



PRE-ENROLMENT INFORMATION

Table of Contents

WELCOME TO SYDNEY	2
Climate	2
Clothing.....	3
Cost of Living.....	3
What to bring:.....	3
KINGSWAY INSTITUTE	4
Location	4
School Orientation Program	4
Visa.....	4
School Age Dependents	5
Classes.....	5
Fees.....	6
Kingsway Institute Policies.....	6
KINGSWAY INSTITUTE Facilities and Services	6
Student Facilities.....	6
Student Services.....	6
Health Cover	6
Airport Pick-Up.....	7
Accommodation.....	7
Student Welfare Services.....	7
Language Difficulties.....	7
Course Information and Academic Support.....	7
Access to your records.....	8
EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) ACT	8
OTHER USEFUL INFORMATION ABOUT SYDNEY, NSW, AUSTRALIA.....	8
Food	8
Currency.....	8
Customs and quarantine.....	9
Electrical appliances.....	9
Some useful websites:	9



WELCOME TO SYDNEY

Capital city of NSW.

Sydney tops the world in rankings of quality of life and environment,* and it is rated as the 4th best city in the world for students, for its great student mix, high employer recruitment activity and overall quality of life.

** Cities of Opportunity Study, Price Waterhouse Coopers (2014), ** QS Best Student Cities 2015, Quacquarelli Symonds (2014)*

Sydney is famous for the Opera House and for the Harbour Bridge.



It is a cosmopolitan metropolis where art, science, commerce and sport all flourish. Students can enjoy the outdoor life, walks and pristine beaches in easy reach of the city centre.

Climate

The climate of Sydney is temperate, having warm, sometimes hot summers and mild winters.

Rainfall is spread evenly throughout the year, though is highest between March and June. Sydney does not experience extreme seasonal differences.

Summer highs average around 25–29 °C (77–84 °F) and winter highs average between 16–18 °C (61–64 °F).

In winter, east coast lows can bring large amounts of rainfall, especially in June. Sydney gets dry heat, though, in some days, low pressure troughs increase humidity and southerly busters (a sea breeze) decrease temperatures.



Sydney has 104 clear days annually. Sydney is prone to heat waves and drought, which have become more common in recent years.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean Max (°C)	25.9	25.8	24.7	22.4	19.4	16.9	16.3	17.8	20.0	22.1	23.6	25.2
Mean Min (°C)	18.7	18.8	17.6	14.7	11.5	9.3	8.1	9.0	11.1	13.6	15.6	17.5
Mean Rain (mm)	101.7	118.4	129.8	127.2	120.5	132.4	97.9	79.8	68.4	76.9	84.3	77.3
Median Rain (mm)	78.6	93.6	96.6	91.5	90.8	99.8	74.7	54.7	51.9	55.6	66.8	58.4
Mean Rain Days	12.2	12.5	13.6	12.9	13.2	12.7	11.3	10.4	10.5	11.6	11.7	11.5

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 strong umbrella, as Sydney can get wet and windy.

Cost of Living

Sydney is not very expensive compared to 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 (is usually highest expense for any student and it depends what type of accommodation, what location, read below in section services for details)
- Food and groceries (see below in section services)
- Utilities such electricity, gas and water (you only pay if you rent your own apartment, or a house)
- \$75 - \$105 per week for lunch if eating in food courts and fast food restaurants
- Transport cost (depends of the public transport type and distance)
- 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
- Mobile phone expenses. There is a good variety of mobile phone providers (Vodafone, Telstra, Optus, Virgin ...) with range of suitable prepaid and postpaid plans.

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

What to bring:

- coins to make phone calls

Kingsway Institute CRICOS Provide Code: 03177F

Level 1, 110 Bathurst Street, Sydney 2000 Australia

Phone: +61 2 92832388, Fax: +61 2 9283 7588

Email: marketing@kway.nsw.edu.au

Web: www.kway.nsw.edu.au



- 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, drivers license/international drivers permit
- credit cards
- official translations of important documents into English.

KINGSWAY INSTITUTE

Location

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

Address: Levels 1 - 4/ 110 Bathurst Street, Sydney 2000 NSW

Telephone: +61 2 9283 2388

Fax: +61 2 9283 7588

Email: jan@kway.nsw.edu.au

For more information visit our website: 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 you with living and studying in Sydney. This includes helping you with your banking. Students are made aware of the social and cultural issues associated with living in Sydney.

You will receive:

- Information about Kingsway Institute
- information about living in Sydney: map of Sydney CBD; how to use and buy telephone cards, public transport; class times; where to post a letter; shopping; how to open a bank account and where to change money; information about living with an Australian host family or finding accommodation
- tour of Kingsway Institute
- student card.
- Student Handbook

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

Visa

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

Please refer to Immigration website for more details on Student Visa conditions: www.immi.gov.au

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:

Expenses	Per Person	Amount required in AUD
Travel	Yourself	Return air fare to Australia
	Family members	One return air fare to Australia per person
Tuition	Yourself	Course fees
	Children aged 5-18	AUD8000 per year
Living	Yourself	AUD18 610 per year
	Partner	AUD6515 per year
	First child	AUD3720 per year
	Each other child	AUD2790 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 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>

School Age Dependents

Kingsway does not provide teaching for students under age of 18.

