments already made to SuniTAFE and additional money for any fees outstanding.
- Original academic and English language qualifications.
- Personal identification documents, e.g. birth certificate, ID card, driver's licence/international driver's licence.
- Medical records and/or prescriptions if you have a medical condition.
- Some money in Australia dollars for the first few days (A$300–500).

If you are travelling with your family you will need to include their documents as well. **Keep all documents in your carry-on luggage.** In case you lose the originals, make copies that can be left behind with family and sent to you.

**What to Bring**

Students are often surprised by how strict Australian Customs Services and quarantine can be. If you're in doubt about whether your goods are prohibited or not, declare it anyway on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

Visit the Australian Quarantine and Inspection Service (AQIS) homepage www.aqis.gov.au

Read **What can't I take into Australia?**

And also let your family and friends know **What can't be mailed to Australia?**

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (25kg) and 1 x carry-on (7kg) for international flights, but **only 20kg of checked luggage on domestic flights within Australia**. This will significantly limit the amount of things you can bring, especially if you will fly within Australia to get to your final destination. Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

**Clothing**

Summer in Australia is from December to February, Autumn from March to May, Winter from June to August, and Spring from September to November. For most of the country the hottest months are January and February. Our summer temperatures can vary from 25 degrees Celsius to around 45 degrees Celsius.

If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing and blankets. You may also need to purchase a heating appliance once you arrive. Our winter temperatures can vary from 0 degrees Celsius to around 20 degrees Celsius.

On most campuses, students usually dress informally. Jeans or slacks with t-shirts or blouses, sneakers or “running shoes” are almost standard dress. Shorts are often worn during the summer months and sandals are the most common footwear.

It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months.

A sports coat or suit and tie for men and appropriate dress for women is necessary for some functions such as formal dinners, and your graduation ceremony. For festive occasions, you may want to bring traditional dress and accessories.

Other items you might want to bring (most can also be purchased in Australia)

- alarm clock
- bath towels, bed sheets, pillow cases
- dictionary (bilingual)
- small sewing kit
- music CDs or iPod
- sporting equipment
- toiletries
- umbrella
- scientific or graphics calculator
- camera
- micro recorder for lectures
- spare spectacles or contact lenses
- your optical prescription
- photos of friends and family
- swimming costume
- small gifts from home
Electrical Equipment
The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

Note: In the picture, the red dot indicates that the switch is on and power is flowing through that socket.

Personal Computer
You may bring your own personal desktop or laptop computer if you prefer.

Mobile Phones
Australian mobile phone service carriers operate two digital technologies - 3G and 4G. You can purchase a SIM card from most supermarket or mobile phone retail outlets in Australia that will enable you to connect to an Australian network. If your overseas-purchased mobile phone is covered by a contract with an overseas mobile carrier, you may need to have your mobile phone unlocked from the SIM card that was issued as part of the contract. Only the overseas carrier can carry out the unlocking process.

You may be able to use your mobile phone in Australia on international roaming agreement with your mobile carrier. You should contact your mobile carrier before leaving the country where you purchased the mobile phone or have a service agreement to find out if there is a roaming agreement in force with an Australian carrier and the charges.

On Your Flight
Wear comfortable, layered clothing so that you are able to make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be very HOT so wear light weight clothing underneath, and have a pair of sandals or lighter shoes in your hand luggage if you need cooler footwear. Alternatively extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia passengers are given an Incoming Passenger Card to fill in. This is a legal document. You must tick
✓ YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than AUD$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

Entry into Australia
If you are carrying more than AU$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

Baggage Claim
Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

Detector Dogs
You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.
Australian Customs and Quarantine

Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn’t have. You must declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.

Australia has strict quarantine laws and tough on-the-spot fines. Every piece of luggage is now screened or x-rayed by quarantine officers, detector dog teams and x-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AUD$60,000 and risk 10 years in prison. All international mail is also screened.

Some products may require treatment to make them safe. Items that are restricted because of the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS).

For more detailed information about bringing in food, animals, plants, animal or plant materials or their derivatives visit www.daffa.gov.au/aqis.

Arrivals Hall

You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities. If you arrive on a weekend, you may like to exchange money here as most banks are not open on Saturdays and Sundays.

