



## **Information for Intending Students**

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## IMPORTANT NOTE

Please refer to the Student Life section [www.ohcenglish.com](http://www.ohcenglish.com) for the latest Policy documents relating to study at OHC.

## Courses Available at OHC

### English Language Courses

- General English (1-48 weeks)
- High School Preparation (1-48 weeks)
- English for Academic Purposes (12 weeks)
- Exam Preparation (IELTS)
- Cambridge Examination Preparation Courses (FCE, CAE) (12weeks)
- Business English (12 weeks)

## Entrance Requirements

### ***ELICOS – English Language***

There are no formal academic entrance requirements for the study of General English programs at OHC, however all students are required to sit an entry test on arrival at the campus. The entry test is used to determine the appropriate class and to assess the needs of the student.

Students wishing to enrol in English for Academic Purposes (EAP), English for Business Purposes (EBP), IELTS or Cambridge Examination (FCE, CAE, & CPE) will be required to sit an entry test to assess their suitability prior to being accepted into the course. This test can be taken prior to arrival in Australia or on campus.

## GENERAL ENTRANCE REQUIREMENTS FOR OVERSEAS STUDENTS

In addition to the specific requirements for each course as determined above international students must also meet the following requirements.

The student is bona fide or genuine student who:

- Seeks temporary entry to Australia and will abide by visa conditions;
- Is a genuine applicant for entry and stay in Australia as a student;
- Is of good character;
- Is of sound health;
- Has sufficient funds to support themselves and members of their family unit in Australia, for the duration of their course;
- Is willing to pay overseas student health cover.

At the time of enrolment it is imperative that the student provides documentation to prove that the student meets the General Conditions as stated above.

### ***Students will be asked for documentation to prove or verify***

- If the student has studied in Australia previously they must have:
  - Proof that they have met the previous course requirements;

- A satisfactory attendance certificate for the duration of their study;
  - Evidence that all fees were paid for that course.
- If the student has not completed the previous course studied in Australia a release letter must be obtained from the previous provider;
- The student falls within DIBP guidelines for onshore students and the appropriate visa conditions;
- The student has read and understands OHC's terms and conditions of enrolment.

## Modes of Study and Assessment Methods

### English Language Programs

- The OHC English Language programs are delivered using a modern, communicative approach. Students are encouraged to speak in class and not to be concerned about making mistakes as they are part of learning. The goal is for students to be confident communicators.
- Most classes have a course book as the basis of class activity. Students are required to pay a materials fee prior to enrolment and will be provided with the relevant course book for their course and level.
- Adult English classes have 20 contact hours per week. High School Preparation courses are delivered with 25 hours per week.
- Students are tested on arrival and placed in a class appropriate to their ability. Teachers will test their classes at the end of each four week period. After these progress tests the classes are re-organised and those who have passed their tests and whose performance and participation throughout the cycle has been good move to the next level. Each of the six levels of General English at OHC takes approximately twelve weeks to complete. High School Preparation follows a term schedule with mid-term and end of term assessments and reports.



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## Complaints and Appeals Policy and Procedures

Oxford House College (OHC) has established a fair, objective and accessible dispute resolution procedure that attempts to resolve grievances effectively, locally and with a spirit of conciliation

For the most up to date Complaint and Appeals policy please refer to the OHC Website.

<https://www.ohcenglish.com/country/australia/policies-reports-167>

### Facilities at OHC

All OHC campuses are located in the central business district. All classrooms are air-conditioned and modern, with up to date facilities and resources available to students.

### Resource Centres

Equipped with an excellent selection of textbooks, tapes and videos, magazines and periodicals, newspapers and student photocopy facilities. Computer facilities are open to students from 8:00 am until 6:00 pm most days.

### Computer Networks

All campuses have industrial-strength wireless networks available to staff and students. A secure 802.1A RADIUS authenticated wireless network is available throughout all five campuses. Internet access is available via a 20MB DSL Content Filtered Link. There is a private 10MB Ethernet-over-copper link joining Melbourne and Sydney campuses with 6 MB links connecting Brisbane, Cairns and Gold Coast to Melbourne.

### Student Access

OHC has increasingly shifted to a wireless environment in recent years and whilst fixed line computers are available on all campuses, it is expected that students will have a portable device e.g. laptop or iPad, with them at all times. A senior IT specialist oversees the ICT environment nationally and dedicated IT support specialists are available on all campuses. Wireless connectivity is of paramount importance to the college's ICT environment and special care is dedicated to its maintenance.

Printing facilities are available to students via a Centralised Print Quote System.

