



UNDER 18
WELCOME PACKAGE
&
STUDENT
INFORMATION
BOOKLET

**PLEASE KEEP THIS BOOKLET
IN A SAFE PLACE. YOU WILL
NEED TO REFER TO IT.**

Index

| Topic | Page No |
|---------------------------------------|---------|
| A&J contact numbers | 3,4 |
| Accommodation | 5,9 |
| Alcohol | 10 |
| Arrival in Melbourne | 3 |
| Attendance at school | 7 |
| Cigarettes | 10 |
| Doctor | 7 |
| Driving | 10 |
| Drugs | 10 |
| Emergency | 7 |
| FAQs | 7 |
| Getting around | 10 |
| Holiday arrangements | 8 |
| Homestay | 5 |
| 'House Rules' | 5 |
| Laws for people under 18 in Australia | 10 |
| Living in homestay | 5 |
| Medical | 7 |
| Part-time work | 9 |
| Public transport | 10,11 |
| Pubs and clubs | 10 |
| Student diary | 11 |
| Student Visa conditions | 5 |
| Study and homework | 11 |
| Study habits | 11 |
| Time management | 11 |
| Travel | 8 |
| Visa conditions | 5 |
| 'Weekly Contact' | 4 |
| Working Visa | 9 |

WELCOME TO MELBOURNE

Welcome to Australia. Melbourne is known as one of the “most liveable cities” in the world. A & J Student Care Services has been chosen by your parent s to take care of you while you are here to study.

WHEN YOU ARRIVE IN MELBOURNE

Within 24 hours of arriving in Australia you **MUST CONTACT A&J** to confirm that you have arrived.

0419 319 633

0402 164 319

(03) 9795 7767

We give you help with:

- getting a mobile phone account
- arranging a bank account
- finding out about public transport and other day-to-day needs
- arranging weekly contact with your A&J consultant

There will be many things you will need to find out about and we hope this booklet provides some general information to help to you settle in, especially in the first few days after you arrive.

We hope that your study experience in Australia is rewarding and successful. Please contact us if you need any more help or information.

What is 'Weekly Contact' for?

Each week an A & J staff member will call you to find out how things are going for you. This is to make sure that you are in good health, you are happy in your home stay and that all is well with your study. If you need any help you contact A & J so we can provide any help you need.

A&J staff arrange a mutually convenient time each week to call you. If you are busy when A&J staff call you we will leave a message for you to call us back.

As a matter of courtesy and good manners it is expected that students DO call us back.

PLEASE PUT THESE NUMBERS IN YOUR MOBILE PHONE:

CONTACT NUMBERS for A & J:

0419 319 633

0402 164 319

(03) 9795 7767

OTHER IMPORTANT CONTACT

| MY CONTACTS: | Names: | TELEPHONE NUMBERS |
|---|---------------|--------------------------|
| PARENTS | | |
| SCHOOL/COLLEGE | | |
| INTERNATIONAL STUDENT SUPPORT @ SCHOOL/COLLEGE | | |
| HOMESTAY | | |
| MY MOBILE | | |
| TAXI | | 131008 |
| DOCTOR | | |
| EDUCATION AGENT | | |
| | | |
| | | |

YOUR STUDENT VISA CONDITIONS

The most important things about your AUSTRALIAN STUDENT VISA are:

- You **must** maintain satisfactory attendance in your course **and** course progress for each study period as required by your school/college.
- You **MUST NOT** change ACCOMMODATION arrangements without the written approval of your **education provider**.

PLEASE NOTE: Most international students do not have any problems with these conditions. You are here to study and most students apply themselves to their studies very well. You don't have to be too worried about these conditions as long as you maintain them.

You have been granted a STUDENT VISA to come to Australia to study. While you are under 18 it is a Visa condition that you must have a guardian. While you are here A & J Student Care Services are your guardians. This means that we act for your parents. For example, if you need a form signed for an excursion or for medical treatment you need to contact Jessy (0419 319 633) so he can sign the form.

