



Building better futures since 1975

Pre-enrolment Student Information



Introduction to Brisbane

Brisbane is a vibrant city located on the east coast of Australia with a rapidly growing population of over 1.5 million. The beautiful Brisbane River runs through the city, neatly dividing it into north and south. The city has a bustling central business district including the Queen Street Mall which is packed with stylish shopping centres, side walk cafes and restaurants. Across the river, the man-made beach, Riverfront promenade and weekend markets of South Bank Parklands are some of the city's most popular attractions. The famous Gold and Sunshine Coasts are only an hour away by bus or train and the Great Barrier Reef is only a forty-five minute flight. There is never a shortage of things to see and do in Brisbane. People who live in Brisbane enjoy the benefits of a healthy outdoor lifestyle in a large modern city setting but the unique point about Brisbane is that it maintains a very relaxed and easy pace of life without traffic congestion and pollution. As an international student in Brisbane, you will enjoy the personal freedom that comes with such a wide diversity of cultural and ethnic backgrounds. The people of Brisbane are friendly and welcoming and will make you feel very much at home. For more information about wonderful Brisbane and Australia, the websites below are useful:

www.australia.com

www.brisbane.citysearch.com.au

www.queenstreetmall.com.au

www.brisbanefestival.com.au

www.riverfestival.com.au

www.ourbrisbane.com

www.visitsouthbank.com.au

WEATHER

Brisbane's sub-tropical climate is one of the main reasons why so many international students choose to study here. With an average of 300 sunny days a year it is easy to see why Brisbane is becoming a top destination of choice! If you are coming from the Northern Hemisphere, it is important to note that the seasons in Australia are different from your country.



COST OF LIVING

Brisbane is an affordable city to live in and generally costs are much lower when compared to Sydney and Melbourne. Aside from tuition fees, a reasonable estimate of what you will need to live in Brisbane is around AUD\$1,000 - \$1,500 per month. This includes living expenses such as accommodation, food, transport, utilities and recreation. This amount can differ depending on the lifestyle preferences of different students. For example, some students prefer to live in shared accommodation (lower cost) while other students may prefer the privacy of their own apartment (more expensive). Also, many students prefer to live in the city (more expensive rental costs) while some students would like to live three or four "zones" away from the city (less expensive rental costs, but higher transportation costs). An example of the basic weekly living costs of the average student at Kelly Colleges could be:

Food	\$100/week
Accommodation	\$100-\$250/week
Utilities	\$15/week
Transport	\$15-\$20/week
Phone/Internet	\$10-\$15/week
Recreation	\$50/week

TRANSPORTATION

Most students studying in Brisbane travel to and from school by bus, train or ferry. Many full time international students in Queensland are eligible to receive travel concessions for public transport which can save them up to 50% on transportation costs. You can find out the price of travel from one destination to another by visiting www.translink.com.au. This website is very useful for students as it gives information on which buses or trains to take, the time of departure and arrival and the fastest/closest route depending on the departure and arrival points chosen.

SAFETY

Australia is a very friendly and safe place to live. However, as with any unfamiliar overseas destination, you must take responsibility for your personal safety. Be conscious of people in your immediate surroundings and keep your belongings secure at all times. The emergency number in Australia is 000 or 112 if calling from a mobile phone.

EMPLOYMENT OPPORTUNITIES

Many students choose to find a job after they arrive in Brisbane. Working while you study gives you an opportunity to gain useful experience in an English speaking country as well as to meet friends and socialise. It is important to note that while on a student visa, your studies must be your first priority and that work commitments do not reduce your requirements to study or meet assessment requirements. Before you search for work in Brisbane, you will need to prepare a resume and cover letter. The staff at Kelly Colleges can assist you in doing this. Free classes are held weekly and trainers tutor students on resume design, information presentation, writing cover letters and making a good impression at a job interview. When the time comes to search for a job, there are several ways of doing this. Most students will apply for jobs through www.seek.com.au or www.careerone.com.au

