



Elizabeth College  
inspired resourceful learners

# INTERNATIONAL STUDENT PROGRAM



# ORIENTATION HANDBOOK 2014

# PEOPLE TO KNOW

## ELIZABETH COLLEGE

**Principal:** Dianne Purnell

**Assistant Principal:** Helen Cooke

**Assistant Principal:** Karen Clark

**Assistant Principal:** Andrew Kerslake

**Assistant Principal – International Student Program:** Craig Carnes

Email: [craig.carnes@education.tas.gov.au](mailto:craig.carnes@education.tas.gov.au)

Phone: 6235 6502

**Manager - International Student Program:** Heath Watts

Email: [heath.watts@education.tas.gov.au](mailto:heath.watts@education.tas.gov.au)

Phone: 6235 6556

**Home Group Teacher - International Student Program:** Bing Xu

Email: [bing.xu@education.tas.gov.au](mailto:bing.xu@education.tas.gov.au)

Phone: 62356545

## Subject Teachers

| Subject    | Teacher | Room  |
|------------|---------|-------|
| 1. _____   | _____   | _____ |
| 2. _____   | _____   | _____ |
| 3. _____   | _____   | _____ |
| 4. _____   | _____   | _____ |
| 5. _____   | _____   | _____ |
| Home Group | _____   | _____ |
| Enrichment | _____   | _____ |

## Elizabeth College Office:

Address: 256 Elizabeth Street  
Hobart TAS 7050

Phone: 6235 6555

## GOVERNMENT EDUCATION AND TRAINING INTERNATIONAL (GETI)

Helen Maddox Homestay Coordinator

Email: [helen.maddox@education.tas.gov.au](mailto:helen.maddox@education.tas.gov.au)

Phone: +61 3 6165 5732 Fax: +61 3 6233 7839

Kelly Cooper Finance Officer

Email: [kelly.cooper@education.tas.gov.au](mailto:kelly.cooper@education.tas.gov.au)

Phone: +61 3 6165 5728 Fax: +61 3 6233 7839

## Here are some of the things that the International Student Manager (Heath) will do:

- Help you to get your Medibank Health Card (sent from GETI)
- Help you open a bank account if needed
- Give course counselling and help you choose subjects
- Assist you buying text books
- Discuss your progress with your subject teacher if there is a problem
- Collect student reports
- Send reports to parents
- Check on attendance and academic progress
- Help with doctor's and dentist's appointments (please ask your host family first!!)
- Arrange tutorial help if necessary
- Personal counselling
- Arrange some social events and outings
- Assist with renewing visas.

Students please note that any problems discussed with the Advisor are treated in confidence. Please respect other people's privacy and do not read files or letters on our desks.

You can contact Heath via email: [heath.watts@education.tas.gov.au](mailto:heath.watts@education.tas.gov.au)  
or phone: 6235 6556

## What should you do?

- Attend all classes and Home Group sessions
- Ring the Elizabeth College Office (6235 6555) or Heath (6235 6556) if you are sick and cannot attend classes.
- If you are sick for more than two days you must go to a doctor, get a Doctor's certificate and bring this to school.
- If you leave Tasmania for any reason you MUST see Heath and complete a **Leave Advice Form**.
- If you change your address you must tell Heath (this is a basic condition of your visa)
- If you have a homestay problem, contact Helen Maddox on 6233 3020.
- Complete all assignments on time
- School computers are to be used for school related tasks only. Email can be used on all computers in the library (and in T211 at lunch time or recess) Your password can be cancelled if you look up illegal or pornographic sites.
- Respect all students and staff
- Contact Bing or Heath if you have a personal or school related problem
- Do not smoke at school or around school grounds
- Do not gamble
- If you have a serious problem out of hours, you can ring the emergency number 6231 1003 or 000 and ask for Police, Fire, or Ambulance. Please be prepared to give your address and other contact details when dialling the emergency 000 number.

## SCHOOL HOURS

At Elizabeth College the school day will begin at 8.30am and finish at 3.00-3.30pm depending on the day of the week.

Lunchtime is usually 1 hour long. There are some lunchtime activities available for students which are free.