LIVING IN HOMESTAY

Living in a new home in a different country can be very different from living at home with your parents especially when you first arrive. There will be many things that you will find different, even strange, from the way things are at home.

Usually your homestay parent will have some "house rules" which you will be expected to obey/follow. Each homestay will have their own 'house rules'.

What are 'house rules' about?

- **Courtesy and good manners.** You **MUST TELL** your homestay parents **IN ADVANCE** if you will be LATE HOME, OR NOT BE HOME FOR MEALS. Your hosts may have special times for meals and times that you must be home by at night and on weekends.
- **STAYING OUT OVERNIGHT: YOU MUST tell your home stay parents AND A & J Student Care Services BEFORE** you make plans to do this. You also **MUST** provide details of: the name(s) of the people you plan to stay with, their home telephone number and their full address.
- **General cleanliness and tidiness.** This includes your room, the bathroom and other places in the house, like the kitchen. A good general rule here: if you use something, for example, the bathroom, when you have finished using it, leave it the way you would expect to find it – you must clean up after yourself.
- **Use of lights and electricity** for heating and cooling. Your homestay hosts may have rules about use of lights and electricity.
- **Use of water.** Australia is a dry country that at the moment is experiencing a drought (no rain). In Melbourne there are limits on the amount of water people can use. Your homestay host may have rules about the use of the shower/bath.
- **Use of the Internet and TV.** Some homestay hosts will have a time limit on the use of these facilities.

Other 'house rules' can include:

Rules about use of the home telephone, using the bathroom, security of the house and locking the house, opening and closing windows, meal times, cooking, the laundry: washing clothes.

If you have any concerns about your home stay please mention these when your guardian contacts you during the week.

FREQUENTLY ASKED QUESTIONS (FAQs)

These are some of the questions that students have asked in the past. The answers are included in the booklet. Any questions you have about this information must be discussed with your A&J consultant, and /or your International Student Advisor at your college or school.

What happens if I don't attend school/college?

Your school/college keeps a record of attendance. The school/college will inform A&J if you are not attending classes. As your guardians while you are in Australia, A & J are acting for your parents. A & J will speak with you about non-attendance to determine if there is a problem. We will also discuss this with you and inform your parents what has been happening.

What happens if I am sick/ injured/need a doctor?

There are several things you can do:

- Check to see whether there is a doctor or nurse available at your school/college/ residence and arrange to see them
- If you live in homestay, your homestay host may be able to help you see doctor or get to a hospital
- Call A&J telephones: 0419 319 633 / (03) 9795 7767 and advise you are unwell

I need help with one of my subjects, where can I get someone to help me?

You can:

- Find out if any of your friends can help you
- Mention your difficulties to you teacher and or student advisor

If you have concerns about your academic progress you need to speak with your guardian about your concern, so that we can help you with your study. This is why A & J staff contact you every week. [Let us know if you need extra help because we can easily arrange it for you.](#)

I am going home/overseas/away for the school/ university holidays, what do I need to do?

- Ask your student Advisor about the rules for your school/college/university before your plan to travel. Each school/college have their own special rules about this. For example, some schools have a "Holiday Form" which must be handed to the school **3 weeks before you leave**.
- Some schools may not permit an interstate holiday on your own. You **MUST** obtain permission from school before planning an interstate holiday
- If you are going home/overseas/away during your holidays you **MUST** provide A&J with details of your departure date and the date of your return to Australia.

BEFORE YOU LEAVE YOU MUST PROVIDE A&J WITH A COPY OF YOUR AIRLINE TICKET. You will need to scan the ticket and e-mail the file to either:

ajstudentcare@bigpond.com

OR

info@guardians4student.com.au

I am not happy with my accommodation/homestay arrangement, what can I do?

Please be aware that under the conditions of your Student Visa you **CAN NOT** change your accommodation/homestay arrangements **WITHOUT THE WRITTEN APPROVAL** of your school/college/university. While you are **UNDER 18**, to move without approval would mean that you would **NOT** be following the conditions of your Student Visa as set out by the Department of Immigration.

