

PRE-ARRIVAL GUIDE

WELCOME

Congratulations on accepting your place at Curtin College and Curtin University.

We welcome you and we look forward to assisting you during your studies.

This guide provides information regarding your studies at Curtin College and your student life in Western Australia. We hope to make your transition from home to Perth as smooth as possible.

Pre-Arrival Checklist

Here is a list of things that you should prepare before you leave home and bring with you to Orientation at Curtin College.

- Valid Passport
- Student Visa
- Evidence of Overseas Student Health Cover (whether arranged by Curtin College or yourself)
- Arrange Accommodation
- Arrange Airport Reception
- Obtain Australian Currency (approximately \$500 in cash & \$2,500 in some other form)
- Leave a copy of your passport, visa, & other ID with parents, relatives, or friends
- Arrange a medical check, vision test, and dental check
- Spare pair of glasses (if needed)
- Any medication you need with English explanations
- Arrange travel insurance (highly recommended for items such as laptops, cameras, musical instruments, etc.)
- Review Australian quarantine policies & understand what you can and cannot bring into Australia (see www.daff.gov.au/biosecurity)
- 'Like' the Curtin College (Official Fan Page) on Facebook
- Visit the Curtin College Student Blog for a snapshot of student life at Curtin College
- Prepare & acquire required items from your course-specific checklist

Important Documents

You will need these documents for orientation and throughout your stay in Australia.

- Your Welcome Letter from Curtin College
- Certified copies of all relevant academic transcripts
- Confirmation(s) of Enrolment (CoE or eCoE)
- 2-4 passport size photographs
Photo Identification (eg. Driver's Licence, Proof of Age Card, etc)
- Any medical certificates/ history/reports
- Complete Account Creation Guide

Contact Details

Curtin College
At Curtin University
GPO Box U1987 Perth
Western Australia 6845
Australia

Tel: +61 8 9266 4888
Fax: +61 8 9266 4889
Email: info@curtincollege.edu.au

We are open:
Monday to Thursday: 8.00am – 4.30pm
Friday: 8.00am – 4.00pm

curtincollege.edu.au



PREPARE

Preparing to come to Australia

There are a few things to consider before you leave for Australia. It is not possible to list all the things, so we encourage you to speak with your agent, friends, or relatives who currently study or live in Australia, and research online. The steps on the Curtin College website may also be a useful starting point.



www.curtincollege.edu.au/students/international-students-after-you-apply-curtin

ORIENTATION DAY

Orientation will be one of the most important experiences you will have as a student. It is where you will meet the people who will become your friends in Perth, and the people who will help you to be successful academically.

Here are a few tips to make sure you get the most out of Orientation:

- Arrive on time! You will need to be at Curtin College by 8:30am for Orientation.
- Bring a small backpack and a water bottle.
- Dress for comfort and weather
- Be ready to meet people from all over the world.
- Don't be afraid to ask questions! We're here to help.

During Orientation, you will also meet Student Mentors. If you need any help, or have any questions, just ask.

YOUR STUDENT VISA


By now, you should have a Confirmation of Enrolment (CoE) relating to your place at Curtin College. A CoE is used in the process of applying for a student visa, which is issued by the Department of Immigration and Border Protection (DIBP).

Students from some countries apply for student visas online. Please visit the DIBP website for a list of countries where students must apply for a visa online.

Visit www.immi.gov.au (follow the links for Studying in Australia).



If you applied for your place at Curtin College via an agent, they must help you to obtain a student visa.

 **You must apply for a student visa before you can enter Australia. To obtain a student visa, you must be studying with an education provider.**

Once in Australia, if you are not a current student at Curtin College, you may be in breach of your student visa. A multiple entry visa will allow you to travel home for holidays and return to Australia without the need to apply for other re-entry visas.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All students applying for a student visa must obtain OSHC for the entire proposed duration of their visa, and before the visa can be granted. OSHC helps minimise medical expenses incurred whilst in Australia.



