Welcome to Curtin

Read through this guide carefully. It contains important information that will assist you to prepare for your arrival in Perth and at Curtin.
**ORIENTATION PROGRAM**

An orientation program is conducted for international students prior to the commencement of each course and all students must attend. The Curtin English orientation program is scheduled for the week prior to the course commencing (see your Letter of Offer).

**IMPORTANT INFORMATION CHECKLIST**

You must bring the following documents with you to Curtin when you arrive:

- this booklet
- Letter of Offer
- passport (original) containing your current visa
- original certified copies of your qualifications (if any)
- details of current address in Australia.

**IMPORTANT CONTACTS**

<table>
<thead>
<tr>
<th>Area</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtin English Admissions</td>
<td><a href="mailto:english.admissions@curtin.edu.au">english.admissions@curtin.edu.au</a></td>
</tr>
<tr>
<td>Curtin English Commissions</td>
<td><a href="mailto:english.commissions@curtin.edu.au">english.commissions@curtin.edu.au</a></td>
</tr>
<tr>
<td>Curtin English Enquiries</td>
<td><a href="mailto:english.enquiries@curtin.edu.au">english.enquiries@curtin.edu.au</a></td>
</tr>
<tr>
<td>Curtin English Refunds</td>
<td><a href="mailto:english.refunds@curtin.edu.au">english.refunds@curtin.edu.au</a></td>
</tr>
<tr>
<td>Curtin English Social Programmes</td>
<td><a href="mailto:english.social@curtin.edu.au">english.social@curtin.edu.au</a></td>
</tr>
<tr>
<td>Curtin English Student Advisor</td>
<td><a href="mailto:english.studentadvisor@curtin.edu.au">english.studentadvisor@curtin.edu.au</a></td>
</tr>
</tbody>
</table>

**COURSE DATES 2013**

**GENERAL ENGLISH, ENGLISH FOR ACADEMIC PURPOSES AND GENERAL PROFESSIONAL ENGLISH**

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>4 Jan</td>
<td>7 Jan – 8 Feb</td>
</tr>
<tr>
<td>Module 2</td>
<td>8 Feb</td>
<td>11 Feb – 15 Mar</td>
</tr>
<tr>
<td>Module 3</td>
<td>22 Mar</td>
<td>25 Mar – 26 Apr</td>
</tr>
<tr>
<td>Module 4</td>
<td>26 Apr</td>
<td>29 Apr – 31 May</td>
</tr>
<tr>
<td>Module 5</td>
<td>31 May</td>
<td>3 Jun – 5 Jul</td>
</tr>
<tr>
<td>Module 6</td>
<td>19 Jul</td>
<td>22 Jul – 23 Aug</td>
</tr>
<tr>
<td>Module 7</td>
<td>23 Aug</td>
<td>26 Aug – 27 Sept</td>
</tr>
<tr>
<td>Module 8</td>
<td>4 Oct</td>
<td>7 Oct – 8 Nov</td>
</tr>
<tr>
<td>Module 9</td>
<td>8 Nov</td>
<td>11 Nov – 13 Dec</td>
</tr>
</tbody>
</table>

**ELB 17 WEEKS**

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation</th>
<th>Course dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>20 Feb</td>
<td>25 Feb – 21 Jun</td>
</tr>
<tr>
<td>Semester 2</td>
<td>10 Jul</td>
<td>15 Jul – 8 Nov</td>
</tr>
<tr>
<td>Summer semester</td>
<td>2 Oct</td>
<td>7 Oct – 14 Feb (2014)</td>
</tr>
</tbody>
</table>

**ELB 10 WEEKS**

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation</th>
<th>Course dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>10 Apr</td>
<td>15 Apr – 21 Jun</td>
</tr>
<tr>
<td>Semester 2</td>
<td>28 Aug</td>
<td>2 Sep – 8 Nov</td>
</tr>
<tr>
<td>Summer semester</td>
<td>20 Nov</td>
<td>25 Nov – 14 Feb (2014)</td>
</tr>
</tbody>
</table>

**COURSE DATES 2014**

**GENERAL ENGLISH, ENGLISH FOR ACADEMIC PURPOSES AND GENERAL PROFESSIONAL ENGLISH**

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation</th>
<th>Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>3 Jan</td>
<td>6 Jan – 7 Feb</td>
</tr>
<tr>
<td>Module 2</td>
<td>7 Feb</td>
<td>10 Feb – 14 Mar</td>
</tr>
<tr>
<td>Module 3</td>
<td>14 Mar</td>
<td>17 Mar – 18 Apr</td>
</tr>
<tr>
<td>Module 4</td>
<td>2 May</td>
<td>5 May – 6 Jun</td>
</tr>
<tr>
<td>Module 5</td>
<td>6 Jun</td>
<td>9 Jun – 11 Jul</td>
</tr>
<tr>
<td>Module 6</td>
<td>25 Jul</td>
<td>28 Jul – 29 Aug</td>
</tr>
<tr>
<td>Module 7</td>
<td>29 Aug</td>
<td>1 Sep – 3 Oct</td>
</tr>
<tr>
<td>Module 8</td>
<td>10 Oct</td>
<td>13 Oct – 14 Nov</td>
</tr>
<tr>
<td>Module 9</td>
<td>14 Nov</td>
<td>17 Nov – 19 Dec</td>
</tr>
</tbody>
</table>

