International Student Handbook
SECTION 1

Welcome
From the Principal

Welcome

At Blackfriars Priory School we have been welcoming international students from all over the world for more than 15 years.

Our international students have achieved outstanding results and go on to university study or other tertiary study.

We have modern facilities, a strong academic curriculum and a lively program of sport, music, drama and art. Our class sizes are limited and our teachers are friendly, professional and highly qualified.

Our school curriculum is based on the Australian Curriculum and the South Australian Certificate of Education (SACE). South Australian qualifications are accepted worldwide.

At senior secondary level, choices are made about subjects to suit a range of career pathways.

Teachers will give advice about programs and will also provide pastoral care support for all students. Teachers of English as an Additional Language give extra help to international students.

We celebrate significant festivals and cultural events with our international students. After school sports and other activities are available to broaden students’ experiences.

I trust that you will enjoy your time at Blackfriars Priory School, Adelaide.
Important Information and Emergency Contacts:

Education Provider Main Contact Details:
Blackfriars Priory School
P: 61 8 8169 3900
17 Prospect Road
Prospect
ADELAIDE SA 5082

International Student Liaison Officer
Ms Eleanor Low
0417 818 927

Deputy Principal
Mr Todd La Forgia
0421 134 256

Emergency Telephone Numbers:
Police, Fire, Ambulance phone 000
Application Step-by-Step Process Model:

STEP 1: Student enquiry and application
Application form is e-mailed to registrar@bps.sa.edu.au. This must be accompanied by a copy of the transcript of the last school report translated into English and certified.

Academic requirements: Students to have achieved 80% or over in subjects they will study in Australia. For direct entry into mainstream courses, satisfactory levels in either IELTS or AEAS tests will be considered.

(Via agent, referral, email, phone or fax)

STEP 2: Blackfriars Priory School Registrar issues
An e-mail will be sent from Blackfriars Priory School advising whether there is a place for the student. A formal Letter of Acceptance/invoice is then sent to the Agent/student. It is a Student Visa, Subclass 571 requirement that full fee paying international students are required to have Overseas Student Health Cover for the duration of their visa grant period. Blackfriars Priory School will organise this on behalf of the student and include the cost in the Letter of Acceptance/invoice.

STEP 3: Student acceptance
Agent/student to transfer funds as set out in Letter of Acceptance/invoice. A copy of the remittance advice is faxed to registrar@bps.sa.edu.au

STEP 4: Blackfriars Priory School Registrar issues
Once payment is received Blackfriars Priory School sends Agent/student the Confirmation of Enrolment and Welfare Letter (if applicable) and the AHN (Australian Homestay Network) homestay application form (if applicable). Students should access the International Student Handbook on the Blackfriars Priory School website at: http://www.bps.sa.edu.au/enrolment/international-students

STEP 5: Student finalises visa conditions
Visa documents required by the Department of Immigration & Border Protection (DIBP) are completed by the Agent/student and application sent to DIBP. The latest checklist of the documents required is available from the DIBP website: http://www.immi.gov.au/allforms/pdf/157a.pdf

Please note: In the event that the student visa is not granted, Blackfriars Priory School will immediately refund the full amount of tuition and other fees paid.

STEP 6: Student makes travel arrangements
Agent/student sends confirmation of visa grant and flight details to Blackfriars Priory School who will then confirm homestay accommodation (if applicable) and arrangements for airport meet and greet and pickup.

STEP 7: Student arrives in Australia
Greeted at the airport pickup service and/or a Blackfriars Priory School representative

STEP 8: International student orientation
Led by Blackfriars Priory School International Student Liaison Officer

STEP 9: Student receives Overseas Student Health Card and sets up bank account, mobile phone, etc
Things to Do:

Before Leaving Home:
- Apply for passport
- Arrange student visa
- Make contact with institution
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise institution of travel details
- Confirm accommodation
- Arrange transport from airport to accommodation

Pack bags being sure to include the following:
- Enough Australian currency for taxis, buses, phone calls etc. in the event of an emergency
- THIS HANDBOOK!
- Passport
- Letter of Offer
- eCoE
- Travel insurance policy

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

Upon Arrival in Australia:
- Call home
- Settle into accommodation
- Open a bank account
- Get textbooks
- Start classes
- Get involved in student life (eg music, sporting and cultural clubs).
SECTION 2

Pre-Arrival
Introduction to Australia

Australia is a modern and vibrant multicultural country. On your breaks from study you will have a wide choice of activities to enrich your experience - from cultural festivals, concerts and museums, to major sporting events.

Australian education has a strong international reputation for excellence. Whether you study at a university, school, vocational or English language institute, you will receive a quality education that will form a strong foundation for your future success.

Useful links:

Choose Australia
About Australia
http://www.australia.gov.au/About_Australia
Tourism Australia
http://www.tourism.australia.com/
Blackfriars Priory School, Adelaide

Our Reception to Year 12 College has a long tradition of excellence in both academic and creative pursuits and our students achieve high success rates for tertiary entrance.

Blackfriars Priory School is renowned for fostering confident and compassionate girls who are equipped to take on the challenges of today’s world.

Arranging Visas:
Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as international students in Australia. 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 and for students from some countries it may better to submit an application with the assistance of an accredited agent due their familiarity and experience in the field. You should check with the education provider in Australia for their accredited agents in your country.