Curtin College's preferred provider is Allianz Global Assistance, which offers a high level of service and support to customers. Allianz customers have access to online help, telephone support, legal advice, and assistance towards payment of covered medical bills. Not everything is covered by Allianz, so students should check their level of cover carefully before committing themselves to receiving medical treatment or advice.

Curtin College is pleased to arrange cover on behalf of students. The cost of OSHC is shown in a student's Letter of Offer.

For further information, visit www.oshcallianzassistance.com.au



If you elect to purchase your own cover, you must provide evidence of your cover to Curtin College before your visa can be processed.

 **OSHC may not cover any illness or disability that you had prior to arriving in Australia. Make sure you bring any optical or medical prescriptions with you.**

ACCOMMODATION

On-Campus

Currently students of Curtin College do not have access to Curtin University's on campus accommodation.

Off-Campus

There is an abundance of private accommodation near the university. Renting normally requires you to sign a lease of 6 to 12 months in advance, as well as pay a refundable deposit (bond) to cover any damage during the rental period.


Curtin College has exclusive access to the following properties within walking distance or a short ride on public transport:

- Curtin 12
- Curtin 6
- McKay Street
- Palmerston Street



Homestay

Homestay provides students with the opportunity to live with Australian families, couples, or single persons. All have been selected to provide good quality facilities and meals.

 **Australian immigration rules for students under the age of 18 require that Curtin College approves all accommodation and welfare arrangements before students can travel to Australia. See the Minors section for more detailed information.**

For more information on these options, including approximate costs, please visit the Curtin College website:

 www.curtincollege.edu.au/students/accommodation-curtin

IMPORTANT INFORMATION ABOUT STUDENT VISAS

Student visas are granted subject to these conditions:

- You attend a minimum of 80% of all classes.

- You make satisfactory progress with your study.
- You obtain and maintain current Overseas Student Health Cover.
- You keep the College informed at all times of your current address in Australia.
- Students under 18 must meet additional requirements .
- You work no more than 40 hours per fortnight.

Visit www.immi.gov.au/students/working_while_studying/conditions for more information.

 www

Attendance and Progress

Curtin College is obliged by law to inform DIBP if there is a history of unsatisfactory progress. Students who do not meet the minimum attendance requirements or do not make satisfactory academic progress (pass at least 50% of enrolled subjects per study period) risk losing their visas.

Refer to the Progress & Attendance Policy on the Curtin College website www.curtincollege.edu.au/policies-curtin for more information.

 www

Overseas Student Health Cover (OSHC)

International students must have current OSHC at all times during the course of their studies. Refer to the Health Insurance section of this guide for more information.

Current Australian Contact Details

The Australian government requires that all international students keep their education provider informed of their current Australian address,

phone number, and email address at all times. Students who fail to do this are in breach of their visas and could risk having their visas terminated.

Student Visas and Minors

Students under 18 must meet additional visa requirements. Refer to the Minors section below for more information.

MINORS

Australian immigration rules for students under the age of 18 require that Curtin College approves all accommodation and welfare arrangements before students are granted visas and permitted to travel to Australia.

Curtin College will approve arrangements for students who will be living with parents, legal guardians, other appropriate family members, or genuine family friends.

The local carer or guardian must:

- be living in Perth,
- be at least 21 years of age,
- be readily available for the student at all times,
- be available to come into Curtin College if required,
- be proficient in English,
- have a Working with Children Check and Police Clearance (as required).

Where no carer is available, Curtin College requires that students under the age of 18 reside in approved Homestay accommodation.



A special meeting will be held on Wednesday in week two of every study period. All new minors are required to attend.

Students who are minors must not move from their notified accommodation without first providing a letter from their parents or legal guardians stating that they approve of the new accommodation, welfare, and general support arrangements.

It is a requirement under law that you keep Curtin College informed at all times of your living arrangements.

While you are staying at Curtin College, a Student Adviser will contact you each study period to check that you are keeping to the arrangements outlined by your parents or legal guardians prior to your departure from your home country. It is essential that you reply to the Student Advisory Officer immediately.