**ELB 17 WEEKS**

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation</th>
<th>Course dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>26 Feb</td>
<td>3 Mar – 27 Jun</td>
</tr>
<tr>
<td>Semester 2</td>
<td>16 Jul</td>
<td>21 Jul – 14 Nov</td>
</tr>
</tbody>
</table>

**ELB 10 WEEKS**

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation</th>
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</tr>
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<tr>
<td>Semester 1</td>
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<td>3 Sep</td>
<td>8 Sep – 14 Nov</td>
</tr>
<tr>
<td>Summer semester</td>
<td>3 Dec</td>
<td>8 Dec – 27 Feb (2015)</td>
</tr>
</tbody>
</table>
HOW TO ACCEPT YOUR OFFER

1 ACCEPT YOUR OFFER
- Ensure all conditions on your offer are met.
- Pay your tuition fee.
- Pay your OSHC (Overseas Student Health Cover) for the full duration of your student visa.
- If you are a pathway student to Curtin College or Curtin University, please also submit a completed SVP form.
- Offers for students under 18 years of age must be signed by a parent. You must complete guardian/local carer documentation. See page 10 of this booklet or visit english.curtin.edu.au.

2 APPLY FOR YOUR VISA
Upon receipt of your electronic Confirmation of Enrolment (eCoE) certificate, you or your agent should contact your nearest Australian High Commission/embassy or Curtin overseas representative to lodge an application for your student visa.

3 BOOK AN AIRLINE TICKET
Make your airline booking as soon as you have accepted your offer, and remember to arrive in time for O-Week.

OFFER AND PAYMENT

ELECTRONIC CONFIRMATION OF ENROLMENT (ECoE)
Upon meeting the conditions on your Letter of Offer and fully paying your course and OSHC fees, you will be issued with an electronic Confirmation of Enrolment (eCoE) document for the purpose of student visa issue. The eCoE will not be issued unless the signed Acceptance of Offer is received by Curtin. You should present this form to the nominated Australian High Commission/embassy in your country to initiate visa processing. Alternatively, you can pay directly to a Curtin overseas representative in your home country, who will assist with your student visa application.

CONDITIONS OF OFFER
You may have conditions listed on your Letter of Offer. Payment should NOT be made until all conditions of the offer have been met. For example, if you have a condition on your offer that states ‘evidence of completion of a course currently being undertaken must be provided’, you should not pay until you have provided evidence of completion. If you have not met the conditions of your offer and need to request an extension of payment, you should contact Curtin or your overseas representative for advice.

FIXED TERM DEPOSITS
Inability to pay fees on time due to money being held in a fixed term deposit account will not be accepted as a reason for late payment.

SENDING LIVING EXPENSES WITH TUITION FEES
Do not send money for living expenses with tuition fee payments. International students under 18 should inform their parents of this. The University does not disburse student living allowances and will not refund any monies paid.

HOW TO MAKE PAYMENTS
Payment can be made by telegraphic transfer, credit card or bank draft.

Telegraphic transfer: If paying by telegraphic transfer, please make the payment to Curtin English’s bank account below:
SWIFT: BKWAAU6P
Bank name: BankWest
Branch name: Bentley West Curtin
BSB: 306 065
Account: 4643333
Important: please include Curtin English, and your name and student number (if applicable).
You can contact BankWest on +61 8 9 356 5344 should you need their assistance.

Credit card: making payment by credit card can be done by including credit card details on the application form.

Bank draft: payment can also be made by sending an overseas bank draft made payable to: Curtin University
Curtin English
GPO Box U1987
Perth, Western Australia 6845
Please allow enough time for the clearance of bank drafts from overseas.
STUDENT ADVISORY SERVICE
The international student advisor is located in Building 208, Room 129C and is available to assist you with personal or academic issues. The service is completely confidential.

The student advisor liaises closely with other University staff and external agencies regarding visa and academic issues and has strong links with the Council for International Students of WA (CISWA), the International Education Association (ISANA), and the University Counselling Service.

You can contact the student advisor on:
Tel: +61 9266 3252
Email: english.studentadvisor@curtin.edu.au

ACCOMMODATION AND AIRPORT RECEPTION

If you are requesting homestay or airport reception, you will need to do the following:
1. Indicate which services you require on your ELICOS application
2. Submit payment for that service along with your application for the ELICOS program
3. Complete a form on the Talkabout Tours website at talkabouttours.com/forms/homestay-students-application

ACCOMMODATION

FULL-BORD HOISESTAY
Stay with an Australian family, couple or single person and learn about life in Australia. Most students choose to stay with a homestay family when they first arrive in Perth. It’s a great way to improve your English skills and get to know your way around Perth. Your homestay family will provide you with everything you need.