### Audio-visual Equipment

All campuses are equipped with DVD, Data Projectors and wireless internet access.

### Student Lounges

Comfortable areas within the building for students to relax, meet others, and converse

in English. Also a place to find information on social activities, rooms available to rent or share, etc.

## Resources

OHC has dedicated library facilities at all campuses. The college strives to provide library services according to the following policy: -

- ❖ Provide students and staff with a diversity of quality information resources and a high standard of customer service;
- ❖ Ensure library services and resources are relevant to the needs of all students and staff;
- ❖ Support the information literacy of all students;
- ❖ Provide training in the use of library and information services and resources where necessary;
- ❖ Ensure library resources are clearly labeled and organized so that they are easy to find and use;
- ❖ Ensure that where practical, library systems and processes are uniform across all resource centres in Australia;
- ❖ Fully catalogued library resources using the Bookmark library automation system, Dewey decimal classification (DDC) and Library of Congress Subject Headings.

## Acquisition Program

An extensive program of acquisition is ongoing to ensure that the OHC Resource Centres offer adequate resources for the increasing number of students and the expanded program offerings. OHC recognises the need to provide a level of support resources for staff and students as would be expected in a quality higher education environment offering business and allied degree and postgraduate programs.

Subject Coordinators provide recommendations for acquisitions. In addition to the acquisition of texts pertinent to particular content areas of individual subjects, there is also an ongoing program of acquisition of materials relating to the world of business generally.

Services provided include:

- ❖ Access to books and journals;
- ❖ Access to electronic information resources;
- ❖ Borrowing and photocopying facilities;
- ❖ Study and computer facilities;
- ❖ Study skills and English language support materials;
- ❖ Assistance in the use of the above services.

OHC has handicapped access and user friendly IT facilities.

### Course Dates and Fees

Please refer to [www.ohcEnglish.com](http://www.ohcEnglish.com) to view current course dates and fees.

#### International students:

Students will receive an offer letter detailing all fees relevant to the course/s applied for. Payment of a deposit is required prior to the issue of an eCOE. For students on packaged courses with consecutive COEs the second and subsequent COEs will incur a \$1,000 non-refundable deposit.

OHC reserves the right to alter fees at any time. Fees may increase annually during a student's course. Students are required to pay the increased fee unless they have paid fees in full or have paid for the year ahead. Fees will generally not increase more than 5% per year.

### Refund Policy

Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be responded to within 28 days of receipt of request.

***The refund policy is clearly shown on the Offer Acceptance Form signed by the student***

For the most up to date Refund policy please refer to the OHC Website.

<https://www.ohcenglish.com/country/australia/policies-reports-167>

## Applying for Admission to OHC

### Decide the Length of Your Study

Firstly, you need to decide for how long you would like to study.

You will need a student visa if you wish to study in Australia for over 3 months. If your intended stay in Australia is 3 months or less you may apply for a short stay visa. For periods of study greater than 3 months a Student (Temporary) Visa is required by non-Australian residents and is granted only if they enrol in a registered, full-time course in Australia. All courses for international students, and the Australian education and training institutions that offer them must be registered with the Australian Government.

- ❖ <http://www.studyinaustralia.gov.au>
- ❖ <http://www.immi.gov.au>

### Complete Application Form

Complete all of the details on the application form and forward to the International Office. Be sure to include any supporting documentation with your enrolment

### Letter of Offer

Your application for entry will be assessed by the Manager of the International Office, in conjunction with the academic program manager. OHC will send you a Letter of Offer.

### *Obtain your “Confirmation of Enrolment for Overseas Students”*

You will need to accept the offer by signing and returning the Acceptance of Offer and pay your deposit in order to obtain your Electronic Confirmation of Enrolment (eCoE) – student visa applications only.

- ❖ <http://www.immi.gov.au/contacts/overseas.htm>

### *Apply for Your Visa*

Now you can begin the visa application process. You will need to contact the Australian Embassy or Mission in your country. Some countries allow you to apply for your visa on-line using the e-Visa function.

The Australian Education Centre, Australian Diplomatic Mission or recognised education agent will give you advice and assistance in preparing your application. You will be asked to have a medical examination as part of the visa process. Special forms will be provided for the doctor to complete.

### *When You Get Your Visa*

When your visa is granted, you can finalise your travel arrangement to Australia. If you have requested Airport Reception and Homestay, you will need to advise us of your arrival details so that we can confirm your reception service and advise your homestay family when you will be arriving. You will receive a fax or email with the confirmation details and an airport map so that you know where to meet us when you clear customs.

### *Overseas Student Health Cover*

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out-of-hospital and in-hospital medical services to help maintain your health and to provide treatment in the event of an accident.