If you are unhappy about the facilities and/or conditions in your homestay you should mention your problem to your A&J consultant when they contact you during the week. Your consultant will advise you to speak to your International Student Advisor at school/college/university.

Can I get a part-time job?

Yes !! You can work up to 20 hours per week during school/university teaching periods.

Since the 26th April 2008 people granted Student Visas receive permission to work with their visa. You don't have to make a separate application for "Permission to Work".

PLEASE NOTE: Students are not allowed to work until they have started their course. You are allowed to work **UP TO 20 HOURS PER WEEK** during school/university teaching periods. During scheduled course breaks (school/university holidays) you may work for unlimited hours. Schools may request a written permission from your parents before you start your part-time job.

You can find further information on the Department of Immigration and Citizenship website ~

http://www.immi.gov.au/students/_pdf/permission-to-work-students.pdf

LAWS IN AUSTRALIA YOU NEED TO KNOW ABOUT

| | WHAT THE LAW IS FOR UNDER 18s IN VICTORIA |
|-------------------------|--|
| Alcohol | If you are under 18 you ARE NOT allowed to buy or drink alcohol |
| Cigarettes | If you are under 18 you ARE NOT allowed to buy cigarettes. |
| Driving | If you are under 18 you ARE NOT allowed to drive a car. <i>In Australia IT IS A VERY SERIOUS OFFENCE to drive a car WITHOUT A LICENCE.</i> |
| Drugs | ALL narcotic drugs, including marijuana are ILLEGAL in Australia. |
| Pubs and Clubs | If you are under 18 you ARE NOT allowed to enter licensed premises (= pubs and clubs) unless you are with a responsible adult (= a person over 21 years old) |
| Public Transport | You must not travel on trams, trains or buses without a valid ticket. Ticket inspectors travel on trams, trains and buses and <u>if you are caught without a valid ticket you will have to pay a very expensive fine.</u> <u>If you are caught travelling without a ticket the inspectors will ask you for your name and address and Student ID. You must provide this information.</u> <i>Please note student concessions are not generally available to international students. Check up about this with your school/ college.</i> |

STUDY & HOMEWORK

You are here in Melbourne to study and make the most of the opportunities available to you while you are here. Your study is your first priority.

Here's some things that may help you:

1. **Find out about your school/college.** Where are the places you need to go to?

For example,

How do I get to school/college from my home stay? How long will it take to travel there? You will need to know about tram/train and bus services from your area to school.

Useful website: www.whereis.com

- Where's the bookshop? Do you need to buy textbooks, pens, paper etc?
 - Where's the Library? How long can you borrow for? How do you make photocopies if you need them?
 - Where can I get food at school/college?
 - What are the rules about dress, using mobile phones, MP3 players etc?
 - Where are my classes held? Find out where they are located.
 - What are my teacher's names? What is the name of the person who looks after International Students?
2. **Study habits.** One of the best ways you can make things easy for yourself is to make sure you get and USE a **STUDENT DIARY**. Make sure you **write in all** the important dates: term dates, date assignments / projects / presentations are due so you can plan your homework/study schedule. Make a homework timetable and follow it. If need help with your study speak to your teachers at school/college and/or A & J staff. They will be able to help you.
 3. **PRACTICE, PRACTICE, PRACTICE !!** If you are doing an English language course remember that the best way to become really good at a language is to **PRACTICE IT**. Get as much practice at using English as you can.
 4. **Learn to manage your time.** Make sure you make room in your life to do the things you like doing, like playing sport, meeting your friends, visiting places of interest in Melbourne. The main reasons for you being here is to study, but that doesn't mean you can't do other things. There are lots of places to visit in and around Melbourne. By balancing the time you spend at school, doing homework and studying and the time you spend on social activities you can make your experience here fulfilling and see some of the countryside as well.

REMEMBER: If you have problems with your study get some help: talk to your teachers and A & J staff.