Please contact Talkabout Tours Australia.

Talkabout Tours Australia
8 Bristol Avenue, Bicton WA 6157
Tel: +61 9 9438 2747
Email: lia@talkabouttours.com.au
Web: talkabouttours.com.au
Weekly fee in 2013:
• $235 for two meals Mon – Fri and three meals on weekends
• $265 for three meals each day
Placement fee: $193 or $260 if given under two weeks’ notice
Airport transfer: $100/Perth metro area

ON-CAMPUS ACCOMMODATION
Living on campus is a great way to get the most out of your university experience. Curtin University provides 1,175 bedrooms to students studying at the Bentley Campus. You will be required to apply for on-campus accommodation online a few months prior to the beginning of each semester. Please contact:
Curtin Housing Advisory Service
Building 103, Bentley Campus
GPO Box U1987, Perth WA 6845
Tel: +61 9 9266 6430
Fax: +61 8 9266 7455
Email: housing@vc.curtin.edu.au
Web: unilife.curtin.edu.au/housing_childcare
Online application: unilife.curtin.edu.au/housing_childcare/how_to_apply.htm

SHARE ACCOMMODATION
Students take a room at a house other people are already living in. You may be living with other students, families or others who live nearby and have a spare room. Most room rentals are single rooms. If you choose to share a house, you will have to prepare your own meals, as no meals are provided. Living in a shared house is a great way to meet other students. You’ll have friends in no time.

Please contact the Professionals, B. W. Backhouse and Associates.
3 Hamilton Street, Cannington WA 6107
Tel: (08) 9453 9565
Email: studentaccommodation@bwbackhouse.com.au
Web: bwbackhouse.com.au
You can also visit realestate.com.au to search for shared accommodation.

DEMI-PAIR
In return for weekly housework and/or babysitting duties, you can rent a room or board for as little as $230 per week. Please check Talkabout Tours contact details above.

RENTING OR LEASING
Some students rent or lease an apartment or house, either on their own or with their friends/family. This involves signing a lease, normally for a period of at least six months. The lease agreement is a binding legal contract. Costs vary depending on the location and condition of the property. The average median household rent in Perth in 2013 is $430 per week. In addition to weekly rent, you will be required to pay for your own electricity, gas and water.

How to find a rental house in Perth:
1. You can use the following websites to search for rental properties:
   • westrealestate.com.au
   • realestate.com.au
   • reiwa.com.au
   • property.com.au

Talkabout Tours offers a paid service for finding a rental house. Please see their contact details on page 6.

You can also check The West Australian newspaper on Wednesday and Saturday or The Quokka for rental properties. Suburbs close to Curtin University include Bentley, Karawara, Waterford, Wilson, St James, Manning, Salter Point, Como, Kensington, and many more.

2. Make an appointment for inspection
a) Be on time for the appointment.
b) Things to consider at inspection:
   • total cost of rent, utilities and other living expenses
   • transport to university, shops and childcare

3. Safety and security
   • Are there locks on windows and doors?
   • Do you feel safe in the neighbourhood?

4. Applying for a rental house
   • Prepare photocopies of your ID (passport, driver’s license, student card etc.), bank statements, letter of financial guarantee from your sponsor (if any), your visa, CoE (Confirmation of Enrolment) and references.
   • You will be asked to complete an application and also to pay an option fee, which will be deducted from your first rent payment. The fee is not refunded if the property is offered to you but you change your mind and decide not to rent it. If the property is not offered to you, the money will be refunded in full.

5. Signing a rental agreement
   • Understand your rights and responsibilities before you sign. This is a legal document.
   • You will need to pay at least six (6) weeks’ rent before you move in: two weeks’ rent in advance and four weeks’ rent as a security bond.
   • The security bond (equivalent to a maximum of four weeks’ rent) should be held in the Government’s Bond Administration until the end of your tenancy. You will receive a full bond refund only if the property is left in the same condition as it was when you first moved in. You must pay for any damage to the property. For more information, visit commerce.wa.gov.au/ConsumerProtection
   • You will need to fill out a condition report and return it to the agent/owner within seven days of moving in. This records the general condition of the property on a room-by-room basis, including fittings and fixtures. Fill it out with as much detail and accuracy as possible. You may wish to take photos to back up the written condition report.
   • Breaking a lease: check with the agent about what you need to do if you want to move out before the lease has expired.

6. Problems
   • Talk to the owner/real estate agent as soon as possible when a problem arises. If you have any difficulties, you can ask for assistance/information from:
     Curtin English Student Advisor
     Ms Pam Coles
     Tel: +61 9 9266 3252
     Email: english.studentadvisor@curtin.edu.au

Department of Commerce: Consumer Protection
Forrest Centre, 219 St Georges Terrance, PERTH
Tel: 9282 0777
Email: consumer@commerce.wa.gov.au

Tenant’s Advice Service
Tel: 9221 0088 (8:30am to 3:30pm)
Web: tawa.org

Information in this document is provided as a guide only. Curtin University does not inspect any of the accommodation listed on the given websites. It is up to students to make their own inquiries about the suitability and condition of accommodation. Prices quoted are subject to change without notice; please check all listed accommodation agents for conditions and current prices.