### *On Your First Day at OHC*

Students should bring their passport and a passport photo on orientation day. Orientation is generally held on the student’s first day. However, some courses require you to attend prior to your commencement date. You will be advised of this at time of enrolment. Orientation day includes the following:

- ❖ Welcome to OHC;
- ❖ Introduction to Administration and Academic staff;
- ❖ Completion of relevant personal and medical forms;
- ❖ Outline of course;
- ❖ English assessment to determine your level;
- ❖ Computer access;
- ❖ Tour of the campus and surrounds

## Student Obligations

### *What is expected of a student at OHC?*

Students are expected to attend all classes and submit all assessments on time. It is expected that you will back up your class attendance with an equal number of private study hours in order to be successful in your chosen course.

Effective time management is crucial. You should adhere to a pattern of regular study and strive to make these study sessions as productive as possible.

### *Academic Progress*

It is a condition of your student visa that you meet the course requirements of the institution. It is expected that English language students will progress one level each 12 weeks. If a student does not meet this requirement they will be asked to “Show cause” as to why they should be allowed to continue in the program. A student who is considered to have no good reason for not progressing in their course will be reported to the relevant government Department for not meeting visa conditions. If you are having difficulty with any part of your course or are finding it difficult to settle into life in Australia make sure you see a student adviser as soon as you are experiencing difficulties. We are here to help you.

### *Attendance*

Attendance is important in all programs as it is much easier to succeed if you have been to all of your classes. For English language programs good attendance is essential. International students whose attendance falls below 80% students are at risk of being reported to the relevant government department for not meeting visa conditions.

For the most up to date Course Progress and Attendance policy please refer to the OHC Website.

<https://www.ohcenglish.com/country/australia/policies-reports-167>

### *Personal Conduct*

Students must not engage in any conduct that is:

- ❖ Damaging to other persons pursuing their studies, research, duties or lawful activities in OHC; or
- ❖ Detrimental to the operation or property of the College; or
- ❖ Contravenes federal, state or local law; or
- ❖ Otherwise deemed to be inappropriate.

Inappropriate conduct includes, but is not limited to:

- ❖ Disrupting any teaching, study, assessment or research activities or the administration of the College;
- ❖ Obstructing any officer or employee of the college in the performance of his or her duties;
- ❖ Damaging or wrongfully dealing with any property, including intellectual property belonging to OHC;

- ❖ Knowingly withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student;
- ❖ Threatening, intimidating or disorderly behaviour;
- ❖ Endangering the health or safety of a person;
- ❖ Compromising the privacy of an individual;
- ❖ Compromising the confidentiality of information.

All allegations of inappropriate conduct received shall be lodged with the Campus Manager, to be dealt with in accordance with the College's policies & procedures.

### Advice and Guidance Services

All advice and guidance sessions are undertaken in the college where a private room is available. Our staff are at hand to discuss and advise on academic and personal issues. Interviews are usually provided in English unless there is communication difficulty or the student finds it more comfortable in his or her own language. In most cases, students can speak directly to the Programme Manager or Campus Manager if necessary. OHC will provide, where necessary, details of external counselling and support services. Advice, guidance and support services are provided by the college at no extra cost to the student. External support and counselling services may incur a cost and students should request information prior to engaging an external service. The staff at OHC will be pleased to assist you.

### Academic

Each student's progress is regularly reviewed by the student's teacher and Program Manager. Students are welcome to make an appointment at any time to discuss their progress with the Program Manager. On request, a written progress report can be provided.

### Personal / Social

Each campus has a Student Services/Administration Office where students can come on any weekday the college is open should they need help or information. On weekends, if students need emergency assistance, they can call the 24-hour emergency number.

### Homestay

Satisfaction with student homestay is formally checked by the college homestay officer on arrival and thereafter every four weeks. If students are not happy with their homestay (for whatever reason), OHC attempts to implement a 'customer is always right' policy. Homestay will be changed as quickly as possible. Our accommodation officers are available any weekday the college is open to assist.

### Medical Problems

Each campus has a list of medical professionals in the vicinity of the college. If students have any medical concerns they should inform Student Services who will assist them in finding a doctor. When needed, OHC will refer students to other professionals in the field of assistance needed.

### **Emergency**

Each OHC Campus maintains a 24-hour emergency contact service: you will be given a 24-hour contact number on enrolment. Staff are always on hand to deal with a range of problems and difficulties.

### **Academic Advice**

Students can make appointments with senior teaching and student services staff to discuss their progress, future studies or career path. OHC staff are always available to help and advise students.