Keeping in Contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them). Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is important to ALWAYS let someone know where you are and how to contact you by phone or by post.

It is a good idea to send the International Students Unit the details of your flight, and your arrival details into either Mildura or Swan Hill. This way, staff in the International Students Unit at SuniTAFE will know when to expect you.

Checklist - when you arrive

☐ Phone or email home – your family and friends will want to know that you have arrived safely
☐ Get to know Mildura (or Swan Hill) and how to get to the campus and shops
☐ Open a bank account
☐ Attend the Orientation and enrolment sessions
☐ Get involved in student activities and the local community
Accommodation

Most students want to live within walking distance of the campus but this is not always possible and is usually determined by availability and cost. Often it is more convenient and more cost-effective to live further from the campus but closer to shops and public transport.

Types of Accommodation

On-Campus

The SuniTAFE Student Residences is an independent communal living facility set in a spacious garden setting and conveniently located on-campus at the Sunraysia Institute of TAFE Mildura campus. The complex is approximately a 15 minutes ride on a bicycle to Mildura's city centre.

Accommodation in the residences facility is available depending on availability at the time of request. Students wishing to stay in the SuniTAFE Student Residences are advised to apply as early as possible.

Please see our website for more details:

Rentals

Rental accommodation is available in both the Mildura and Swan Hill regions. Rental accommodation can be found in both regions for between $90 - $300 per week depending on the size and quality of the accommodation. Generally the price is a good indication of the size and quality of the accommodation. For around $195 per week, students could expect to find a 1 or 2 bedroom unit (a small dwelling).

Temporary Accommodation- Hotels, Motels & Backpacker Hostels

Generally, the price you pay for accommodation will determine its quality. However, it can be expensive to stay in a good quality motel or hotel for a long period of time. Backpacker accommodation is relatively inexpensive but you may need to bring your own pillow and sleeping bag if you choose this option.

Mildura

Swan Hill
www.swanhillonline.com/index.php?option=com_directory &cat=ACCOMMODATION&Itemid=1

Where to Look for Accommodation

The following is a list of places where you can go to find advertisements for accommodation:

- Student noticeboards around campus
- Newspaper classifieds
  - Mildura Weekly, published every Friday (Free). Available at all real estate agencies and newsagents.
  - Mildura Midweek, published every Tuesday (Free)
  - Sunraysia Daily, published daily. Reference copies available in the college library
- Real Estate Agent windows & websites

Real Estate Agents- Mildura

Collie & Tierney First National
67 Lime Ave
Mildura VIC 3500
www.collieandtierney.com.au

Burns and Co
107 Eighth Street
Mildura VIC 3500

Ray White
69 Deakin Ave
Mildura VIC 3500
raywhitemildura.com.au

The Professionals
83 Deakin Ave
Mildura VIC 3500
www.rocisano.com.au

Rescom
79 Pine Ave
Mildura VIC 3500
www.rescommildura.com.au

LJ Hooker
101 Deakin Ave
Mildura VIC 3500

Real Estate Agents- Swan Hill

Wood & Co First National
199 Campbell St
Swan Hill VIC 3585
Ph: +61 3 5033 1331
www.woodandco.com.au

LJ Hooker Swan Hill
310 Campbell Street
Swan Hill VIC
Ph: +61 3 5033 1331

Staying With Friends or Family

If you know someone in Australia, this is a great way to settle-in to life here. Your friends or family can provide advice, support and encouragement in your first days in Australia.
Bringing Your Family

Most student visas allow you to bring your family members to Australia as your dependants (Please check your individual circumstances with the Department of Immigration and Border Protection). Family members include your spouse, and you and your spouse’s dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is very high. You may have to consider and discuss many issues with your family.

Issues to Consider
Rather than bringing your family together with you to Australia, some students may find it useful to arrive first, settle into studies, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them.

Before making a decision to bring your family to Australia it is important to consider the following issues:
• Extra costs for food, clothing accommodation and other necessities;
• Limited employment opportunities for your spouse;
• The effect on you and your studies if your family is not happy in Australia;
• Whether your children will adjust to school in Australia;
• Waiting lists for child care centres; and
• Whether to come alone to Australia first and arrange things for your family or to all come at the same time.

For more information visit www.immi.gov.au

Child Care
Finding suitable childcare in Australia requires patience and planning. Waiting lists for places in most childcare centres are long.

