



# Pre-Enrolment Information

Kingsway Institute CRICOS Provider Code 03177F

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## WELCOME TO SYDNEY

Sydney is one of the world's most multicultural cities. It attracts people from all over the globe, who bring a huge range of languages, cultures, cuisines and ideas.

The population has benefitted from an open, extensive education system that has produced a highly skilled and educated workforce, enhanced by a high level of social cohesion and political stability.

It hasn't always been this way. Up until the mid-1970s, Sydney remained relatively culturally isolated from its Asian neighbours, drawing migrants initially from Britain and Ireland and then countries from continental Europe in its post-war manufacturing boom – notably Italy, Greece and the former Yugoslavia. This isolation extended economically with relatively high tariff protection barriers to support a strong manufacturing base built upon its exports or primary materials.

In recent years Australia has admitted people from most countries around the world, particularly its Asian neighbours to the north. And like the global economy, Sydney's economy has shifted structurally from agricultural and resource distribution to manufacturing, then to services.

## What should students know about Sydney?

*“Sydney is the largest and most populous city in Australia and is located in New South Wales”*

- Approximately 41,000 international students live in Sydney (out of 400,000 in Australia, 37% are in NSW)
- Sydney is multicultural and the main languages spoken are English (76%), Mandarin (1.6%), Italian (1.4%), Arabic (1.3%), Cantonese and Greek (1.2%)
- There are 600 suburbs in Sydney, all with different lifestyles
- There is a great variety of accommodation in Sydney (backpacker, homestay, share, rent, etc.)
- International Students are allowed to work (limit of 40 hours per fortnight)
- Unemployment rate is less 6% (one of the lowest unemployment rates in the world)
- Total population of Sydney is over 4.5 million
- Sydney ranks 6th in the world based on the attributes of student mix, quality of living, employer activity and affordability
- Weekly food expenditure can be as low as \$140/person if students do not eat outside and prepare their own meals.
- Official weekly expenditure figure: is \$358/week/person (\$18,610/years)
- Accommodation prices vary and start from \$300/week/person (average price of suitable accommodation is \$250/week/person)
- Main Sydney attractions are the Sydney Opera House, the Sydney Harbour Bridge and Sydney Tower
- Australia is generally a very safe place to live and study. The 2015 OECD Better Life Index rated Australia 9.2 out of 10 for safety, one of the highest ratings awarded to any country



## Contact Us

Kingsway Institute is in the heart of Sydney, where it is safe and convenient and can be easily accessed by the public transport system. Central and Museum are the closest train stations.

To contact us:

Address: G-2 , 55-57 Wentworth Avenue, Sydney 2000 NSW

Telephone: +61 2 9283 2388

Fax: +61 2 9283 7588

Email: [enquiry@kway.nsw.edu.au](mailto:enquiry@kway.nsw.edu.au);

For more information visit our website: [www.kway.nsw.edu.au](http://www.kway.nsw.edu.au)



## School Orientation Program

On the first day of your course, you will attend an orientation program. The half day orientation includes familiarizing yourself with living and studying in Sydney. Students are made aware of the social and cultural issues associated with living in Sydney.

You will receive:

- Information about Kingsway Institute
- Tour of Kingsway Institute
- Student Card
- Student Handbook
- Course Outline: This contains the learning outcomes for each program and a summary of these can be found on the website.

*Please bring your Passport, Offer letter and Confirmation of Enrolment (CoE) with you to the orientation program.*



## Airport Pick-Up

Kingsway Institute can arrange for students to be met at Sydney Kingsford International or Domestic Airport upon arrival. Please inform the school at least three days in advance for this service. If you have requested this service, you will receive an Airport Pick-Up Notice before your departure with your name. Please display the notice and do not leave the airport until you have been picked up. Please make sure you have coins to make phone calls to the number listed on the Airport Pick-Up Notice.