### **Social Program**

OHC has a Social Program and an Activities Officer. Social activities are held during the week and on weekends. The campus also organises whole-school parties, BBQs and excursions for students of the college. Activities range from cultural and sightseeing events, to dinners, excursions and sports outings. The activities vary from city to city, and allow students to enjoy the social scene and learn about Australia.

### **Privacy Policy**

OHC is firmly committed to privacy. We use applicant's information to create an OHC database.

Our enrolment process requires applicants to give us contact information (e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the Tuition Protection Service (TPS).

The OHC database is private and confidential. The database (including personal details) is for the sole use of the College. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.

For the most up to date Privacy policy please refer to the OHC Website.

<https://www.ohcenglish.com/country/australia/policies-reports-167>

### **Code of Practice**

OHC is an educational institution with policies and management practices designed to maintain the highest professional standards in the delivery of education and training services. The education interests and welfare of students are safeguarded at all times.

OHC maintains a learning environment which is conducive to the success of local Australian and international students. The college carefully monitors the performance, course attendance and progress of students enrolled in all registered courses, according to its stated policy on immigration reporting. The college will notify the relevant Commonwealth authority if, in accordance with this policy, a student is deemed to be no longer participating in, or meeting requirements in the course for which they are enrolled.

At all times OHC endeavours to provide professional, well qualified administrative and academic staff. Staff are constantly reminded of the necessity for cultural sensitivity in dealing with clients.

Students will be provided with accurate and complete information regarding courses. This information will include all expected outcomes and assessment procedures required to achieve the award for which they have enrolled. The college will also provide adequate orientation to new students including advice on accommodation, counselling and welfare services.

The college remains responsible under this code for the actions of its appointed agents in relation to the marketing of services to, and the application processes for, international students. The college will also make every reasonable effort to ensure that at all times these agents act in the best interests of both the applicant and the college.

All information regarding course requirements, fees, student visa conditions, work rights, health cover, adequate arrangements for dependents and change of institution will be provided to the student. The college refund policy is clearly stated on the enrolment form.

Tuition fees paid in advance are protected according to the current regulatory requirements for local students and the ESOS Act for overseas students.

The college warrants to provide accurate and current information in all advertising material. Student support services are clearly explained, as are course details and grievance procedures.

No student will be discriminated against on the basis of race, religion, gender, colour or disability.

Further, OHC's practices are founded on, and are bound by, the standards stipulated within the National Code, National ELICOS Standards, TEQSA & the ESOS Act.

For the most up to date policies please refer to the OHC Website.

<https://www.ohcenglish.com/country/australia/policies-reports-167>

## Cultural Diversity Policy

### Our Objective

#### *Valuing Cultural Diversity*

The College is a world-class College, attracting the students and staff from Australia and other countries. It is characterised by:

- ❖ A community of students and staff which is culturally diverse, culturally competent, and internationally mobile;
- ❖ Its location in Australia - a country in which English is the principal language - and its situation within the Asia-Pacific region;
- ❖ The effects of Australia's historical experience in moving from a racially exclusive to a non-discriminatory immigration program, and the growing appreciation of cultural diversity as a national strength; and
- ❖ Teaching programs that are of the highest quality, vigorous, innovative and global in perspective and relevance.
- ❖ The diversity of the student and staff population is a valuable asset in the maintenance of excellence in teaching, administration and in the enrichment of daily life.
- ❖ A culturally diverse college is one where students and staff aim for culturally inclusive behaviour and activities, ensure cultural differences are heard and explored, and actively seek to learn from other cultures.
- ❖ The College values cultural diversity among individuals and groups, and acknowledges that cultural diversity encompasses difference based on: race, ethnicity, language, religion, value and belief systems, disability, class, sexuality, gender, age, educational background;
- ❖ The College does not tolerate discrimination on the basis of such difference and is committed to providing an environment where people are treated with respect and are supported in realising their full potential;
- ❖ The College is committed to social harmony and cohesion. It supports all students and staff as they achieve a deeper appreciation of their own cultures, as well as greater cross-cultural understanding.

#### *Services*

- ❖ The College is committed to the provision of appropriate support services to realise the potential of staff and students;
- ❖ The design and delivery of support services are to be informed by, and responsive to, the needs of a diverse College community.

#### *Teaching and Learning*

- ❖ The College values and supports the enrichment of teaching and learning which flows from the culturally diverse community of students and staff;
- ❖ The College provides a teaching and learning environment that values cultural diversity, fosters mutual respect and is responsive to diverse needs;
- ❖ The College acknowledges the diversity of educational experiences and expectations of students, and is committed to providing a teaching and learning environment that enables all students to reach their potential;

- ❖ Within the teaching and learning process, academic integrity and freedom must be upheld while respecting cultural differences.