Many schools offer before- and after-school care programs (usually 7:30am-8:45am and 3:30pm-6:00pm). Children who need these programs must be registered with the school.

Sunraysia Institute of TAFE has its own Child Care Centre on campus at the Mildura Campus, and offers care to children of TAFE students and staff and the general public. The centre offers quality child care for children 6 weeks to 12 years.

TAFE Kids Ph: +61 3 5022 3791

Swan Hill Child Care Centres

Logan Street Child Care Centre
2-4 Logan Street Swan Hill
Ph: +61 3 5032 1328

ABC Swan Hill
100 Beveridge Street Swan Hill
Ph: +61 3 5033 2859

Schooling
It is a visa requirement that school-aged children (primary or secondary school age) are enrolled in school. For details please see Victorian Department of Education website.


Indicative Living Costs

The following is an [indicative table] of living costs for Students attending Sunraysia Institute of TAFE Mildura or Swan Hill campus.

All Indicative costs are Australian Dollars - $AUD. All Indicative costs are approximate only.

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clothing</td>
<td>$20.00</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$20.00</td>
</tr>
<tr>
<td>Accommodation (On Campus residences – Mildura)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$25.00</td>
</tr>
<tr>
<td>Incidental</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Weekly Total</strong></td>
<td><strong>$265.00</strong></td>
</tr>
<tr>
<td><strong>Yearly Total (52 weeks)</strong></td>
<td><strong>$13,780.00</strong></td>
</tr>
</tbody>
</table>

The below accommodation options are approximate only, subject to variation.

<table>
<thead>
<tr>
<th>SuniTAFE Residence (Mildura Only)</th>
<th></th>
<th>Rental Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00 per week</td>
<td>$165.00 per week</td>
<td></td>
</tr>
<tr>
<td>Standard Single room</td>
<td>Large Single Room</td>
<td></td>
</tr>
<tr>
<td>Dormitory Room</td>
<td>$140.00 per week</td>
<td></td>
</tr>
<tr>
<td>Dormitory Room</td>
<td>Dormitory Room</td>
<td></td>
</tr>
</tbody>
</table>

Learn more at sunitafe.edu.au
How much money will you need?

You will need to make sure you have enough funds to support your stay while you are studying in Australia. It is recommended that you have approximately **AUD$1500 to AUD$2000** available for the first two to three weeks to pay for temporary accommodation and transport. You should bring most of this money in form of Traveller’s Cheques. **Traveller’s cheques** can be cashed at any bank or currency exchange in Australia.

Please note that it is **not safe to bring large sums of money** with you! Lost credit cards or traveller’s cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

**Currency Exchange**

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Melbourne / Mildura you can also change money at any bank or at currency exchanges at Melbourne airport, or at any bank branch in Melbourne or Mildura.

**Electronic Transfer**

You can transfer money into Australia by **electronic telegraph or telegraphic transfer** at any time. This is a fast option and will take approximately **48 hours**, but the bank will charge a fee on every transaction.

**Opening a Bank Account**

You can choose to open an account in any **Bank, Credit Union or Building Society** in Australia. Do your research to get the best deal.

To open a bank account you will need:

- your passport (with arrival date stamped by Australian immigration)
- student ID card
- some money to deposit into the account

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account. Your passport and proof of your arrival date in Australia will be acceptable as 100 points if you open an account **within six weeks** of arrival in Australia.

As a student you will be able to open an account with special student benefits. Many banks have ‘Student Accounts’ which contain no or minimal fees for transactions that might normally be attached to regular savings accounts. You will also require the student ID card from your institution to prove you are a student and should have access to the benefits offered by a student bank account.

**Internet banking** and/or **Telephone banking**, which enables them to manage their money, pay bills etc. from home. At the time you are setting up your account you can request these services from your bank.

**Banking Hours**

Most bank branches are open from **Monday to Friday, 9:00am to 4:00pm** (except on public holidays). Some branches have extended trading hours during the week and may be open **Saturdays (check with your individual bank)**. **ATMs remain open 24 hours a day**. However, you should be aware of your personal safety if accessing cash from an ATM at night in quiet areas where there are not a lot of people around.