Curtin English and Curtin University will not be responsible for any liability or loss whatsoever from any actions undertaken on your behalf in arranging accommodation.
PLANNING YOUR BUDGET

STUDENT FINANCES

Establishment costs
We recommend you arrive in Australia with at least A$800 and have easy access to a further A$2,500 for your first week in Australia. It is not advisable to carry substantial amounts of cash on you. Use traveller’s cheques, bank drafts or money orders.

You may require the A$2,500 to pay for costs associated with obtaining permanent housing, for example, bond money, rent in advance (usually two weeks) and utility connections such as electricity, gas and telephone connection.

Living expenses
Living expenses vary depending upon resources, tastes, interests, and type of accommodation. Students and parents are advised to set out a budget according to individual student needs; it should allocate enough to allow for changes and emergencies.

Opening a bank account
If you need to open a bank account, you will need to visit a bank branch upon your arrival in Australia. You will need to bring your passport with you for identification purposes. You cannot open an Australian bank account while overseas.

Banking facilities are also available on campus. To open an account, you will need:
• a passport plus one other form of identification
• an initial deposit either in cash or traveller’s cheques.

BankWest and UniCredit both have branches conveniently situated on campus.

BankWest
The BankWest Curtin Customer Service Centre is available for all your banking requirements. An ATM is also available 24 hours a day, seven days a week, for making withdrawals, deposits, transferring funds and ordering statements.

BankWest Curtin opening hours:
Monday to Thursday: 9.30 am to 4.00 pm
Friday: 9.30 am to 5.00 pm

UniCredit
UniCredit is a Western Australian credit society with more than 31,000 members who primarily come from within the Perth metropolitan university community. UniCredit offers:
• 24-hour ATM, phone, and online banking access
• everyday savings/transaction accounts
• fairer fees
• term deposits
• insurance travel
• personal loans
• bank draft and foreign services
• convenient on-campus branch access.

UniCredit opening hours:
Monday to Friday: 9.30 am to 3.00 pm

Clearing of bank drafts
Please note that it will take approximately six to eight weeks for a bank draft to be cleared by an Australian bank. If you wish to transfer money from overseas, you will need to know and include the SWIFT code, account number and BSB number of the account into which you wish to deposit, or send it via telegraphic transfer or in a bank draft.

TEXTBOOKS

You will also need to budget around A$150 to A$400 for text and reference books per semester. Some books are available at the Curtin Student Guild’s secondhand bookshop and also from students who advertise on noticeboards around campus. Check that your books are current for your course.

TRANSPORT

Motor vehicle expenses
If you intend to buy a motor vehicle, you will incur additional expenses such as petrol, insurance, and license costs. It is also advisable to arrange motor vehicle insurance in the event of an accident or theft. Goods and services tax (GST) may apply to some of the items listed above.

PARKING FEES

Pay-as-you-go parking is now in operation at Curtin University, meaning you’ll only pay for the parking you use rather than being required to purchase a full permit. Visit parking.curtin.edu.au for more information.

PUBLIC TRANSPORT

Buses, trains and ferries in Perth are operated by Transperth, the Western Australian Government’s transport system. Full-time students are eligible for significant concessions on fares. Tickets are interchangeable on buses, trains and ferries, and costs vary depending on the number of travel zones covered. You are advised to carry the correct amount in change or purchase a SmartRider ticket. Please contact Curtin English staff for information, or visit transperth.wa.gov.au

SUGGESTED WEEKLY BUDGET (APPROX.) (A$)

<table>
<thead>
<tr>
<th>Service</th>
<th>Homestay</th>
<th>Share house</th>
<th>Single</th>
<th>Family of 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>260</td>
<td>160</td>
<td>180</td>
<td>390</td>
</tr>
<tr>
<td>Utilities (water, gas and electricity)</td>
<td>nil</td>
<td>20</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Food</td>
<td>nil</td>
<td>120</td>
<td>120</td>
<td>200</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>nil</td>
<td>nil</td>
<td>8</td>
<td>16</td>
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<tr>
<td>Public transport</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>50</td>
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<tr>
<td>Clothing, toiletries and entertainment</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>145</td>
</tr>
<tr>
<td>Total</td>
<td>405</td>
<td>445</td>
<td>473</td>
<td>831</td>
</tr>
</tbody>
</table>

Note: this table is intended as a guide only.
STUDENTS UNDER 18

STUDENTS UNDER 18 YEARS
Ensuring the welfare arrangements of underage students are met is a priority for staff at Curtin English. We liaise with local carers to ensure the welfare, pastoral care and academic issues for each student are monitored throughout their period of study. Curtin English and Curtin University are bound by certain legal requirements and are not able to arrange guardianship/local carer or homestay accommodation for underage students; this is the sole responsibility of parents.