Curtin College takes their responsibility for minors very seriously. If you have any questions about care arrangements or

wish to change them, please contact a Student Advisor.

EMOTIONAL AND PSYCHOLOGICAL PREPARATION

Leaving home to study overseas is an exciting adventure that broadens your mind, provides you with a world-class education, and allows you to share your experiences with students from many different countries. It can be quite a shock and you should be prepared for this.

During the first two or three months, you will go through many emotions and new experiences. You might be on an emotional high one day and an emotional low the next. This is very normal and is something that most students experience.

The highs occur because you have started a new adventure, are making new friends, learning new things, and experiencing adult independence, among many other things. The lows occur because you are dealing with a new way of learning, cultural differences, homesickness, and missing family and friends.

Remember that most other new students are experiencing the same thing. Your emotional lows will lessen as time goes by and you begin to settle into your new life.

If you find yourself feeling low, and are having trouble adjusting, discuss it with your classmates and friends or make an appointment to see one of the friendly support staff at Curtin College.

Make sure you keep busy. You will be surprised how focusing on your studies, going to a movie, exercising, or doing something to take your mind off how you are feeling will make you feel better.

i Curtin College also runs events, workshops, and outings around town to help students make friends, improve their studies, and adjust to their new environment. For more details, check out the Curtin College (Official Fan Page) on Facebook.



ARRIVE



When to arrive in Perth

You should make arrangements to arrive in Perth as soon as possible after your visa has been granted. We encourage students to try to arrive at least a week prior to Orientation so that you can familiarise yourself with your surroundings and have a chance to settle in.

You should not arrive in Perth later than the Orientation date without first discussing this with your agent or the Admissions Manager of Curtin College. If you arrive at the airport after your start date, you may experience difficulties with the immigration authorities. Curtin College expects all students to be enrolled in class by the start of Week 1.

▲ PERTH INTERNATIONAL AIRPORT

When you arrive, you should follow any instructions from Customs and Immigration agents regarding entrance to the Australia.

For more information on what you are and are not allowed to bring with you into Australia, please visit

 www.daff.gov.au/biosecurity/

▲ AIRPORT RECEPTION

International students arriving for the first time have the option of being met at the airport and transferred to their accommodation. This service can be arranged with the College through local agents. The College offers this service free of charge. However, if a student requests a transfer and fails to use it, an airport pick-up fee of AUD\$65 will be incurred.

To arrange your pick-up, please talk to your agent or Perth Student Accommodation directly at www.perthstudentaccommodation.com/airport-reception