STUDENT VISA CONDITIONS FOR WORKING IN AUSTRALIA

Students do not have to apply separately for permission to work. Student visa holders are allowed to start working after the start date of their course at Kelly Colleges. Students can work up to a maximum of 20 hours per week during study semesters, but can work full time during semester breaks. The money that you earn from your job in Brisbane is meant to be used to supplement your income and should not be your only source of income. For further information about working while studying please visit www.immi.gov.au

SHOPPING AND FOOD

Many international students worry about missing foods from their home countries when they live overseas. In Brisbane, most of the ingredients you require are easily available. There are many international supermarkets in and around the city. These shops sell Korean, Chinese, Japanese, Thai, Malaysian, Indonesian and Indian groceries. There are also many ethnic restaurants in Brisbane, however it is more cost effective to prepare your meals at home. Most shops operate during the following business hours:

Monday to Wednesday: 9.00am - 5.00pm (all areas)

Thursday: 9:00am-9:00pm (suburbs)

Friday: 9:00am - 9:00pm (in the city)

Saturday: 9:00am-5:00pm

Sunday: 10.00am - 4.00pm

For fresh produce (vegetables and fruit) many people visit weekend markets where they can save money buying at wholesale prices. It is best to visit these markets very early in the morning. For further information on markets in and around Brisbane please visit www.ourbrisbane.com/whats-on/markets Australia has a Goods and Services Tax (GST) of 10% on most items. This tax is included in the price you see on the product. Students who come from a culture where bargaining is common should note that Australia has a fixed price system. Shops will not bargain with customers so it is important to shop around and compare prices before buying.

STUDENTS WITH DEPENDANT CHILDREN

Student visa holders bringing children to Australia will need to have financial means to support them before the Australian Government will issue a visa. For more information, contact the Commonwealth Department of Immigration and Citizenship (DIAC).

School attendance

DIAC requires dependent children between the ages of 5 and 18 to attend school full-time as a condition of the dependant visa. The process of enrolling children in schools is different in each state in Australia. In Queensland it is not possible to enrol a child in school until they have arrived in Queensland. For general information about the process of arranging schooling for children of international students in Queensland, please visit www.eqi.com.au/programs/dependant-student.html

School fees

International fee paying students must pay school fees for school-aged children. In 2009*, the annual fees at Queensland Government schools were as follows:

- Prep year (age 5 by 30 June) AUD\$8000
- Primary (years 1[age 6 by 31 December] to 7- ages 6 to 11) AUD\$8000
- Junior secondary (years 8-10 - ages 12 to 15) AUD\$8000
- Senior secondary (years 11-12 - ages 16 to 18) AUD\$8800

*These fees may increase in 2010.

Please contact **Education Queensland International** for information and procedures on Queensland Government school enrolments.

Child Care

Australian law requires that children under the age of 12 must be fully supervised at all times. It is against the law to leave children at home alone. If children cannot be personally looked after, you will need to arrange child care. Most full-fee paying international students are expected to meet full child care fees for their children.

Childcare Centre

A Childcare Centre has qualified child care workers who can care for babies up to children 6 years old. All centres are registered with the government to ensure they meet minimum standards. Most Childcare Centres operate between 7am - 6pm. To search for child care centres in Brisbane use the search facility in the Department of Communities [website](#) or contact the **Child Care Information Service (CCIS)**. While costs vary between Childcare Centres, the average cost for a full day is over \$50 for young children.

Family Day Care

In Family Day Care, children are cared for in private homes by people who have been registered and approved by Family Day Care. Care is provided for children up to 12 years of age and there is a limit to the number of children a carer can look after. Family Day Care may not have the full facilities of a Childcare Centre (eg. playground, educational books, etc.) but they often have more flexible hours and can give more individualised attention. More information can be found using the search facility at the Family Day Care [website](http://www.fdcqld.org), www.fdcqld.org

Out of School Care

Most schools provide Before School Care (BSC) from 7am-9am and After School Care (ASC) from 3pm-6pm for children attending the school. Fees depend on the type of care (regular or casual) and the hours attended. Most full-fee paying international students are expected to meet full child care fees for their children.

