



OZFORD COLLEGE
(CRICOS No. 02427A)

Student Handbook 2017

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Ozford Contacts

The Student Services Officer Janelle ZHANG is the official point of contact for all High School students. She will assist or refer students to the appropriate support services that are provided by Ozford.

- **Janelle ZHANG – Admin Assistant/Student Services**
 - o Email: jzhang@ozford.edu.au
 - o Phone: 8663 7132

Other staff members that students can contact are below:

- **Leigh Adams - High School Coordinator**
 - o Email: ladams@ozford.edu.au
 - o Ph: 8663 7155
- **Ozford Main Reception – Michelle Brett**
 - o Email: reception@ozford.edu.au
 - o Phone: 8663 7188
- **Annie Ng – Enrolments Officer**
 - o Phone: 8663 7155
 - o Email: annie@ozford.edu.au
- **Christine Chua – Head of Student Services**
 - o Phone: 86637155
 - o Email: cchua@ozford.edu.au
- **Student Administration Coordinator – Manori Dilini**
 - o Email: mdilini@ozford.edu.au
 - o Phone: 8663 7155
- **Amily Liu Davis- Student Welfare Officer**
 - o Phone: 86637155
 - o Email: welfare@ozford.edu.au
- **Librarian- Kerry**
 - o Email: ksullivan@ozford.edu.au
 - o Phone: 8663 7155
- **Work Placement Officer – Melanie Butler**
 - o Email: bbmelanie@ozford.edu.au
- **IT Support**
 - o Email: itservicedesk@ozford.edu.au
- **24 Hour Emergency Help Line: 0403062050**

There are other staff members here at Ozford can assist students during their studies here at Ozford. Please feel free to approach the Student Services Officer if you wish to make an appointment to see any staff members in the admissions, accounts or IT departments.

We also have staff members that speak languages other than English. Please enquire with the Student Services Officer the availability of staff members who speak other languages.

Welcome to Ozford College

Ozford is a city college which complements its own resources by embracing the dynamism and experiences of the CBD and environs as an additional classroom and resource. We deliver VCE, VCAL, LOTE and language support.

Ozford promotes flexibility, managed pathways and individual learning programs within the framework of skills of the twenty first century. We also promote practices and highly value hands-on learning experiences that enable real life application of knowledge together with a context for learning. Priority is given to understanding our student cultural and social backgrounds in order to gain a holistic picture of their needs. The College employs teachers who facilitate a culture of learning. They are creative, strong educators with a desire to make a difference to the lives of young people. They view learning as a lifelong pursuit and undertake regular professional development.

Four academic reports are prepared annually and end of semester reports are sent directly to students and parents.

We provide a comprehensive student support service with a dedicated student welfare officer. There is a weekly Activities Program where students participate in sporting activities and cultural visits.

Ozford is a School which supports and promotes the Principles and Practice of Australian Democracy, and encourages an understanding of the meaning of:

- Elected Government
- The Rule of Law
- Equal rights for all before the Law
- Freedom of Religion
- Freedom of Speech and Association
- The values of Openness and Tolerance

These principles and practices underpin the design of our Curriculum and college policies. We are proud that our students go out into the world with a strong ethical and moral grounding, and pleased that so many stay in touch with their friends of different background long after their time at Ozford has come to an end.

Ozford Vision, Mission and Values

Our Vision

Our vision is to provide every student the opportunity to practice skills learned by undertaking real life learning which is based on global needs and values. Our dedicated staff provides a student-focused approach to ensure a supportive individualized and innovative learning experience.

Our Mission

Our mission is to provide quality education courses for domestic and international students to achieve their educational and personal goals and embrace lifelong learning. We will become renowned for:

- fostering a supportive learning environment where our students from diverse cultural and socioeconomic backgrounds attain knowledge, skills and values which enable them to participate effectively in their chosen career field in the global community.
- enabling students to achieve their goals and to become leaders in their communities by addressing contemporary challenges of economic and environmental sustainability, equity and community well-being.

Our Values

Unity: We work together to achieve our vision, mission and strategic objectives.

Passion: We are passionately committed to delivering quality educational experiences and expanding all learners' horizons through informed learning and teaching.

Excellence: We strive for the highest quality in every aspect of our work.

Respect: We respect all our students, staff and other stakeholders by providing a caring community based on openness, fairness and friendship. We recognize that with rights come responsibilities to ourselves, our clients and our stakeholders.

Integrity: We act responsibly and honestly in all we do.

Diversity: We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.

Our Philosophy

Ozford is committed to the achievement of excellence in education. A student's success is Ozford's success. Ozford strives to be the leader in international education and Ozford is a place where students are able to realise their academic goals and personal potential. Ozford's goal is to be an innovative educational institution with many opportunities offered to students to excel academically.

At Ozford the emphasis is on linking theory with practice to ensure students receive not only an academic education but practical life experience. Students are provided with the opportunity to practice skills learned by undertaking real life learning which is based on community issues and values.

Ozford is a College which supports and promotes the Principles and Practice of Australian Democracy.

Our Promise

We promise to you is to be true to our Vision, Mission and Values and to provide a personalised nature of our course offerings and services in a supportive study environment.

Enrolment Policy

Ozford College has an open entry enrolment policy. Preference in enrolment is primarily determined by the applicant's date of enrolment. Ozford's terms and conditions of enrolment take into account the requirements of laws relating to the school registration, international students, privacy, discrimination and equal opportunity. Students with disabilities and/or special needs will be considered for enrolment along with all other eligible applicants.

Every member of Ozford's community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimization.

All students enrolling at Ozford deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

As Ozford is a Senior High School, there is no requirement for parents/guardians to present an immunisation status certificate before enrolment can be finalized.

Introduction to High School Programmes

Ozford College offers Year 10, the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL).

When students successfully complete a senior secondary qualification or course at Ozford, certification is awarded and issued by the relevant senior secondary awarding body. The Victorian Curriculum and Assessment Authority (VCAA) awards and issues the VCE and VCAL.

Before undertaking any studies all students must sign an agreement to abide by VCAA regulations, which is part of the Student Personal Details form (on VASS). Students are invited to give permission for their data to be forwarded to newspapers and other government bodies for the calculation of awards and prizes and for the DEECD [On Track survey](#). This must be done for each year of enrolment. Students are also asked to grant copyright permission for the use of their work in publications and productions approved by the VCAA.