If you are aged between 16 and 18 years, you will be permitted to study at Curtin if:
• you have a DIAC category approved blood relative who may act as carer, or
• your parents are able to access the use of the Curtin approved external provider of local carer services, Tann Advisory Services (see below for contact details), or
• a local carer is approved by your parents (please see requirements below).

If a blood relative is nominated by your parents, please download the local carer form from english.curtin.edu.au, complete all relevant information, and forward the form to the Curtin English student advisor. Tel: +61 8 9266 3252

Tel +61 8 9266 3252
Fax: +61 8 9266 3252
Email: english.studentadvisor@curtin.edu.au

Curtin English requires the following documentation with the local carer application form for parent-approved local carers:
• two character references
• medical documentation advising the nominated local carer is medically fit to assume the role of carer
• Working with Children (WWC) Check. Application forms are available from the Australian post offices. Once all documentation is available, it should be forwarded to the student advisor. This information is processed and the proposed local carer is required to attend an interview at Curtin English where further documentation is completed and forwarded to relevant Curtin authorities.

Note: parents should allow a period of at least four weeks if they wish to use this option.

PARENTS/LOCAL CARERS
Please ensure all conditions and requirements are read and understood prior to signing the document. Please note signatures are required on two pages.

Note: Curtin College is a privately owned education provider who operates on Curtin’s Bentley Campus. Curtin College and Curtin English have different requirements regarding underage student enrolments, so please contact both providers for clarification.

Please contact the Curtin English student advisor if you have any questions or require clarification on any issues.

HEALTH INSURANCE

OVERSEAS STUDENT HEALTH COVER (OSH)
The Australian Government requires international students to be covered by health insurance for the length of their student visa. You must purchase Overseas Student Health Cover (OSH) from a registered health provider approved by the Australian Department of Health and Ageing. You will need to purchase OSHC to be granted a student visa. OSHC must be paid before you come to Australia in order to cover you from the moment you arrive.

Who are the approved providers?
Some of the approved providers are:

• Allianz Global Assistance
  oshcallianzassistance.com.au

• BUPA Overseas Student Health Cover
  overseasstudenthealth.com

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

Curtin will only process payments for Allianz Global Assistance. If you wish to use another provider, you will need to make your own payment arrangements and show evidence of payment for visa application. For further information regarding all OSHC government-approved providers, visit international.curtin.edu.au/health

When does my membership begin?
OSH will be activated from the moment you land in Australia.

What does my OSHC cover?
OSH providers allow you to claim 100 per cent of the fee for a standard medical consultation. OSHC does not cover dental treatment, optical treatment or physiotherapy. We strongly recommend you take out additional health cover directly with your provider to cover these services. A qualifying period applies for some services.

You should be aware that if you renew your visa offshore or take a leave of absence from your studies and a new visa needs to be issued from abroad, you will again be subject to a qualifying period for some services.

How long can I purchase OSHC for?
It is a Curtin requirement that you pay for visa-length OSHC, i.e. for the entire duration of your studies. This ensures you will not have to pay any premium increase for the length of your course, subject to goods and services tax (GST). You will be entitled to a refund of any outstanding balance if you leave Australia prematurely, provided there is at least one month before your health cover expires. Premiums for program-length cover should be paid when accepting an offer of a place.

VISA REQUIREMENTS
You MUST ensure your health cover is paid up at all times. If not valid, your student visa can be cancelled and you will be responsible for all medical costs if you require medical treatment.
BEFORE YOU LEAVE HOME

EXCESS BAGGAGE
Most economy class passengers have a baggage limit of 20 kilograms. Further information regarding excess baggage requirements is available from travel agents or your airline.

MEDICINES
Pharmaceutical products in Perth can be quite expensive compared to other countries. Medications such as antibiotics and antihistamines will require a doctor’s prescription and may cost approximately A$20 for a course (a course of antibiotics usually runs for five days). Some milder antihistamines may be bought over the counter and may cost around A$12. You can purchase pain relief tablets such as paracetamol or aspirin without a prescription from supermarkets.

CLOTHING
Most days, students wear comfortable, casual clothes such as jeans, t-shirts and skirts. Everyday wear is acceptable clothing for classes at Curtin. September to March are the warmer months, with average temperatures ranging from 7 to 19 degrees Celsius. A warm, waterproof jacket is necessary during these months.