### **Internationalisation**

- ❖ The College seeks to create an intellectual environment and culture in which all its students may become global in outlook, values and understanding, and ready to embrace cultural diversity as positive, enriching and rewarding;
- ❖ The College is committed to providing support services which are culturally appropriate and effectively meet the needs of international students and staff.

### **Our Commitment**

To realise these aims the College will:

- ❖ Provide effective institutional arrangements and processes for affirming and promoting the value of cultural diversity;
- ❖ Formulate an implementation plan consistent with the Cultural Diversity Policy and establish clear accountability for its implementation;
- ❖ Encourage and facilitate the attainment of cultural awareness by all college students and staff, whether through formal training or other effective means, to embrace values, attitudes and practices;
- ❖ Embed the appreciation of cultural diversity in teaching, learning and research activities;
- ❖ Create significant opportunities for students and staff to study and work in a range of cultural settings;
- ❖ Promote an appreciation of the opportunities for cross-cultural exchange, networking and academic enrichment between all students and staff in the internationalisation of the College;
- ❖ Provide appropriate support structures for all students, including those required to meet international students' particular learning and settlement needs;
- ❖ Develop and disseminate support service information in a format which is coherent, easily accessible and appropriate to the needs of the whole community;

Inform the College community of the principles in the Cultural Diversity Policy.

### **Information for International Students Living in Australia**

OHC is part of the larger Holmes Education Group which has been a leader in the provision of Australian education for almost fifty years. During this time the company has had an impressive record as a private provider of high quality business and language training to both Australian and international students. 100% Australian owned, Holmes is proud to be one of the largest and most well regarded private educational institutions in Australia. OHC has the unique advantage of being able to offer students the opportunity to participate in the 'whole' Australian experience with campuses located in Melbourne, Sydney, Brisbane, Gold Coast and Cairns.

### **Melbourne**

Melbourne – elegant, European, wealthy, conservative – is internationally recognised as the world's most liveable city. Melbourne can boast the best restaurant and cafe society in the Southern Hemisphere, the home of major cultural events and considered the sporting capital of Australia.

A four season climate, the greatest concentration of research and technology universities in Australasia and the business centre of the nation, all make Melbourne the most wonderful of experiences.

<http://www.visitvictoria.com>

### **Sydney**

Sydney – famous for its wonderful harbour – is arguably the most exciting place to be in the Southern Hemisphere, and is definitely one of the great cities of the world.

It is fast moving, cosmopolitan, multicultural, a place that appears to have no boundaries. Art, science, commerce and sport all flourish here, making Sydney Australia's hub for tourism, learning and cultural activity.

<http://www.visitnsw.com>

### **Brisbane**

Brisbane – capital city of the 'Sunshine State' is a fabulous place to study English. The living is easy in Brisbane and its friendly homestay families and helpful citizens really know how to make an international student feel at home.

The short Brisbane winter means you don't need heavy clothing and the excellent weather makes Brisbane and surrounding districts an excellent place for sightseeing and having fun. OHC's modern Brisbane campus is located in the City CBD, just minutes from buses, trains and ferries. Study English and then take a Business or University course and experience life in Australia's fastest growing city.

<http://www.ourbrisbane.com>

### **Gold Coast**

The Gold Coast – five minutes from paradise – is situated one and a half-hours south of Brisbane in Queensland. The city has stunning beaches, sun, action, cafes and restaurants.

The Gold Coast experiences life to the fullest. Studying in cosmopolitan Broadbeach comes as near to learning in paradise as you can get, with only metres to the beach and a host of Gold Coast activities.

<http://www.goldcoasttourism.com.au>

### **Cairns**

Cairns – a tropical climate, the magic of Far North Queensland, the Great Barrier Reef and World Heritage rainforest parklands – all make Cairns a unique choice for students who want to seek the most out of life and witness a unique environment.

Cairns offer an unrivalled opportunity to experience tropical Australia, alongside magnificent sun drenched beaches and non-stop action. Why not add adventure to your Australian study experience?

<http://www.cairns.qld.gov.au>

## Accommodation

### *Homestay*

Our most popular type of accommodation is **homestay**. OHC can arrange Homestay accommodation in Sydney, Melbourne, Brisbane, Gold Coast, and Cairns. OHC highly recommends that students visiting Australia for the first time stay in an Australian home. It is an excellent way to settle into the country and improve your English. Homestay is a wonderful opportunity for the student to live with, and become part of an Australian family.