In order to apply for a visa you will need a valid passport, an electronic Confirmation of Enrolment (eCoE) and any other documentation required by the Australian diplomatic post with which you lodge your application. If you are under 18 you must have a completed CAAW (Welfare) form to ensure your accommodation and welfare is approved by your education provider. You must ensure to allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.
Department of Immigration and Border Protection (DIBP)
The Australian Government’s Department of Immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.immi.gov.au/students/index.htm for the latest information.

Department of Foreign Affairs and Trade (DFAT)
As well as links from the DIBP website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Migration Agents
A migration agent can assist you in submitting your visa application and communicate with DIBP on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

Education Agents
Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in making international student applications and applying for visas. Most speak both English and the local language so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check with your Australian education provider for contact details of agents they recommend.

Please Note: Although able to assist in completing education and visa applications, Education Agents are NOT licensed to provide migration advice.

Visa Conditions:
If you are granted a visa, you must abide by 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 specific 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.

For a full list of mandatory and discretionary student visa conditions please visit www.immi.gov.au/students/visa-conditions-students

Arranging Travel:
Your family will make travel arrangements to Australia. Please try to arrive at least 1-2 days before the start of your course to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.
Documents

You should prepare a folder of **official documents** to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer of a place / admission letter
- Confirmation of Enrolment (eCoE) issued by Blackfriars Priory School
- Other personal identification documents, e.g. birth certificate, ID card
- Medical records and/or prescriptions
- CAAW (Welfare) document if you are under 18 years of age.

**What to Bring**

Students are often surprised by how strict Australian Customs Services and quarantine can be. If you're in doubt about whether your goods are prohibited or not, **declare it anyway** on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items. Visit the Australian Quarantine and Inspection Service (AQIS) homepage [www.aqis.gov.au](http://www.aqis.gov.au):

Read “**What can’t I take into Australia?**”

And also let your family and friends know “**What can’t be mailed to Australia?**”

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure. Economy passengers are generally permitted 1 x checked luggage (35kg) and 1 x carry-on (7kg) for international flights, but only 20kg of checked luggage on domestic flights within Australia. This will significantly limit the amount of things you can bring, especially if you will fly within Australia to get to your final destination. Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

**Seasonal Considerations**

Summer in Australia is from December to February, autumn from March to May, winter from June to August, and spring from September to November. For most of the country the hottest months are January and February.

If you arrive in June or July, the coldest months of the year, you will need to bring or buy winter clothing.

**Clothing**

During all of the School day students will be wearing School uniform which you will receive during orientation. Outside school hours students usually dress informally. Jeans or shorts with t-shirts or blouses, sneakers or “running shoes” are almost standard dress. It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months.

**Electricity**

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

Note: In the picture, the red dot indicates that the switch is on and power is flowing through that socket.
**Bringing Your Computer**

Bringing a PC or laptop into Australia may be a little more complicated. Items owned and used for more than 12 months prior to arrival are allowed in tax-free. Proof of the date of purchase and purchase price may be required. Computers which are less than 12 months old and over AUD$400 may attract Goods and Services tax (GST) at a rate of 10%. Consideration is given as to whether or not you intend to export the computer at the conclusion of your studies.

To satisfy the Customs Officer that you will be taking the computer out of Australia you should bring along a statutory declaration (a written declaration witnessed by the certifying authority in your country) stating that the computer is for use during your studies in Australia, and that you intend to take it back with you when you complete your studies. You may be required to give an undertaking under Section 162 to this effect and provide a cash security to Australia Customs upon arrival.

**Mobile Phones & Laptops**

If you are considering bringing a mobile phone, laptop, or any communication devices we suggest that you visit the Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au) before making any purchases. Some students have brought in their own laptops with internal modems only to discover that they were unable to use their modem in Australia. Any external or built-in modems must be **Austel Approved** in order to function in Australia.

**On Your Flight**

Wear comfortable, layered clothing so that you are able to make adjustments according to the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be **very HOT** so wear light weight clothing underneath. Alternatively extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia passengers are given an **Incoming Passenger Card** to fill in. This is a legal document. **You must tick ✓ YES if you are carrying any food, plant material including wooden souvenirs, or animal products.** This includes fruit given to you during your flight. If you have items you don’t wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don’t be afraid to ask airline staff if you have any questions.

If you are carrying more than **AU$10,000** in cash, you must also declare this on your Incoming Passenger Card. It is **strongly recommended** however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

**Entry into Australia**

**Australian Immigration**

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed **Incoming Passenger Card** (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.
Baggage Claim
Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

Detector Dogs
You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.

Australian Customs and Quarantine
Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn’t have. You must declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.

Australia has strict quarantine laws and tough on-the-spot fines. Every piece of luggage is now screened or x-rayed by quarantine officers, detector dog teams and x-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AU$60,000 and risk 10 years in prison. All international mail is also screened.

Some products may require treatment to make them safe. Items that are restricted because of the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS).

For more detailed information about bringing in food, animals, plants, animal or plant materials or their derivatives visit www.daffa.gov.au/aqis.

Arrivals Hall
You will be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. You will need to look out for your name on a sign by the airport pickup service who is there to welcome you to Adelaide and take you to your host family.
Keeping in Contact:
Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is important to ALWAYS let someone know where you are and how to contact you by phone or by post.

