



## Pre-Enrolment/Pre-Departure Information

Ozford College of Business CRICOS No. 02573B

### Vocational Education and Training

#### WELCOME TO MELBOURNE

Melbourne is the capital city of Victoria and the second largest city in Australia. It is recognised as one of the world's most liveable cities because of its' safe, secure environment and well-developed infrastructure.

More than 100,000 international students live in Melbourne, which has 3.5 million residents. Victoria is one of the most diverse places in the world with 44 per cent of Victoria's community either born overseas or having at least one parent born overseas in more than 200 countries. More than 180 different languages are spoken in Victoria, and 20 percent of the Victorian population speaks a language other than English at home.

Melbourne has a thriving food culture, offering a wide range of dining choices and interesting laneway cafes. A variety of food markets offer the freshest of every ingredient for home cooking and eating.

The range of shops from large department stores to smaller designer shops and markets mean whatever you need and want can be found in Melbourne.

The streets are alive at night with theatres, bars, nightclubs, and restaurants that line the city streets and the Yarra River in Southbank.

Melbourne is also home to many major cultural and sporting events each year.

Melbourne is an attractive city boasting magnificent gardens, nearby beaches and easy access by car and bus to snowfields, national parks and inland lakes and rivers.

#### Ozford College of Business (CRICOS No. 02573B, RTO No. 21442)

Ozford College of Business is in the heart of Melbourne, where it is safe and convenient and easily accessed by the public transport system.

Ozford College of Business is located at:  
42-46 LaTrobe Street, Melbourne VIC 3000  
Level 2, 123 Lonsdale Street, Melbourne VIC 3000  
Level 3, 169 Swanston Street, Melbourne VIC 3000  
Telephone: +61 3 8863 7118  
Fax: +61 3 9639 8051  
Email: [enquiries@ozford.edu.au](mailto:enquiries@ozford.edu.au)  
For more information visit our website: [www.ozford.edu.au](http://www.ozford.edu.au)

Ozford College of Business is easily accessible to most parts of Melbourne using public transport. Melbourne Central and Parliament Stations are the closest railway stations

#### Airport Pick-Up

Ozford College will arrange for students to be met at Melbourne Airport upon arrival. Please inform the school at least three days in advance for this service. Please do not leave the airport until you have been picked up. Please make sure you have coins to make phone calls.

## **Accommodation (Not Applicable for VET)**

If you are under 18 your parents will need to choose one of the two options to confirm the appropriate accommodation and welfare arrangements for you:

- agree for Ozford to organise a Homestay for you, or
- agree for you to live with a relative/family friend over the age 21 and nominate the person to act as the primary care-giver for you. This person needs to be over the age of 21, living in Melbourne permanently and of proven of good character. (A photo ID and a copy of a Police Check need to be provided.)

The Student Welfare Officer will ensure students are placed in suitable accommodation to meet their individual requirements. Please inform the school at least one week in advance for this service.

If you ever become unhappy with your Homestay situation please speak to the Student Welfare Officer.

If you are over 18 years of age and planning to **live independently**, you can find shared accommodation from \$90- \$140 per week; or rent a one bedroom flat from \$180-\$280 per week.

## **Visa**

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

Students on a Student Visa must:

- have a minimum class attendance level of 80%
- notify the college of change of address
- meet course requirements
- show satisfactory academic progress
- not work unless you have applied for permission from Department of Immigration and Citizenship (DIAC).

## **Health Cover**

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

If you are on a Student VISA it is compulsory to have Overseas Student Health Cover

If you are on a Tourist or Working Holiday visa you are not covered by Medibank Private and must make your own insurance arrangements before you travel.

## **Climate**

Melbourne has very changeable weather and has been said to have 'four seasons in one day'.

Average temperatures are:

- November to April (Maximum 18 - 38C, Minimum 6 - 11C)
- May to October (Maximum 13 - 19C, Minimum 5 - 9C).

## **Clothing**

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

- light, comfortable clothing for the warmer months

- jumpers, jeans, jacket and boots for the colder months
- raincoat and strong umbrella, as Melbourne can get wet and windy.

