



CRICOS PROVIDER NO. 02487C

PRE-ENROLMENT INFORMATION FOR STUDENTS

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1. Welcome to Melbourne!

Melbourne City

Welcome to Melbourne – one of the most livable cities in the world. With its beautiful parks, vibrant cafés, bars and restaurants and world-famous events such as the Formula One Grand Prix and the Australian Open Tennis Tournament, you will enjoy a variety of unforgettable experiences.

Melbourne is the second largest city in Australia and famous for its cultural sophistication. It has a population of almost 4 million people who reside mostly in the suburbs surrounding the city centre. An efficient public transport system enables speedy access to the energetic centre of Melbourne where you can enjoy many activities, such as shopping, live music, art galleries and museums.

Melbourne's climate

Melbourne has very mild weather for most of the year, however, the temperature in summer can occasionally reach over 35 degrees Celsius. As such, it is important to wear sunscreen and appropriate clothing on sunny days to avoid sunburn and to drink plenty of water.

Clothing

Australians are relaxed and casual in the way they dress. You are not required to wear formal clothing to enter most restaurants and other public places. In summer, Melbourne sometimes has sudden, dramatic changes in temperature. Hot mornings are sometimes followed by rainy or even stormy afternoons. This is known as a “cool change”, and most Australians appreciate this opportunity to escape the summer heat. It is recommended that, even on sunny days, you carry a jumper just in case a cool change arrives.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Maximum average temperature (°C)	25.8	25.8	23.8	20.3	16.7	14.0	13.4	14.9	17.2	19.6	21.9	24.2
Minimum average temperature (°C)	14.2	14.5	13.2	10.7	8.6	6.9	6.0	6.7	7.9	9.5	11.1	12.9
Rainfall (mm)	48.0	47.7	50.1	57.7	56.3	49.4	47.7	50.2	58.2	66.5	59.5	59.0

*Above statistics are from Australian Government Bureau of Meteorology

Public Transportation

Melbourne has a well-developed public transport system. You can use the same ticket for buses, trains and trams at a cost of about \$30 per week (within Zone 1). Bayside College is well served by train, tram and bus services. There is a tram stop just 100 metres from the College. It takes about 15 minutes to travel to Bayside College in St Kilda Beach from the centre of the City.

All of our Homestays are within Public Transport Zone 1, the cheapest zone.

Banking

If you want to open a bank account, you will need identification including your passport. You can open a student account with our student card. Student accounts have lower account-keeping fees. If you want to open the bank account, we recommend you do so within the first 6 weeks of your arrival. After 6 weeks, you may be asked for more identification.

Living Cost

As a guide, you need around AU\$1500 - AU\$2000 per month depending on your lifestyle. This should cover food, accommodation, transportation, entertainment and other expenses. A room in shared accommodation costs between \$100 and \$200 per week without food, telephone, gas or electricity bills.

2. Visas

Prior to entering Australia, you need to organise an appropriate visa. All visas vary in length, so it is important to be aware of how much time your visa allows you to study in Australia.

If you are on a Student Visa, you are required to attend at least 80% of your classes by law and you must be covered by Overseas Student Health Insurance (which we can arrange for you).

Most international students wanting to study in Australia require a **student visa**. Some other visa holders are also eligible to study as international students in Australia. Many students apply for a visa themselves on-line or via the Australian Embassy in their country. The visa application process can be complicated and for students from some countries it may be better to submit an application with the assistance of an accredited agent due their familiarity and experience in the field. You should check with the education provider in Australia for their accredited agents in your 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 Embassy 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 and Citizenship provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.immi.gov.au/students/index.htm for the latest information.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DIBP website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

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
- 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 Bayside of your Australian address and other contact details and any subsequent changes of these within 7 days.

For a full list of **mandatory** and **discretionary** student visa conditions please check your visa grant notice or check on Visa Entitlements Verifications Online.

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport.

If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation - commonly referred to as health funds before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia. Bayside can arrange cover through Allianz global Assistance, should you choose to do so.

3. Documents

You should prepare a folder of **official documents** to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer letter from [Bayside](#)
- Confirmation of Enrolment (eCoE) issued by [Bayside](#)
- Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)

- Insurance policies
- Original or certified copies of your academic transcripts and qualifications
- Other personal identification documents, e.g. birth certificate, ID card, driver's licence
- Medical records and/or prescriptions

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.

4. 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 (35kg) 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.

Seasonal Considerations

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.

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.

Clothing

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, a graduation ceremony, student dances or balls. For festive occasions, you may want to bring traditional dress and accessories.