Most Australian families live in suburbs surrounding the city and so students usually can expect to travel at least 20 to 45 minutes to school each way.

OHC has developed a wide network of friendly and supportive Australian families who form our homestay program.

While in a homestay, the student is a member of the family. They will be expected to spend some time with the family and possibly complete some small tasks around the house. It is not a hotel! In the same way, the host family will include the student in its daily and weekend activities, and treat them like a son or daughter.

### *Hostels & Guest Houses – Temporary Accommodation*

Available from A\$25 per day to A\$400 per week. Prices depend on if meals are served or if there are kitchen facilities, and on whether the students share a room. This can be arranged by the college before your arrival with the payment of the Accommodation Placement Fee.

### *Lease and Shared Accommodation*

It is important to consider the full range of costs and responsibilities with leased accommodation. The demand is usually high and ranges generally from AUD80 – AUD 550 per week unfurnished or AUD100 – AUD600 per week furnished depending on the size, condition and location of the house/apartment. Shared accommodation also varies greatly in price. OHC will provide assistance in helping you find this accommodation once you have arrived.

### *Reception Services*

If you would like us to meet you when you arrive in Australia, please let us know when you enrol. There is a cost involved with this. A College representative will then meet you at the airport and transfer you to your pre-arranged accommodation.

## Cost of Living

Students relocating to Australia should keep in mind the following costs when they undertake studies. When calculating the cost of living in Australia, students must also budget for food, health care, transport, books, clothing and entertainment.

The following should only be used as a guide as spending may differ depending on the student's lifestyle. Cheaper no frills brands can reduce food costs for students, as can **shopping at markets**.

Approximate Living Costs	Melbourne	Sydney	Brisbane	Cairns	Gold Coast
Student Studio Apartment (weekly)	A\$150 - 250	A\$170- 300	A\$150- 250	A\$150- 250	A\$150 - 250
Share House rental (weekly)	A\$80-150	A\$100- 200	A\$80- 150	A\$80-150	A\$80 - 150
Overseas Student Health Cover*	A\$ 609	A\$ 609	A\$ 609	A\$ 609	A\$ 609
Public Transport (weekly)	A\$33	A\$36	\$35	\$38	\$30
Films/Movies	A\$10 20	A\$10 20	A\$10 20	A\$10 20	A\$10 20
Music Concerts	A\$60 -100	A\$60 - 100	A\$60 - 100	A\$60 -100	A\$60 - 100
Food - bread 700g	A\$2.05	A\$2.30	A\$2.05	A\$2.05	A\$2.05
Food - milk 1lt	A\$1.95	A\$2.20	A\$1.95	A\$1.95	A\$1.95
Food - cheese 500g	A\$4.95	A\$5.20	A\$4.95	A\$4.95	A\$4.95
Food - rice 1kg	A\$3.50	A\$3.90	A\$3.50	A\$3.50	A\$3.50
Food - Big Mac	A\$3.95	A\$3.95	A\$3.95	A\$3.95	A\$3.95

Prices include goods and services tax.

\* Overseas Student Health Cover OSHC Australian Government Requirement - cost varies depending on duration of cover. This price for 1 year is current as at October 2019 but is subject to change.

It is recommended that students allow a minimum of A\$15,000 per year to cover their cost of living. Students are advised to have access to A\$2,000 to cover settling in costs such as food, transport and personal items if not already prepaid on enrolment.

A useful website for determining living costs is at:  
<https://www.immi.gov.au/students/student-visa-living-costs.htm>

Students will be required to purchase books and equipment relevant to their course of study. These costs are not included in course fees.

### **Working in Australia**

Students on a student visa are eligible to work 40 hours per fortnight and full time during the designated vacations.

### **Medical and Health**

#### **Overseas Student Health Cover - (OSHC)**

The Australian Government requires all holders of a student visa to have approved health cover for the duration of their visa. Overseas Student Health Cover (OSHC) is invoiced to all students initially and when you commence studies, you will be issued with your Membership card. Exemptions to the OSHC requirement are Norwegian Students and Swedish students whose insurance is provided by CSN International

OHC chooses to use Allianz Global Assistance as its insurer. Allianz Global Overseas Student Health Cover is approved by the Australian Commonwealth Department of Health and Aged Care.

<https://www.oshcallianzassistance.com.au/default.aspx>

Overseas students who are not on a student visa are advised to arrange travel/medical insurance prior to departure for Australia.

### **School-Aged Dependents**

If you are an international student to be accompanied by school-aged dependants it is your responsibility to ensure that they are enrolled in a school. If they are enrolled in either a government or a non-government school you will be required to pay full fees.