**Bank Fees**

Bank fees are **the money you pay for the products and services that banks offer**. Different banks charge different fees for different products and services, and the best way to find out what fees apply is simply to ask your bank. Some banks waive some fees if you are a full-time student. You will need to show your student ID to apply for waiver. If you don't understand any fee which has been charged, ask at the bank.

**Some of the Banks available in Mildura**

- Commonwealth Bank
- NAB- National Australia Bank
- Bendigo Bank
- ANZ
- Westpac

**ATMs**

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at **ATMs displaying the Cirrus Logo** (if your ATM card has international access). Check this with your financial institution before leaving home.
Credit Cards/ Debit Cards (EFTPOS)
All major international credit cards are accepted in Australia but you must remember that repayments of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws. Debit Cards are a common payment methods in Australia in shops, supermarkets, restaurants, doctors’ surgeries etc. You can pay for goods and services through EFTPOS (Electronic Funds Transfer at Point Of Sale) using your ATM card, rather than paying with cash. At some stores, when you use EFTPOS you can also withdraw cash from your account at the same time. When paying by EFTPOS, you also use your PIN to access your account. The same rules apply about keeping the PIN confidential and never handing it over to anyone. Be careful no-one is looking over your shoulder when you enter your PIN.

Internet Banking
Internet banking allows you to view and check your accounts, review recent transactions, apply for loans and credit cards, or transfer money and pay bills – all on-line. Most banks offer Internet banking facilities, but you will need to register with your bank to gain access. You will then be given a password that allows you to use your accounts on-line. Never give this password to anyone else.

Over-the-Counter Service
You can also go into a branch of your bank and, with the assistance of bank staff, conduct transactions including withdrawals, deposits, transfers, and account balance checks. Bear in mind that over-the-counter transactions usually incur higher fees than electronic transactions.

Paying Bills
Most bank accounts offer lots of easy options for paying bills. Transaction accounts with cheque book facilities allow you to pay bills by cheque, and most transaction accounts and savings accounts allow you to pay bills electronically (e.g., using facilities such as telephone banking, Internet banking) and using direct debits.
A note of caution on direct debits – they are a convenient way to pay everyday bills, but always make sure you’ve got enough money in your account to cover the cost of the debit. If your pay or allowance goes into your account on a certain date, make sure your direct debit payments are scheduled to come out of your account after your pay goes in, or you might end up with an overdrawn account or a dishonoured payment – both can cost you money.

Account Statements
Most banks will provide regular statements for your accounts (just how regular can depend on the type of account). On request, banks will provide statements on a deposit account at more frequent intervals, but this may attract a fee. Bank statements are your record of everything that has happened in your account over a given period – the withdrawals, deposits and transfers that were made, and any bank fees and government taxes you were charged. Telephone and Internet banking can make it easy to check your statements.

Check your statements regularly to make sure you’ve got enough money in your account to cover your expenses and keep track of your spending, as well as make sure that all transactions made in your account are legitimate. Refer to your statements to see what fees you are paying on your bank accounts and why, and to see whether a few simple changes to your banking habits could help you to reduce the fees you pay (for example, using your own bank’s ATMs instead of other banks’ ATMs). (Source: Australian Bankers’ Association Inc.)
Telecommunication Services

Calling Emergency Services DIAL 000

In Australia dial 000 from any phone for **fire, police or ambulance services**. Emergency Services operators answer this number quickly and to save time will say, “Police, Fire, or Ambulance”. If you are unsure of what emergency service you need tell the operator what the emergency is. You will then be connected to the appropriate service to assist. It is wise to think ahead with the most important information which will help them to respond. Where you are; (note street names and the closest intersection), what has happened and to whom; what their condition is. The operator may then ask you to stay on the phone until the emergency services arrive. In life threatening situations the operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures.

Public Telephones

Australia has an extensive network of Public Phones throughout the country.

They are easily recognized by the orange and blue Telstra emblem. The cost of local calls is 50 cents (AUD) with most phones accepting coins and prepaid telephone cards. Long distance call charges vary depending on time of day and distance.

Sundays are an excellent day to make interstate or international calls due to all day discount rates.

Pre Paid telephone cards offer competitive calling rates to all countries 24 hours per day.

Pre Paid Telephone Cards cost $5, $10, $20 and $50 and may be purchased at most newsagencies, post offices and convenience stores.