About Kelly Colleges

Kelly Colleges has been building better futures for students since its founding in 1975. Each year hundreds of students from every corner of the world set out on the road to learning at Kelly Colleges. Whether you are just beginning your English language education, seeking a pathway to university in Australia or undertaking a diploma qualification for your future career, we extend to you a warm welcome.

Kelly Colleges has a reputation for quality and high academic standards because we choose to offer smaller class sizes, giving students the personalised support and attention they need to succeed in an unfamiliar culture. Our mission is to provide real world outcomes for students by pushing them to reach their own full potential. We also have a truly international environment at Kelly Colleges, with experienced instructors who have lived and taught all over the world and who have the knowledge and commitment to help you reach your goals. With students from over 17 different countries, we are a true cultural melting pot. Our relaxed social atmosphere and inclusive approach to learning create lifelong friendships between people from many different lands and backgrounds.

Finding a place where you can succeed and belong is important and we encourage you to read more about Kelly Colleges, the people and the attitudes that make us the best learning environment for you. If you are looking for both a challenging and rewarding educational experience in Australia where the focus is on helping you build a better future, then we encourage you to apply to Kelly Colleges; exciting opportunities and experiences await you here.

Kelly Colleges' staff are professionals in their fields and keep their qualifications current through ongoing training and professional development. Most teachers at Kelly Colleges have lived and worked overseas so they understand the difficulties international students face while studying in Australia.

A handwritten signature in black ink that reads "N Mayrseidl".

Natasha Mayrseidl
Managing Director
Kelly Colleges

OUR STUDENTS

Kelly Colleges' students come from several different areas around the world including Latin America, Asia, Subcontinent, Europe, Middle East and Africa. Depending on the season, there are approximately 300-500 students studying at the college in English and Business Courses.



GREAT REPUTATION

Kelly Colleges has been providing education since 1975. As such, we are well known and recognised in the industry for providing reliable and great quality education at a price that international students can afford.

BEST LOCATION

Kelly Colleges is situated in the heart of Brisbane City's most popular and busiest shopping district. Students need only walk out the front door of the college to access everything they need to enjoy their lives in Brisbane.

UNIVERSITY PATHWAYS

Kelly Colleges has formal agreements with several leading universities in Australia to allow students to gain credit and/or direct entry into a range of programs. For the latest information about Kelly Colleges' pathways visit <http://www.kellycolleges.com.au/Pathways.html>

DAY OR EVENING STUDY

We understand that some students are unable to study during standard school hours due to other commitments. At Kelly Colleges students are given the flexibility to choose study times that suit their schedules. Full time study is available during the day or evening for most courses. For a full list of courses available please visit www.kellycolleges.com.au

ACADEMIC & PERSONAL SUPPORT

Kelly Colleges aims to provide all students with positive experiences leading to successful outcomes. We have experienced and friendly staff who understand how different things can be in Australia and who are available to assist international students with information and advice about a wide range of issues including settling into life in Australia, cultural adjustment, student visas, health care, and finding your way around Brisbane. Academic and career guidance in areas such as exam skills, stress and time management and academic planning is part of our ongoing support for students.

ONLINE LEARNING CENTRE

Students are provided with a fully integrated online learning environment, which can be accessed on or off campus. The OLC allows students to discuss class topics online with their peers and teachers and to download course materials and submit assignments. Students will also have access to a comprehensive online resource centre.



SELECTION AND INDUCTION

Programs offered publicly are open to all learners, subject to any pre-requisites or special enrolment conditions that apply to a specific program and application must be made by completion of the enrolment form. Please see the Kelly Colleges see information below for details regarding entry requirements for our programs or to download our application form. Learners will be made aware of the contents of the program, any special conditions and the assessment requirements prior to, or during, the first session.