SCHOOL-AGED DEPENDANTS
Dependants of international students may be enrolled in either government (public) or non-government (private) schools in Western Australia. A list of school fees is available at www.des.wa.gov.au/Non-schools/list_of_schools

In government schools, the fee per year (or part thereof) is as follows:

<table>
<thead>
<tr>
<th>School level</th>
<th>School fees (A$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten and part-time pre-primary (aged 4 by 30 June)</td>
<td>3,000</td>
</tr>
<tr>
<td>Full-time pre-primary (aged 5 by 30 June)</td>
<td>5,600</td>
</tr>
<tr>
<td>Primary school: years 1 – 7 (aged 6 by 30 June)</td>
<td>5,600</td>
</tr>
<tr>
<td>Secondary school: years 8 – 12 (aged 13 by 31 December)</td>
<td>6,500</td>
</tr>
<tr>
<td>Upper secondary: years 11 – 12 (aged 16)</td>
<td>7,500</td>
</tr>
</tbody>
</table>

Note: fees are a guide only and may be subject to change. Visit ett.wa.edu.au for more information.

Fees can vary between private schools, but are generally between A$5,000 and A$11,000 each year. Master, PhD and AusAID students who prefer their dependants to attend a public school should contact the International Office for more information, as they may be entitled to free or subsidised schooling.

CATCHING FLIGHTS
When you arrive in Australia you will need to complete an Incoming Passenger Card. This card must be read carefully and completed truthfully. It is important to remember the Incoming Passenger Card is a legal document and any false declaration can lead to prosecution resulting in a heavy fine or imprisonment, or both.

ALL NON-MEDICINAL SUBSTANCES

All animal and plant products, including food items, must be declared for inspection and will be returned in most cases. No matter how small or trivial your items may seem, they are potentially harmful to Australian flora and fauna.

If you are carrying A$10,000 or more in cash—or the equivalent in foreign currency—with you to Australia, you MUST declare the money on your Incoming Passenger Card. You are also required to declare the money to any Australian Customs officials if questioned upon arrival. Failure to declare this money may result in the money being taken from you and you may also be arrested and prosecuted.

Note: it is not an offence to bring large amounts of money into Australia—the offence is not declaring it. All drugs and medicines should be declared for inspection, especially products that:

- contain substances that are prohibited without a permit, including narcotics, amphetamines, hallucinogens, barbiturates, vaccines, anabolic and androgenic steroids, growth hormones, and erythropoietin (EPO)
- are regarded as performance enhancers in sport.

Do not carry illicit substances into or out of Australia. Penalties for drug offences in Australia are severe and could result in a jail term.

Health-related examinations may be required in order to enter Australia. You are advised to visit the following websites prior to departure to obtain information on health regulations that may affect you entering Australia:

Department of Health
Web: health.wa.gov.au

Australian Quarantine and Inspection Service (AQIS)
Web: aqis.gov.au

You should also check with the Australian Diplomatic Mission in your home country prior to departure for any further updates.

For more information about Australian quarantine laws, please contact the Australian High Commission/embassy in your country. You can also visit the AQIS website at aqis.gov.au or the Customs website at customs.gov.au

If you have any doubts about quarantine laws when you arrive in Australia, ask to speak to a quarantine officer after you have collected your baggage. You will find them helpful and understanding.

Note: this information is intended as a guide only.
WHAT YOU NEED TO KNOW

STUDENT EMPLOYMENT
As an international student, you can work up to 40 hours per fortnight during semester and unlimited hours during course breaks. Part-time employment may distract you from your studies, and you should not rely on part-time work to pay for your tuition fees or other living expenses.

TAX FILE NUMBER (TFN)
The Australian Government requires anyone working in Australia or with an Australian bank account to have a tax file number. Banks must be provided with a tax file number to ensure the correct tax is charged on any interest earned on an account. Tax file number application forms are available from Curtin University. Forms must be lodged at the Australian Taxation Office (ATO) and you must take your passport and student ID card with you. You may also apply online via the ATO website at ato.gov.au

Please also note that:
• your tax file number is valuable. Don’t share it with friends and don’t provide it on the internet when applying for work. Keep it secure.
• applying for a tax file number using false or other people’s identity details, or misusing your tax file number, can result in heavy fines or jail.

CONTACT DETAILS
It is an Australian Government requirement that international students maintain up-to-date contact address details, including an Australian residential address and phone number, with the University.

Change of address details must be lodged with the University within seven days. You can change your personal details on OASIS (Curtin’s online student portal). You should also provide your family with your contact details, as neither Curtin English nor Curtin University can release this information to a third party.

STUDY LOAD
In order to meet student visa requirements, you must undertake and maintain a full-time study load in each study period.

DRIVING IN PERTH
As an international student, you can drive with your overseas driver’s licence for the entire period of your student visa or until the licence expires (whichever comes first). You must carry an international driving permit or an approved English translation of your licence (if you have either of these) with you when you drive. If you are driving with an international licence, you should ensure that your insurance policy covers you in the event of an accident. Some students have had insurance claims rejected by their insurance company because they have not held a Western Australian driver’s licence.

You can apply to have your licence transferred to Western Australia through the Department of Planning and Infrastructure. In order to legally drive on Western Australian roads, you will need to visit a licensing centre or agent, provide proof of identity in a variety of ways, pass eyesight tests and pay the appropriate fees. Visit transport.wa.gov.au for more information.