Making Phone Calls within Australia

To make international phone calls:

- Dial – international access code (0011) + the country code + the area code (if required) + phone number (when adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialled)

To make domestic phone calls:

- Dial – the area code + phone number

<table>
<thead>
<tr>
<th>Area Code</th>
<th>States</th>
</tr>
</thead>
<tbody>
<tr>
<td>(02)</td>
<td>ACT, NSW</td>
</tr>
<tr>
<td>(03)</td>
<td>VIC, TAS</td>
</tr>
<tr>
<td>(07)</td>
<td>QLD</td>
</tr>
<tr>
<td>(08)</td>
<td>SA, WA, NT</td>
</tr>
</tbody>
</table>

Visit www.whitepages.com.au and www.yellowpages.com.au for directories of residential, commercial and government phone numbers in Australia; and for a list of country codes and area codes for international calls.

Calling Australia from Overseas

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia’s country code prefix (61) followed by the area code without the first zero. For example Victoria would be 3 instead of 03, and then dial the required number.

Example: International access number +61 3 1234 5678
Mobile/Cell Phones
If you need to purchase a mobile or mobile plan in Australia, you should understand what deal you are accepting before signing a contract with a provider. For a comparison of mobile phone plans in Australia see:


Computer & Internet Access
Many of the above companies will also provide you with internet access. In fact, you may be able to make arrangements with a company where you can get cheaper rates if you have internet and mobile phone through the one service provider. Check with your provider if you could get a packaged deal for your home phone, internet and mobile phone.
On enrolment at SuniTAFE, students will be issued with a student username and password to be used to access the computers at the Institute. There are a number of computer rooms located around the Institute, and students may use the computers in the Library if needed outside class time.
Wireless internet access is available on campus.

Getting Around Mildura
The best way to get around Mildura is by bicycle. Bicycles can be purchased from:
Kmart
www.kmart.com.au

Big W
www.bigw.com.au

Target
www.target.com.au

or specialist bicycle stores.
Sometimes you may pick one up second hand from a second hand shop.
It is the Law in Australia that you must wear a bicycle helmet whilst riding a bike. Helmets can also be purchased anywhere you buy a bicycle. You are also required to install a white light (flashing or steady) on the front, a red light (flashing or steady) at the back and a red reflector at the back if riding at night. Penalties apply if you are caught breaking these rules by the police.
Mildura has two bus companies that offer local and inter-city services. There are bus from Mildura CBD to SuniTAFE daily during school terms. Local bus timetable is available www.sunbus.net.au/timetables.htm
A car is necessary to explore sites outside Mildura. In Australia, cars drive on the left hand side of the road, and it is the law that seatbelts must be worn by everyone in the car. To drive a car, you must have either an Australian Driver’s Licence or must hold an International Drivers Licence from your home country.

Drink Driving (driving under the influence of alcohol) is against the law in Australia. If you do not obey drink driving laws, you may lose your licence and face heavy fines.
You must obey speed limits whilst driving in Australia. If you are caught speeding you may face losing your licence and heavy fines.
If you decide that you would like to purchase a car, it is essential that you have insurance. Any student wishing to buy a car is strongly advised to also purchase comprehensive insurance from an insurance provider so that you and other drivers are covered in case of an accident.
Cars in Australia must be registered before they can be driven on the road. Cars registered in Victoria must also be deemed roadworthy at the time of registration. If a car you are purchasing is not registered at time of purchase, be sure that you have a qualified person check the car to ensure that it is roadworthy, otherwise you may be forced to pay extra money to have the car deemed roadworthy before it can be registered and driven on the road. More information please contact Vic Roads
Health and Medicine

Australia has a national public health system called Medicare. Australian residents contribute to the health care system through their taxes. Medicare is not available to overseas visitors, including international students.

You are advised to have medical, optical and dental checkups before you leave home. The Overseas Student Health Cover (OSHC) does not include dental and optical claims and such costs can be quite high in Australia.

Overseas Student Health Cover is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders.

SuniTAFE currently has an agreement with Medibank Private, a private health fund for the provision of OSHC. We can arrange OSHC on your behalf and the rate is quoted on your Letter of Offer.

You may choose to arrange your own OSHC or change your health fund at any time.