We have an enrichment program which offers many activities like sport, chess, science and maths help and some crafts. Your teachers may be available for you to ask for extra help during lunchtimes. To do this you ask the teacher during class time when he/she can see you. Do not be embarrassed about asking for help. It is expected. Your teachers are the most important source of information in your subjects and they are only too happy to help you.

Overseas fee paying students must maintain a full workload under the Visa regulations. In year 11 & 12 you must do at least 4 daytime subjects, however you can choose to do 5 subjects if needed.

## BUSES

You can always pay for bus fares with cash (the normal student fare is \$1.60 – please show your student concession card), however the cheapest way to travel on Metro buses is to buy a Greencard. Greencards are available at the Metro Shop located in General Post Office in the Hobart bus mall, and nine other suburban newsagencies around Hobart – please see your international student advisor for a Greencard brochure with a list.

The Greencard itself is a strong plastic card, similar in size to a credit card, which can be used on Metro buses in Hobart, Launceston and Burnie. You need to ‘charge’, or put money on your Greencard before you use it, and then ‘re-charge’ it when you have used up all of your balance. You can re-charge your Greencard at the Metro Shop in the Bus Mall, newsagencies, and on any Metro bus. If you register your card (by filling out a form) at the Metro Shop, you can even re-charge with your credit card online. If you use your Greencard you get a 20% discount each time you use it so it is much better to use a Greencard than to buy a bus ticket with cash.

When you board a bus, all you do is place your Greencard on a machine next to the driver, and the bus fare (\$1.04 for a student) is automatically taken off your balance. For more information please see the Metro website: <http://www.metrotas.com.au/> or ask your international student advisor.

Buses are the only means of public transport in Hobart. Your international student advisor will provide you with a student concession card.

## CLOTHING

Students in Australia dress informally. Jeans, casual shirts and sneakers or sport shoes are the most usual form of dress at campus. For winter a wind-proof jacket will be necessary as well as gloves and a scarf. Houses are generally not heated, so you will need to wear warm clothing at home as well.

On campus students wear what they feel comfortable in. Women's clothing in Australia may appear at times to be immodest. It is quite acceptable for women to wear jeans, shorts and brief tops. This style of dress is common in the hotter months and does not mean that the girls have low moral standards.

## **INFORMALITY**

Australians tend to be casual in both dress and speech. They often greet each other by their first names. At Elizabeth College teachers are addressed by their first names by the students. You may be surprised to see Australian students being very informal with teachers and other people in authority. This is quite usual and accepted between people who know one another well, regardless of their age differences and status.

## **TEACHER STUDENT RELATIONSHIPS**

Teachers will often joke with their students in class, and it is quite usual for students to challenge information given to them by their teachers. This is not an indication of lack of respect but an important part of the teaching and learning style. When answering a question in class it is not necessary to stand. It is difficult at first to get used to asking questions of your teacher in class but it is important to let your teacher know the areas you need help in. It is also important that you seek the teachers' help at lunchtime or in a free line if you have one. Teachers are all very willing to give you extra help **BUT YOU MUST ASK FOR IT.**

## **COLLEGE RULES**

The Rules of Elizabeth College are based on commonsense and cooperation and are kept as simple as possible. You can read these in your handbook and welcome pack.

## **ABSENCES**

If you are sick, you must telephone the College 6235 6555 as soon as possible. Please arrange medical and dental appointments etc. outside school hours.

If you are sick for two days or more, please bring a doctor's certificate to school and the office will photocopy it. *If you are regularly sick it may be necessary to submit a doctor's certificate for every day you are sick.*

Students who due to continued sickness are unable to maintain the minimum attendance rate as required by your student visa may be asked to leave Elizabeth College and go home for medical treatment.

## **COURSE CHANGES**

No student can change his/her course of study without permission. Talk to your home group teacher first to see if a change is possible. Course changes take time and it is important to continue attending all classes until the change is complete.

## TEXT BOOKS AND STATIONERY

It is the responsibility of students to provide themselves with the textbooks and stationery required for their subjects. Some textbooks are provided via a loan scheme. In 2014 most EAL/ESL textbooks are available for loan from the EC Library.