STUDENT RESPONSIBILITIES
It is your responsibility to:
• inform yourself of, and comply with, all relevant laws, University statutes, rules, by-laws, the University’s guiding ethical principles, and policies and procedures relating to your rights and responsibilities as a student
• participate constructively in the learning experience
• be aware of information on course requirements, unit requirements and academic progress
• behave in an appropriate manner within the learning environment, showing respect for both staff and fellow students
• act at all times honestly and responsibly in relation to academic matters and the use of University facilities
• recognise that cheating, plagiarism and fabrication or falsification of data are not acceptable
• adhere to the proper use of copyright material
• act at all times with respect for the rights of others, and to be sensitive to and embrace diversity.

It is also your responsibility to ensure that:
• you arrive in Perth in time to settle into permanent accommodation and attend orientation
• all enrolment details are correct
• Curtin English is informed of a local address within seven days of your arrival in Australia
• Curtin English is informed of any change in address, as the University must be able to contact you to inform you of any events in which you must participate
• your student visa remains current. The visa should reflect the specified length of the course in which you are enrolled
• your course requirements are satisfied and a valid enrolment is maintained (these are conditions of the student visa)
• your health cover is maintained and paid by the due date. If your health cover expires, benefits payable will be suspended. It is also a violation of your student visa if OSHC looses
• you are available during the examination period. Any travel arrangements should be scheduled for after the examination period
• your mobile phone is switched off during classes and when in the library
• you access OASIS (the online student portal) regularly and check official communications.

CURTIN POLICIES AND PROCEDURES
Diversity policy
Curtin recognises, respects and values the diversity of its students and staff and the Curtin community. The University’s diversity policy and supporting procedures outline its commitment to valuing diversity and cultural sensitivity in teaching and all other areas of the University’s operation. It recognises and builds on the many different cultures and backgrounds that make up the Curtin community. If at any time you feel disadvantaged on the basis of difference due to diversity, you can discuss your concerns confidentially with staff at Ethics, Equity and Social Justice.

Equal opportunity policy
The University complies with equal opportunity legislation set in place by the Government of Western Australia, and is committed to ensuring that all students are treated fairly while studying at Curtin.

Appeals and complaints
Curtin University has official procedures to assist students in resolving concerns about academic and other matters. Complaints can relate to academic disputes, the behaviour of other staff and students, or anything else you feel has breached Curtin’s Code of Conduct. Any person is entitled to lodge a complaint with the Curtin University Professional Standards and Conduct Unit (PSCU), through a form available at complaints.curtin.edu.au

Curtin has a grievance resolution officer located in Building 100 on Curtin’s Bentley Campus. The grievance resolution officer is available to assist all Curtin students and staff with any grievance. Step-by-step details of the grievance procedure are available from the University’s counselling website at counselling.curtin.edu.au

STUDENTS WITH DISABILITIES
Prospective students with disabilities or medical conditions are advised to discuss their individual needs with University counselling staff before accepting their offer.

The Department of Immigration and Citizenship (DIAC) will examine students with disabilities or medical conditions when your student visa application is processed. Student visa applications require
WHAT YOU NEED TO KNOW (CONT.)

FACILITIES AND SERVICES
Curtin English students have full access to Curtin University’s facilities, meaning that while you are studying at Curtin English, you get all the same benefits, facilities, support and opportunities that Curtin University students receive. During orientation, you will be issued with a Curtin University student card and unique student number, giving you access to buildings, computer labs, library services and other facilities on-campus.

Some of the services and facilities you’ll have access to include:
- Curtin English Student Advisory Service
- Curtin English Social Program
- Curtin English housing referral service
- Curtin bookshop and secondhand bookshop
- Curtin University library
- Curtin Stadium, plus tennis, basketball and netball courts
- Curtin volunteering programs
- 24-hour security
- 24/7 access to computer labs
- an on-campus child care centre
- career help and Careers Centre
- counselling support
- English and academic support services
- many cafés and food outlets, including Halal medical centre
- on-campus banking services and facilities
- on-campus bus terminal with links direct to the city
- on-campus travel agent
- religious and spiritual services
- wireless internet throughout the campus.

LEGAL SERVICES
If you find yourself requiring advice on legal matters, we recommend you go to the Student Guild where you will be referred to a lawyer. The first consultation is free. Legal fees in Perth can vary from $300 to $400 per hour. You can also speak to the Curtin English student advisor in the first instance.

WHO IS A SPONSORED STUDENT?
A sponsored student is an individual who receives money to fund their studies from a private organisation or foreign government. Individuals who receive money from a relative are not sponsored students.

If you are being sponsored for your studies at Curtin, you must indicate this on your International Application for Admission form. Your indicated sponsor will then receive a sponsorship agreement with a schedule attached. Your sponsor must sign the agreement and complete all sponsorship details on the attached schedule. Both documents must be sent to the International Office for processing.

