



SOUTHERN CROSS INSTITUTE (SCI)

STUDENT PRE-ARRIVAL GUIDE

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WELCOME TO SCI



A very warm welcome to SCI. We are a dynamic institute offering innovative and an exciting course, delivered by enthusiastic, dedicated and highly qualified staff. Education is the most valuable investment that we can make in the quality and success of our own lives and in life and progress of our wider society. Proper education is much more than just information transfer. It provides us with skills necessary for our professional lives after graduation. Such education occurs best when there is personal contact with highly qualified and engaged staff, in company with fellow students and with access to relevant experiences. As a SCI graduate, you will emerge as a competent and confident practitioner in your chosen profession, committed to continued learning throughout your career.

Very best wishes for your studies with us.

Professor Brian English
Chair of the Governing Council

CAMPUS MAP



Level 2, 1-3 Fitzwilliam St
PARRAMATTA
NSW 2150 AUSTRALIA



+61 2 9066 6902



info@sci.edu.au



TRANSPORT NSW

- ▶ For more information regarding bus fares and routes, please refer to:

<https://transportnsw.info/tickets-opal/regional-tickets-fares/regional-bus-tickets-fares>

- ▶ For more information regarding train fares and routes please refer to:

<https://transportnsw.info/tickets-opal/opal/fares-payments>



PRE-DEPARTURE CHECKLIST

As you prepare to depart your country for further study at SCI, you may use this checklist to ensure you are adequately prepared for your journey.

Please ensure you bring the following documents with you to Australia

Current and
valid Passport

Current Student Visa
or another valid
Australian Visa;

Passport size
photographs;

Exit visa/permit
(from your country,
if necessary);

ID card
(driver's license,
birth certificate);

Transcripts,
certificates and
course syllabuses
of any study
undertaken by you;

Credit card, Traveler's
cheques, AUD
(Australian Dollars)
approximately
\$1000 in cash
for initial expenses;

Medical records,
vaccination records,
doctor's prescription of
any medication that
you are currently
prescribed, reading
glasses;

Marriage certificate if
you are bringing your
spouse with you or
intend to bring spouse
to Australia;

Confirmation of
Enrolment (COE)
that you have
received from SCI



Work experience
certificates and
resume;

Receipt/s
of payment made
to SCI

If you have children,
their birth certificates,
academic
certificates;



WHAT YOU NEED TO ORGANISE BEFORE YOU LEAVE YOUR COUNTRY?



Apply

Apply for and be granted a valid Australian Student Visa.

Book

Book air travel and arrange to arrive in Sydney one week before classes commence in order to participate in New Student Orientation Program.

Complete

Complete all medical examinations, eye and dental checks. Dental treatment is not covered by Overseas Student Health Cover (Health Insurance) and is an expensive treatment in Australia.

Arrange

Arrange temporary accommodation before arrival in Sydney.

CHECK LIST OF CLOTHING TO BRING WITH YOU



In summer, most people wear light cotton clothes whereas in winter people wear slack, a sweater/coat and closed shoes. It is advisable that you bring suitable clothes with you.

Please organise to bring with you clothes for winter such as (special clothes designed to retain body heat), winter jacket to keep you warm from cold and wind, wool socks, wool, scarf, sweatshirts and slacks.



Shoes



Bed linen & a light blanket – quilt



Umbrella & raincoat

CLIMATE IN AUSTRALIA

The four seasons in Sydney are listed below:

- Summer is from December to February;
- Autumn is from March to May;
- Winter is from June to August;
- Spring is from September to November.

Rain is expected anytime through the year in Sydney. Sometimes there are light showers and at other times there could be thunderstorms. In summer, day temperatures can exceed 35 degrees Celsius and in winter the average day temperatures (June/July) is around 16 degrees Celsius. For further information regarding climate in Sydney please refer to: <http://www.bom.gov.au/nsw/forecasts/sydney.shtml>



COST OF LIVING IN SYDNEY

It is strongly recommended that you organize to bring with you enough funds to support you and your dependents during your study in Australia.