## Accommodation

Kingsway Institute can arrange for students to be placed with a homestay family. Students will be provided with full board accommodation for which a set weekly fee is charged. Living with a homestay family can be an enriching and enjoyable experience. Students will share cultural and language experiences with the homestay family and improve their English language skills through regular conversation with the family. Please inform the school at least 2 weeks in advance for this service.

If you want to live independently, you can find shared accommodation from \$150 – \$250 per week; or rent a one bedroom flat from \$250 - \$380 per week.



Students can travel to Australia on a Student, Tourist or Working Holiday visa.

There are mandatory and discretionary conditions that are attached to Student Visas. Some examples of the conditions are:

- You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course).

**Note:** No work limits apply during recognized periods of vacation offered by your education provider. A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

- You cannot undertake work until you have commenced your course in Australia. You must remain enrolled in a registered course (unless you are an AusAID/Defence student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training).

**Note:** a registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

- You must maintain adequate arrangements for health insurance during your stay in Australia.

**Note:** this means that you must maintain Overseas Student Health Cover (OSHC).

- You must notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You must notify your education provider of any change in your residential address within 7 days of the change. You must notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

- If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia.

To maintain adequate arrangements for welfare you must stay in Australia with:

- Your parent or legal custodian or
- A relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or
- Accommodation, support and general welfare arrangements that have been approved by your education provider.

**Note:** You must not change those arrangements without the written approval of your education provider.

If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements are due to commence.

Please refer to Immigration website for more details on Student Visa conditions: [www.immi.gov.au](http://www.immi.gov.au)



Medical treatment in Australia can be very expensive, so everyone should have some form of health insurance.

If you are on a Student Visa, one of the conditions of the visa is that you must maintain adequate arrangements for health insurance during your stay in Australia.

If you are on a Tourist or Working Holiday visa you are not covered by Overseas Student Health Cover and must make your own insurance arrangements before you travel.



## Climate

Sydney has a comfortable, temperate climate with warm summers and mild winters. Sydney has, on average, 7 hours of sunshine a day. Its temperature ranges from an average winter minimum of 9 and a maximum of 17 degrees Celsius, to a peak summer maximum average of 30 degrees. Sydney's rainfall averages 1213 millimetres a year, with an average of 11 wet days per month. More than 40 per cent of this rain falls between March and June. Annual rainfall in 2015 was 1337.2mm.

For more information on weather conditions in Sydney, visit the [www.bom.gov.au](http://www.bom.gov.au) (Australia Bureau of Meteorology)

### Average daily temperature range

Month	Celsius	Fahrenheit
January	19-26	66-79
February	19-26	66-79
March	17-24	63-76
April	14-22	58-72
May	Nov-19	52-67
June	Sep-16	49-61
July	Sep-16	49-61
August	Sep-17	49-63
September	Nov-19	52-66
October	13-22	56-72
November	16-24	61-75
December	17-25	63-77

### Monthly rainfall, sunny days and sunshine

Month	Rainfall	Sunny Days	Sunshine
January	100mm	20 days/mth	7 hrs/day
February	111mm	20 days/mth	7 hrs/day
March	122mm	19 days/mth	7 hrs/day
April	106mm	20 days/mth	7 hrs/day
May	98mm	20 days/mth	6 hrs/day
June	123mm	20 days/mth	6 hrs/day
July	69mm	22 days/mth	7 hrs/day
August	81mm	21 days/mth	8 hrs/day
September	62mm	21 days/mth	8 hrs/day
October	73mm	20 days/mth	8 hrs/day
November	82mm	20 days/mth	8 hrs/day
December	75mm	20 days/mth	8 hrs/day



## Clothing

You will need to bring clothes for both summer and winter. Most Australians dress casually unless they are working or going to a formal party or job interview. You will need:

- Light, comfortable clothing for the warmer months
- Jumpers, jeans, jacket and boots for the colder months
- Raincoat and a strong umbrella, as Sydney can get wet and windy.



## Cost of Living

Sydney is more expensive compared with other cities in Australia. Please allow a minimum of AUD \$18,610 per person per annum for living costs.