### **Cost of Living**

Melbourne is not very expensive compared to other cities in Australia. We recommend that you plan on at least \$300 per week for living expenses (not including tuition fees).

Here is a list of common expenses:

- \$25 - \$35 per week for lunch
- one ticket can be used on trains, trams and buses and it costs approximately \$6 - \$9 per day (to school and back), weekly tickets are approximately \$27 - 47. A weekly and monthly ticket can be also purchased at a cheaper price
- local calls from public phones cost 40 cents. Some phones take only phone cards that can be bought at newsagents and shops showing the phone card sign. You can also make long distance (STD) and international (ISD) calls from public phones. For international calls, it is cheaper to buy a pre-paid international calling card with a PIN number from convenience shops and newsagents
- Homestay arrangements costing from \$220 - \$260 per week.

### **Language Difficulties**

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

### **What to bring:**

- coins to make phone calls
- about \$300 cash in Australian dollars for incidental expenses until you can open a bank account
- passport and visa
- letter of offer sent to you by Ozford College of Business
- receipt for payment of fees
- certified copies of personal papers including academic transcripts, educational or work qualifications you have already completed
- identification papers such as birth certificate, drivers license/international drivers permit
- credit cards
- official translations of important documents into English.

### **School Orientation Program**

On the first day of your course, you will attend a two hour orientation program. During this time, you will complete an English test to assess your level of English and follow a special orientation program for new students. The half day orientation includes familiarising you with living and studying in Melbourne. This includes helping you with your banking. Students are made aware of the social and cultural issues associated with living in Melbourne.

You will receive:

- information about Ozford College of Business
- information about living in Melbourne: map of Melbourne city; how to use and buy telephone cards, public transport; class times; where to post a letter; shopping; how to open a bank account and where to change money; information about living with an Australian host family or finding accommodation
- tour of the college
- student card.

*Please bring your Passport and Offer letter with you to the orientation program.*

## **Classes**

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

Class Sizes – most classes have 15 - 30 students.

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

Please Note: units, course structure and timetables are subject to change, and not all units are offered each term. Some evening classes are scheduled in the timetable.

## **Student Facilities**

- high speed internet connection
- 3 computer labs
- individual login and web mail accounts
- journals, magazines, newspapers, textbooks and reference books are available at the La Trobe campus Library
- access to kitchen with refrigerator and microwave
- modern classrooms featuring the latest furniture and fittings.

## **Student Services**

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

## **Oxford College of Business Policies**

Please make sure you have read and understood the policies and procedures on our website [www.ozford.vic.edu.au](http://www.ozford.vic.edu.au), particularly the Student Code of Conduct, Academic Progress and Course Transfer and Refund Policies.

## **Other Useful Information**

### **Food**

Most Asian products and most European foods products are readily available in Melbourne and you do not need to bring these with you.

### **Customs and quarantine**

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

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

### **Electrical appliances**

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

### **Some useful websites:**

For more information on:

Melbourne and surrounding attractions visit

[www.visitmelbourne.com.au](http://www.visitmelbourne.com.au)

[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

Travel by bus, train or tram is available on:

[www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)

Listing of rental properties:

[www.realestateview.com.au](http://www.realestateview.com.au)

[www.myhome.com.au](http://www.myhome.com.au)

Real estate agents in Melbourne:

[www.findagent.yourestate.com.au](http://www.findagent.yourestate.com.au)

Student visas:

[www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)

State government services:

<http://www.vic.gov.au/VictoriaOnline>

Commonwealth government services:

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

Educational Services for Overseas Students framework:

[www.dest.gov.au/esos](http://www.dest.gov.au/esos)

Department of Immigration and Citizenship (DIAC):

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

**ALL THE STAFF AT OZFORD MELBOURNE WOULD LIKE TO WELCOME YOU  
AND WISH YOU A SAFE TRIP TO AUSTRALIA.**

For further information, please contact Ozford College of Business  
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