As per Department of Home Affairs guidelines, the financial requirements per year are outlined in the table here:

Expenses	Per Person	Amount required in AUD
Travel	Applicant	Return air fare to Australia
	Family members	One return air fare to Australia per person
Tuition	Applicant	Course fees
	School-age children aged 5-18	\$8,000 AUD per year
Living	Applicant	\$19,830 AUD per year
	Partner	\$6,940 AUD per year
	Child	\$2,970 AUD per year



MEDICAL INSURANCE



As per student visa compliance requirements, students and their dependents are required to have visa length health cover. Please speak with SCI staff on campus for additional information on other fees and charges.

All international students are required to have a valid Overseas Student Health Cover policy for the duration of their stay in Australia. SCI provides Overseas Student Health Cover via Medibank. Should students take a health insurance policy on their own, they need to ensure the policy covers the duration of their student visa. A copy of their health insurance policy must be provided to SCI at the time of acceptance of Letter of Offer.

If you are accompanied by a spouse and/or dependent children, you will need to pay a family premium. For more information on OSHC Medibank* visit the Medibank website on:

<http://medibank.com.au/Client/StaticPages/OSHCHome.aspx>

***Please note: fees are subject to change For further information on other OSHC providers, visit the Department of Home Affairs website:**

https://privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

INFORMATION ON ACCOMMODATION OPTIONS IN SYDNEY

SCI does not have on-campus accommodation facilities for International students. The following is a list of private hotels/hostels that you may contact to organise temporary accommodation when you arrive in Sydney.

For further information on Sydney city and accommodation please refer to:
<https://www.sydney.com/destinations/sydney/sydney-city/city-centre/accommodation>



Homestay
Homestay provides accommodation for students with a host family. The accommodation facilities provided may differ from one organisation to the other. The following is a list of some of the Home Stay organizations:



Homestay Network
Ph: (02) 9412 3100
Fax: (02)9012 0392,
Mobile: +61 404 077 457
www.homestaynetwork.com.au



Auzzie Families Homestay Care
Suite 4, Rear 795 New South Head Road, ROSE BAY NSW 2029
Ph: (02) 9301 0900,
Fax: (02) 9301 0999
<https://www.auzziefamilies.com/>



Student Agency Sydney Australia
ABN 69 981 807 739 33/7
Regent Street,
WOLLONGONG NSW 2500,
Australia Ph: +61 452 181 547

info@studentagency.com.au
www.studentagency.com.au

INFORMATION ON ACCOMMODATION OPTIONS IN SYDNEY

Long Term Accommodation

- For long term rental options and share accommodation please refer to the Domain
- website: www.domain.com.au/

Self-Care

- Students who live in shared accommodation are expected to share household tasks like cleaning and cooking. Therefore, if you do not know how to cook, it is advisable to bring along simple recipes and learn to cook simple meals prior to arriving in Sydney.



AUSTRALIAN AIRPORT REGULATIONS (CUSTOMS AND QUARANTINE)

Australian Customs

- On arrival at an airport Australia, you will be required to present your passport and the completed incoming passenger card to the customs officer, then collect your luggage and proceed to the green or red channel.
- If you do not have any goods to declare follow the Green Channel.
- If you have any goods to declare or are unsure, follow the Red Channel.
- When travelling to Australia, please be aware that if you are carrying a total of AUD\$10,000 or more in Australian or in other currency, you must declare the money on your incoming passenger card and when questioned by Australian Customs officials on arrival. Failure to declare this money, may result in the money being taken and you being prosecuted. It is not an offence to bring this money into Australia, but you must declare.
- For information regarding duty free allowance and restricted imports, please refer to: <http://www.border.gov.au>





Australian Quarantine

- The Australian Quarantine Service strictly enforces Australian regulations covering items that can and cannot be brought into Australia. You must declare on the incoming passenger card:
- Food.
- Plant Material – including any wooden items.
- Animal products.
- Any prohibited items should be placed in the quarantine bins on the way to baggage collection at the airport. Baggage will be checked by both specially trained sniffer dogs and x-ray machines, so take care to declare any items, even if you are unsure about them. On the spot fines of AUD \$200 or more can be imposed for failure to declare items. Further information may be obtained at: <https://www.abf.gov.au/>
- After you clear Immigration Control and Customs, if you require any additional information regarding accommodation or transport facilities, please visit the Tourism Information Counter (i) where you will be assisted by the staff.