What is VCE?

The **Victorian Certificate of Education (VCE)** is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

If you intend applying for entry into a tertiary institution, you should be aware that in addition to requiring VCE, there are often specific entrance requirements including minimum age requirements, course selection criteria and English language requirements. The course selection criteria need to be considered in selection of units of study.

What is VCAL?

The **Victorian Certificate of Applied Learning (VCAL)** is a 'hands-on' option for students in Years 11 and 12.

Like the VCE, the VCAL is a recognised senior secondary qualification. Unlike the VCE, which is widely used by students as a pathway to university, the VCAL focuses on 'hands-on learning'.

Students who do the VCAL are more likely to be interested in going on to training at TAFE, doing an apprenticeship, or getting a job after completing VCAL.

Year 10 Program

The Year 10 Program is a preparation year for VCE study courses. Year 10 students are provided with a comprehensive curriculum. All Year 10 students study the same subjects. These subjects are designed and taught so as to assist students to make the change from the way they were taught in their home country to the Australian way of teaching and learning. There are 9 subjects and each subject delivered as two semester units, one in each semester.

Subjects Offered in Year 10:

- English as an Additional Language (EAL)
- Humanities
- Mathematics
- Science
- Art
- Health and Physical Education
- Languages
- Information Technology

Year 11 VCE Program

Year 11 is the first year of the VCE program. Subjects are organized into semester long units. A normal student workload in Year 11 is 12 units in a full year (6 units each semester). English as an Additional Language (EAL) must be included in the 6 units studied each semester. Students select 6 subjects from the list of subjects offered. Students who start in Terms 2 and 3 undertake 6 units. Students who are of a very high standard and have the approval of the Ozford High School Academic Director may be permitted to study one VCE Unit 3/4 subject in Year 11. This possibility is only available to students who start Year 11 at the start of the year (January).

Subjects Offered in Year 11:

- English as an Additional Language (EAL)
- Accounting
- Business Management
- VCE Languages: Chinese FL and Vietnamese
- Information Technology
- Mathematics – General
- Mathematics – Methods
- Studio Arts
- VCD – Visual Communication & Design

Year 11 VCAL Program

The VCAL Senior program is primarily focused on preparing students for vocational education and for work. To complete the VCAL study students need to gain 10 credits across all 4 of the following strands:

- Literacy and Numeracy
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills

Students will also need to complete some special VCAL study Units, some VCE study Units and some VET modules in the 10 credits required to obtain the VCAL. Students can commence VCAL study after completing at least one full semester of VCE studies at Year 11 (Units 1 and/or 2 level).

Students who wish to study VCAL and start Year 11 at the beginning of the year undertake 6 VCE study units in the first semester (Terms 1 and 2) and then complete the VCAL study in the second semester. These students also have an option to undertake the VCE Year 12 program and obtain the VCE. Students who wish to do the VCAL study and start Year 11 at the beginning of either Term 2 or Term 3 undertake 6 VCE study units in the second semester (Terms 3 and 4) and then complete the VCAL study in the first semester of the following year.

Students studying the VCAL Program in Year 11 will study some VCE study units, units from the VET courses in Business at Certificate II level. At the conclusion of the VCAL study, students can undertake further vocational education or undertake the Ozford VCE Year 12 program and also obtain the VCE.

Vocational education can be through the Ozford College of Business or undertaken elsewhere.

Year 12 VCE Program

Year 12 is the second year of the VCE Study program. Subjects are organised into semester long units. A normal student workload in Year 12 is five Unit 3/4 sequences (each sequence is a full year subject) in a full year. English as Additional Language (EAL) Units 3/4 must be included in the 5 sequences. Students select 5 subjects from the list of subjects offered. Generally, for best results, each of the subjects selected for Year 12 should have been studied in Year 11.

Students who are of a very high standard and have the approval of the Ozford High School VCE Coordinator may be permitted to study one additional VCE study Unit 3/4 subject. Highly able students can also apply in Year 12 to participate in Enhancement and Extension Programs offered by some universities in Melbourne. These programs provide students with the opportunity to study a first year equivalent university subject in addition to their normal VCE study workload. Some credit towards a university degree is given if the subject is completed to a satisfactory standard. Entry into these programs is granted by the universities that offer the programs. Additional costs may be incurred for entry into these course programs.

Subjects Offered in Year 12:

- English as an Additional Language (EAL)
- Accounting
- Business Management
- VCE Languages: Chinese FL and Vietnamese
- Informatics (IT)

- Mathematics – Further
- Mathematics – Specialist
- Mathematics – Methods
- Studio Arts

Year 12 VCAL Program

The VCAL Senior program is primarily focused on preparing students for vocational education and for work. To complete the VCAL study students need to gain 10 credits across all 4 of the following strands:

- Literacy and Numeracy
- Industry Specific Skills
- Work Related Skills, and
- Personal Development Skills

Students who undertake the VCE study program in Year 11 may change to the VCAL study for Year 12. Most students will be able to complete the VCAL study in the first semester of Year 12. Students who do not wish to proceed to university at the end of Year 12 should consider this option.

Students who have completed Year 11 in their home country and who have graduated from the Ozford English Language Centre or a similar English language program may also apply for admission to the Ozford VCAL Program. The VCAL program will include up to 6 VCE Units, units from the VET Course in Hospitality (Commercial Cookery), or VET course in Business at Certificate II or III level, and VCAL Study Personal Development units.

Satisfactory Completion of VCE

Minimum Requirements to obtain the Victorian Certificate of Education (VCE) Studies is satisfactory completion of 16 units of study consisting of:

- At least three units from the English group listed below:
 - Foundation English Units 1 and 2
 - English Units 1 to 4
 - English as an Additional Language (EAL) Units 3 and 4
 - English Language Units 1 to 4
 - Literature Units 1 to 4

At least one of these units must be at Unit 3 or 4 levels. However, VTAC advises that for the calculation of the ATAR, students must satisfactorily complete both Unit 3 and Unit 4 of an English sequence.

- Four sequences of Unit 3 and 4 studies in addition to the sequence chosen from the English group. These sequences can be from VCE studies and/or VCE VET programs.

Usually, these requirements mean that students must satisfactorily complete (Pass) at least six Units from the Year 11 Program (Units 1 & 2) and ten units from the Year 12 program consisting of five Unit 3 & 4 Sequences. Some other combinations of Units from the Year 11 and Year 12 Programs may also lead to meeting the minimum requirements.