If you come to Australia on a visa other than a student visa and undertake a short course of study of three months duration or less you will not be eligible for OSHC. It is wise to purchase travel or private medical insurance in this case.

We recommend that all students must have a comprehensive medical and travel insurance plan (including accidents) for the entire duration of their study in the Australia.

What does OSHC cover?

OSHC provides a safety net for medical expenses for international students, similar to that provided to Australians through Medicare. You will get cover if you need to go to hospital or see a doctor or specialist; Ambulance services and some benefits for pharmaceuticals. OSHC does not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to purchase extra private health insurance. See Medibank website for more details

www.medibank.com.au

How do I use my OSHC card?

If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the doctor’s fee and the government fee component of that may be processed by the medical centre. If the medical centre is not able to process the government fee, pay the total amount, keep the receipt and you can claim the government fee back from your OSHC provider.

Seeking medical care

In Australia you do not have to go to a hospital to see a doctor. You go to a hospital emergency room (ER) only when you are in a life threatening situation.

You can see a doctor (also known as a GP – General Practitioner) in their private practice or medical centre, with part of the doctor’s fee being covered by OSHC. You must make an appointment to see a GP. Australian GPs normally will not give medication for flu or a stomach ache, but you can buy over-the-counter medicine for pain relief and fever from a chemist or pharmacy or supermarket. If your GP will give you a prescription to provide medication it will be help your condition. You must then take this prescription to a chemist and pay for the medication.

Dentists and Optical doctor charge a fee for their service and can be expensive in Australia. Our suggestion is to have your dental and eyes check up before you come to Australia or take up extra private insurance to cover these costs. GPs or dentists in your area are listed in the Yellow Pages telephone directory

www.yellowpages.com.au

Laws and Safety in Australia

Obeying the Law

One of the reasons we have such a wonderful lifestyle in Australia is due to our representative democracy, the separation of powers, and our respect for the rule of law. We have a lot of laws in Australia and as a result, society runs smoothly.

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. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment. Nobody wants this to happen!

You can find a comprehensive outline of Australian law and the legal system at:

www.australia.gov.au
Working in Australia

From 26 April 2008, people granted student visas will automatically receive permission to work with their visa grant. Most student visa holders will no longer need to apply separately in Australia for permission to work. Please note that you will NOT be able to work in Australia until the first official day of classes when the education provider will confirm your study commencement.

Working While Studying
1. You are not permitted to start work until you have commenced your course of study
2. You can work a maximum of 40 hours per fortnight during the term and unlimited hours when your course is not in session.
3. The Department of Immigration and Border Protection considers your course to be in session:
   • for the duration of the advertised semesters (including periods when exams are being held)
   • if you have completed your studies and your Confirmation of Enrolment is still in effect
   • if you are undertaking another course, during a break from your main course and the points are being credited to your main course.

International Student Orientation Day

International Students Unit will provide an International Student Orientation before the commencement of your course as part of a requirement of the ESOS (Education Services for Overseas Students) Act 2000. Staff who run the orientation work hard to ensure that you as a student will be well equipped to achieve the best possible success in your studies. If you read through this Information Guide which the institution provides for you, you will see that there is a lot of information for you to understand and consider as you move through your studies. Although the Guide outlines what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the Institute, its staff and its services.

Attending orientation gives you the chance to;
• See and talk to the most important people you will need to know at the institution.
• International Students Unit staff and their duties
• Educational Business Manager for your course
• Student Support Services staff
• Accommodation / Student Residences Officer
• Enrol to get your student ID card
• Meet and get advice from your teacher
• Find your way around the campus and Mildura
• Meet other International students who may share your classes, share your concerns or fears. Knowing another face on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
• Find your way around the public transport/City to and from your accommodation.
• Feel as though you already know some of the things local students know before you get to meet them at orientation activities later.

The orientation program is compulsory for all new international students to attend. During the program you will be given important information about studying at SuniTAFE including information about Institute policies and procedures, and course induction.

ID Cards
Student ID cards can only be issued once the student has been enrolled into the course. This is arranged on Orientation Day.