ENTRY REQUIREMENTS

IELTS Preparation Course	IELTS 5.0 500 TOEFL 2/2+ ISLPR or equivalent on Kelly Colleges' entry test
General English	No entry requirements. Minimum age 16
English for Academic Purposes (EAP)	IELTS 5.0 500 TOEFL 2/2+ ISLPR or equivalent on Kelly Colleges' entry test
Cambridge FCE	IELTS 5.0 500 TOEFL 2/2+ ISLPR or equivalent on Kelly Colleges' entry test
Certificate IV in TESOL	IELTS 5.5 530 TOEFL 2+/3 ISLPR or equivalent on Kelly Colleges' TESOL entry test Completion of Year 12
Certificate IV in Business	IELTS 5.0 500 TOEFL 2/2+ ISLPR or equivalent on Kelly Colleges Vocational entry test Completion of Year 11 or Completion of Certificate III in Foundation (TAFE)
All Diploma Programs	IELTS 5.5 530 TOEFL 2+/3 ISLPR or equivalent on Kelly Colleges Vocational entry test Completion of Certificate IV in Business or Completion of Year 12.

INTERNATIONAL EQUIVALENTS

Country	Diploma Entry Requirement	Certificate Entry Requirement
Australia	Year 12 or equivalent	Year 11 or equivalent
Bahrain	Secondary School Leaving Certificate (plus Kelly Colleges Certificate IV)	Secondary School Leaving Certificate
Bangladesh	Higher Secondary Certificate	Grade 11
Brazil	Certificate de Conclusao de 20 grau (plus Kelly Colleges Certificate IV)	Certificate de Conclusao de 20 grau
China	Gao San	Grade 11
Colombia	Bachillerato (plus Kelly Colleges IV)	Bachillerato
Czech Republic	Matriculation Certificate (Maturita)	Year 11 High School or equivalent
Hong Kong	Form 7 (HKAL)	Form 5 (HKCEE)
India	All India Senior School Certificate or Standard XII	Standard 11
Iran	High School Diploma and Certificate IV or Pre-University Certificate	High School Diploma
Japan	Upper Secondary School Certificate Grade 3 (Year 12)	Upper Secondary School Certificate Grade 2 (Year 11)
Korea	Upper Secondary School Certificate Grade 3 (Year 12)	Upper Secondary School Certificate Grade 2 (Year 11)
Macau	Senior Middle 3	Form 5 or Senior Middle 2
Malaysia	STPM or Senior Middle 3	Form 5 (SPM) or equivalent; successful completion of Senior Middle 2
Mexico	Bachillerato (plus Kelly Colleges Certificate IV)	Bachillerato
Oman	Secondary School Leaving Certificate (plus Kelly Colleges Certificate IV)	Secondary School Leaving Certificate/Thanawiya Amma
Peru	Certificado de Educacion Secundaria Comun Completa (plus Kelly Colleges Certificate IV)	Certificado de Educacion Secundaria Comun Completa
Russia	Certificate of Secondary Education (Attestat)	Certificate of Secondary Education (Attestat)
Saudi Arabia	General Secondary Education Certificate (plus Kelly Colleges Certificate IV)	General Secondary Education Certificate/Tawjihiyah

Switzerland	Federal Maturity Certificate or equivalent	Year 11 or equivalent
Taiwan	Senior year 3	Senior Year 2
Thailand	Matayom 6	Matayom 5
Turkey	Lise Diplomasi (plus Kelly Colleges Certificate IV)	Lise Diplomasi
United Arab Emirates	General Secondary School Certificate/Tawjihiyah (plus Kelly Colleges Certificate IV)	General Secondary School Certificate/Tawjihiyah
Vietnam	Year 12	

Important things to read before enrolling

ESOS FRAMEWORK

The Department of Education, Employment and Workplace Relations (DEEWR) regulates the education and training sector's involvement with overseas students studying in Australia on student visas. It does this through the Education Services for Overseas Students (ESOS) legislative **framework**. This protects Australia's reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assurance. Kelly Colleges is bound by the ESOS framework and more information can be found about it at http://aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm

KELLY COLLEGES' POLICIES

You should familiarise yourself with Kelly Colleges' policies as set out below. They can be found at <http://www.kellycolleges.com.au/Forms.html>

- Attendance Policy
- Complaints & Appeals Policy
- Completion Within Expected Duration Policy
- Course Change Policy
- Course Credit Policy
- Holiday Request Policy
- Homestay Policy
- Course Progression Policy
- suspensions / Deferment / Cancellation of Enrolment
- Transfer Of Provider Policy
- Terms and Conditions
- Refund Policy
- Under18 Policy

COUNSELLING

Kelly Colleges aims to provide all students with positive experiences leading to successful outcomes. We understand that settling into a new environment can sometimes be challenging. The counsellors at Kelly Colleges come from many different countries and can therefore understand the issues that some international students may face when they arrive in Australia. We have counsellors who can speak Korean, Japanese, Thai, Spanish, French, Mandarin and Cantonese. Our Student Services Manager is a full time staff member at the college and is available to assist students in the following areas:

- cross-cultural issues and communication techniques
- academic difficulties

- cultural adjustment, loneliness, difficulty making friends
- stress and time management
- developing study skills
- defining career goals and understanding study options in Australia and abroad.
- providing information about community/government services, social clubs, visas
- assisting students to find employment.

If you are a student at Kelly Colleges and you would like to make an appointment to speak with our Student Services Manager or a student counsellor in your own language, please make a reservation at reception, call our office on **07 3210 2200** or email **studentservices@kellycolleges.com.au** After consultation, you may be referred to specialist services if necessary.

ACCESS TO RECORDS

We maintain a record of training for every learner. If a learner does not have an up-to-date copy of their training record they can request one from the trainer or administration. If online records are available, they can be accessed at any time. Once a learner has successfully completed their qualification, nationally recognized training certification is issued and sent to candidates within 21 days of completion. In the event that a learner needs a replacement statement of attainment or qualification after they have completed training, they must submit a written request to administration. Fees may apply.

CREDIT TRANSFER

We recognize qualifications and Statements of Attainment issued by other Registered Training Organizations. A certified copy of a Diploma, Certificate (and associated Statement of Result) or Statement of Attainment must be submitted to Administration. We shall also assess a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within the learner's current program. The Credit Transfer application form is available from Administration.

EMPLOYABILITY SKILLS

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

LANGUAGE, LITERACY & NUMERACY

We have procedures that support and recognize the learning needs of individuals and will revise learning and assessment strategies to match individual needs and address literacy or numeracy issues, where possible, so that learners can successfully achieve the outcomes. We may also refer a learner to TAFE for language, literacy and/or numeracy support.

LEARNING & ASSESSMENT ARRANGEMENTS

We work to provide an excellent learning experience and will provide flexible arrangements for learning and assessment wherever possible. If a learner believes that they will require special consideration with either learning or assessment they may speak with the trainer or contact Administration.

LEGISLATIVE COMPLIANCE

We comply with all legislative requirements relevant to training delivery and assessment in the vocational sector and also the national/state health and safety, workplace harassment, anti-discrimination and privacy legislation. Any legislative or regulatory requirements that are relevant to a program will be made known to the learner prior to, or during, the first session.

REASONABLE ADJUSTMENT

We are committed to providing training and assessment services that reflect fair and reasonable opportunity, and consideration for all regardless of race, color, religion, gender or physical disability. Trainers and assessors apply the principle of reasonable adjustment where it is relevant and appropriate. If a learner/client has a concern or query about an issue they should speak with the trainer in the first instance or the Business Studies Manager if it is more appropriate.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which they have achieved the required competency outcomes. It involves collecting evidence and making judgments on whether competence has been achieved. RPL is available to all learners. The RPL Application form is available from Administration.

DISCIPLINARY PROCEDURES

The learner is expected to participate in the learning program, be respectful of others, adhere to OHS requirements and show consideration for all regardless of race, color, religion, gender or physical disability. In the event that these are grounds for disciplinary intervention then this will be handled in the first instance by the trainer, and if necessary by the Business Studies Manager or Director of Studies. A record of interview may be put in the training file.