## BOOKS AND BOOKSHOPS

You will need to buy text books and stationery for your course; from Birchalls Book Shop at 147 Bathurst Street Hobart Ph. 6234 2122, <http://www.birchalls.com.au/>.

Second-hand books are sometimes available. Look for notices on the wall near the A-Block office.

## PHONE CALLS

To make an overseas call, one has to dial the required numbers in this order:

INTERNATIONAL CODE (0011); COUNTRY CODE; AREA CODE; WANTED NUMBER.

Listed below are country codes which are frequently used by Elizabeth Campus students: -

|           |     |             |    |
|-----------|-----|-------------|----|
| Japan     | 81  | South Korea | 82 |
| Hong Kong | 852 | Thailand    | 66 |
| Germany   | 49  | China       | 86 |
| Vietnam   | 84  | Brazil      | 55 |

When calling your Australian friends you should be aware of some courtesies. Very early calls and late night calls are very unwelcome unless the caller has an emergency which simply cannot wait. As a general rule, do not call people before 8.00am or after 9.00pm.

## LIFESTYLE ISSUES

### SHOPPING

Shopping hours are generally the same in all Australian states – that is, 9am to 5pm Monday to Saturdays. Some large stores are open longer hours and trade seven days a week.

Generally, shopping is expensive in Australia in comparison to other countries. Usually prices are fixed and you cannot bargain. Goods advertised at a certain price cannot be sold at more than that price. If goods are marked as being reduced in price, the reduction must be genuine.

If you do not have enough money at a particular time and you need to buy goods (i.e. clothes, whitegoods or electronics), ask the shop to hold them until you are able to pay the full amount. You will have to make a deposit. This service is called “lay-by.” Please keep in mind that Layby is not available at all stores.

## DINING & FOOD

### *Eating out*

Eating out can be very expensive in Australia – as your friends about good value restaurants.

Tipping is not the general custom in Australia but does exist. It is customary in some places to tip 10% of the bill for good service.

Usually it is cheaper eating at home than in a restaurant and almost all Asian cooking ingredients are available in Australia. In addition to the normal shops and supermarkets, there are Asian grocers.

It is best to have your breakfast before coming to school. There are no hot food stands where food can be bought on the way to school and you will be very hungry by lunchtime. Students can buy hot or cold snacks in the A block Canteen at the College. There are also several take-away shops nearby, but many students put on weight if they eat a lot of take-away food.

Students can bring noodle or rice dishes they have cooked at home to heat up for their lunch in the microwave oven in the International Common Room.

Fruit and vegetables are plentiful but they are not as cheap as they are in Asia and the same varieties are not available.

Outside of school time there are some shops, which sell international foods and spices, these include:

Asian groceries:

- WING & Co: 6 Russell Crescent, Sandy Bay
- THE CHINESE EMPORIUM: 42 Main Road, Moonah

For Asian restaurants got to: <http://www.yellowpages.com.au/>

## HEALTH AND MEDICAL SERVICES

There are very few health hazards in Australia. Hygiene standards are high and it is safe to drink tap water.

You only go to a hospital if there is an accident or emergency. In Australia we do not go directly to hospital to see a doctor. We must make an appointment with a doctor in our local area. You should look in the yellow pages of the phone book under “Medical Practitioners”. ***If you are living with a host family, ask them to make an appointment to see their family doctor.***

If you need to take medication, however, visit a doctor when you arrive and explain your situation. The doctor will then give you a prescription. Overseas prescriptions are not valid in Australia.

When you first need to see a doctor your student advisor or homestay will discuss with you what type of service you need and can help you make an appointment. After you have been to the doctor once or twice you will be expected to make the appointment yourself.

All full-fee paying international students have Medibank Insurance. Medibank will cover part of the cost of visits to doctors. Usually you pay the Doctor and then put a claim to get some money back at Medibank Private. Students must pay some of the costs for all treatment in private hospitals, dental, optical and paramedical treatment. Students can insure for some of these services through Medibank. It is called "Extra Cover".