All VCE units require 50 hours of class time. You need to attend sufficient class time to complete work. Ozford has set the minimum class time and attendance rules at 80% of class time which is the same as the visa requirement for international students. You can find more information on the

attendance requirements under the 'Administrative Information: Students' section of the VCE and VCAL Administrative Handbook -

<http://www.vcaa.vic.edu.au/Documents/handbook/2014/AdminHandbook2016-book.pdf>

Satisfactory Completion of Senior VCAL

To Satisfactorily Complete VCAL Studies for a Senior VCAL Certificate, students must complete a minimum of 10 credits which consists of a minimum of 2 VCAL units and must cover the four curriculum strands. At Ozford the VCAL Senior curriculum consists of:

- 6 VCE study Units including at least one English/EAL
- 5 Senior VCAL credits including:
 - VCAL Literacy skills Reading and Writing senior;
 - VCAL Numeracy skills senior
 - VCAL Work-Related Studies 1 (Senior);
 - VCAL Work-Related Studies 2 (Senior); and
 - VCAL Personal Development Studies 1 (Senior).
- 4 Industry-based units at Certificate II level of Business Management (requires at least 90 nominal hours of study).

Switching Between VCE and VCAL

If you change your mind and want to start or stop doing VCE or VCAL, it may be possible to change at the end of a semester period. If you've started VCE and you decide you want to change to VCAL, some of the VCE or VET subjects you've completed successfully will count towards your VCAL.

If you start your VCAL and then decide you'd prefer to switch to VCE, any VCE subjects you've successfully completed as part of the VCAL program will count towards your VCE.

Please ensure you make an appointment to see the Head of High School or Head of Student Services to discuss the option.

Academic Information

Textbooks

All students must have the required text books to successfully undertake their studies.

Please refer to <http://www.northoftheyarra.com.au/ozford.html> .The estimated cost for textbooks is approximately \$400-\$500 per annum. You may order and pay for your books online and they will be individually packaged and sent to the College. Please see Janelle Zhang in Student services for more information.

Assessment Methods

Assessment for all year levels including VCE and VCAL is based on a range of student learning outcomes related to the objectives of the course. These will include such areas as testing, assignments, reports, case studies and presentations.

Subjects in VCE and VCAL are assessed by a combination of:

- Submitted work
- Practical Reports
- End of Semester Tests
- Project and Assignments
- Oral Assessment
- Year 12 - Examinations and SACS (School Assessed Coursework Tasks)

Academic Requirements

All school work is to be completed on time and to the students' best standard. If the student is experiencing difficulties they must approach the teacher or Student Services Officer well before the due date for assistance. Students are expected to maintain a minimum pass in all subjects.

To gain a satisfactory result, a student must:

- produce work that demonstrates achievement of the outcomes
- submit work on time
- submit work that is clearly their own
- observe Victorian Curriculum and Assessment Authority (VCAA) and Ozford school rules.

Students must comply with the following rules for authentication of School-based Assessment:

- A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
- A student must acknowledge all resources used, including:
 - text, websites and source material
 - the name and status of any person who provided assistance and the type of assistance provided.
- A student must not receive undue assistance from another person in the preparation and submission of work.
 - Acceptable levels of assistance include:
 - the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which has been transformed by the student and used in a new context
 - prompting and general advice from another person or source, which leads to refinements and/or self-correction.
 - Unacceptable forms of assistance include:
 - use of, or copying, another person's work or other resources without acknowledgment
 - corrections or improvements made or dictated by another person.
- A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
- A student must not knowingly assist another student in a breach of rules.

Students are required to comply with all rules for examinations conducted by or on behalf of the VCAA, as well as the day-to-day rules of the institution providing the venue for examinations.

School Reporting

An interim report is prepared at the end of Term 1 and 3 and a Semester report is prepared at the end of Term 2 and 4. A copy of the reports is supplied to students and their parents.

The reports are used to monitor the student's academic progress and to ensure that the student will complete the course within the expected duration.

Unsatisfactory Academic Progress

Failure to hand in schoolwork on time or poor standard of work will result in the student being required to complete the work after school hours. If you do not attend these after school sessions you will be issued with a Notice of Failure. If you do not comply with a Notice of Failure, then you will fail the subject.

A student will receive N for VCE/VCAL Units of study when one or more of the outcomes are not achieved because:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the assessment task, including if an extension of time has been granted for any reason, including Special Provision
- the work cannot be authenticated
- there has been a substantial breach of rules, including school attendance rules.

The N result is used for students who only partly complete work or whose attendance records breach school rules.

You will be issued with Academic Progress Warning letters at the end of Terms one and three if you are awarded grades of E or N in three or more subjects.

If you fail three or more Units in a semester, you are considered as making unsatisfactory academic progress and you may be issued with an intention to report letter. You will be reported after 25 working days of the issue of this letter unless you appeal (see Appeals page 10).

High School Year Level Promotion Policy

Year 10 to 11

Students must satisfactorily complete all Year 10 second semester units. Specific emphasis is given to the core subjects of Mathematics, English, Science and Humanities (Geography & History). Please refer to the Ozford College Academic Progress Policy on the College website.

Year 11 to 12 (VCE)

- Student must satisfactorily complete at least 6 units in Year 11 including one English Unit (EAL) to be able to complete the VCE at the end of Year 12 the following year.
- Students enrolled in High School during the first semester will have their promotion to Year 12 reviewed if they do not pass at least 3 units from the first semester.

Year 11 to VCAL

Students must satisfactorily complete a minimum of 6 VCE units in Year 11 or 12 INCLUDING one English subject, and then study VCAL Literacy and Numeracy Skills Senior, VCAL Work Related Skills (1 & 2), VCAL Personal Development (1) and 4 Units in VET Business Certificate II.

Academic Support

Academic support is the responsibility of the classroom teacher and the High School Coordinator. They have extensive experience in teaching secondary students. Teachers with experience, skills and knowledge in the area of career counselling may also provide advice. You are advised to approach your teacher or the High School Coordinator for more information.

The High School Coordinator can help you with the following:

- Study Skills
- Subject/Unit selections
- Career Counselling
- Timetables
- Learning Support Strategies

Careers and Further Study

Students are provided with information and assistance in relation to careers and study options after they have completed High School. Assistance is given with selection of possible University and TAFE Courses through the VTAC system. An information and advice program, including some talks by staff from Universities and TAFE providers is organised, especially for year 12 students each year.