### **Driving in Australia**

If you have a driver's licence from another country, in English or with an official translation, you are allowed to drive for your first three months as a resident in Australia. After the three months, if you want to drive, you will need to have the appropriate driver's licence. To get one you will usually need to pass a knowledge test, a practical driving test, and an eyesight test. In Australia, drivers' licences are issued by state and territory governments.

Driving in Australia is on the left-hand side. All drivers in Australia are expected to obey traffic and drink driving laws.

The penalties for breaking traffic laws can be severe. These may include expensive fines, losing your driver's licence or imprisonment. The laws are very strict about driving over the speed limit (speeding) and driving after drinking alcohol (drink driving).

- ❖ NSW <http://www.rta.nsw.gov.au/licensing/index.html>
- ❖ VIC <http://www.vicroads.vic.gov.au>
- ❖ QLD <http://www.transport.qld.gov.au/driving>

### **Australian Laws**

In Australia, there are many laws to help maintain order and a civil society. If you are unsure what the law is, it is best to ask someone. Knowing some common laws will help you to adapt to your new life in Australia.

<http://www.immi.gov.au/settle/states/laws.html>

<http://www.alcoholguildelines.gov.au/>

### **Weather**

Nearly a third of Australia is in the tropics and the rest is in the Temperate Zone. Summer is from December to February; autumn from March to May; winter from June to August; and spring from September to November.

*General Climatic conditions:*

- ❖ Sydney – warm summer, cool winter with an average summer temperature of 26 degrees  
– occasionally up to 35 degrees and an average winter temperature of 17 degrees;

- ❖ Melbourne – warm summer, cool winter with an average summer temperature of 25 degrees - occasionally up to 40 and an average winter temperature 14 degrees;
- ❖ Gold Coast – warm humid summer with an average summer temperature 28 degrees and an average winter temperature 21 degrees;
- ❖ Brisbane – warm humid summer with an average summer temperature 29 degrees and an average winter temperature 20 degrees;
- ❖ Cairns – hot humid summer with an average summer temperature of 30 degrees and an average winter temperature 25 degrees.

<http://www.bom.gov.au>

### **World Times**

Australian Eastern Standard Time is GMT plus 10 hours. From the end of October until the middle of March, NSW and Victoria change to Daylight Saving time, which is when we move the clocks forward 1 hour making it GMT plus 11 hours.

<http://www.timeanddate.com/worldclock/>



## Policies and Procedures for International Students

International students are required to adhere to a number of policies and procedures determined by the Australian government. Providers of courses to international students and the international students studying those courses are bound by the Education Services to Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Please refer to [www.ohcenglish.com](http://www.ohcenglish.com) for the latest versions of these policies

## List of Helpful Websites

### Government Departments

Department of Home Affairs	<a href="http://www.homeaffairs.gov.au">http://www.homeaffairs.gov.au</a>
Study in Australia	<a href="http://www.studyinaustralia.gov.au">http://www.studyinaustralia.gov.au</a>
Australia and Overseas Embassies and Missions	<a href="http://www.immi.gov.au/contacts/overseas.html">http://www.immi.gov.au/contacts/overseas.html</a>
Department of Education (DoE)	<a href="http://www.education.gov.au/">http://www.education.gov.au/</a>
Department of Foreign Affairs and Trade	<a href="http://www.dfat.gov.au">http://www.dfat.gov.au</a>

### Tourist Information Services

Australian City Search	<a href="http://www.citysearch.com.au/">http://www.citysearch.com.au/</a>
Australian Street Maps	<a href="http://www.whereis.com.au/whereis/home.jsp">http://www.whereis.com.au/whereis/home.jsp</a>
Australian Tourist Commission	<a href="http://www.australia.com/">http://www.australia.com/</a>
Victoria	<a href="http://www.visitvictoria.com/">http://www.visitvictoria.com/</a>
New South Wales	<a href="http://www.visitnsw.com.au/">http://www.visitnsw.com.au/</a>
Brisbane	<a href="http://www.ourbrisbane.com/">http://www.ourbrisbane.com/</a>
Gold Coast	<a href="http://www.goldcoasttourism.com.au/">http://www.goldcoasttourism.com.au/</a>
Cairns	<a href="http://www.cairns.qld.gov.au/tourism/">http://www.cairns.qld.gov.au/tourism/</a>
Australian Weather	<a href="http://www.bom.gov.au">http://www.bom.gov.au</a>
World Times	<a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>
Currency Conversions	<a href="http://www.xe.com/">http://www.xe.com/</a>