Textbooks
If a course requires you to purchase additional textbooks, these should be available through the Sunraysia Institute of TAFE Bookshop, located in the Library at Sunraysia Institute of TAFE – Mildura Campus:
Bookshop Ph: 03 5022 3711
Sunraysia Institute of TAFE Student Code of Conduct

The adult learning environment at Sunraysia Institute of TAFE encourages and supports the participation of people from diverse backgrounds. The Sunraysia Institute of TAFE Student Code of Conduct applies to all enrolled students and aims to ensure the safety, comfort and wellbeing of everyone at the Institute. A copy of the Student Code of Conduct please see: www.sunitafe.edu.au/Policies/Student Code of Conduct Policy.pdf

Enrolment and Completion within expected duration of study

The ESOS Act requires that the Institute enrol international students in full time study according to the requirements of their student visa. International Students are not guaranteed an extension beyond their course duration or student visa if they do not complete within timeframe specified in their Confirmation of Enrolments. The Institute may only extend a student’s duration of study in limited circumstances and must be compassionate and compelling circumstances or the implementation of an Intervention Strategy. International students must note that a variation to their study plan may affect their student visa and they should speak to an International Students Unit staff member about proposed changes to their course.

Course progress & Attendance - VET students

The Institute has implemented the DIBP Course Progress Policy through the Department of Immigration and Border Protection reporting system meaning that unsatisfactory course progress will be reported to DIBP if intervention strategies do not improve the student’s progress in the course. Your course progress will be assessed after each study period (at the end of each term). In the case of students who are deemed Not Yet Competent in 50% or more of the units studied in that study period, or are deemed as at risk of not meeting competency in at least 50% of unit requirements in each study period, the Institute will intervene and apply the policy for monitoring international student progress. Students who have not passed 50% or more in two consecutive study periods may be reported to DIBP. To view a copy of the DIBP Course Progress Policy visit: www.sunitafe.edu.au/international

The Institute expects you attend ALL scheduled classes. Some courses have a minimum attendance requirement to pass the course– 80%. Your attendance is recorded on a daily basis by the class teacher. Teacher’s will monitor attendance and report any concerns about attendance to the International Students Unit through the International Student Course Progress Report. Poor attendance will affect your course progress, and therefore may affect your enrolment and student visa.

Attendance - ELICOS Students

The Institute is required to record and monitor attendance of students enrolled in ELICOS (English Language Intensive Courses for Overseas Students). The Institute will monitor your attendance in line with The ELICOS Delivery Procedure. Not meeting the attendance requirement may affect your enrolment and student visa. To view the policy visit www.sunitafe.edu.au/international

Current Address Details

It is a visa condition that you MUST provide SuniTAFE your current residential address, contact email and phone number to keep on your student file AT ALL TIMES. If you change your address at all whilst you are studying at SuniTAFE, you must inform the International Students Unit by completing a Personal Details Form so that we can update your details in your file immediately.

International Student Deferral, Suspension or Cancellation of Enrolment

Standard 13 of The National Code allows students to defer commencement of studies, take a leave of absence or temporarily suspend their studies during the course for compassionate and compelling reasons. The Institute may also seek to cancel or suspend the student’s enrolment. The Institute has implemented a policy to assess a student’s eligibility for deferral, suspension or cancellation of enrolment in a manner that complies with current legislation. All students must be aware that the deferment, leave of absence, suspension or cancellation of his or her enrolment may affect their student visa.

Leave (time away from your course)

- Students are not normally eligible for leave of absence other than during the scheduled term break.
- Leave will only be granted in Compassionate or Compelling circumstances including illness or injury, pregnancy, involvement in a serious accident or serious crime, or illness or bereavement of close family members.
- You must apply to the International Students Unit to take leave from your course, and you must put your application form in before you take your leave.
- If you are unwell (Sick) you must provide an original Medical Certificate to the International Students Unit as evidence that you were not fit to attend classes.
- Any leave from studies may affect your student visa. It is recommended that you contact the Department of Immigration and Border Protection (DIBP) to seek advice.
- Application for Leave forms are available from the International Students Unit.

Policies
Refund Policy
The Institute has developed the International Student Fee Refund Policy which outlines the conditions for refunding fees paid by International Students. When you are offered a place at the Institute, you will be asked to sign a Sunraysia Institute of TAFE Acceptance Agreement which outlines the Institute's International student Fee Refund Policy and Procedure. In signing this agreement you are accepting the terms of the Policy and Procedure.