Here is a list of common expenses:

- Rent
- Food and groceries
- Utilities such as electricity, gas and water
- \$25 - \$35 per week for lunch
- Transport cost
- Local calls from public phones cost 50 cents. Some phones take only phone cards that can be bought at newsagents and shops showing the phone card sign. You can also make long distance (STD) and international (ISD) calls from public phones. For international calls, it is cheaper to buy a pre-paid international calling card with a PIN number from convenience shops and newsagents
- Homestay arrangements costing from \$250 per week.

The figures above are indicative only and these costs can vary significantly depending on where you live in Sydney. You should be prepared in case your living costs are greater than the indicated figures.

From 2012, the basic rate of living costs under the Migration regulations increased. Under these regulations prospective student visa applicants and their family members must have access to the following funds to meet the living costs requirements:

<b>Expenses</b>	<b>Per Person</b>	<b>Amount required in Australian Dollars (AUD)</b>
Travel	Applicant	Return air fare to Australia
	Family members	One return air fare to Australia per person
Tuition	Applicant	Course fees
	School-age children aged 5-18	AUD \$8,000 per year
Living	Applicant	AUD \$18,610 per year
	Partner	AUD \$6,515 per year
	First child	AUD \$3,720 per year
	Each other child	AUD \$2,790 per year

International students need to demonstrate and/or declare that they have genuine access to the living cost amount to be granted a Student visa. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one or two years in Australia, depending on their visa assessment level.

The Student visa living cost amount applies to all dependents regardless of whether or not they intend to accompany the main student to Australia.

Source: <http://www.immi.gov.au/students/student-visa-living-costs.htm>



## Language Difficulties

- Be patient – if you become tired and frustrated with your English, just take a deep breath and try again. It will take time to become proficient in your speech.
- Ask for help – if there is something you don't understand, you can ask your host family, Kingsway Institute Staff and teachers and friends.



## What to bring:

- Coins to make phone calls
- About \$300 cash in Australian dollars for incidental expenses until you can open a bank account
- Passport and visa
- Letter of offer sent to you by Kingsway Institute
- Receipt for payment of fees
- Certified copies of personal papers including academic transcripts, educational or work qualifications you have already completed
- Identification papers such as birth certificate, driver's licence/international drivers permit
- Credit cards
- Official translations of important documents into English.

## Classes

Class times - you will be advised of the starting time of your class at your orientation. Timetables may change due to staffing and facilities availability.

## Fees

Fees are subject to change without notice.

## Kingsway Institute Policies

Please make sure you have read and understood the policies and procedures on our website particularly:

- Student Handbook (Complaints and Appeal Policy, Refunds Policies, Refusal, Deferral, Suspension and Cancellation of Enrolment Policy etc.)
- Course Application and Offer Letter Policy and Procedure
- Change of Personal Details Form
- Leave and Deferral Form
- Course Withdrawal Form
- Critical Incident Policy and Procedures

These are available at: <http://kway.com.au/page24/page24.html>

## **KINGSWAY INSTITUTE Facilities and Services**

### *Student Facilities*

Kingsway Institute has been fitted with modern furnishings. Students can use the computers to practise their skills online or by using English Language educational software. Kingsway Institute also has student common areas, where students can get to know one another and study amongst students. Facilities include:

- Internet connection and free wireless network access in all common areas
- Computer room
- Private Study Room
- Access to student common areas with refrigerators and microwaves
- Modern classrooms and learning resources including data projector, CD player and Computers.

### *Student Services*

The Student Services Officers will assist you with finding suitable accommodation and can help you with a wide range of issues including buying a mobile phone, employment, legal and financial problems, attendance concerns, recreation etc. The Student Welfare Officer is also available to discuss, in strict confidence, difficulties and personal problems that you might have from time to time.

### *Student Welfare Services*

If you have any issues or need support during your study and life in Australia, including course progress and attendance requirements, and accommodation issues, please make an appointment to see the Student Welfare Officer. Urgent matters will be attended to promptly.