TRANSPORT FOR NSW

- From the airport you may choose to proceed by train, taxi or airport shuttle bus.
- Taxi charges approximately \$35 - \$50 from the airport to the Campus.
- Train charges approximately \$16 from the airport to Parramatta station.
- Shuttle Bus charges approximately \$15 - \$20 from the airport to the Parramatta.
- Transport from Sydney Airport.
- Please note: Shuttle Buses need to be pre-booked.
- For more information on the transport facilities at the Sydney Airport visit: www.sydneyairport.com.au



STUDENT SAFETY AND CONSUMER PROTECTION

Please refer to the following information on safety: <https://www.studyaustralia.gov.au/>

The following information will provide details on student's rights and responsibilities in NSW.

[NSW Fair Trading – International Student Consumer Guide](#)





STUDENT VISA ISSUES

Australian Student Visa

- The Australian Government operates an Overseas Student program that allows people who are not Australian citizens or Australian permanent residents to study in Australia. If you wish to study in Australia, you must first obtain a student visa.
- Only the Australian Government has the authority to approve student visas for study in Australia. The Australian Government determines the requirements for the issue of a student visa.
- To be eligible for a student visa, you must be accepted for full-time study for the whole or part of the education program you intend to do with SCI and also meet a number of assessment factors and general requirements that have been established by the Australian Government.
- For all information and advice on applying for your visa ask SCI's representative or make contact with your nearest Australian Embassy, Consulate or High Commission. For latest general information please visit the Department of Home Affairs website: www.homeaffairs.gov.au
- Australian Student Visa information – [Explore visa options for studying in Australia \(homeaffairs.gov.au\)](http://www.homeaffairs.gov.au)
- Working in Australia and Studying: [Subclass 500 Student visa \(homeaffairs.gov.au\)](http://www.homeaffairs.gov.au)
- Please remember, non-compliance with the conditions of your visa may result in the cancellation of your student visa. For further information regarding your student visa conditions you may refer: [Check visa details & conditions \(homeaffairs.gov.au\)](http://www.homeaffairs.gov.au)

DEPENDENTS

- If you have dependents travelling with you to Australia, you need to ensure they are covered in your student visa application. School-aged dependents accompanying you to Australia will be required to pay full fees if they are enrolled in either government or non-government schools.
- For further information please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- For information on schools in New South Wales please refer to: <https://www.deinternational.nsw.edu.au/how-to-apply/find-a-school> and www.boardofstudies.nsw.edu.au



DEFERRAL, LEAVE OF ABSENCE AND SUSPENSION OF STUDIES

Students who need to defer studies or apply for leave of absence for compassionate reasons (such as serious illness, bereavement, crime against the student) during semesters should apply to the Student Support Manager for leave from their course and provide evidence of a genuine reason for their inability to study.

Students who defer their studies are expected to leave Australia during the period of their deferral, unless exceptional circumstances prevent them from leaving Australia. SCI will notify Department of Home Affairs on the student's behalf to ensure visa compliance.

- Students who wish to defer the commencement date of their course must advise the Institute in writing by completing the Request for Deferral Form. The Request for Deferral Form must be accompanied by documentation clearly demonstrating the compassionate or compelling reasons for deferment.
- Please refer to the Deferral, Suspension and Cancellation Policy on the SCI website.
- Student's enrolment may be suspended or cancelled based on poor academic progress.
- Student's enrolment may be suspended or cancelled based on academic misconduct. Please refer to Academic Integrity Policy and Procedure on the SCI website.
- For further information on the assessment of compassionate and compelling circumstances please visit: sci.edu.au

SCI STUDENT SUPPORT SERVICES



SCI has resources and staff available to help students if/when necessary. If you are facing challenges of any kind, please do not hesitate to contact SCI Student Support staff. Our highly trained staff are always happy to help you. Please take advantage of the support facilities available before any problems becomes an issue, so that you may have a happy and rewarding experience while you are studying in Sydney.

ORIENTATION PROGRAM

SCI New Student Orientation Program is conducted for all new students arriving on campus at the beginning of each semester. Students are provided with peer support through a mentor program. A briefing is conducted on Australian culture and the study style in Australia. Information is given to students regarding accommodation, student visa conditions, work permits, overseas health cover, and use of information technology facilities within SCI. Students are also given a campus tour and are introduced to relevant staff. SCI New Student Orientation Program is held on campus at Level 2, 1- 3 Fitzwilliam Street, PARRAMATTA NSW 2150 Australia.