Other Items You Might Need to Include (most can also be purchased in Australia)

- | | |
|---|--|
| <input checked="" type="checkbox"/> alarm clock | <input checked="" type="checkbox"/> scientific or graphics calculator |
| <input checked="" type="checkbox"/> bath towels, bed sheets, pillow cases | <input checked="" type="checkbox"/> camera |
| <input checked="" type="checkbox"/> dictionary (bilingual) | <input checked="" type="checkbox"/> micro recorder for lectures |
| <input checked="" type="checkbox"/> small sewing kit | <input checked="" type="checkbox"/> spare spectacles or contact lenses |
| <input checked="" type="checkbox"/> music CDs or iPod | <input checked="" type="checkbox"/> your optical prescription |
| <input checked="" type="checkbox"/> sporting equipment | <input checked="" type="checkbox"/> photos of friends and family |
| <input checked="" type="checkbox"/> toiletries | <input checked="" type="checkbox"/> swimming costume |
| <input checked="" type="checkbox"/> umbrella | <input checked="" type="checkbox"/> small gifts from home |



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.

Bringing Your Computer

Bringing a PC or laptop into Australia may be a little more complicated.

Items owned and used for more than 12 months prior to arrival are allowed in tax-free. Proof of the date of purchase and purchase price may be required. Computers which are less than 12 months old and over AUD\$400 may attract Goods and Services tax (GST) at a rate of 10%. Consideration is given as to whether or not you intend to export the computer at the conclusion of your studies.

To satisfy the Customs Officer that you will be taking the computer out of Australia you should bring along a statutory declaration (a written declaration witnessed by the certifying authority in your country) stating that the computer is for use during your studies in Australia, and that you intend to take it back with you when you complete your studies. You may be required to give an undertaking under Section 162 to this effect and provide a cash security to Australia Customs upon arrival.

Mobile Phones & Laptops

If you are considering bringing a mobile phone, laptop, or any communication devices we suggest that you visit the Australian Communications and Media Authority www.acma.gov.au before making any purchases. Some students have brought in their own laptops with internal modems only to discover that they were unable to use their modem in Australia. Any external or built-in modems must be **Austel Approved** in order to function in Australia.

5. 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 **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.

6. Entry into Australia

Australian Immigration

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

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 AU\$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.

Travellers may bring the following goods into Australia duty free when the goods accompany the passenger:

- 2250ml alcoholic liquor per adult
- 50 cigarettes or 50 grams of cigars or tobacco products per adult
- personal items such as clothing, footwear, make-up
- personal goods owned and used for at least 12 months
- goods (not including alcohol or tobacco) to the value of \$900 per adult. E.g. cameras and electronic equipment.

For further information, please contact the Australian Embassy /Consulate in your country, or see the Australian Customs Service website at www.customs.gov.au .

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.

7 Airport pick-up

Airport pick-up service

If you would like Bayside to arrange an airport pick-up, you need to inform us of your flight details at least 5 days before the arrival date. Bayside will arrange an airport pick up company to meet you at the airport and take you to your homestay (or other accommodation).

If you are arriving with an international flight, the airport pick up representative will be waiting for you at the arrival hall. After clearing customs, when you come out the door, the pick-up service representative will be waiting for you with your name on a large sign YELLOW AND GREEN sign saying "TOGOTO AUSTRALIA, OVERSEAS STUDENTS".

If you are arriving on a domestic flight, your pick-up service representative will be holding a sign with your name on it at the carrousel when you collect your luggage.

If you cannot find the pick-up service representative, please do not leave the airport. Wait for five minutes at the meeting place. If you still cannot find the person after five minutes; please contact the airport pick up emergency number below:

Company: TOGOTO
Contact person: Ellen or Heather
Contact number: 0409 503 646/0419 433 922

If you cannot contact the pick-up service representative, please contact the College emergency number: 0413 011 701 (inside Australia).

You will be charged the pick-up service full fee if you leave the airport without contacting either the airport pick up company or the College emergency phone number.

If you are taking an indirect flight, it is impossible to track your flight in case your first flight is delay. It is necessary to contact either the airport pick-up company or the College emergency phone from the airport you are transferring. If you don't have time, please contact us once you arrive at the Melbourne airport.

Other transportation from the airport

If you do not wish to use the airport pick up service, one of the alternatives is taxis. It costs approximately \$50 to \$100, depending on where your homestay (or other accommodation) is located.

Another alternative is the Sky Bus. It operates 7 days a week and takes around 20 minutes from the airport to the city. It runs every 10-15 minutes between 6.00am and 21.30pm and half hourly or hourly at other times. It costs \$18 one way and \$35 return.

For more information, please refer to the Sky Bus website at www.skybus.com.au .

9. Keeping in Contact

Before you leave home, you should provide your family and friends, and Bayside 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.

You should also let Bayside know you have arrived in Australia. Please either call us (03 9534 8862) or send us an email (info@baysidecollege.com.au) to confirm you have arrived and that you intend starting class.