The Student Welfare Officer (<http://www.kway.com.au/page10/page16/page22/page22.html>) will refer students to the appropriate Kingsway Institute staff member if the matter is of a non-personal nature. Referrals to counselling services and other external providers will be made if deemed appropriate by the Student Welfare Officer. There is no fee attached to this welfare support and referral service. Any cost charged by an external service will be paid by the student.

### *Access to your records*

Upon completion of ELICOS, eligible students will receive a Course Certificate issued by Kingsway Institute. A letter of completion is available upon request.

Students who need to access their records or request a transcript at other times are advised to fill in a Student Service Form available at Student Services Office on the Ground Floor.



## Education Services for Overseas Students (ESOS) Act

The ESOS Act sets out the legal framework governing the delivery of education to overseas students studying in Australia on a student visa. The Australian Government, through the Department of Education, administers the ESOS Act and its associated instruments.

The Education Services for Overseas Students (ESOS) Act 2000 (Current) governs:

- the registration process and obligations of registered providers
- the Tuition Protection Service; and
- enforcement and compliance powers.

For more information, please refer to: <https://aei.gov.au/Pages/default.aspx>

### National Code of Practice 2007

The original National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students has been substantially revised to improve clarity and to give institutions more flexibility. For students the changes have brought greater protection took effect July 1 2007. On that date all CRICOS-registered providers had to comply with the provisions of the National Code of Practice 2007.

The National Code 2007 contains:

- A description of the principles and guidelines that underpin the National Code 2007;
- A description of the roles and responsibilities of state and territory governments;
- Requirements for CRICOS-registered providers; and
- Standards for CRICOS-registered providers.

## Other Useful Information about Sydney, NSW, Australia

### *Food*

Most Asian products and most European food products are readily available in Sydney and you do not need to bring these with you. There are strict rules for bringing food into Australia so check the customs website before you fly.

### *Currency*

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5 (purple), \$10 (blue), \$20 (orange), \$50 (yellow) and \$100 (green). Coins used are silver 5 cents, 10 cents, 20 cents and 50 cents, and gold \$1 and \$2 coins. Australian currency is the only legal tender in Australia.

Changing foreign currency or travelers cheques is usually easy at banks throughout Australia or at licensed money-changers such as Travelex or Amex in cities and major towns.

### *Customs and quarantine*

As Australia has been an isolated continent for many years and is relatively free from pests and diseases there are very strict quarantine laws controlling the importing of food and plants.

Don't bring any plant or animal material into the country (e.g. mushrooms, fruit, Chinese herbs, pork, noodles, spices etc.) However, if you must bring any of these please remember, **ALL FOOD AND PLANTS YOU BRING INTO AUSTRALIA MUST BE DECLARED AT CUSTOMS.**

For more information, please refer to:

<http://www.daff.gov.au/aqis/travel/entering-australia/cant-take>

### *Electrical appliances*

Electrical appliances operate on 240 volts. The Australian three pin plug is different to that used in many other countries and will require an adaptor plug.

### *Some useful websites*

For more information on: Studying in Australia <http://www.sydneyaustralia.com/en/study-in-sydney>  
<http://studyinaustralia.gov.au>

Sydney and surrounding attractions:

<http://www.visitnsw.com/>

<http://www.cityofsydney.nsw.gov.au/>

Information for young people in NSW on study, jobs and having fun.

<http://youth.nsw.gov.au/>

Travel by bus, train or ferry

<http://www.131500.com.au/>

Listing of rental properties: <http://www.domain.com.au>

<http://www.realestate.com.au/rent>

Student visas:

<http://www.immi.gov.au/Study/Pages/Study.aspx>

Commonwealth government services:

[www.australia.gov.au](http://www.australia.gov.au)

Department of Immigration and Citizenship (DIBP):

<http://www.immi.gov.au/Pages/Welcome.aspx>

**ALL THE STAFF AT KINGSWAY INSTITUTE SYDNEY WOULD LIKE TO  
WELCOME YOU AND WISH YOU A SAFE TRIP TO AUSTRALIA.**

For further information, please contact

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