ENGLISH LANGUAGE SUPPORT

SCI provides on-going and timely additional English Language learning support to students through structured Learning Support Sessions to facilitate further development of learning skills and to improve English language proficiency.

Students have access to Learning Support Sessions that are delivered during weekdays by Library & Learning Support Manager.

ACADEMIC SUPPORT

In addition to regular lectures and tutorials students are provided with extra academic support such as revision tutorials and peer aided learning. Referencing workshops are conducted to assist students who have difficulty in writing assignments. Workshops such as study skills, exam preparation are organized to assist students with academic difficulties.

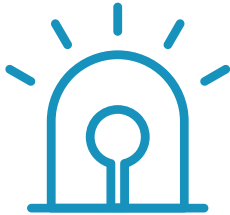
For academic support and assistance please contact Academic Director through Reception located at Level 2, 1- 3 Fitzwilliam Street, PARRAMATTA, 2150 NSW AUSTRALIA

COUNSELLING SERVICES

SCI has a counselling service that is available to all currently enrolled students. The counselling service is designed to assist students in dealing with a wide range of problems including homesickness, balancing your studies with other commitments, managing stress, working through relationship or family issues, improving motivation, managing psychological problems and coping with distressing situations.

If you would like assistance in making a counselling appointment, please contact Student Support Manager at Level 2, 1- 3 Fitzwilliam Street, PARRAMATTA, 2150 NSW AUSTRALIA

EMERGENCY



URGENCY



MEDICAL



SAFETY



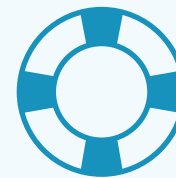
AMBULANCE



SOS



HOSPITAL



RESCUE



WARNING

EMERGENCY AND CRISIS SUPPORT

Please remember, if you have an emergency requiring an ambulance, fire department or police, call 000 immediately

CAMPUS FACILITIES

Use of Computer Lab and Classrooms

SCI has a well-equipped computer laboratory, with free internet facilities. The computer lab is located at Level 2, 1- 3 Fitzwilliam Street, PARRAMATTA, 2150 NSW Australia.

In keeping with accepted practice, the work environment of all students is to be respected. Classrooms and Computer laboratory areas are to be kept clean and tidy.

Students are required to remove all litter, work papers, bags and all personal belongings at the end of each class or upon leaving an area. All litter is to be placed in bins appropriately.

Classroom furniture such as desks and chairs are to be returned to a neat and tidy position at the end of each session. Classroom equipment such as overhead projectors, computers, televisions and video players can only be moved to another room with the permission of the lecturer and need to be returned after use.

Campus Operating Hours

8:30 AM to 5:30 PM Monday to Friday

9:00 AM to 5:00 PM Saturday to Sunday

(Campus facilities will remain open until 9:30PM, subject to timetable/schedule)

* Please note operation hours are subject to change.



RESOURCE AND LIBRARY FACILITIES

Students can borrow books from the Library at SCI for referencing and study. Students are given access to the SCI online library facility. For details on accessing this library please contact the Library & Learning Support Manager on campus at **Level 2, 1-3 Fitzwilliam Street, PARRAMATTA, 2150 NSW Australia.**



INDICATIVE COST OF LIVING ACCOMMODATION OPTIONS

There are arrange of living options available in Sydney. Most international students choose a temporary accommodation option before they arrive and then look for a longer term alternative afterward. Find out more about accommodation options at [Accommodation – Study NSW](#)

Estimated Cost of Living*	
Shared Accommodation	\$800
Transport	\$200
Food & Groceries	\$500
Clothing	\$100
Entertainment	\$150
Insurance	\$50
Emergency	\$200

*This is an approximate monthly figure based on <https://insiderguides.com.au/cost-of-living-calculator/>

ESOS Framework

The [Education Services for Overseas Students Act \(ESOS\)](#) governs and regulates the delivery of education in Australia for overseas students studying on a student visa. The National Code sets forth nationally consistent standards that education providers must comply with regards to course delivery and the related laws protecting international students.