▲ AFTER ARRIVING IN PERTH

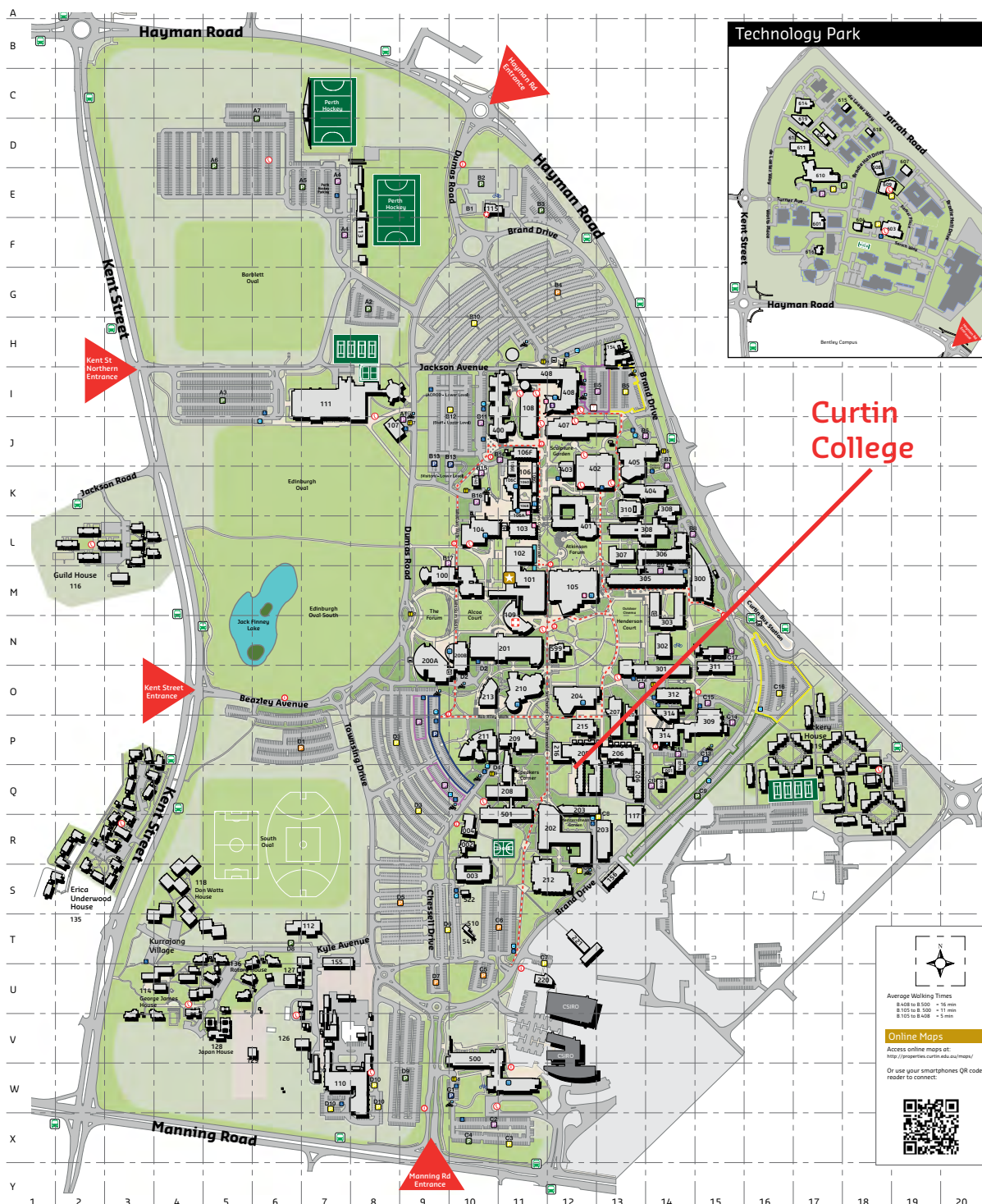
After you arrive in Perth and settle into your accommodation, whether

permanent or temporary, the next thing you should do is find Curtin College and work out how to get to it from where you are staying.

The College's address is:
Building 205
Curtin University
Kent Street, Bentley

Building 205 is at the southern end of Curtin's campus and is clearly marked on the maps posted throughout the campus.

Curtin University is located about 10 kilometres south of the Perth city centre. The University has its own bus station served by buses from all over Perth.



You can also view a map online at
<http://properties.curtin.edu.au/maps/>



LIFE IN PERTH

There is no need to worry, most of your favourite things will be available for you to purchase in Perth. Use the checklist on page 1 of this guide and be sure to double check that you have all the **Important Documents** with you.

CLIMATE & CLOTHING

Perth has a moderate oceanic climate. Summers are hot, and winters are chilly, but not too cold. Rain is relatively common from June to August. The monthly averages temperatures are:

MONTH	AVERAGE HIGH	AVERAGE LOW
JANUARY	31.7	17
FEBRUARY	31.9	17.5
MARCH	29.7	15.9
APRIL	25.5	12.9
MAY	21.8	10.4
JUNE	18.9	9
JULY	17.9	8
AUGUST	18.5	8
SEPTEMBER	20.1	8.8
OCTOBER	22.6	10.2
NOVEMBER	25.8	12.7
DECEMBER	28.9	14.9

Perth has more daylight hours than any other Australian state. Popular outdoor pursuits include hiking, camping, fishing, sight-seeing, surfing, or simply relaxing on Perth's amazing beaches.