Below information are for student parent:

Adequate schooling arrangements for student dependent visa holders who have turned 5, but have not turned 18 **must** be maintained while they are in Australia and school fee may be incurred.

School-aged dependents of student visa holders must attend any school that meets relevant requirements for domestic registration. They are not required to attend CRICOS registered schools because dependents are not student visa holders.

For more information about visas for dependents of student visa holders, please see the DIBP Website: <http://www.immi.gov.au>

Classes

Class times - you will be advised of the starting time of your class at your orientation. Timetables may

Kingsway Institute CRICOS Provide Code: 03177F

Level 1, 110 Bathurst Street, Sydney 2000 Australia

Phone: +61 2 92832388, Fax: +61 2 9283 7588

Email: marketing@kway.nsw.edu.au

Web: www.kway.nsw.edu.au



change due to staffing and facilities availability.

Class rolls and attendance – class rolls are legal documents recording student attendance. Tampering with rolls to provide false information about attendance, or encouraging someone else to do so may result in students being suspended or having their enrolment cancelled.

Fees

For current price please contact our Marketing Department via email jan@kway.nsw.edu.au. You can also request price list to be send from our websites link www.kway.nsw.edu.au/content/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 Code of Conduct
- Course Progress Policy
- Transfer between Registered Providers Policy
- Refunds Policies
- Complaints and Appeal Policy

These are available in Student Handbook (click here to download from Kingsway websites) or copy this link and paste it in your internet browser www.kway.nsw.edu.au/content/downloads

KINGSWAY INSTITUTE Facilities and Services

Student Facilities

Kingsway Institute has been fitted with modern furnishing. The library has a wide range of essential texts and students have class sets of text books to use free of charge. Free of charge is also computer library where students can practice 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 themselves. Some other facilities include:

- high speed internet connection and free wireless network access in all common areas
- computer lab
- individual login and web mail accounts
- journals, magazines, newspapers, textbooks and reference books are available at the Library on Level 3 of the Kingsway campus.
- access to student common areas with refrigerators and microwaves
- modern classrooms featuring furniture, fittings and learning resources including data projector and DVD players.

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, academic counselling, attendance concerns, recreation etc. The Student Welfare Officer / Marketing Officer are also available to discuss, in strict confidence, difficulties and personal problems that you might have from time to time.

Health Cover

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

Kingsway Institute CRICOS Provide Code: 03177F

Level 1, 110 Bathurst Street, Sydney 2000 Australia

Phone: +61 2 92832388, Fax: +61 2 9283 7588

Email: marketing@kway.nsw.edu.au

Web: www.kway.nsw.edu.au



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.

Airport Pick-Up

Kingsway Institute can arrange for students to be met and picked up 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 for 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. To request information about airport pickup please complete form at www.kway.nsw.edu.au/content/services

Accommodation

Kingsway Institute can arrange for students to be placed in a homestay family. Students will be provided with full board accommodation, for which a set weekly fee is charged. Living with a homestay 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. There is a homestay arrangement fee of \$250 which is one of payments. Homestay weekly price for one room with meals (Monday to Friday – 3 meals; Saturday to Sunday – 2 meals) is \$300.

If you want to live independently, you can find shared accommodation from \$120 – \$250 per week; or rent a one bedroom flat from \$250 - \$380 per week.

To request information about accommodation options please complete form at www.kway.nsw.edu.au/content/services

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.nsw.edu.au/content/services>) 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 the external service will be paid by the student.

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.

Course Information and Academic Support

Course information, including Assessment Methods for each course is available at: <http://www.kway.nsw.edu.au/content/services>

Academic support including language, literary and numeracy is the responsibility of the students' Teachers and ELICOS Coordinator.

The **Student Support Coordinator** (<http://www.kway.nsw.edu.au/content/services>) can help you or refer you to the appropriate personnel with the following (:

- Academic Problems
- Course transfers
- Language and Literacy issues



Access to your records

Upon completion of ELICOS, eligible students will receive a Graduation Certification 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 the Student Services Office at Level 1.

EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) ACT

The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa. The Australian Government, through the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE), 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 bring greater protection. It takes effect July 1 2007. On that date all CRICOS-registered providers must 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 foods products are readily available in Sydney and you do not need to bring these with you.

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 no problem 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 in many other countries and will require an adaptor plug. Electrical appliances can be bought cheaply in Australia.

Some useful websites:

For more information on:

Study in Australia

[http://www.sydneyaustralia.com/en/s](http://www.sydneyaustralia.com/en/study-in-sydney)

[tudy-in-sydney](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 in NSW on study, jobs and fun

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

Travel by bus, train or ferry is available on:

<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

Department of Immigration and Citizenship (DIAC):

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