Role of Mentors

Mentors provide the service for students to participate in meeting their course requirements and maintaining their attendance. Students in year 11 and 12 are required to attend a weekly mentor group meeting. Student mentors have responsibilities for pastoral care matters, for study management, goal setting activities and career guidance. They are the initial contact for students experiencing difficulties associated with study skills, problems to complete tasks on time, health issues, and personal matters. They will refer all serious matters to the appropriate experienced person in Student Services.

Teachers are also responsible for alerting the High School Coordinator and Student Services of any problems with students relating to serious matters including the illegal consumption of alcohol, cigarettes or illegal drugs as these are prohibited at Ozford.

Contact details: Student Mentors can be contacted directly when they are not teaching
(usually in their staff room)

General Information

Enrolment and Orientation Programs

Ozford conducts enrolments and an orientation program for all new students as they start their study here at Ozford. They will be guided through the campus and introduced to different staff members at Ozford.

Attendance

All students are expected to attend all of their classes.

At Ozford, attendance is recorded for every class and students' attendance rates are calculated accordingly. Students are expected to attend all classes as scheduled on the timetable. **Students of Ozford are required to attend 80% or more of their classes every term (study period) to be considered as meeting satisfactory attendance requirements.**

For international students, it is visa requirements that you **must** maintain satisfactory attendance in your course and course progress for each study period as required by your education provider. For VCE students, it is a VCAA requirement that students attend a minimum of 50 face-to-face hours of teaching for each VCE Unit of study. This means you must attend every class.

The minimum attendance requirement for all VCE/VCAL units of study is 80% and 100% attendance is required for all assessment activities.

Ozford implements intervention strategies when students' attendances fall below 90%. Warning letters will be issued to students' home addresses and students will be required to attend a meeting with the High School Coordinator and can be placed on an Academic Goal Card. A final warning of Ozford's Intention to Report for Unsatisfactory Attendance Letter will be issued when students' attendance falls below 80%.

Ozford may only decide not to report a student for breaching the 80% attendance requirement when students go through the appeal process and:

1. Produce documentary evidence clearly demonstrating that compassionate and compelling circumstances apply, and;
2. The student is attending at least 70% of the scheduled course contact hours for the term.

Students will be reported 25 days after the final Warning of Ozford's Intention to Report for Unsatisfactory Attendance Letter is issued if students do not appeal.

Access to your records

You may gain access to your records by completing a 'Request for Student Services Form', available at Student Services Desk.

Change of Contact Details

All students are required to inform Ozford if any of their personal details change. Students must obtain and complete a 'Change of Contact Details Form' from the Student Services Desk when they change address, phone number or email address within 5 working days.

Illness

You must have medical certificates as evidence if you are absent due to illness. Please provide a copy to the Student Services Desk for your records.

If You Are Going to Be Late or Away

Ring the Student Services Desk - **8663 7188** - and explain reasons for your lateness or absence.

Holidays

Students must be at school for the first class on the first day and on the last day of each term. Leaving early and returning late from holiday is not permitted.

Code of Conduct

At Ozford students are provided with a mature and professional learning environment and are not expected to behave according to a rigid code of discipline. We expect all students behave in a mature and responsible manner.

We expect that all students will:

- attend school every day
- be respectful and courteous to administrative staff, teachers and other students
- dress and behave in an appropriate manner
- contribute to the life of the school in a constructive manner
- respect the property of the school and other students
- comply with all visa regulations for overseas students
- sign the register if they need to leave the school during school hours

Classroom Behavior

The classroom is a place of learning. We expect that all students will:

- attend class on time
- bring the appropriate text book, stationery and materials to class each lesson
- be respectful of the teacher and fellow students
- not disrupt the class or other students
- speak only English in class
- complete class work in an exercise book and to submit written work on loose leaf paper
- remain in the classroom throughout the class
- ask permission from class teacher before leaving the room
- not eat or drink in the class
- turn off mobile phones during class time
- submit all class work and homework on time
- leave the class room tidy after each lesson

It is the students' responsibility to be familiar with their course requirements and prepare a study plan that will assist them in meeting the course requirements.

Assault/Violence

Any form of assault in class or outside class is strictly forbidden. This includes assaults of the following nature: physical, oral or written, electronic, sexual or racial. Assault between students or between student and teacher will not be tolerated.

Carrying knives and other weapons or objects that may be used as weapons on campus is forbidden and may constitute criminal activity.

Bullying

Bullying is repeated unreasonable behaviour directed toward a student, or a group of students, or staff member that creates a risk to health and safety. Examples of behaviour that could be bullying include, but are not limited to:

- excluding someone from workplace/learning activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- humiliating someone through sarcasm or insults
- intimidation
- initiation practices
- sabotaging someone's work
- 'practical jokes'

Any form of bullying in class or outside class is strictly forbidden. Bullying amongst students or between student and teacher or between staff will not be tolerated.

Discrimination

Discrimination in employment and in the supply of goods and services is unlawful under various Victorian and Commonwealth laws. Discrimination is unlawful, and will not be tolerated, on the grounds of:

- age
- disability/impairment
- industrial activity/inactivity
- lawful sexual activity/sexual orientation
- marital status, including de-facto relationships
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- status as a parent or carer
- personal association with someone with the above attributes
- irrelevant criminal record
- breast feeding
- gender identity

Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or cause offence (see Bullying and Discrimination). Unlawful harassment may relate to any of the characteristics covered by Equal Opportunity legislation.

Oxford College will act quickly to ensure that unlawful discrimination does not occur, or continue to occur for either students or staff

Dress Code

All staff and students are required to dress in an appropriate manner. For health and safety reasons students must wear shoes at all times and thongs or open shoes are not permitted. Hats and sunglasses are not to be worn within the building and must be removed upon request of a staff member unless written permission has been granted by Ozford Staff. Students may be asked to go home and change if any dress items are not acceptable.

Building Regulations

Students are required to comply with the regulations of the building:

- do not smoke in the building (\$200 fine)
- do not press the emergency button in the lift unless there is an emergency (\$200 fine)
- sign the register if they need to leave the school during school hours

Food and Drink

To ensure a tidy and comfortable learning environment:

- food and drinks are to be consumed in the student common areas only
- no food may be consumed in the classrooms and computer lab
- chewing gum is banned
- all rubbish is to be placed in bins provided
- kitchen areas are to be kept clean and tidy

Alcohol and Drugs

The consumption of alcohol or illegal drugs is prohibited at Ozford.