FEES AND CHARGES

Tuition fees, and any associated charges for a program, are stated on the enrolment form and/or on the website at www.kellycolleges.com.au.

How to Apply

STEP 1

Please print out the application form available on our website (PDF format) and sent to Kelly Colleges. You can send it in one of these three ways:

Post	PO BOX 13687 George Street Brisbane QLD 4000 Australia
Fax	+61 7 3210 2247
Scan/Email	admissions@kellycolleges.com.au

Attach certified copies of all academic qualifications, including school reports and official examination certificates. Copies can be certified by either the official records department of the school where you studied or a Justice of the Peace or Notary Public. Some international agents of Kelly Colleges are able to certify your academic records. Kelly Colleges will respond to your application within 24 business hours.

STEP 2

If your application is successful you will receive a Letters of Offer for Kelly Colleges (and University) outlining the details of the course(s) in which you have enrolled, the fees payable, and the course commencement / end dates. You will also receive an Acceptance of Offer Form.

STEP 3

You must send the signed Acceptance of Offer Form to Kelly Colleges, fill out any other forms relevant to your enrolment (airport pick-up / accommodation etc) and make payment to Kelly Colleges.

PAYMENT METHODS

Credit card	attracts a 3% surcharge
EFTPOS	available at Kelly Colleges
Bank Cheque	payable to Kelly Colleges Pty Ltd
Bank Transfer (Direct debit)	Account Name: Kelly Colleges Pty Ltd Bank Name: Commonwealth Bank BSB: 064 001 Account Number: 1077 9871 Swift Code:CTBAU2S

Students paying by direct debit must provide proof of payment. Please fax or scan/email a copy of the remittance to Kelly Colleges stating your name and student number. Please do *not* send money to Kelly Colleges without noting your name / student number.

STEP 4

On receipt of payment your place at Kelly Colleges will be confirmed in writing and you will receive an eCoE if you require one. You must present this to an Australian Diplomatic Mission in your home country when applying for a student visa. Residents of certain countries may need to obtain a Pre-Visa Assessment from the Australian Diplomatic Mission before making payment to Kelly Colleges.



Kelly Colleges' Campus in Brisbane City

Things to Do

BEFORE LEAVING HOME

1. Arrange immunisations and medication from your doctor in your home country
2. Arrange sufficient funds
3. Confirm overseas access to your funds with your bank
4. Make travel arrangements including travel insurance
5. Advise Kelly Colleges of travel details
6. Arrange accommodation (please notify Kelly Colleges of this arrangement)
7. Arrange transport from airport to accommodation (*if applicable*)
8. Include in your packing the following:
 - Name and contact details of Kelly Colleges representative
 - Enough money in AUD for taxis, buses, phone calls etc. in the event of an emergency
 - A valid Passport
 - Confirmation of Enrolment (eCoE) issued by Kelly Colleges (only for Student Visa)
 - Letter of offer
 - Original or Certified copies of qualifications & certificates (e.g. IELTS)
 - ID cards, drivers licence, birth certificate (or copy)
 - Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
 - Original or certified copies of your academic transcripts and qualifications
 - Other personal identification documents, e.g. birth certificate, ID card, driver's licence
 - Medical records and/or necessary prescriptions

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss.

WHEN YOU ARRIVE

- Settle into accommodation
- Get an international calling card
- Purchase household items and food
- Enrol children in school (*if applicable*)
- Advise health insurance company of address & get card
- Open a bank account
- Apply for tax file number if seeking work
- Attend student orientation
- Start classes

Overseas Student Health Cover (OSHC)

International students who are studying in Australia must have Overseas Health Insurance (OSHC). If you need OSHC, please fill out the relevant section on the application form and Kelly Colleges will organise this for you and include it on your tuition invoice. Generally, if you need to see a doctor in Australia, you will have to pay upfront and your medical insurance will reimburse you afterwards. The average visit to a doctor costs around AUD\$70. Kelly Colleges uses Medibank Private and the price is \$34.20/month for single cover. For information about Medibank Private please visit www.medibank.com.au

Prices are subject to change without notice and are based on Medibank 2010 fees.