10. Money

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

How Much to Bring

You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately **AU\$1500 to AU\$2000** available for the first two to three weeks to pay for temporary accommodation and transport. You should bring most of this money or on an international travel card or credit card.

Please note that it is **not safe to bring large sums of money** with you! Lost credit cards 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 you can also change money at any bank or at currency exchanges (there are many in Melbourne's Central Business District).

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.

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

All major international credit cards are accepted in Australia but you must remember that **repayments** to many 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.

10. Arranging Accommodation

Temporary Accommodation:

Hotels, Motels & Backpackers

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.

Homestay

Living with an Australian family is the best way to learn about Australian culture and the English language. If you wish to live with an Australian family, we can arrange a homestay placement company to find a homestay for you.

Homestays cost up to \$315 per week and can include 3 meals per day, 7 days per week. Breakfast and lunch are often self service and dinner will be prepared by your homestay host.

Payment must be made directly to your host family. Initially, two weeks' homestay payment must be made in advance. Further payments will be made every 2 weeks, in advance. A written and dated receipt will be issued by the homestay family whenever any payment is made.

The homestay fee charged should be all-inclusive. No extra payment for heating is to be levied. WIFI internet is also included in the weekly fee.

You MUST give two weeks written notice of your intention to change or to cancel your current homestay. If you do not, you will be liable to pay a two-week cancellation fee. Any other money paid for your homestay will be refunded to you (or, if you request it, put towards your next homestay).

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. However, if you are under the age of 18 you must obtain approval from your education provider first.

11. Bringing My Family

Most student visas allow you to bring your family members to Australia as your dependants (check your individual circumstances with the Department of Immigration and Citizenship See: **Arranging Visas**). 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:

- The cost of airfares for your family to and from Australia;
- Possible higher rent for a larger home;
- Limited employment opportunities for your spouse;
- Extra costs for food, clothing and other necessities;
- 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.

Child Care facilities near Bayside College include:

- Kinderclub Child Care, 35 Crimea St, St Kilda 3182 tel 9510 3833
- St Kilda Children's Centre, 171 Chapel St, St Kilda 3182 tel 9209 6403
- Tree House Child Care, 45 Brighton Rd, St Kilda 3182 tel 9525 5151

Schools:

If you would like to bring your children to Australia with you, you must be aware of the following schooling issues:

1. It is an immigration policy that school-age dependants of international students undertake formal schooling while they are in Australia.
2. Children who have their fifth birthday before 1st April of that calendar year are eligible to start school.
3. You will need to provisionally enrol your child in a school before you leave your home country and you will normally have to pay the school fees one semester in advance. The school will issue an electronic Confirmation of Enrolment Form (eCoE) stating the program and its duration, so that you can obtain the appropriate visa for your child.
4. The Diplomatic Mission in your country can tell you which State schools are registered to take international students. Fees are payable by international students at all State schools unless you:
 - Are in receipt of sponsorship or scholarships from the Australian Government (e.g. the Australian Development Scholarship, IPRS);
 - Hold a higher institution or approved non-government scholarship. These scholarships must be approved by the State government for the dependants to be exempt from school fees.
5. You will be responsible for school fees and other costs including school uniforms, books, excursions and stationery.
6. When choosing the most appropriate school for your child, it is best to ask questions about the school's curriculum, size, extra-curricular activities and the size of individual classes.
7. You should also take into consideration the distance from the school to **your education institution**, the suburb in which you intend to live and the method of transport you plan to use.

For further information, please contact Victoria Education Department see www.education.vic.gov.au

There are two types of schools in Australia – State schools and independent schools.

12. Cultural differences

When you are new to a foreign culture, you may notice that you become quite tired. As such, it is a good idea to have more sleep than usual. Melbourne is a friendly, open-minded city, but you might still be surprised by some cultural differences. When you experience cultural or language difficulties, try to remain calm and relaxed. Feel free to speak to the school staff about any problems you might be having.

13. Welcome to Bayside International English College

Bayside International English College is committed to assisting students with practical language skills and the areas that most successfully meet students' needs. Bayside College understands the significance of the investment you are making in your future, and is committed assisting you in making that investment work.

Bayside International English College

Address: 55 Acland St
St Kilda 3182
Melbourne, Victoria
Australia
Phone: 61-3-9534 8862
Fax: 61-3-9534 8865
Email: info@baysidecollege.com.au
Web: www.baysidecollege.com.au

Facilities

Bayside College is situated in beautiful, light-filled premises 200 metres from the beach in St Kilda. This is truly a unique place to study English in Melbourne. Our students will not only have the highest quality English courses, but they will also be able to have the great experience of studying and socializing so close to the beach in exciting St Kilda.