Students who breach the behavior policy will be subject to disciplinary action. These include but are not limited to after school detention, suspension, issue of warning letter and in serious breaches may involve permanent expulsion from Ozford and referral of the matter to the relevant authority.

Student Facilities

Student Common Areas

Ozford provides access to microwaves and refrigerators in student common area. Please keep these areas clean and tidy at all times.

Computing Facilities

There are computer labs with printers at Ozford, as well as a computer station on Level 4. Please check the notices outside the labs for opening hours. We provide high speed Wi-Fi internet access and all students are given a computer account, email address and \$5.00 credit for printing.

Please note the IT Use section on p.10.

Library

The Library is located on Level 10, King Street Campus. Please check the notice outside the library for opening hours.

Prayer/Reflection Room

The prayer/reflection room is located on Level 4. Please see Level 7 reception for access.

Sick bay

Sick bay is located on Level 4. If you are feeling unwell, please come to level 7 reception and speak to the reception to get access to the sick bay.

Noticeboards

Noticeboards are located across all levels. They display the following information:

- Accommodation and health information
- Weekend activities and High School excursions
- Job board (for students looking for jobs)
- High School calendar
- Exam schedule
- Social activities
- Information about changes to schedules
- Students required to see College staff

Student Support and Services

Ozford provides students with a number of support and services free of charge. We are here to help students not only with their studies, but also other aspects of living in Australia.

Student Services Desk

Students are free to ask for any help or make general enquiries, for example: directions, public transport and other day to day needs. The Student Services Desk is open daily from 8.30am to 5.00pm Monday to Friday.

Homestay and Accommodation

Homestay accommodation can be arranged if required. Students under 18 years of age must stay in a Homestay or with a parent/guardian. Please request for a copy of "Homestay Application Form" from the Student Services Desk. The Student Welfare Officer will ensure students are placed in a suitable accommodation to meet their individual requirements.

If you ever become unhappy with your homestay situation, please speak to the Student Welfare Officer. The school will require at least two weeks in advance for a need of an allocation of a more suitable Homestay.

Student Welfare Services

- If you have any issue or need support during your study and life in Ozford and Australia, including course progress, attendance requirements and accommodation issues, please make an appointment to see the Student Welfare Officer on Level 7. Urgent matters will be attended to promptly.
- The Student Welfare Officer will refer students to the appropriate Ozford staff member if the matter is of a non-personal nature.

- Counselling services and other external referrals will be arranged if deemed appropriate by the Student Welfare Officer.
- There is no fee attached to this welfare support and referral service. Any cost charged by the external services will be paid by students.

Personal Counselling and Psychologist Services

With student consent, professional counselling sessions can be organised. The external counselling practice we use is:

Stephy Yu Counselling Services

Address: Ground Floor, 69 Canterbury Road, Canterbury, VIC 3126

Ph: 0425884437

Stephy Yu is a registered counsellor with the Australian Counselling Association (ACA)

Students assessed as requiring professional psychological assistance will be referred to an external provider arranged by the College. There is no charge for this referral service. The external Clinical Psychologist we use is:

Cherie Lacis

Address: City Medical Centre: 68 Lonsdale Street, Melbourne VIC 3000

Ph: 0422 598 313

Cherie Lacis is a registered clinical psychologist with the Psychology Board of Australia (AHPRA) and a member of the Australian Psychological Society (MAPS).

The Student Welfare Officer can provide contact details of other counselling or psychologists services and determine whether you need to seek a referral from your GP.

Other Available Services and Support

A list of Crisis and Assistance Services is available at the back of the handbook. Students will be referred to appropriate services available if students approach the Student Services Desk.

- Emergency
 - In emergency, please ring 000 for Police/Fire Department/Ambulance
 - Ozford's 24 hour emergency help line is 0403062050
- Health Services
 - There are many medical centres available in Melbourne CBD close to Ozford. A list of medical centres is available at the back of this handbook. If you think you are unwell or require medical check, please approach the Student Services Desk who can help you to make appointments to see a doctor. Alternatively, you can ring the medical centres listed directly to make an appointment.
 - 24 hour health advice and information from a registered nurse **"Nurse-On-Call"**
Phone number: 1300 60 60 24 for the cost of a local call from anywhere in Victoria. (Calls from mobile phones may be charged at a higher rate).
- Legal Services
 - Please speak to the Student Welfare Office if you require any legal services.
 - More information can be obtained from the Crisis and Assistance Services list at the back of the handbook.

- Study Skills Support – Student Mentor and the weekly mentor group meeting is available to support you with study skills
- Transition Support – the Enrolment and Welfare Officers are able to support you during your first few weeks at Ozford. Please feel free to contact them directly if you have any issues.
- Information seminars
- Banking – students are welcome to approach Student Services Desk for any banking enquiries/issue. Ozford can assist students in opening bank accounts. Please contact Student Services on Level 7 for more details.

IT Use

There are 2 computer labs and a short-term computer printing station at Ozford College Level 4 for students' use. Students have an individual login that they use to access the network.

Use of the school's technology, computers and network is a privilege, not a right.

By logging onto the Computer network at Ozford College you agree that:

- You will not use the Network to look for material which is unrelated to the curriculum.
- You may not use the Internet to access, download or create unacceptable material – This includes but is not limited to films, music, pornography and videos.
- You must not place content on the Internet relating to Ozford College
- You must not menace or harass another person or persons
- You agree not to copy, print or download software, data or other material which is protected by copyright unless permission is granted.
- You agree to respect the rights and privacy of others and you will not reveal your username and/or password to others or allow them to use your account.
- In fairness to other users, you will make your network use as efficient as possible.
- You agree to take care and avoid damage to computer hardware and software and you must not install software on the school's computers
- You acknowledge and accept the rights that we reserve and you also agree to maintain my personal folder and mailbox according to the Guidelines.
- You must not attempt to obtain unauthorised access to the College computer resources. You also agree to check disks and storage media used at school regularly for viruses.
- You will not use technology resources to publish or distribute information related to the school.

Please note:

Failure to abide by these terms and conditions may result in cancellation of computer network privileges, disciplinary action and/or appropriate legal action.