Make sure you pack adequate clothing for the weather, and remember if you're coming from the Northern Hemisphere, the weather might be very different when you arrive! Bring a warm coat for winter and some light clothes/shorts for summer.

ELECTRONICS

Appliances in Australia use 220 volts and 60 Hz. You can buy adapters to fit the Australian power points for your existing appliances, or wait until you arrive to buy new appliances.



Currency

The Australian currency is called the Australian Dollar.

Australian coins are available in the following denominations:

- \$0.05 = 5 cents
- \$0.10 = 10 cents
- \$0.20 = 20 cents
- \$0.50 = 50 cents
- \$1.00 = 1 dollar (commonly referred to as 'gold coins' due to their gold colour)
- \$2.00 = 2 dollars (commonly referred to as 'gold coins' due to their gold colour)

Australian bank notes are available in the following denominations:

- \$5.00 = 5 dollars
- \$10.00 = 10 dollars
- \$20.00 = 20 dollars
- \$50.00 = 50 dollars
- \$100.00 = 100 dollars

Most ATMs dispense twenty and fifty dollar notes. It is important to note that not all vendors will accept \$100 notes, so it is best to carry smaller notes. Debit and credit cards are widely accepted.

We recommend having around \$200AUD in cash when you arrive in Perth. Please refrain from carrying large sums of cash on your person for safety reasons.

NOTE: Curtin College does not accept cash payments for tuition or anything else larger than \$200AUD.

Banks

The major banks in Perth include Commonwealth Bank (CAN), Bankwest, ANZ, Citibank, HSBC, and Westpac.

To open a bank account in Perth, you will need your passport, student ID (provided after Orientation) or Letter of Offer and Letter of Acceptance, along with proof of your current address in Australia.

Many banks offer special student rates so make sure to ask!

GST

The Australian Goods and Services is a 10% tax on most goods, services, and other items sold or consumed in Australia. Most prices shown include GST, but if you're not sure, ask for assistance.

International Money Transfers

Money can be wired from your home country to Australian bank accounts. Please be advised that banks can put holds on large international money transfers, sometimes up to three weeks. Make sure you keep copies of all your transaction records for future reference.

If paying your fees by International Money Transfer, send a copy of your transaction receipt to fees@curtincollege.edu.au and keep a copy for your records.



STUDY

Studying at Curtin College

Curtin College is a modern and dynamic educational institution providing high quality courses in an environment which encourages students to achieve excellence in their studies. We are different from other educational institutions, not because of the course content, but how it is taught. Class sizes are small, allowing individual access to academic staff. Lectures normally have a maximum of 40 students and these are often complimented by small group tutorials (classes), which ensure the students receive the best attention.

A NEW WAY OF LEARNING

The academic focus within Australian institutions is on analysis and understanding, not simply on memorisation. Assignments and examinations will often focus on the application of theories learned and the transfer of knowledge to a new context or situation. Student participation is very important in Australia and lecturers encourage students to respond to questions in class and ask questions of their own.

There are many people and services at Curtin College to assist you with your studies, including Academic Advisers and Support Officers. It is important you keep staff at Curtin College

informed if you are experiencing difficulties with your studies, and talk to someone before a minor problem becomes a major problem.

GETTING STARTED

Orientation

An orientation program is arranged for new students prior to the commencement of each study period. The date and time of your Orientation is detailed on your Welcome Letter. Attendance at Orientation is compulsory for all new students of the College. Students should arrive at the time indicated on their welcome letter. The orientation program is designed to provide students with an opportunity to meet other students and staff and to give them a lot of important information.