All sponsored students are required to complete the Disclosure of Information Form. This form can be downloaded from the International Office website at international.curtin.edu.au/spONSored-students. By completing the Disclosure of Information form, you are allowing the University to release information to your sponsor in relation to your academic studies at Curtin.

PAYMENT OF TUITION FEES
It is your responsibility to provide your sponsor with a copy of your Letter of Offer and Acceptance of Offer, so the sponsor can make the first payment of the semester’s tuition fees as well as the Overseas Student Health Cover payment. Thereafter, the University will send all invoices for the tuition fees only to the sponsor. Students who are sponsored by a private organisation or foreign government must ensure the sponsoring body completes the sponsorship agreement to confirm tuition fee and sponsorship arrangements. If the sponsoring body does not return the sponsorship agreement to the International Office, the student will be liable for the payment of their own tuition fees.

Sponsored students should inform their sponsors that living expenses should not be sent with tuition fee payments, as the University does not disburse student living expenses.

OVERSEAS STUDENT HEALTH COVER (OSHC)
The university does not issue invoices for OSHC. Only invoices for tuition fees are provided to sponsoring organisations. Payment for OSHC should be made separately by bank draft, telegraphic transfer or credit card, and forwarded directly to Curtin with the completed Acceptance of Offer. You may need to arrange payment yourself and then contact your sponsor for reimbursement (refer to page 11 for further information on OSHC).

Some sponsor organisations have made separate arrangements with Curtin. Please ensure you know what the arrangements are between Curtin and your sponsor.

ON ARRIVAL
It is essential you visit the Curtin English student advisor upon your arrival.

SPONSORSHIP VARIATIONS
If you wish to change any aspect of your sponsors agreed funding details (e.g. course change or extension of sponsorship), you must seek approval from the sponsor before doing so. You must ensure the sponsor sends an approval letter detailing course changes, funding commitments, course commencement and end dates to the International Office. Upon receipt of the approval letter, the International Office will issue a new Letter of Offer for the approved course.

MORE INFORMATION
AusAID students should refer to the pre-departure guide for AusAID scholarship students for more information.
REFUND POLICY

For the purpose of the refund policy, a ‘programme’ is defined as the total period of pre-paid tuition at Curtin English as described in the Acceptance of Offer. English Language Bridging constitutes a separate programme from other English language study.

A ‘course’ is one study period within a programme, usually of 10 weeks’ duration.

Terms of policy
- The enrolment fee is payable once only and is non-refundable. The accommodation application fee and airport reception fee is also non-refundable.
- If a student cancels their programme in writing 28 days or more before the programme commences, a full refund of tuition fees will be paid (less an administration charge of $230).
- If a student cancels their programme in writing more than seven (7) days, but less than 28 days before the programme commences, a refund of 70 per cent of tuition fees will be paid (less an administration charge of $230).
- If the programme is greater than 10 weeks in duration and a student withdraws and leaves from seven (7) days before the programme commences to 28 days after the course commences, a refund of 30 per cent of tuition fees will be paid (less an administration charge of $230).
- If a programme is 10 weeks’ duration or less, no refund is payable if the student withdraws less than seven (7) days before the programme commences or after a student commences studying at Curtin English.
- If a visa application is denied, Curtin English will give a full refund of tuition fees provided Curtin English receives a copy of the Australian visa rejection letter.
- A full refund of all fees will be paid within 14 days of the advertised commencement of the programme if Curtin English withdraws the offer or fails to provide the course offered and the provider default provisions of the Commonwealth ESOS Act 2000 (section 27.1) apply.
- No refund is payable if Curtin English withdraws the student from a programme because the student has seriously breached international student visa conditions or Curtin English’s rules.

Application for refund
The Refund Application Form can be obtained from the Curtin English website at english.curtin.edu.au. Please submit the form either in person to Curtin English Customer Service Desk in Building 208 Room 129C, or email to english.refunds@curtin.edu.au. No refund will be processed if the Application for Refund form is received after six (6) months of the last module attended.

How long does the process take?
Refunds will be paid within 28 days of Curtin English receiving the completed Refund Application Form with supporting documents.

How will I receive my refund?
Refunds will be paid to the person who entered into the contract or if you enrol through a representative and give us written permission, the refund can be paid through your representative.

Refund decision appeal process
If a student cancels their programme in writing 28 days or more before the programme commences, a refund of tuition fees will be paid (less an administration charge of $230).

Any deferral will incur a $230 administration fee.

The Department of Education Services (Western Australia) provides a free and independent grievance handling/mediation service for conflicts between international students and their institutions. You can contact the International Education Conciliator on: Tel: +61 8 9441 1900 Fax: +61 8 9441 1901

This agreement does not remove the student’s right to take further action under Australia’s consumer protection laws.

Deferrals
Any deferral will incur a $230 administration fee. If Curtin English is informed of the deferral less than seven (7) days before the commencement of the relevant course there will be a penalty fee of $1,170.

If the deferral is because of a delay in the issuance of a visa, there will be no penalty subject to evidence of the late issuance and evidence that an application was made within a reasonable time.