Ozford makes no warranties of any kind, whether expressed or implied, for the service it is providing. Ozford will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. Ozford specifically denies any responsibility for the accuracy or quality of information obtained through its computer network services.

Charges:

Internet: Students have unlimited Wi-Fi access at the College. Logon details can be acquired at the Student Services Desk.

Printing: The cost of printing is \$0.10 per A4 black and white coloured page. Students receive \$5.00 credit on their student card and further credit can be purchased using your student ID card via the coin slot machine located next to the photocopier on Level 7.

Safety and Security

Fire Safety

You must be able to escape from your home in the event of fire. When at home, keep a key in the inside deadlock to ensure that you can leave quickly.

1. Create a fire escape plan for your home

Draw a floor plan of your home and identify two ways out from each room. If you live in a two-storey home, find a way to escape from the upper level. Check that the windows and flyscreens open freely and that children can easily open each exit. Display the escape plan in a central area of your home—such as the fridge or a notice board. Practise your escape plan at least twice a year.

2. Smoke Alarms

A smoke alarm senses smoke and can alert you to a fire to give you time to escape. The alarm can be wired into the household electrical mains (with a battery back-up), or be battery operated only.

The location of the smoke alarm is important. The smoke alarm is best located near each bedroom, as you are most vulnerable to fire when you are sleeping. If you or family members sleep with the bedroom door closed, install a smoke alarm in the bedroom. Avoid placing a smoke alarm near an air conditioning or heating unit. The air flow coming out of the unit may blow the smoke away from the smoke alarm and fail to alert you to a fire. Smoke alarms should be installed on the ceiling. If it is not possible to fit the smoke alarm on the ceiling, it may be fitted on the wall. In this case, fit the smoke alarm between 150 mm (minimum) and 300 mm (maximum) below the ceiling line.

Do not disconnect your alarms – if they are set off by cooking, move them to near the bedrooms.

Security

Students are advised not to carry large amounts of money in cash and to keep important documents (especially passport) in a secure place at all times. Handbags, cases, laptop computers, iPods, cameras and electronic dictionaries should never be left unattended on or off campus (this includes on-campus classrooms).

Have your personal emergency contact in your phone.

If you feel unsafe or threatened, you can ring the police on 000.

Water Safety at the Beach or River

- Always swim at a beach patrolled by lifesavers.
- Swim between the red and yellow flags. They mark the safest areas to swim.
- Always swim under supervision or with a friend.
- Read and obey the safety signs.
- If you are unsure of conditions, ask a lifesaver.
- Always go surfing with someone else.
- Don't swim directly after a meal.
- Don't swim under the influence of alcohol or drugs.

- Don't run and dive in the water.
- Check that it is okay to swim before you enter the water, conditions change regularly.
- Use at least 30+ sunscreen, wear a long-sleeve shirt and broad brimmed hat.
- If you get caught in a rip at a patrolled beach, do not panic. Float with the rip and raise one arm for assistance.
- Always wear a foot strap when surfing and a wrist strap when body boarding.

The best way to check is to ask someone who knows the area; a shopkeeper, caravan park owner or someone who lives nearby. They are most likely to know the dangers and direct you to a safe swimming spot. Remember to enter the water carefully. Always enter the water feet first. Submerged objects can be very dangerous. Keep watch for trees, branches, rocks and rubbish. Always remember to enter the water feet first.

Accommodation Information and Support

Accommodation Listings

There are a number of places that you can look for accommodation, although it depends on the type of accommodation you are looking for. The following is a guide to where you can find listings (i.e. advertisements) for various types of accommodation. We also have a list of accommodation options available in our website. If you need help in finding or booking accommodation, please come to level 7 reception and speak to our student services staff.

Homestay

Please obtain and complete a 'Homestay Application Form'. A Homestay profile will then be emailed to you. You then contact the Homestay Host directly to organise a time to move in.

Student Hostels

Advertisements for student hostel accommodation are usually found on the internet, in the *White Pages Business & Government* telephone directory and through web-links.

Rooming Houses

You will find listings for rooming house accommodation in the newspaper and websites, and on shared accommodation websites.

Private Rental

If you are planning to set up a share-house with friends, or to rent a property on your own, you can find private rental properties via:

- rental listings – these are available from real estate agents
- internet – real estate agents list
- rental properties on their websites and on a number of search engines (search 'real estate Victoria')

- newspapers – look in *The Age* on Wednesday and Saturday and *The Herald Sun* on Saturday. Remember to also check the local community newspapers in the areas where you would like to live.

Share houses

If you want to move into an existing share house, there are several places you can look for room notices:

- community noticeboards – sometimes found in local cafes and bookstores
- internet
- newspapers – look in *The Age* on Wednesday and Saturday and *The Herald Sun* on Saturday. Remember to also check the local community newspapers in the areas where you would like to live.

Inspecting a private rental property

When you inspect a property, it is very important to check the property thoroughly both inside and out. Make sure you are happy with the property before you sign anything or pay any money. Do not assume that the landlord or agent will attend to any repairs unless you specifically ask that they do so. If they agree to carry out the repairs, get their agreement in writing. As you look around the property, test the light switches, exhaust or overhead fans, stove, oven, smoke alarms, taps and shower (for water pressure) and any heaters and/or air conditioning to make sure everything is working. Ask if the phone is connected. Test the strength of fittings such as mantelpieces and curtain pelmets to make sure they are safe and secure.

Also, make sure you can open and close all the windows and lock and unlock all the doors. Check what kinds of locks are installed, as many insurance companies will not provide household contents insurance unless the windows have key locks and the external doors have deadlocks. If any part of the property or its fittings or fixtures are damaged or not working properly, you should ask the landlord to repair them.

Applying for a private rental property

After you have inspected the property and decided that you want to move in, you will need to fill in an application form provided by the real estate agent (if the landlord is using an agent).

You can be asked questions about:

- income and bank details
- previous rental history
- employment details and history
- references – you may be asked for two

You *cannot* be asked questions about:

- race
- marital status
- disability or impairment
- sexual preference
- religious or political beliefs

If a real estate agent insists that they want to check your credit history, contact the Tenants Union. It is illegal for them to conduct a credit reference check.

Application deposits

The agent or landlord may ask for an application deposit. If you have to pay a deposit, make sure you get a receipt. Your deposit must be refunded to you or put towards your bond or first month's rent.