Accessing Money:

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

How Much to Bring

You will need to make sure you have enough funds to support you when you first arrive. You should bring most of this money as either Traveller’s Cheques or on an international credit card. Traveller’s cheques can be cashed at any bank or currency exchange in Australia.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller’s cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

Currency Exchange

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Adelaide you can also change money at any bank.

Electronic Transfer

You can transfer money into Australia by electronic telegraph or telegraphic transfer at any time. This is a fast option and will take approximately 48 hours, but the bank will charge a fee on every transaction.

ATMs

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo (if your ATM card has international access). Check this with your financial institution before leaving home.
Credit Cards

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.
SECTION 3

Settling-In
Time Zone
Adelaide is GMT+8 hr 30 minutes
This is a useful link to set up a time to talk to your family if you are unsure of the time difference.
http://www.timeanddate.com/worldclock/meeting.html

Lifestyle
Adelaide has a generally relaxed lifestyle, with many weekend activities to participate in. There are many eating out places in Adelaide, and Gouger Street, near Blackfriars Priory School, is very popular due to the very large range of international foods available.

Services:

Telephones

Calling Emergency Services  DIAL  000
In Australia dial 000 from any phone for fire, police or ambulance services. 112 may also be dialled from mobile phones. Dialling 112 will override key locks on mobile phones and therefore save time. Emergency Services operators answer this number quickly and to save time will say, “Police, Fire, or Ambulance”. If you are unsure of what emergency service you need tell the operator what the emergency is. You will then be connected to the appropriate service to assist. It is wise to think ahead with the most important information which will help them to respond. Where you are; (note street names and the closest intersection), what has happened and to whom; what their condition is. The operator may then ask you to stay on the phone until the emergency services arrive. In life threatening situations the operator may also give you some instructions to assist until the emergency unit arrives. If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures. (See also: Health – Emergencies)

Making Phone Calls within Australia
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)

To make domestic phone calls:
☎ Dial – the area code + phone number

<table>
<thead>
<tr>
<th>Area Code</th>
<th>States</th>
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<tr>
<td>(02)</td>
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</tr>
<tr>
<td>(03)</td>
<td>VIC, TAS</td>
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<tr>
<td>(07)</td>
<td>QLD</td>
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<tr>
<td>(08)</td>
<td>SA, WA, NT</td>
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Visit www.whitepages.com.au and www.yellowpages.com.au for directories of residential, commercial and government phone numbers in Australia; and for a list of country codes and area codes for international calls.

Calling Australia from 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 Sydney would be 2 instead of 02), and then dial the required number.

Example: International access number +61 2 9999 3662

Mobile/Cell Phones

Before bringing your mobile phone to Australia check with the Australian Communications and Media Authority www.acma.gov.au to make sure it can operate here. Some countries, such as Japan and the USA, use mobile phone networks that are not available in Australia. If not, you can buy your mobile phone in Australia. Australian telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service. There are many differences to the services provided. You should understand what deal you are accepting before signing a contract with a provider.

Computer & Internet Access

On campus you are able to access the internet and email via your student login code and password.
Getting Around

Bicycles
If ever riding a bicycle in Australia you must wear an approved helmet whilst doing so.

Shopping
When shopping in Australia, you generally don’t bargain or barter (also called haggling) for the price of an item. The displayed price for items is fixed and if Australian GST (Goods & Services Tax) is applicable it will already be included in the displayed price. However, there are exceptions to this rule. There are places and circumstances in which it is perfectly acceptable to barter for the best price possible. These may include: at garage sales, community markets, second hand dealerships, or at electrical goods’ stores, furniture shops, or when purchasing a motor vehicle if you are offering to pay in cash, or have seen the item at a competitor store for a better price.

If you are paying by **CASH** and, if you are buying more than one item, you may have more **bargaining power**.

Purchasing an Item
The most common methods of purchasing items are by cash or **EFTPOS**. EFTPOS (Electronic Funds Transfer at Point of Sale) allows you to use the card attached to your Australian bank account to make purchases and withdraw cash at the same time (at the retailer’s discretion) from more than 103,000 merchants across Australia. Just swipe your keycard through the EFTPOS card reader, select your account type and enter your PIN number. EFTPOS is available at most supermarkets, petrol stations and retail outlets. Just look for the EFTPOS sign. You can choose to make the EFTPOS transaction from your savings account, cheque account or credit card. You receive a printed receipt after each purchase and the transaction appears on your statement.

Health:

Emergencies – Dial **000**
The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in **life threatening or emergency situations only**. Emergency 000 lines should not be used for general medical assistance.

Police
In Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe.

Fire
The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call **000** no matter how small or large the fire may be.

Ambulance
Ambulances provide immediate medical attention and **emergency transportation to hospital**. Dial **000**

State Emergency Service

Lifeline
Lifeline’s **13 11 14** service is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.

Anyone can call Lifeline. The service offers a counselling service that respects everyone’s right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and listen no matter how big or
how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers
may be feeling low or in need of advice.