### Airport/Airlines Information

Melbourne	<a href="http://www.melbourneairport.com.au/">http://www.melbourneairport.com.au/</a>
Sydney	<a href="http://www.sydneyairport.com.au/">http://www.sydneyairport.com.au/</a>
Brisbane	<a href="http://www.bne.com.au/content/home.asp">http://www.bne.com.au/content/home.asp</a>
Gold Coast	<a href="http://www.goldcoastairport.com.au/">http://www.goldcoastairport.com.au/</a>
Cairns	<a href="http://www.cairnsport.com.au/airport/">http://www.cairnsport.com.au/airport/</a>
Qantas Airlines	<a href="http://www.qantas.com.au/">http://www.qantas.com.au/</a>
Virgin Blue	<a href="http://www.virginblue.com.au">http://www.virginblue.com.au</a>
Jetstar	<a href="http://www.jetstar.com/">http://www.jetstar.com/</a>
Australian Airlines	<a href="http://www.australianairlines.com.au/">http://www.australianairlines.com.au/</a>

### General Services

Allianz Global Overseas	
Student Health Cover	<a href="https://www.oshcallianzassistance.com.au/default.aspx">https://www.oshcallianzassistance.com.au/default.aspx</a>
Sensis (White and Yellow Pages)	<a href="http://www.whitepages.com.au">http://www.whitepages.com.au</a>
Public Holidays	<a href="http://www.australiatravelsearch.com.au/trc/hols.html">http://www.australiatravelsearch.com.au/trc/hols.html</a>
Driving in Australia	
NSW	<a href="http://www.rta.nsw.gov.au/licensing/index.html">http://www.rta.nsw.gov.au/licensing/index.html</a>
VIC	<a href="http://www.vicroads.vic.gov.au">http://www.vicroads.vic.gov.au</a>
QLD	<a href="http://www.transport.qld.gov.au/driving">http://www.transport.qld.gov.au/driving</a>
Laws in Australia	<a href="http://www.immi.gov.au/settle/states/laws.htm">http://www.immi.gov.au/settle/states/laws.htm</a> <a href="http://www.alcoholguildelines.gov.au/">http://www.alcoholguildelines.gov.au/</a>

## Contact Details

### International Office

Address: 185 Spring Street Melbourne Victoria 3000  
Australia  
Telephone: 03 9662 2055  
Facsimile: 03 9662 2083  
24-Hour Contact: 0413 758 864  
E-mail: [internationaloffice@holmes.edu.au](mailto:internationaloffice@holmes.edu.au)  
Website: [www.holmes.edu.au](http://www.holmes.edu.au)

### Sydney Campus

Address: Level 6, 91 York Street Sydney  
NSW 2000  
Telephone: 02 9299 1400  
Facsimile: 02 9299 0211  
E-mail: [sydney@ohcEnglish.com](mailto:sydney@ohcEnglish.com)  
24 Hour Contact: 0413 758 861

### Melbourne Campus

Address: 185 Spring Street, Melbourne, Victoria  
3000  
Telephone: 03 9662 2055  
Facsimile: 03 9662 2083  
E-mail: [melbourne@ohcEnglish.com](mailto:melbourne@ohcEnglish.com)  
24 Hour Contact: 0413 750 066

### Brisbane Campus

Address: Level 1, 171 Elizabeth Street Brisbane  
Queensland 4000  
Telephone: 07 3211 4188  
Facsimile: 07 3211 4199  
E-mail: [brisbane@ohcEnglish.com](mailto:brisbane@ohcEnglish.com)  
24 Hour Contact: 0413 758 869

### Gold Coast Campus

Address: Circle on Cavil, 3184 Surfers Paradise Blvd. Surfers  
Paradise, QLD 4217  
Telephone: 07 5592 5477  
Facsimile: 07 5592 5288  
Email: [goldcoast@ohcEnglish.com](mailto:goldcoast@ohcEnglish.com)  
24 Hour Contact: 0413 758 862

### Cairns Campus

Address: 18 Lake Street Cairns Queensland  
4870  
Telephone: 07 4041 2855  
Facsimile: 07 4041 2866  
E-mail: [cairns@ohcEnglish.com](mailto:cairns@ohcEnglish.com)  
24 Hour Contact: 0413 758 863

**CRICOS Provider Codes:**

- ❖ Holmes Colleges Queensland Pty Ltd Brisbane, Gold Coast, Cairns T/A OHC 01647G;
- ❖ Holmes Colleges Sydney Pty Ltd T/A OHC; 00040C
- ❖ Holmes Commercial Colleges (Melbourne) Ltd T/A OHC 00067C