It is illegal for agents and landlords to charge fees for the following:

- letting you inspect a property
- giving you keys to the property when you move in
- a commission or fee for renting you the property
- issuing a rent payment card
- establishing and using direct debit facilities

For more information phone the Tenants Union Advice Line on (03) 9416 2577.

<http://www.tuv.org.au>

Complaints and Appeals

Students have the right, where reasonable grounds exist, to make and have an appeal heard in relation to academic matters or notification of report to DIBP. A complaint may be made about any matter related to Ozford College and the services and programs. Complaints and Appeals Application Forms are available from Student Services Desk.

Ozford's time period for the acceptance of appeals is up to 25 working days (including 5 working days for delivery) after the student has been issued with the results of their assessment; notification of intention to report to DIBP or cancellation of enrolment; and notification of refusal of requests to transfer to another course or another provider.

At any stage of the processes outlined below a student may contact an appropriate member of staff, such as a Student Services or Welfare staff member.

Ozford will investigate students' concerns. This investigation will involve contacting the parties involved and allowing them to respond orally and/or in writing to the appeal. In some circumstances it may be appropriate to arrange a meeting of all parties involved. Students have the right to nominate a person to support them at this meeting.

Each student appealing will have the opportunity to formally present his or her case. The Student Service Co-ordinator or Head of Department will inform all parties to an appeal in writing of the outcomes/decisions about the complaint, including the reasons for the decision within 10 working days after the appeal.

Students may seek assistance from an external independent authority within 10 working days if they are not satisfied with the decision reached. Ozford has a list of suitable external independent authorities available for external review service. Students have the right to nominate a person to support them during external review.

The Overseas Students Ombudsman is a government agency that investigates complaints about problems that overseas students or intending overseas students may have. For further details, please refer to: www.oso.gov.au

Information Specific to International Students on Student Visa

Student visas have a number of conditions that are set by Australian law and must be followed. If you have a visa label in your passport, there will be a series of numbers corresponding to the conditions of your visa. If you have an electronic visa, the conditions will be listed on the email you receive from Immigration Department. For a full list of Student Visa conditions, go to www.border.gov.au.

International students in Australia must maintain full-time enrolment in each semester.

Below are some of the Student Visa Conditions that you need to comply with if you are an international student. You risk being reported to Immigration Department if you fail to comply to the below: (Please refer to this website for all the Mandatory Conditions and Discretionary Conditions <http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>)

Visa Condition 8105

- You **cannot** work more than 40 hours per fortnight* when your course is in session (other than work which has been registered as a part of the course).
Note: No work limits apply during recognised periods of vacation offered by your education provider.
- You **cannot** undertake work until you have commenced your course in Australia.

*A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

Visa Condition 8202

- You **must** remain enrolled in a full-time CRICOS registered course. Ozford courses are CRICOS registered (see <http://cricos.education.gov.au>).
- You **must** maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

Visa Condition 8501

You **must** maintain adequate arrangements for health insurance during your stay in Australia.

Note: Under policy, this means that you must maintain Overseas Student Health Cover (OSHC).

Visa Condition 8516

You **must** continue to satisfy the requirements for grant of your student visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.

Visa Condition 8517

You **must** maintain adequate schooling arrangements for your school-age dependents who joined you in Australia on a student dependent visa for more than 3 months.

Visa Condition 8532

If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. To maintain adequate arrangements for welfare you must stay in Australia with:

- your parent or legal custodian, or
- a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character, or
- accommodation, support and general welfare arrangements that have been approved by your education provider

Note: You **must** not change those arrangements without the written approval of your education provider. If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements are due to commence.

Visa Condition 8533

You **must** notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You **must** notify your education provider of any change in your residential address within 5 days of the change. You **must** notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

Visa Condition 8534

You are **not** entitled to be granted a further substantive visa, other than:

- a Student visa with Permission to Work
Note: if you apply for and are granted Permission to Work, this will change only the work conditions on your Student visa, all other conditions will remain the same including 8534
- a further Student Guardian visa, or
- a visa to engage Australia's obligations under the 1951 United Nations convention relating to the status of refugees

Working in Australia

Immigration laws allow students to work for a limited number of hours, currently 40 hours per fortnight when your course is in session. Under no circumstances can students rely on income earned in Australia to pay tuition fees. Students are not advised to work if it interferes with their study.

Appendix 1-Crisis and Assistance Services

<p>Police/Fire Department/Ambulance 000</p> <p>24 hour Counselling Hotlines Lifeline 131 114 Suicide Helpline 131 114</p> <p>Aidsline 1800 133 392</p> <p>Alcohol & Drug Information: <i>Directline</i> 1800 811 994 <i>Family Drug Help</i> 1300 660 068</p> <p>Australian Funeral Directors Association <i>Advice Line</i> (03) 9859 9966</p> <p>Australian Search And Rescue <i>Aviation Rescue</i> 1800 815 257 <i>Maritime Rescue</i> 1800 641 792</p> <p>Coast Guard Search & Rescue 9598 7003</p> <p>Centre Against Sexual Assault 1800 806 292</p> <p>Children's Services <i>Child Abuse Prevention</i> 1800 688 009 <i>Child Protection</i> 132 111 (24 Hours)</p> <p>Community Legal Centres <i>Coburg/Brunswick Community Legal & Financial Counselling Centre</i> 78 Bell Street, Coburg 3058 Ph: (03) 9350 4555 <i>Footscray Community Legal Centre</i> 220 Nicholson Street, Footscray 3011 Ph: (03) 9689 8444 <i>Flemington and Kensington Community Legal Centre</i> 22 Bellair Street, Kensington 3031 Ph: (03) 9376 4355 <i>Broadmeadows Community Legal Service Inc.</i> 180 Widford Street, Broadmeadows 3047 Ph: (03) 9302 3911 <i>Fitzroy Legal Service</i> 124 Johnston Street, Fitzroy 3065 Ph: (03) 9419 3744 <i>Darebin Community Legal Centre</i> 732 High Street, Thornbury Ph: (03) 9484 7753 <i>Monash Oakleigh Legal Service</i> 60 Beddoe Avenue, Clayton North 3168 Ph: (03) 9905 4336 <i>YouthLaw - At Frontyard</i> 19 King Street, Melbourne 3000 Ph: (03) 9611 2412 <i>Tenants Union of Victoria</i> 55 Johnston Street, Fitzroy 3065 Ph: (03) 9411 1444</p>	<p>Court Network (information, support & referral services for people attending court, M-F, 9-5) 1800 681 614</p> <p>Eating Disorders Foundation of Victoria 1300 550 236</p> <p>Gay and Lesbian Switchboard Victoria (counselling, information and referral 6-10pm daily, 2-10pm Wednesday, Friday, Saturday, Sunday and public holidays from 6pm until 9pm) (03) 9663 2939</p> <p>Interpreting Service 131 450</p> <p>Victoria Legal Aid (VLA) 1300 792 387</p> <p>Maternal And Child Health Line (24 hrs) 132 229</p> <p>Women's Domestic Violence Crisis Service of Victoria 1800 015 188</p> <p>Mensline Australia (for men with family and relationship concerns) 1300 789 978</p> <p>Men's Referral Service (for men concerned about their anger or violence) 1300 744 491</p> <p>Nurse-On-Call (24 hour health advice and information from a registered nurse) 1300 606 024</p> <p>Poisons Information Centre 131 126</p> <p>Quit Line (to stop smoking) 137 848</p> <p>Road Trauma Support Team (Confidential service for people affected by road trauma) 1300 367 797</p> <p>SANE Mental Illness Helpline (9-5 M-F) 1800 187 263</p> <p>Mental Illness Fellowship Victoria (helpline) 8486 4200</p> <p>Teen Challenge Careline (Youth suicide prevention) (03) 5852 3777</p>
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Appendix 2 - List of Medical Centres around Ozford*