Emergency Translation
For translation service in an emergency situation dial 1300 655 010

Overseas Student Health Cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care
which international students may need while in Australia and is mandatory for international student visa holders.
OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

How do I get OSHC?
You have been asked for an OSHC payment in the education offer package you receive from Blackfriars Priory School.
Your local education adviser can lodge your OSHC form and payment at time of processing your enrolment to
study in Australia. This cover will then extend for the length of your approved visa period.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most
Australian education institutions have a preferred OSHC provider. Depending on the institution you will be attending
you will be required to join one of these four registered health funds. You may choose to change your health fund at
anytime, but will need to abide by the conditions of change of the health fund provider you are leaving.

Further information on OSHC can be found at:

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.

What am I covered for?

OSHC provides a safety net for medical expenses for international students, similar to that provided to Australians
through Medicare. Additionally, OSHC includes access to some private hospitals and day surgeries, ambulance
cover and benefits for pharmaceuticals. Please visit the website for further information: BUPA Health

How do I use my OSHC card?
If you need to visit a doctor or medical centre, show your card at the end of the visit. You will be charged the
doctor’s fee and the government fee component of that may be processed by the medical centre. If the medical
centre is not able to process the government fee, pay the total amount, keep the receipt and you can claim the
government fee back from your OSHC provider.

Attending an Australian Hospital
Few private hospitals have emergency departments, so, in an emergency, most Australians rely on the public
hospital system. If you attend an Emergency Department in a hospital you will be attended to immediately by a
triage nurse for information about you, your cover, and your current health condition. The triage nurse will
determine the urgency of your condition in comparison to others in need in the emergency room and it is likely
that you will remain at the emergency room for several hours. Whether you are seen immediately by a Doctor, or
have to wait, it is customary to keep you in the emergency room for several hours to monitor your condition before releasing you to go home, or admitting you to hospital in more severe cases.

There are **extensive waiting times for elective surgeries at public hospitals**, e.g. for orthopaedic surgery. One of the attractions of health insurance is the ability to bypass public hospital waiting lists and go through the private system.

Private hospitals are very expensive for treatment and hospitalisation. Your OSHC will cover some of the cost of some private hospitals but you will have to pay the difference.

Your health insurance (OSHC) covers the total cost of accommodation in a shared ward of a public hospital. It also pays for the ‘schedule fee’ for the doctor but you will have to pay the difference if the doctor’s fee is higher than the ‘schedule fee’.

**General Practitioners (GPs)**
In Australia you do not have to go to a hospital to see a doctor. You can see a doctor (also known as a **GP – General Practitioner**) in their private practice or medical centre, with part or the entire doctor’s fee being covered by Medicare or OSHC. **You generally must make an appointment to see a GP.** It is important to note that some GP surgeries will request full payment from you at the time of consultation and you will need to present the receipt to claim the rebate back from your health cover provider.

### Medical Services

**What do I do if I’m sick?**
If you have woken in the morning feeling unwell and would like to see a doctor that day, you will need to phone the doctor’s surgery early in the morning (8:00am – 8:30am) for an appointment. Please note however, that it may not be possible to get an appointment on the same day - you may have to wait one or two days before you can see a doctor.

If you are under 18, the School Nurse or homestay parent can help you find a doctor and accompany you to the appointment.

**Interpreter Services**
We are lucky in Australia to have a variety of healthcare professionals from many different cultural backgrounds, so you may be able to see a doctor who speaks your first language. However, if you are having difficulties communicating with your doctor, the **Translation and Interpreter Service (TIS)** can be used. For more information visit www.immi.gov.au or phone 131 450
General Health

Maintaining good health is of vital importance when studying abroad. While living in another environment is a good way to change a daily routine, it is important for students who are experiencing difficulties in their own country (relationship, health, emotional, etc) not to expect a vacation from their problems.

Going abroad is not a “geographic cure” for concerns and problems at home (that is, thinking that you can solve your personal dilemmas by moving from one place to another). Sometimes students feel that a change of venue will help them to move past their current problems. However, living and studying in a foreign environment frequently creates unexpected physical and emotional stress, which can exacerbate otherwise mild disorders.

Mental Health

Many students experience homesickness, anxiety and stress, especially when they are far from home. In these cases feel free to talk openly and honestly about your feelings with your teacher, a school counsellor, Homestay parents, your Year Level Coordinator, the International Student Coordinator, or any other adult or teacher in the School with whom you feel comfortable.

Physical Health

A big part of staying healthy involves eating healthy foods, and getting enough exercise for fitness and relaxation. Nutrition Australia provides some great information about healthy eating, exercise and lifestyle on its website www.nutritionaustralia.org.

- **Exercise** – do at least 30mins of moderate exercise a day
- **Sleep** – get at least 8-9 hours of sleep a night
- **Nutrition** – keep a balanced diet remembering to eat lots of vegetables and fruit everyday

Safety When Carrying Money

The first and fundamental rule of safety when carry money is:

“Don’t carry large amounts of cash!”

The second is:

“Don’t advertise the fact that you are carrying money!”

- Divide your cash into different locations on your person (front pocket, coat pocket, shoes, etc.).
- Keep your wallet in one of your front pockets at all times.
- Do not carry cash in a backpack or back pocket.
- Sew a small money pocket into the cuff of a trouser, sleeve of a shirt or even a bra.
- Divide your bank/credit cards and keep them in separate locations.
- Do not place money or valuables in lockers.
- Be very careful how you carry your handbag, and never leave it open for someone to slip their hand inside.