We have a maximum of 15 students in each class and all students have free access to broadband internet in our computer laboratory. We have full kitchen facilities, a relaxing student lounge and a stunning sun-filled courtyard for socializing before or after classes. We have a library of English resources for you to access if you want to undertake self-study before or after class. Also, we are just a 2 minute walk to some of Melbourne's best cafes, bars, restaurants, pubs and shopping boutiques!

Student Contact/Support Officer

Ineke de Graaf, Alex Austen and Sarah Fynmore are your Student Contact/Support Officers and will be able to help you adjust and learn to love living in Australia. When you first arrive in Australia your Student Contact/Support Officers will help your transition run smoothly and will assist you with becoming familiar with the local area and Bayside.

During your studies she will guide and help you with any problems that you may have. These may include:

- Issues relating to orientation to living in Australia, and the course you are studying
- Your academic progress
- Options on further study both at Bayside and at other educational institutes throughout Australia
- Additional options for accommodation to those offered already in the provided information.

All of these support services are available to students free of charge.

Contact Details:

Name: Ineke de Graaf, Alex Austen and Sarah Fynmore

Telephone: (03) 9534 8862

Fees payable to Bayside

All fees payable to Bayside are set out in your Offer Letter.

Courses

We offer general English in the following class levels:

- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate
- Advanced

We also offer an IELTS exam preparation course.

Course Entry requirements

There is an entry requirement of IELTS 5.0 or equivalent for the IELTS exam preparation course. There are no entry requirements for the General English course.

You will be advised about the course content and learning outcomes of your class on your first day. Course credit is not available for Bayside's courses.

Our courses are full-time (4 hours per day). Each course level usually takes from 10-12 weeks to complete.

Students are subject to continuous assessment by our highly experienced teachers. Certain specific assessment tasks and tests will also be carried out and a portfolio of your work will be maintained by the teachers.

Students can commence every Monday.

Timetable

All courses at Bayside College consist of 20 hours of face-to-face classes per week. Students study on either a morning or afternoon timetable. Morning classes are held from 9.00 am to 1.15pm and the afternoon classes are from 1.30pm to 5.45pm.

You will be placed in a suitable level according to your placement test.

Student Deferral or suspension

A student wishing to defer an enrolment must do so prior to the commencement of the course. Students must complete an 'Application to defer, suspend or cancel enrolment' and submit to the Student Services. Such deferral or suspension will only be approved if there are compassionate or compelling reasons for the deferral.

All applications for deferral documentation will be kept on the students file and DIBP shall be notified via PRISMS of the decision to defer the enrolment as a result of the student's request

Students who would like to defer/suspend their studies must first speak to a staff member in the Student Services to gain an application form and to ensure they understand the reasons that deferment may be granted. An 'application to defer' form must be completed which will need to be approved by the Director of Studies. This application to defer must include in detail the 'compassionate or compelling circumstances.

The first day

Your first day schedule will be as follows:

9.00 – 9.15am	Registration
9.15 -10.00am	Level Check
	• Writing task
	• Speaking
	• Quick check
10.00-11.00am	Orientation
11.15am-13.15pm	Lesson

Please bring:

- your passport
- one passport-size photo
- pens, pencils, writing pad etc.

Emergency contact number

Bayside International English College has an emergency contact number. Please contact the number below in case of an emergency:

0413-011-701 (inside Australia)

61-413-011-701 (from overseas)

14. ESOS Framework

Australia has a reputation as a safe, progressive and dynamic place to study. This is maintained by providing quality education and consumer protection specifically developed for overseas students.

You can obtain further information about the ESOS framework from the following link:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

We are looking forward to welcoming you to Bayside International English College. Have a safe trip!

CHECK LISTS

Things to Do:

Before Leaving Home:



- Apply for passport
- Arrange student visa -.....
- Make contact with institution
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements.....
- Arrange travel insurance
- Advise institution of travel details.....
- Arrange accommodation.....
- Arrange transport from airport to accommodation.....
- Pack bags being sure to include the following:
 - Name and contact details of Bayside representative
 - Enough currency for taxis, buses, phone calls etc. in the event of an emergency
 - Important documents:
 - THIS HANDBOOK!
 - Passport
 - Letter of offer
 - eCoE
 - Certified copies of qualifications & certificates
 - Travel insurance policy
 - ID cards, drivers licence, birth certificate (or copy).....

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

Upon Arrival in Australia:



- Call home
- Settle into accommodation
- Contact institution
- Purchase household items and food
- Enrol children in school (if applicable)
- Attend international student orientation
- Get student ID card
- Advise health insurance company of address & get card
- Open a bank account
- Attend faculty/course specific orientation sessions.....
- Get textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and associations
(eg music, sporting and cultural club)