To view the full International Student Fee Refund Policy and Procedure visit
www.sunitafe.edu.au/international

Review and Appeals
International students have the right to access institute's internal complaints and appeal process under the ESOS National Code 2007. This requirement is covered in the Review and Appeals Policy and Procedures available from the student Portal. Students who are not satisfied with the outcome arising from the institute's internal complaints and appeals process, may refer their appeal or complaint to a relevant external agency.

Transfer between Registered Providers
Under the National Standards 2007, international students holding an Australian Student Visa may not change their provider until they have completed 6 months of their principal course. However, the standard recognises international students as consumers and supports them in exercising choice whilst acknowledging they may also be a group that requires support to transition to study in Australia. Requests for transfer within the restricted period will be assessed using the International Student Transfer Policy.

To view the full International Student Transfer Policy visit:
www.sunitafe.edu.au/international

To view the above policies and procedures please visit:

Paying Fees
On signing the Acceptance Agreement, International Students are required to pay the first semester fees for the relevant course. Students must return a signed Acceptance Agreement prior to making payment to the Institute.

Once students are enrolled at Sunraysia Institute of TAFE, subsequent fee payments are due two weeks before the next semester starts.

A $50 per week penalty applies each week to fees not paid by the due date. The late fee will be applied and charged from the day after the fees are due. Students who have not paid their fees by the commencement of the next semester will not be able to commence in their course.

Tuition fees can be paid via bank transfer or credit/debit card.
SuniTAFE Facilities and Services

My SuniTAFE (my.sunitafe.edu.au) is the student portal that has features to assist students during their study time at SuniTAFE:

- View your timetable and SuniTAFE email
- Submit your assignments online
- Find out what’s happening on campus.
- Stay connected with your friends and teachers
- Access to e-learning resources
- Access student policies and procedures

Learning Resource Centre
The Learning Resource Centre offers students a range of resources and access to services include:

- Bookshop
- Library
- Printing & photocopying
- Computer access
- IT assistance

* Free Wi-Fi Internet access is available on campus

Recreation Room
The Mildura Campus has a recreation room available to students between 12pm and 1pm during term. Students can play pool and board games, listen to music, and generally enjoy themselves.

TAFE Kids Inc is an accredited day care centre for community members and SuniTAFE students and staff who require child care services. It caters for children aged from 6 weeks to 12 years. This is a not-for-profit community centre located at the SuniTAFE Mildura campus. The centre also operate as training facilities to allow the Diploma of Children’s Services students to gain first-hand experience.

SuniTASTE Restaurant is a training facility at the Mildura campus that is open to the public offering fine food at reduced prices, served and prepared by our Hospitality and Commercial Cookery students.

SuniTAFE Beauty Salon is a training facility at the Mildura campus that offers a range of services and treatments available to the public such as facial treatments, waxing, pedicures, manicures, make-up and enhancements, at reduced prices.

SuniTAFE Hair Salon is a training facility at the Mildura campus that offers a range of services and treatments available to the public such as hair-cuts, styles, colours and treatments, at reduced prices.

SuniTAFE Farm is a 30HA national award winning commercial horticulture property at Cardross. This well maintained property is fully equipped to be used in all aspects of Horticulture, Conservation and Land Management and Irrigation training provision. Students are provided with real-world experience in the production of local food. The farm is also host to small research projects and diverse crops.

Acknowledgements

This Guide has been adapted from the ISANA Orientation & Pre-Arrival Handbook – Rainbow Guide 2009, acknowledgements which include:

Australian National University
Study Melbourne
Central Queensland University
TAFE NSW
Charles Darwin University
TAFE Queensland
Curtin University of Technology
TAFE South Australia
Griffith University
University of Adelaide
Education and Training International WA
University of Melbourne
La Trobe University
University of New South Wales
Macquarie University
University of Queensland
Monash University
University of South Australia
Education Queensland International
University of Sydney
Queensland University of Technology
University of Tasmania
Southbank Institute of Technology Study Queensland
University of Wollongong
International Students Unit
T +61 3 5022 3703
E international@sunitafe.edu.au
W www.sunitafe.edu.au/international

CRICOS Provider Code: 01985A | RTO Code: 4693

Start here, go far!

Learn more at sunitafe.edu.au