Working in Australia

Permission To Work

From 26 April 2008, people granted student visas will automatically receive permission to work with their visa grant. Most student visa holders will no longer need to apply separately in Australia for permission to work. Please note that you will NOT be able to work in Australia until the first official day of classes when the
education provider will confirm your study commencement. Your education provider may do this automatically on the first official day of classes, or you may need to request that they do.

**Working While Studying**

You are not permitted to start work until you have commenced your course of study. You can work a maximum of 20 hours per week during the term and unlimited hours when your course is not in session.

The Department of Immigration and Border Protection (DIBP) considers your course to be ‘in session’: for the duration of the advertised semesters (including periods when exams are being held) if you have completed your studies and your Confirmation of Enrolment is still in effect if you are undertaking another course, during a break from your main course and the points will be credited to your main course.

(Source: Department of Immigration and Border Protection)

For a full list of mandatory and discretionary student visa conditions please visit

www.immi.gov.au/students/index.htm

**Finding Work**

Your first priority whilst you are at Blackfriars Priory School is to make the most of your study opportunities. We do not encourage students to look for part time work, and even then only to take short shifts – say about 3 to 4 hours per week.

If you do wish to begin looking for a part-time job you should discuss this with your Homestay family before doing so, as they will need to let you know whether these arrangements would fit in with their usual routines.

**Earning an Income**

**Taxes**

Taxes are managed through the **Australian Taxation Office (ATO)**. The tax you pay depends on how much you earn.

**Getting a Tax File Number**

You must obtain a Tax File Number to be able to work in Australia. A tax file number (TFN) is your unique reference number to our tax system. When you start work, your employer will ask you to complete a tax file number declaration form. If you do not provide a TFN your employment will be taxed at the highest personal income tax rate, which will mean less money in your wages each week.

You can apply for your TFN online at [www.ato.gov.au](http://www.ato.gov.au), or phone 13 28 61, 8am to 6pm Monday to Friday. For the ATO translating and interpreter service phone: 13 14 50.
Personal Safety

When you are out and about it is important to be alert and aware of your personal safety.

If you are **going out at night** remember:

- Think ahead - consider how you are going to get home - what about pre-booking a taxi or arranging transport with a friend or family member?
- Never hitch-hike.
- Make sure that you stay with your party and that someone knows where you are at all times.
- Make sure you have enough money to get home or to phone.
- Keep away from trouble - if you see any trouble or suspect that it might be about to start - move away from the scene if you can. The best thing you can do is to alert the police and keep away.
- Walk purposely and try to appear confident. Be wary of casual requests from strangers, like someone asking for a cigarette or change - they could have ulterior motives.
- Try not to carry your wallet in your back trouser pocket where it is vulnerable and in clear view.

If you are **out and about**:

- Be alert to your surroundings and the people around you, especially if you are alone or it is dark
- Whenever possible, travel with a friend or as part of a group
- Stay in well-lit areas as much as possible
- Walk confidently and at a steady pace
- Make eye contact with people when walking - let them know that you have noticed their presence
- Do not respond to conversation from strangers on the street or in a car - continue walking
- Be aware of your surroundings, and avoid using personal stereos or radios - you might not hear trouble approaching
- always keep your briefcase or bag in view and close to your body
- Be discrete with your cash or mobile phones
- When going to your car or home, have your keys in your hand and easily accessible
- Consider carrying a personal attack alarm
- If you do not have a mobile phone, make sure that you have a phone card or change to make a phone call, but remember - emergency 000 calls are free of charge.

Public Transport Safety

Travelling on public transport should be a safe and comfortable experience. Numerous security measures have been adopted to maximise the safety of travellers including: security officers, police, guards, help points, good lighting and security cameras. Most drivers also have two-way radios and can call for assistance.
Buses

Waiting for a bus:

- Avoid isolated bus stops
- Stand away from the curb until the bus arrives
- Don't open your purse or wallet while boarding the bus - have your money/pass already in hand
- At night, wait in well-lit areas and near other people
- Check timetables to avoid long waits.

Travelling on the bus:

- Sit as close to the bus driver as possible
- Stay alert and be aware of the people around you
- If someone bothers you, change seats and tell the driver
- Keep your purse/packages close by your side. Keep your wallet inside a front coat pocket
- Check your purse/wallet if someone is jostling, crowding or pushing you
- If you see any suspicious activity, inform the driver

Alcohol, Smoking, & Drugs

Alcohol

Alcohol use is illegal for those aged under 18 years. In addition you can be expelled from Blackfriars Priory School for being in possession of or under the influence of alcohol or illegal drugs at school or on any school related activity.

This will have immediate and long term impacts on your right to study in Australia and means you can be asked to leave the country immediately. We therefore strongly advise that you do not consume drugs or alcohol during your stay in Australia.

Smoking

Australian law makes it an offence to sell or supply tobacco products to a person under the age of 18 years. It is illegal for anyone under 18 to purchase tobacco products.

Drugs

Each State and Territory has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal. Drug laws in Australia distinguish between those who use drugs and those who supply or traffic drugs. The Federal Customs Act covers the importing of drugs, while each State has laws governing the manufacture, possession, distribution and use of drugs, both legal and illegal.
DANGER: Drink Spiking Whether you are drinking alcohol or not, keep your drink close to you and watch it at all times. Drink spiking (putting extra alcohol or other drugs into a person’s drink without their knowledge) is an unfortunate risk to people who are out trying to have a good time. Drink spiking can happen to anyone: male or female, young or old whether they are drinking alcohol or not. Never accept an open container of drink if you did not see it being poured and if you suspect you or your friends have had a drink spiked, call 000 (zero zero zero) immediately to report it and get help.