Orientation includes:

- Welcome to the College
- Interactive campus tour
- Curtin College Student Mentors
- Important policies and documents for students
- Enrolment and Student Portal introduction
- Student Concession Smart Rider for public transport

What you should bring to Orientation

- Your Letter of Offer
- Passport and visa details
- Confirmation of Enrolment documents (CoE/eCoE)
- Completed Account Creation Guide
- Photo Identification (e.g. Passport, Driver's Licence, Proof of Age Card, etc)



Booklists are not issued prior to Orientation as the College is keen to ensure you purchase the correct textbooks.

A second-hand book sale is held in Week 1 and 2 where you can purchase books at a reduced price from other students. Books are often sold through the Curtin College (Official Fan Page) on Facebook too.

The cost of textbooks varies between AUD\$500 and \$900 per year. You should at least buy essential textbooks and use the University library for supplementary reading. There is a bookshop located in Building 200 on the University campus, which stocks text books, books of interest and stationery.

Important Policies

Please familiarise yourself with the following Curtin College Policies available on the Curtin College website www.curtincollege.edu.au/policies-curtin

- Academic Integrity Policy
- Appeals Policy
- Code of Conduct
- Complaints Policy
- Credit for Recognised Learning Policy
- Deferral & Withdrawal Policy
- Enrolment Policy
- IT Acceptable Use Policy
- Progress & Attendance Policy
- Progression Rules for All Courses
- Refund Policy
- Student Misconduct Policy
- Student Welfare, Counselling and Support Policy
- Transfer between Registered Providers Policy

Credit for Recognised Learning (CRL)

Credit for Recognised Learning enables students to complete specified Certificate, Diploma, and Degree courses in a shorter time than normal. It is usually based on successful completion of equivalent modules or units of study at another institution. Application for credits should include the unit outline (syllabus) and certified copies of any academic transcripts.

Curtin College also recognises skills and knowledge students may have gained from life experiences, work experience, and any training provided through previous employment. Requests for Credit for Recognised Learning should be made at the time of application and prior to arrival in Australia to ensure correct visas are issued.

Approval of Credit after the student visa has been granted will require the College to change the course duration under section 19 of the ESOS act, which may have an impact on the student visa.

The granting of a Curtin College Diploma is contingent on students having studied a minimum of 50% of the course at the College. For more information, please refer to the Credit for Recognised Learning Policy.

Deferring Studies

A student may request deferral of studies prior to commencement of, or during their course. The ground for deferment include delays in receiving a student visa (prior to course commencement) or compelling and compassionate grounds including illness, expected severe illness, or death of a family member.

Students requesting a deferment should apply to the College in writing stating their reasons for the request and supply relevant documentation where appropriate.

For more information, please refer to the Deferral and Withdrawal Policy, and to the Refund Policy for any financial penalties that may apply.

Suspending or Cancelling Enrolment

Curtin College has the right to suspend or cancel a student's enrolment or re-enrolment in response to serious misbehaviour or misconduct.

Please refer to the Student Misconduct Policy for more information, and to the Refund Policy for any financial penalties that may apply.

Withdrawing from your Course

A student may request to withdraw from their program of study at any time before and during the study period. Depending on the time the request is submitted, an academic and financial penalty may apply. Please refer to the Deferral and Withdrawal Policy, and the Refund Policy for more details.

Transfer between Registered Providers

The transfer between Registered Providers Policy stipulates that it is an Australian regulatory requirement that students must complete six months of their 'principal course of study' before changing or transferring between registered providers. As a result, Curtin College is unable to enrol students from another registered provider prior to the student completing six months of his/her principal course of study, unless a Letter of Release is received from the original provider. Students who are unsuccessful in their request to transfer, prior to completing six months of their principal course at Curtin University may appeal that decision. For further advice, students should refer to the Curtin College Appeals Policy. Students requesting transfer to another registered provider must provide a Letter of Offer from that provider. A Letter of Release will be provided where it is considered to be in the student's best interest. Where a student is under 18 years of age, written confirmation is required from the student's parent/legal guardian before the request can be processed.

Please refer to the Transfer between Registered Providers and Appeals Policies for more details.