If you come to Australia on a visa other than a student visa and undertake **a short course of study of three months duration or less** you will not be eligible for OSHC. It is wise to purchase travel or private medical insurance in this case.

STUDENT VISAS

Many international students studying at Kelly Colleges will require a **student visa**. Many students apply for a visa themselves on-line or via the Australian Diplomatic Mission in their country. The visa application process can be complicated for students from some countries so it may be better to submit an application through an education agent. Please check the Kelly Colleges website for a list of our approved agents in your country.

If you are granted a visa, you must follow its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specified in the CoE
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for 6 calendar months, unless issued a letter of release from the provider to attend another institution
- Notify your training provider of your Australian address and any subsequent changes of address within 7 days.

Details on the Kelly Colleges' Policies relating to the above are available on our website.

For further information please visit www.immi.gov.au/students/visa-conditions-students .

Accommodation

HOMESTAY

If you prefer to stay with an Australian homestay family, Kelly Colleges will arrange one for you. It is highly recommended that you book homestay accommodation for at least the first four weeks after arrival as this will give you sufficient time to find other suitable accommodation if you wish to do so. Living with a homestay family is the best way for students to experience the Australian lifestyle. As you will have to speak English, students who live with homestay families generally improve their communication skills much faster. Homestay families also provide you with a "home away from home" where you will always have someone to talk to. Please note that Australian families often keep pets in their homes so if you have an allergy to cats or dogs please specify this on your home stay application. If you are under 18 years of age and do not have an appropriate guardianship arrangement, you are required to stay with an approved Kelly Colleges' home stay family until you become 18. The cost of homestay is AUD\$225/week. For students under 18 years of age, the cost is AUD\$250/week. Prices are subject to change without notice.

SHARED ACCOMMODATION

Shared accommodation is a popular option among international students. Generally, students share amenities but have their own private rooms in a house or apartment. The cost varies depending on the location and type of shared accommodation. Some shared accommodation will require you to pay a bond upfront which can be up to four weeks of rent. Generally, the cost of shared accommodation is between \$100-\$180/week depending on student preference. Please visit the following websites to get information on shared accommodation available right now.

www.sunbrisbane.com

www.realestate.com.au

Telephoning

In Australia, dial **000** from any phone for **fire, police or ambulance** services. It should be used in **life threatening or emergency situations only**.

CALLING WITHIN AUSTRALIA

Dial – the area code + phone number

Area Code	State
07	QLD
03	VIC, TAS
02	ACT, NSW
08	SA, WA, NT

To make international phone calls:

Dial – international access code (0011) + the country code + the area code (if required) + phone number (when adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialled)

CALLING OVERSEAS

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (**61**) followed by the area code without the first zero (for instance Brisbane would be 7 instead of 07), and then dial the required number.

Country	Country Code	Country	Country Code
Afghanistan	+93	Algeria	+213
Andorra	+376	Angola	+244
Anguilla	+1 (264)	Argentina	+54
Bahrain	+973	Bangladesh	+880
Belgium	+32	Bhutan	+975
Brazil	+55	Brunei Darussalm	+673
Burma (Myanmar)	+95	Cambodia	+855
Chad	+235	Chile	+56
China	+86	Colombia	+57
Cook Islands	+682	Costa Rica	+506
Czech Republic	+420	Denmark	+45
Egypt	+20	El Salvador	+503
Fiji	+679	Finland	+358
France	+33	French Antilles	+590
Georgia	+995	Germany	+49
Ghana	+233	Greece	+30
Greenland	+299	Guam	+1 (671)
Haiti	+509	Honduras	+504
Hong Kong	+852	Hungary	+36
Iceland	+354	India	+91
Indonesia	+62	Iran	+98
Iraq	+964	Ireland	+353
Israel	+972	Italy	+39
Jamaica	+1 (876)	Japan	+81
Kenya	+254	Laos	+856
Macao	+853	Malaysia	+60
Martinique	+596	Mexico	+52
Mongolia	+976	Nepal	+977
New Caledonia	+687	Norway	+47
Oman	+968	Pakistan	+92