(Source: Australian Drug Foundation)

Making New Friends

There is no magic trick to making friends. And if you are in a foreign culture it can seem more difficult than usual to find people who you really “get along” with. Be kind to yourself - remember that making friends takes time. If you make the most of social opportunities during your life in Australia, just as you would back home, it will be quicker and easier for you to fit in, make friends and feel at home.

However you meet people, remember to be careful. When you meet someone new, be cautious until you get to know the person better and feel you can trust him or her. If a stranger starts talking to you, they are probably just being friendly. But be safe, and don’t give them any of your personal details like your full name, your phone number or your address. With people you don’t know well; always arrange to meet them in a public place, like a café or a park, instead of inviting them to your home or going to theirs, until you feel you have built a relationship with them, know more about them and feel comfortable with them.

Many international students spend time socialising with other students and people from their own country and culture while they’re in Australia. These people can make you feel accepted and you may be able to communicate much more easily with them than you can with the locals, particularly when you have just arrived. When everything around you is new and different, it can feel like a big relief to find people from your own country and cultural background. But remember, you need to be careful at first, until you get to know them better, just as you should with anyone else. Even though you may feel like you have a lot in common, remain cautious until you feel you know them reasonably well and can trust them. Crimes against international students are sometimes committed by people from their own culture.

If you have any concerns or questions about someone you have met, or want to talk to someone about Australian mannerisms and communication “norms” (widely acceptable behaviour), make an appointment to talk it over with your International Student Liaison Officer.

Sexual Assault

Sexual assault is a criminal offence. It includes sexual harassment, unwanted touching, indecent assault and penetration of any kind. It is important to remember that it can happen to anyone and at any time but certain precautions may make it more difficult for a possible perpetrator:

- When socialising, be smart.
- Walk with confidence and purpose.
- Avoid lonely or dark places.
- Be wary of strangers, whether they are on foot, in cars or at parties.
- Be aware of the people around you.
- Respect your intuition.
- If placed in a situation where you feel uncomfortable say "No!" loudly and with conviction.
What do I do if I am assaulted?

It is very difficult to tell someone that you have been sexually assaulted. It is important to remember that sexual assault is a serious crime and can happen to people regardless of their gender or sexuality. Your first point of contact, should be the Police or your closest Sexual Assault Service. At Blackfriars Priory School we have a Student Counsellor, or you may find it easier to speak with your Year Level Coordinator, the International Student Liaison Officer or the School Nurse.

1. From a public phone or mobile phone, ring the police on 000.

2. Do not wash, shower, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy vital evidence.
   Don’t drink alcohol or take tranquillisers or other drugs as you will have to give a clear account of what has happened.
   Try to remember everything you can about your attacker.

3. Remember, you are the victim. You have nothing to feel guilty or ashamed about.
   Police officers are aware that a person who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you. It is likely they will provide a female police officer for a female victim. If not, you have the right to request one. You can also ask the police to contact a friend, family member, interpreter or religious adviser to be in attendance with you when you are dealing with the circumstances surrounding the report of assault.
SECTION 4

Studying at
Blackfriars Priory School,
Adelaide
To Begin:

Arrive early
Australian education providers will provide an International Student Orientation before the commencement of classes and often before commencing local students attend an orientation. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2000. Staff who run the orientation work hard to ensure that you as a student will be well equipped to achieve the best possible success in your studies. If you read through the pre-departure, arrival, and orientation manuals which the institution provides for you, you will see that there is a lot of information for you to understand and consider as you move through your studies. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the institution, its staff and its services.

Academic Policies & Procedures
A detailed set of academic policies and procedures is available in the Blackfriars Priory School Student Diary. You will receive a copy at orientation and at the beginning of each school year.

Academic
At Blackfriars Priory School we believe that teaching and learning is our core purpose. We believe that the achievement of enhanced academic outcomes and personal best performance is a product of shared values, practices and commitment to excellence.

We believe that:
- Excellence is a product of personal best effort.
- Academic honesty and integrity are not negotiable.
- Students must accept responsibility for their own performance.
- Teachers play a pivotal role in the management of optimal student learning experiences.
- Engaging and authentic teaching and learning practices will integrate learning technologies to enable our students to be more fully prepared for life beyond school.
- Host families play a key role in enhancing student learning outcomes.
- The School accepts responsibility for reporting to parents in a manner that is both timely and meaningful.
- The School accepts responsibility for promoting an academic culture where learning and scholastic achievement are highly valued.

Complaints & Grievances
Blackfriars Priory School has a Complaints and appeals process which complies with commonwealth and state requirements. Access to this process is available to international students at any time, but is has prescribed conditions under Standards 10, 11 and 13. If the School’s Complaints and appeals process is invoked under any of these standards, provisions under Standard 5 will also be applicable if the student is under 18 years of age and the School has approved accommodation, support and welfare arrangements.

You will receive a copy of the relevant policy at orientation and at the beginning of each school year.