Expectations of You as a Student

It is important to realise that acceptable behaviour for students in Australia may differ from that in your home country.

In Australia, it is typical to have an informal relationship between staff and students.

It is expected that you will:

- Attend **ALL** of your classes and meet fellow students for group work at arranged time, unless prevented by genuine illness
- Actively participate in all your classes by responding to lecturers and asking questions
- Be well informed and respond to messages in a timely fashion
- Submit assignments complete and on time
- Abide by Curtin College's rules and regulations found in the Student Handbook and Student Policies
- Pay tuition fees by the due dates
- Communicate with lecturers regarding illnesses and other personal issues which might result in missing classes

Examinations and Final Results

Examinations in Australia are normal and compulsory. The main exam period is during the last week of each study period. The exam timetable is usually available 3-4 weeks prior to each exam period. Curtin College cannot make special arrangements to allow students to sit exams privately to accommodate holiday plans, however the College does work to accommodate students with compelling and compassionate circumstances such as illness, disability, or death of a family member.

The final result for a unit might be made up of a required minimum attendance, mid-

semester test, assignments, participation in class, and examination results.

Your lecturers will inform you how your final mark is determined for each unit. It might be necessary to pass each of the individual part of a unit before you can pass the whole unit.

College Study Period (Semester/Trimester) Dates and Holidays

Details of study period start and end dates are available on the Curtin College website (www.curtincollege.edu.au/dates-curtin) and in the Curtin College course guides. They are also on the Student Portal. Please make sure you and your parents or guardians know these dates before you leave for Australia as you might wish to organise return flights for holidays, family celebrations, or other important events.



You will not normally be excused from classes or exams for reasons other than illness. Please make sure you communicate with your lecturers regarding any possible absences.

Holidays that fall between study periods start at the end of the exam period. Students must return to the College on the first day of the new study period. Failure to return on time will result in an absence being recorded for those classes missed. Being marked absent from classes might jeopardise your student visa and the passing of a unit.

During the first study period, there is a one-week break early on. There is another mid-trimester break, which falls near the end of Trimester 3 each year. It is important not to arrange to go home early or return late at these times.

GET INVOLVED

There are lots of opportunities to get involved at Curtin College. You can join the Student Mentor program, volunteer with the Curtin Volunteers, and if your grades are good enough, join the Academic Peer program as a tutor for your fellow students.

You can also join the Curtin College Gaming Society and the Curtin College Sports Society on Facebook. There is always something happening, so don't be shy! Come in and speak to the friendly staff to find out more.

CONTACT US

Tel: +61 8 9266 4888

Fax: +61 8 9266 4889

Email: info@curtincollege.edu.au

Curtin College

At Curtin University
GPO Box U1987
Perth, 6845

Reception Opening Hours

Monday to Thursday

8:00am - 4:30pm

Friday

8:00am - 4:00pm

A FEW FINAL COMMENTS

The College Director, Senior Management and Staff of Curtin College hope that you find your time in Australia both challenging and enjoyable.

Remember, it can take a while to adjust to anything new, but eventually all will be very familiar to you.

Immerse yourself in the activities and experiences available to you at Curtin College, Curtin University, in Perth, and in Australia. Not all the things you learn will be of an academic nature, but they will lead you to become an independent critical thinker whose horizons are greatly expanded.

There will be times of happiness, sadness, stress, and relief. This is quite normal. Sometimes you might feel things are all too much for you, so remember that the staff at Curtin College is there to help you succeed. We are very passionate about what we do and have a wealth of information available to you in print and online.

Good luck with your studies. Enjoy your time at both the College and the University. One day, you will be able to congratulate yourself on a successfully completing a difficult and demanding, but rewarding journey.

Colleges of Business and Technology (WA) Pty Ltd trading as Curtin College
WA CRICOS Provider Code: 02042G NSW CRICOS Provider Code: 03200A
NTIS Provider Code: 51879 Curtin University CRICOS Provider Code: 003011

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