The Parramatta area has a range of affordable apartments and share-house options near our campus. Real estate agents generally manage apartments while individuals or students, manage shared accommodation. Shared accommodation is a fun way to meet people, particularly in a new city and share living expenses.

if you need accommodation support or advice, contact the Institute's administration staff via admin@sci.edu.au or call on +61 2 9066 6902

COST OF DIFFERENT TYPES OF ACCOMMODATION

Useful Links:

- domain.com.au
- realestate.com.au
- sydney.property.com.au
- flatmates.com.au
- rent.com.au
- welcomemat.com.au
- tradingpost.com.au
- gumtree.com.au

Know your legal rights as a tenant

Check out these resources:

- [Share Housing Survival Guide](#)
- [Fair Trading NSW](#)
- [Tenants NSW](#)
- [Residential Tenancies Act](#)
- [SRC's legal advice for undergraduate students](#)
- [SUPRA's legal advice for postgraduate students](#)

<u>Homestay</u>	Up to \$510 (inclusive of all meals and private bathroom)
<u>Global Experience</u>	\$305 (self-catered single room)
<u>Oz Homestay</u>	\$320
<u>Flatmates / Gumtree</u>	\$185 to \$400 (inclusive of bills)

In the Sydney city Centre, private rooms cost from around AUD \$70 per night and dormitory rooms from around AUD \$30 per night per person. [YHA Australia](#) and [Getaroom](#) are great places to start looking for youth hostel accommodation.

*This is an indicative cost based on weekly figures.

Please note: These sites are external to the Institute. We recommend all students see the accommodation in-person before paying any rent or a deposit.

STUDENT ACCOMMODATION ASSOCIATION

The Student Accommodation Association (SAA) is a national body representing education providers and student accommodation operators who manage student accommodation options, including university accommodation, residential colleges and student hostels. SAA member properties offer:

- An exclusive student residential environment
- 24/7 access to professional student accommodation management teams
- Fully furnished housing
- Accommodation contracts that comply with local law and regulations

Visit the National Property Accredited Scheme (NPAS) website for up-to-date information on accredited properties. This national body promotes the value of quality accommodation that is provided for the exclusive use of students, to enhance the Australian education experience.

GENERAL SAFETY & AWARENESS

SCI is committed to ensuring the health, safety and wellbeing of its staff, students and visitors. SCI will manage risk to prevent serious injury that impacts the health, safety and wellbeing of staff, students or individuals, for further details, please refer to the SCI Student Handbook.

NEW STUDENT ORIENTATION PROGRAM DETAILS



TIME	PROGRAM
9:30am	Welcome message from the Dean and Study Plan information.
10.00am – 10:30am	Student Support Services Information on academic/welfare services for students.
10:30am – 11:00am	Safety in a new environment Information on safety and accessing support in case of an emergency.
11:00am – 11:15am	Library information on how to access books for referencing from SCI Library, borrowing facilities, using the online library.
11:15 am- 11:45am	Course Information & Study Plans.
11:45am- 12:30pm	Study Planning Sessions with Academic Directors.
12:30 pm	LUNCH – Light lunch provided.
1:15pm – 2:00pm	Official Welcome from SCI.
2:00 pm – 2:15 pm	Demonstration on using student online system to access learning resources, completing online tests and submitting assignments.
2:30 pm – 3:30 pm	Registration + Timetables +Student Card+ Unit Materials.
3: 30pm	Evaluation / Feedback Forms Conclude.
3:30 – 4:30 pm	Information for new students Accommodation, TFN, Banking, OSHC, etc.

Please note some of the sessions noted in the above orientation program may change depending on the needs of the students and the availability of the speakers.

If you are unable to attend the orientation program due to unavoidable circumstances, please contact
 SCI Reception at Level 2, 1- 3 Fitzwilliam Street, PARRAMATTA, 2150 NSW Australia.
 Ph: +61 2 9066 6902 requesting for details of a briefing of the orientation program.



SOUTHERN CROSS
INSTITUTE

SOUTHERN CROSS INSTITUTE PTY LTD T/A SOUTHERN CROSS INSTITUTE (SCI)



**Level 2, 1- 3 Fitzwilliam Street,
PARRAMATTA NSW 2150 Australia**



+61 2 9066 6902



info@sci.edu.au



www.sci.edu.au

Southern Cross Institute Pty Ltd ACN 635 065 280 ABN 90 635 065 280,
CRICOS Provider Code: 04078A TEQSA ID: PRV14353