Academic Progress and Attendance
You will receive a copy of the relevant policy at orientation and at the beginning of each school year.
Current Address Details
Students on an International Student Visa no longer need to keep DIBP informed of their home address in Australia, as DIBP will check these details with your education provider if required. Therefore you MUST maintain a current residential address on your school’s student file AT ALL TIMES.
If you change address, telephone number or any other details please come to the BPS Office and collect and complete a “Change of address” form.

International Student Visa Conditions
For a full list of mandatory and discretionary student visa conditions please visit www.immi.gov.au/students/index.htm

Student Administration Information

Accounts & Administration

Terms and Conditions of Enrolment
Fees
Fees are paid one semester in advance. There are 2 semesters per year. Fees are set annually. Families are issued a statement of account. Fees are sent out in March and September of each year. A due date appears on all statements.

Outstanding fees constitute a debt payable to the School. Overdue fees may be placed in the hands of a collection agency. If necessary the School may take legal action to recover debts to preserve the viability of the School.

Absences During Term
No allowances against fees will be made for late returns to School or absence during the term, including those due to disciplinary suspensions, or for the early completion of Year 12.

Cancellation of Enrolment
The School reserves the right to cancel a student’s enrolment for non-payment of School fees. Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid, unless an approved payment arrangement has been made.

Notice of Withdrawal
One semester’s notice in writing is required in the event of a student’s withdrawal, otherwise one semester’s fees will be payable.

Payment of Accounts
The following methods of payment are available:
• Over the counter at the School office, by cash, cheque, credit or debit card
• By mail or facsimile using a completed statement of account remittance advice for card payments or by enclosure of cheque or money order
• By telephone for card payments
• By BPAY and Internet banking
**ID Cards**
After the annual school photo sessions, students will receive a Student ID card. A replacement fee is charged if the ID card is lost.

**Refund & Cancellation Policy**
This policy outlines refunds applicable to course fees paid to the School. Please see details on the International Student Application Form.

Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

The enrolment application fee is non-refundable.

**Transfer**
Students wishing to transfer to or from Blackfriars Priory School should consult the International Program Liaison Officer and be aware of the School’s Transfer Policy.

A full copy of the Transfer Policy is available on orientation.

**Deferring, Suspending or Cancelling Enrolment**

Once a student has been accepted into a course at Blackfriars Priory School they can defer their course, or it is possible that they will be suspended or have their enrolment cancelled for a number of different reasons. A full copy of Blackfriars Priory School’s policy for deferring, suspending or cancelling enrolments is available on orientation.
Academic Life

Subject Selection:
Prior to or upon arrival, students can make their subject choices, in conjunction with the subject information available in the relevant Subject Selection Handbook, and in consultation with the Pathways Coordinator.

Reports:
Formal Reports are sent home at the end of each term for Year 6 to 12 students.

Informal Reporting is an on-going process and parents are encouraged to make use of this format. The School has a clear commitment to sustained academic monitoring of student performance and is constantly comparing this to student potential. Parents are encouraged to request a written or verbal report on their child’s progress at any time. Parents should approach the International Program Liaison Officer when requiring an informal report on their child.

Parent-Teacher Interviews are held in Term 2 and Term 3 and booking arrangements will be communicated to parents prior to scheduled evenings.

Information Technology
Blackfriars Priory School provides printers for student use. Students must abide by the Communications Technology Policy, a copy of which is in the Student Diary.

Each student is issued with a login name which allows them to use the network software applications and printers. Students also have space on the network where they may store their work. It is important that a backup is kept either at home on other media such as a USB flash drive. If passwords are forgotten students may request a new one from the Information Technology staff.
SECTION 5

Social and Cultural
Adjusting to Life in Australia:

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic. It is also important to remember that while these changes are occurring you will be embarking upon a new semester of study (for many of you in a different language) and be away from your usual supports, networks and resources. Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

- **Listen, observe and ask questions**
  Adjustment to a new culture and way of life takes time. Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication. Don’t be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings.

- **Become involved**
  Make an effort to meet people and become involved in groups both on campus and in the wider community. Maintain an attitude of openness to new situations and experiences. Establishing friendships and joining groups is the best way to experience and learn about Australian culture and will certainly mean you have a richer and more enjoyable time here.

- **Try to maintain a sense of perspective**
  When confronted with difficulties remind yourself that living and studying abroad is a challenge and it is normal to feel stressed, overwhelmed and out of your depth at times. Try to recall or make a list of the reasons you initially wanted to study abroad in the first place. Also, listing positive events or changes within yourself that have occurred since you arrived may also assist with getting things in perspective.

- **Maintain some of the routines and rituals you may have had in your home country.**
  This can include small things such as continuing to drink a certain type of coffee or tea or eating specific foods. It may also include maintaining involvement in bigger events such as celebrating a national day in your country of origin with a group of friends.

- **Keep lines of communication open with those at home.**
  Communicating with those at home regularly about your experiences of study and life in Australia, through emails, telephones and letters, is vital. Not only does it help to keep you connected with important social supports, it also assists your friends and family to understand your experiences which will smooth the transition when you return home.

- **Sense of humour**
  Importantly, remember that living in a different culture means you will inevitably find yourself in a range of unusual and often confusing situations. Being able to laugh in these situations will remind you that it takes time to understand different cultures and that it is ok to make mistakes.

- **Ask for help**
  Don’t be afraid to ask for assistance or support if you need it. In addition to the Counselling Service there are many organisations set up on campus to ensure you have a successful and enjoyable time in Australia.