List of Medical Centres around Ozford*:

William Angliss Medical Centre

Address: L2, 555 La Trobe Street Melbourne VIC 3000

Phone: 03 9606 2208

Hours: 8.30am to 5.00pm Monday to Friday excluding public holidays

Fees: Local (Medicare) full time students' bulk billed, no gap fee for OSHC students

Latrobe Medical Centre

Address: Shop 152, Level1 Melbourne Central

Phone: 9650 0023

Hours: Monday to Friday, 8.30am – 5.00pm, Saturday, 10.00am – 6.00pm, Sunday, 11.00am-6.00pm.

Fees: Local (Medicare) full time students' bulk billed, no gap fee for OSHC students

Medical One (Located in QV)

Address: 23 QV Terrace, 292 Swanston St

Phone: 8663 7000

Hours: Monday to Friday, 8.00am – 7.00pm, Saturday, 9.00am – 1.00pm

Fees: Local (Medicare) full time students bulk billed, International (Medibank) students \$ 35 gap fee applies

QV Medical Centre (Located in QV)

Address: Level 1, QV Shopping Centre Shop 53-55/292 Swanston St, Melbourne VIC 3000

Phone: 9662 2256

Hours: Monday to Friday, 9am-8pm; Saturday 10-4.00pm and Sunday 10.30-4.30pm

Fees: Local (Medicare) fulltime students bulk billed, International Students \$65 (no gap).

Swanston Street Medical Centre

Address: Level 3, 255 Bourke St., Melbourne

Phone: 9205 7500

Hours: Monday to Thursday 8.30am – 6.00pm, Friday 8.30am – 5.00pm, Saturday 9.00am -1.00pm

Fees: Local students bulk-billed, International students \$20 gap fee applies.

NATIONAL Home Doctor- DOCTOR TO YOUR DOOR **

Address: Melbourne VIC 3000

Phone: (03) 94295677

Hours: Monday to Friday 4.00pm to 8.00am. Saturday 10.00am onwards, 24 hours on Sunday and Public Holidays

Fees: No gap fee. Bulk billed

Appendix 3 - List of Food Outlets around Ozford*

Melbourne city is renowned for its diverse, affordable and quality food offerings. There are many food outlets in close proximity to Ozford, opening at various hours with different variety and price range that suites your preference. Below are some popular places that students like to frequent:

Sonex Café-Take Away Restaurant

Address: 324 King St, Melbourne, VIC 3000

Open: breakfast and lunch

Sbriga Espresso Bar

Address: 3/280 King St, Melbourne VIC 3000

Open: breakfast and lunch

Frescatis Fine Foods

Address: 469 La Trobe St, Melbourne VIC 3000

Open: breakfast and lunch

Biryani House

Address: 343 King St, Melbourne VIC 3000

Open: lunch

The Worker Food Room

Address: 472 Little Lonsdale St, Melbourne VIC 3000

Open: breakfast and lunch

Appendix 4 - List of Social and Recreational Facilities around Ozford*

International Student Guide

The City of Melbourne has produced a guide to help international students settle into the Melbourne way of life. This guide was written by students for students to answer most questions about what to do and where to go in Melbourne. You can obtain a copy from city of Melbourne website. <http://insiderguides.com.au/melbourne/#>

InterCom3 Student Committee

InterCoM3 is a committee of young people made up of local and international students, as well as staff from various organisations. The committee is responsible for organising the Lord Mayor's Student Welcome, including developing the event concept and content, as well as marketing and promotion. To be part of this committee, you will be required to attend meetings (usually after 5pm on a weekday). The Lord Mayor's Student Welcome is held in first semester of each year.

For more information or to register your interest to be part of the committee, please email: gary.lee@melbourne.vic.gov.au with your name, email address, mobile telephone number, the institution you are from and your nationality.

Recreational Facilities

The City of Melbourne also operates a number of recreation centres. Free feel to visit these places to see what's on offer and how they can assist you to get active.

Melbourne City Baths

Add: 420 Swanston Street, Melbourne, VIC 3000.

Opening Hours:

Monday to Thursday: 6am to 10pm

Friday: 6am to 8pm

Saturday and Sunday: 8am to 6pm

North Melbourne Recreation Centre

Add: 204-206 Arden Street, North Melbourne, VIC 3051.

Opening hours:

Monday to Friday: 6am to 9pm

Saturday and Sunday: 8am to 6pm

Carlton Baths

Add: 248 Rathdowne Street, Carlton, VIC 3053.

Opening Hours:

Mon - Fri: 6am - 10pm

Sat - Sun: 8am - 8pm

*Pool closes at 7.45pm

*The information is provided by Ozford and whilst we endeavour to keep the information up-to-date and correct, we make no representations or warranties of any kind with respect to the information contained on the list for any purpose.