Palestine	+970	Papua New Guinea	+675
Peru	+51	Philippines	+63
Poland	+48	Portugal	+351
Puerto Rico	+1 (787)	Qatar	+974
Romania	+40	Russia	+7
Samoa	+685	Saudi Arabia	+966
Serbia	+381	Singapore	+65
South Africa	+27	South Korea	+82
Spain	+34	Sudan	+249
Switzerland	+41	Taiwan	+886
Tanzania	+255	Thailand	+66
Tonga	+676	Turkey	+90
United Arab Emirates	+971	United Kingdom	+44
Venezuela	+58	Vietnam	+84
Zambia	+260	Zimbabwe	+263

Setting up a Bank Account

It is a good idea to set up a bank account when you come to Australia. It will make getting paid, paying bills and going out easier and cheaper than using an off-shore bank account..

To open a bank account you will need:

- Your passport (with arrival date stamped by Australian immigration)
- Student ID card
- Money to deposit into the account

All banks in Australia will require you to show several pieces of personal identification to open a bank account. Your passport and proof of your arrival date in Australia will be acceptable as enough identification if you open an account within six weeks of arrival in Australia. If you open an account after this time you will be required to produce additional documentation. Most students will open “student accounts” which have minimal or no fees for transactions. You will have to show your Kelly Colleges student ID card to get access to the benefits offered by a student bank account.

Most bank branches are open from Monday to Friday, 9:00am to 4:00pm (except on public holidays). ATMs remain open 24 hours a day.

Public Holidays & Special Celebrations

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the day as a nation with special events.

Common Australian Public Holidays for all States and Territories are as below:

- New Year's Day
- Australia Day
- Good Friday
- Easter Monday
- Anzac Day
- Queen's Birthday
- Christmas
- Boxing Day.

In larger cities, most shops, restaurants and public transport continue to operate on public holidays. However in smaller towns, most shops and restaurants close. Please note that Kelly Colleges is not open

on gazetted Queensland Public Holidays. Further information on Queensland Public Holidays is available at www.wageline.qld.gov.au/holidayslist/index.html . There are no classes at Kelly Colleges on public holidays.

Emergency Telephone Numbers:

Police, Fire, Ambulance – 000 or 112 from my mobile phone

Emergency Translation

For translation service in an emergency situation dial **1300 655 010**

Kelly Colleges Contact Details:

Kelly Colleges Australia
Level 1, 171 Elizabeth Street Brisbane 4000,
T: +61 7 3210 2200
F: +61 7 3210 2247
info@kellycolleges.com.au

Student Services Manager and Activities Coordinator

Charlene Palmer
studentservices@kellycolleges.com.au

Admissions Manager & Homestays

Mee-Lu Lie
admissions@kellycolleges.com.au

Director of Studies – ELICOS

Keith Johnstone
keith@kellycolleges.com.au

Director of Studies – VET

Michael Mayrseidl
Michael@kellycolleges.com.au

Post Office

MLC Centre Shop 302, 239 George St, Brisbane QLD 4000.

Medical Centres:

MyerCentre Doctors
Shop 103B, Level E, Myer Centre, 91 Queen Street, Brisbane QLD 4000
Tel: 07 3210 2111

Transport

Buses & Trains - 13 12 30 <http://www.translink.com.au/>
Yellow Cabs – 13 19 24
Black & White Cabs - 13 32 22

Government Departments

DIAC – Department of Immigration & Citizenship
Phone **131 881** or www.immi.gov.au

ATO – Australian Taxation Office (Tax File Number: **132 861** or www.ato.gov.au)

Overseas Student Health Cover (OSHC)

Medibank Private; Tel: 132 331 or www.medibank.com.au