## WORKING

Some students hope to have part-time work while they study. **DO NOT EXPECT TO BE ABLE TO WORK** long hours and study at the same time. Anything more than 8-10 hours per week will almost certainly mean you will be too tired to do your school work effectively. Your student visa allows you to work part-time during term and full-time during holidays, but you will need to apply for a working permit at the Department of Immigration and Citizenship ([www.immi.gov.au](http://www.immi.gov.au)). You must also obtain a Tax File Number before you begin working. Your employer will tell you how to do this.

If you apply for a Visa (\$55) which permits you to work, you must not work more than 20 hours per week. If you do, your student Visa will be automatically cancelled.

Work is NOT EASY TO FIND. Do not expect to be able to support yourself by working in a part-time job.

## MEALS

Australians generally eat three meals per day. Breakfast, from 7.00am – 8.30am. Lunch, between 12.00pm – 2.00pm and dinner (sometimes called 'tea') around 6.00pm – 8.00pm. If you are invited to have a meal with an Australian family it is best to check what time you are expected to arrive. After the meal your hosts will be delighted if you offer to help with the washing up. Australians almost never have house servants and generally do all the work in their homes themselves. Barbecues are a common feature of Australian family life especially during summer; these are held outside. Using fingers to eat at barbecues is common.

## GIFT GIVING

Australians generally do not give and receive gifts except for special occasions such as birthdays and Christmas. If you are invited to an Australian home for a meal, a modest gift of a box of chocolates or a small cake may be given but **IS NOT EXPECTED**. If you do give a gift, don't be surprised if the receiver opens it immediately and thanks you. This is what is usually done unless the gift is to be kept until a birthday or Christmas.

## GETTING A TASMANIAN DRIVERS LICENCE

### *Driving in Tasmania*

- If you want a Tasmanian drivers licence, you must first pass a test on Tasmanian traffic rules. When you have passed this test, you can start learning on the road with a licenced driver.
- You can get a booklet on Tasmanian traffic rules from the Service Tasmania at 134 Macquarie Street.
- After you pass the written test and the driving test, you get a provisional licence with special conditions for 3 years.

- International Students can do the driving test when you turn 18.

It is a serious offence to drive a car or motor bike without a current licence. If caught, you could be disqualified from getting a licence for some time, and receive a heavy fine. Please see Heath or Bing for more details.

## **YOUR LEGAL RESPONSIBILITY**

You must respect Australian laws. You can lose your visa if you have a charge placed against you. If you get into a fight you may be charged with assault, so please walk away if you are involved in an argument. Please talk to your international student program advisor if concerned about any legal matters.

If you are threatened or feel unsafe **PLEASE** tell the International Student Program Manager (Heath), Elizabeth College Security Support (Jonathan Klapsis) or our campus Police Officer – both Jonathan and the Police Officer have their office in Nangaree – the student services building.

## **COMMUNITY SERVICES**

### **Library Services**

The School Library is open from 8.00 am – 4.30 pm. Photocopying services are available.

### **Post Offices**

The Australia Post office is open from 9.00 am to 5.00 pm Monday to Friday. The nearest post office is in Elizabeth Street, North Hobart or the General Post Office on the corner of Elizabeth and Macquarie Streets. Australia Post has full electronic mail facilities, including Express Courier.

### **Religion**

Australia is a multi-cultural society in which there is complete freedom of religious practices. Many Australians say they are Christian, but only one quarter are regularly involved in church life. Please see your Advisor for information regarding how and where to meet leaders of your church/religion.

## **SOME WARNINGS:**

### **Alcohol**

People under the age of 18 are not permitted to buy alcohol and are not allowed in pubs. There are heavy penalties (i.e. large fines and gaol) for people who drive while under the influence of alcohol (the legal limit in Tasmania is 0.05%).

### **Gambling**

People under the age of 18 are not permitted to gamble at the Casino. In the past students have lost a lot of money at Wrest Point Casino and have had to go home before completing their studies. Please do not get involved in this kind of lifestyle. It is often addictive and in the long run will cause problems. The games are set up so as to favour the Casino's chances of winning – not yours!