- **Finally, relax and enjoy the journey!**
**Culture Shock:**

*Culture shock* is the feeling of being out of place in an unfamiliar environment. The initial excitement of moving to a new country often subsides when different cultural expectations challenge you to attend to daily responses and
behaviours previously taken for granted. The potential stress of dealing with these persistent challenges can result in feelings of hostility and frustration with your host country as well as a profound longing for home.

**Overcoming Culture Shock**

Once you realise you have culture shock, getting over it and moving on to better adjustment with the host culture will depend on you. It is you who must take some positive steps to feel better, and the sooner you take them, the better!

1. **Recognition:** First, you should remember that culture shock is a normal part of your adjustment and that you may have some of the symptoms. Some of your reactions may not be normal for you; you may be more emotional or more sensitive, or lose your sense of humour. Recognising your culture shock symptoms will help you learn about yourself as you work your way through it.

2. **Be objective:** Second, try to analyse objectively the differences you are finding between your home and your host country. Look for the reasons your host country does things differently. Remember that host customs and norms are (mostly) logical to them, just as your customs and norms at home are logical to you!

3. **Set goals:** Third, set some goals for yourself to redevelop your feeling of control in your life. These should be small tasks that you can accomplish each day. For example, if you do not feel like leaving your room, plan a short activity each day that will get you out. Go to a post office or store to buy something, ride a bus or go to a sports event. If you feel that language is your problem, set daily goals to learn more: study fifteen minutes a day; learn five new words a day; learn one new expression each day; watch a TV programme in your new language for 30 minutes. Each goal that you achieve will give you more and more self-confidence that you can cope.

4. **Share your feelings:** Fourth, find local friends who are sympathetic and understanding. Talk to them about your feelings and specific situations. They can help you understand ideas from their cultural point of view.

(Source: Rotary International Youth Exchange)

**Australian Culture:**

**Social Customs**

**Greeting People**

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.

Many Australians look at the eyes of the people they are talking with. They consider this a sign of respect, and an indication that they are listening. Do not stare at the person for a long time.

You can address a new acquaintance using their title and family name. You may use their first name when they ask you to or use it in the introduction. In the workplace and among friends, most Australians tend to be informal and call each other by their first names.
Clothing Customs

The types of clothing that people wear reflect the diversity in our society just as much as the variation in climate. There are no laws or rules on clothing, but you must wear certain clothing for work situations. Most workplaces have dress standards.

Outside of the work situation, clothing is an individual choice; many people dress for comfort, for the social situation or the weather. Clubs, movie theatres and other places require patrons to be in neat, clean clothes and appropriate footwear.

Many Australians live close to the beach and the sea. On hot days, they may wear little clothing on the beach and surrounds. This does not mean that people who dress to go to the beach or swimming have low moral standards. It means that this is what we accept on and near our beaches.

Some people from other countries choose to wear their national dress. They may be religious or customary items and include monks' robe, a burqa, a hijab or a turban. As a tolerant society with people from many different cultures, clothing is a part of cultural beliefs and practices that is encouraged.

Polite Behaviour

'Please' and 'thank you' are words that are very helpful when dealing with other people, and buying goods or services. When asked if you would like something, like a cup of tea, it is polite to say, 'Yes please', or just 'please' if you would like it, or 'no, thank you' if you do not. When you receive something, it is polite to thank the person by saying 'thank you'. Australians tend to think that people who do not say 'please' or 'thank you' are being rude. Using these words will help in building a good relationship.

Sometimes a sensitive issue may come up in conversation. Not to talk may seem rude. It is more polite to say 'sorry, it is too hard to explain' than to ignore a question.

Australians often say, 'Excuse me' to get a person's attention and 'sorry' if we bump into them. We also say, 'Excuse me' or 'pardon me' if we burp or belch in public or a person's home.

You should always try to be on time for meetings and other visits. If you realise you are going to be late, try to contact the person to let them know. This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.

Most Australians blow their noses into a handkerchief or tissue, not onto the footpath. This is also true for spitting. Many people will also say, 'Bless you' when you sneeze. This phrase has no religious intent.

Tipping

Tipping is not generally expected or practiced in Australia. This is because throughout Australia, service industry staff are covered by minimum wage laws and therefore do not rely on tips for their income. However, it is acceptable to leave a small amount (perhaps 10%) should you feel you have received exceptional service.
Sun Safety:

Australia has the highest rate of skin cancer in the world. In fact, one in every two Australians will be diagnosed with skin cancer at some point during their lifetime. The good news is it can be prevented. By minimising your exposure to the sun’s damaging ultraviolet radiation (UVR), you can protect your skin and prevent the development of skin cancer.

Sun Protection

Skin cancer and skin damage are caused by being exposed to the sun’s harmful ultraviolet radiation (UVR). The key to preventing skin cancer is to protect your skin from the sun by practising sun safe behaviours. There are six simple steps you can follow to reduce your risk of skin cancer and protect your skin:

1. Minimise your time in the sun between 10am and 3pm
2. Seek shade
3. Wear suitable clothing that provides good sun protection
4. Choose a broad brim, legionnaire-style or bucket-style hat that will protect your face, neck and ears
5. Wear UV protective sunglasses
6. Apply SPF 30+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun.