

'Welcome to SELC' Student Handbook



Sydney English Language Centre

SELC Australia, CRICOS Provider Code: 00051M
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MAP OF BONDI JUNCTION



IMPORTANT INFORMATION

BANKING

To open a bank account in Australia or get an ATM card with a PIN (Personal Identification Number), you need:

- SELC enrolment certificate
- Passport
- Drivers licence, credit card or bill (if you have been in Australia longer than 4 weeks)

To get money sent to you from overseas the easiest way is to arrange a direct transfer via internet.

Banking Hours:

Monday to Thursday 9.30 – 4.00pm
Friday 9.30 – 5.00pm
(See map on page 16 for bank locations)

CURRENCY

The Australian currency unit is the AUSTRALIAN DOLLAR (AUD). There are 100 cents in the dollar, our smallest coin is the 5 cent piece and the largest note is the \$100 note.

Travellers Cheques:

These can be cashed at any bank, Bureau de Change, major hotels or in some shops and restaurants.

VISAS

You can find the latest visa information on the DIAC website (www.immi.gov.au). Students from some countries may even apply for visas, renew visas and apply for workrights online. You can also view this website in several different languages.

TRANSPORT

BUS TRAIN FERRY INFORMATION LINE
PH: 131 500 www.131500.com.au

Bondi Junction has a train and bus station. (See map on page 16)

Bus 380 goes from Circular Quay through the city to Bondi Junction/Bondi Beach/North Bondi/Dover Heights. The L82 is an express bus that has limited stops along this route. The 333 Bondi to city express bus is pre-pay only.

Travelpass is a 7-day ticket that can be used on trains, buses and ferries.

Travelten is valid for 10 trips and you need either one of these tickets for pre-pay buses.

These tickets can be bought at newsagents or at the train station. There are also free bus timetables available. Single bus tickets can be bought from the bus driver.

NOTE: As an international language student you cannot get a discount on public transport. You must pay full fare.

SHOPPING

There are many shops in Bondi Junction:
Department stores
Supermarkets (most open 24 hours)
Shopping Centres (see map on page 16)

Shopping Hours: 9.30 – 5.30pm
Thursday 9.30 – 9.00pm
Weekends 10.00 – 4.00pm

Weekend Markets in Sydney:

Paddington	Sat
Balmain	Sat
Paddy's Haymarket	Thu – Sun
Bondi Beach	Sun
Bondi Junction	Sun
The Rocks	Sat & Sun
Glebe	Sat

IMPORTANT INFORMATION



TELEPHONES

Local calls from public phones minimum cost 50 cents.

You can make STD (long distance) and ISD (international) calls from any public phone. Some public phones only take phone cards, not coins.

Phonecards are available from \$5 up and can be bought from newsagents and shops showing the Phonecard sign.

DIRECTORY ENQUIRIES

Local numbers 12455
National numbers 12455
International numbers 1225

Other Services:

Reverse Charges 1800 801 800

International direct dialling:

0011 + country code + area code + number

Telephone interpreter: 131 450

NOTE: The cheapest time to call overseas is around 10pm – 7am & all day Saturday & Sunday.

TIME DIFFERENCE



World times from Sydney:

When it is **12 noon** in Sydney it is:

10pm	previous day	Brazil
3am	same day	Germany
9am	same day	Indonesia
11am	same day	Japan/Korea
10am	same day	Taiwan

Daylight saving begins in October and ends in April. Australian clocks are **put forward 1 hour** during this time.

PUBLIC HOLIDAYS

	2010	2011
New Year's Day	1 Jan	1 Jan
Australia Day	26 Jan	26 Jan
Good Friday	2 Apr	22 Apr
Easter Monday	2 Apr	25 Apr
ANZAC Day	26 Apr	25 Apr
Queen's Birthday	14 Jun	13 Jun
Teachers' Holiday	2 Aug	1 Aug
Labour Day (NSW)	4 Oct	3 Oct
Christmas Day	25 Dec	25 Dec
Boxing Day	26 Dec	26 Dec

SELC is closed on all public holidays, as are most shops and businesses.

POST OFFICE

Post office in Bondi Junction:

- ◆ Level 5, Westfield Shopping Centre

(See map on page 16)



Business hours:

Monday to Friday	9.00am – 5.00pm
Saturday	9.30am – 1.30pm
Sunday	10.00am–2.00pm

There are different ways to mail overseas:

- ◆ *Air Mail:* fastest - most expensive
- ◆ *Surface Mail:* slower - less expensive
- ◆ *Sea Mail:* slowest - least expensive

	POSTCARD	LETTER
ASIA	\$1.40	\$1.45
Rest of the world	\$1.40	\$2.10

Another sending option is by courier. Although more expensive than other methods, couriers are fast and reliable and offer a door-to-door service.

Well-known courier companies:

- ◆ DHL www.dhl.com.au
- ◆ TNT www.tnt.com.au

IMPORTANT INFORMATION

USEFUL CONTACTS & INFORMATION

Here are some contacts that may be useful to you during your stay in Sydney. The nearest location to SELC is stated wherever possible.

Police / Fire / Ambulance

Emergency Ph: 000
Waverley Police Station: 151 Bronte Road
Waverley
Ph: 9369 9899

Immigration

For Student Visa enquiries/Workrights/Extension of Visas:

Ph: 131 881 to make an appointment before visiting the DIAC office

To extend your visa online, or apply for workrights, visit: <http://www.immi.gov.au/e Visa/visit.htm>

Consulates

To find your country's consulate address and details visit:

http://www.sydneyontheweb.com/essential_info/consulates.shtml

Or look in the Yellow Pages telephone directory under 'Consulates and Legations'.

Travel Agents

STA Travel: Shop 12A, 157-165
Oxford Street
(Bronka Arcade)
Bondi Junction

Backpackers Travel Centre: 155 Oxford Street
Bondi Junction

Flight Centre: Westfield

Bookstores

Dymocks: Level 1, Westfield
Borders: Ground floor Westfield
Kinokuniya: Level 2, 500 George St, City
Bridge Bookshop: 10 Grafton St, Chippendale

Libraries

Waverley Library: 32-48 Denison St
Bondi Junction

Sydney City Library: 456 Kent St, City

Internet Cafes

See the list in ILC (Level 2) for local Internet Cafes.

Newspapers

If you want to keep up-to-date with what's happening in your country, visit:



www.ecola.com

It has online newspapers from all over the world.

Taxis Combined

Booking Ph: 8332 8888



WORKING IN AUSTRALIA

Work rights

If you are on a student visa you can work for 20 hours per week.

To work you will need a Tax File Number (TFN). To apply for a TFN you can:

Go to the website www.ato.gov.au and apply online.

Go to 'For Individuals' and click 'Apply for a Tax File Number'. Go to applying for a TFN and click on 'Online individual tax file number registration (Nat4157)'. Then go to 'Apply for a tax file number'. Then scroll to the bottom of the page and click 'Next'.

Follow the instructions until you are finished.

OR

Call 13 2861 to make an appointment

OR

Visit the Australian Taxation Office (ATO) at 100 Market Street (Centrepont Tower), City.

NB You will need your passport number and your Australian address.

HEALTH

HEALTH COVER

All students on student visas pay money for health cover before coming to Australia. The health cover cards are sent to SELC:

Your teacher will give you your card or you can pick it up from Student Reception.

Once you have your card, you can then make a claim for money back on a visit to a doctor or hospital in Australia. You just need to take your receipt of payment and your Medibank card to a Medibank office nearest to you.

Medibank Office

Shop 2047, Level 2
Westfield Shopping centre
500 Oxford Street

Note: This cover does not include visits to the dentist, or payment for new glasses.

DOCTORS

If you are sick you should make an appointment to see a doctor.



Bondi Junction Medical and Dental Centre

Address: 3A Bronte Road, Bondi Junction
Hours: Monday to Friday 7am – 10pm
Weekend 8am – 10pm
Ph: 8305 7777

Spring Street Medical Practice

Address: 32 Spring Street, Bondi Junction
Hours: Monday to Friday 9am – 5pm
Saturday 9am – 5pm
Ph: 9369 2933

Doctors here are able to speak Russian, French, German, Mandarin and some Czech.

You must pay the doctor at the time of your visit. To make a claim from Medibank or your travel insurance you need the receipt.

HOSPITALS

If your problem is urgent you can go to the hospital. However, you may have to wait a long time if you are not seriously ill.

Hospitals in the Eastern Suburbs with Emergency Departments:

St Vincent's Hospital

Address: 406 Victoria Street
Darlinghurst
Ph: 8382 7111

Prince of Wales Hospital

Address: Barker Street
Randwick
Ph: 9382 2222



DENTISTS



You should make an appointment if you need to see a dentist.

Rutner Quill & Associates

Address: 5th Floor, 253 Oxford Street,
Bondi Junction
Hours: Monday to Friday 9am – 5pm
Saturday 9am – 1pm
Ph: 9389 6466 / 9332 1818

MEDICAL CERTIFICATES

If you are absent because of illness, you should see a doctor and also get a medical certificate. You should take your medical certificate to student reception. They will make a copy of it and return the original to you. It is very important that you keep all your original medical certificates for visa purposes.

NOTE: Attendance records cannot be adjusted under any circumstances.

WHAT TO DO IN SYDNEY

WHAT TO DO IN SYDNEY

There are plenty of things to see and do in Sydney. Whether you like music, art, opera, sport or outdoor activities, you are sure to find something to suit your interests. For information on what to do and what's happening in and around Sydney check out the following:

Daily Newspapers

Sydney Morning Herald: Metro guide every Friday

www.smh.com.au

The Daily Telegraph: "7 Days" every Thursday

Free publications*

Beat Magazine - Music, concerts etc.

Sydney: The Official Guide – Tourist information booklet

*Can be found outside newsagents, in music/video stores and tourist information centres etc.

Websites

www.sydney.citysearch.com.au

www.cityofsydney.nsw.gov.au/whats_on.asp

www.timeout.com/sydney

www.whatsonwhen.com

Ticketek

For tickets to upcoming sporting matches, shows, musicals, concerts and other major events.

Ph: 9266 4800

Website: www.ticketek.com.au

CINEMA

On Tuesday nights most movies are half price. Cinema details can be found in the newspaper's entertainment section or on the cinema's website:

Hoyts: www.hoyts.com.au

Village: www.village.com.au

Greater Union, Bondi Junction

Located on Level 6

Westfield Shopping Centre

Phone 9300 1555

Greater Union www.greaterunion.com.au



Halfix is located at 201 Sussex Street, City and specialises in discount ticketing.

Website: www.halfix.com.au

Ph: 9279 0855

SIGHTSEEING

◆ **Sydney Opera House**

Sydney's world-famous landmark.

Take a guided tour, buy a ticket to a performance or just enjoy the view.

www.sydneyoperahouse.com.au



◆ **The Rocks**

Sydney's oldest area. Great shopping, food and atmosphere. A short walk from Circular Quay.

www.therocks.com.au

◆ **Darling Harbour**

A shopping and entertainment area just west of the city (catch a train to Town Hall and walk). See the Chinese Gardens, Sydney Aquarium, IMAX cinema and enjoy the nightlife.

www.darlingharbour.com

◆ **Chinatown**

Interesting shops and great restaurants.

Walk from Town Hall. Go to famous

Paddy's Market on weekends.

www.chinatown.com.au



◆ **Art Gallery of NSW**

Excellent exhibitions of art from all over the world. Open daily. Near Martin Place.

www.artgallery.nsw.gov.au

◆ **Sydney Harbour Bridge**

Walk across it or climb up the Southern Pylon for great views of Sydney.



◆ **Queen Victoria Building**

Over 200 shops all in one beautiful place. Next to Town Hall.

www.qvb.com.au

◆ **Sydney Aquarium**

The largest aquarium in Australia. See the sharks and other marine life. At Darling Harbour.

www.sydneyaquarium.com.au



◆ **Bondi Beach**

World famous beach. Catch the 380 bus from Bondi Junction.

www.gobondi.com

◆ **Taronga Zoo**

See animals from all over the world, as well as native Australian animals. Catch a ferry from Circular Quay.

www.zoo.nsw.gov.au



WHAT TO DO IN SYDNEY

PUBS AND CLUBS

On a Friday evening every four weeks you can meet other students and teachers at the **Circa Bar** or the **Eastern Hotel** for our Welcome Party. See map on page 16.

NOTE: You must be 18 or over to get into a pub or club, or to buy alcohol and cigarettes. You should always carry some photo ID.

Some forms of identification (ID)

- Photo ID such as driver's licence
- 18+ card available at RTA (see map on page 16)
- Signed photocopy of your passport

Some pubs we recommend:

◆ **Beach Road Hotel**

71 Beach Road, Bondi

◆ **Lord Nelson Brewery Hotel**

19 Kent Street, The Rocks

◆ **Orient Hotel**

89 George Street, The Rocks

◆ **Lizard Lounge**

34 Oxford Street, Darlinghurst



The main club district is centred on Oxford Street, Darlinghurst or Kings Cross. There are also many good nightclubs in the city.

Most clubs have cover charges which may range from \$5 to \$25 depending on the entertainment and the venue.

Some clubs we recommend:

◆ **The Slip Inn**

111 Sussex Street, City

◆ **Home Nightclub**

Cockle Bay

◆ **Soho Bar**

171 Victoria Street, Kings Cross



REMEMBER

Please be careful at night. Try to go out with friends. If you stay out late, catch a taxi home. Don't carry a lot of money.

SPORT

SQUASH

Bondi Waverley Squash Club

8 Denison Street, Bondi Junction

Ph: 9387 1452 / 9387 1462



TENNIS

Cooper Park Tennis Courts

Cooper Park, Suttie Road, Double Bay

Ph: 9389 9259

The Palms Tennis Centre, Trumper Park

Quarry Street, Paddington

Ph: 9363 4955 / 9363 4494



GOLF

Bondi Beach Golf Club (9 holes)

5 Military Road, North Bondi

Ph: 9130 1981

Moore Park Golf Club (18 holes)

Corner Cleaveland Street and Anzac Parade,

Moore Park

Ph: 9663 1064



CYCLING / ROLLERBLADING

Centennial Park Cycles

50 Clovelly Road, Randwick

Ph: 9398 8138

BOWLING

Randwick AMF Bowling Centre

Randwick Plaza

130 Belmore Road, Randwick

Ph: 9314 7799



SAILING

EastSail

New Beach Road, Rushcutters Bay

Ph: 9327 1166

SCUBA DIVING

Pro Dive Coogee/Bondi

27 Alfreda Street, Coogee

Ph: 9665 6333



SURFING

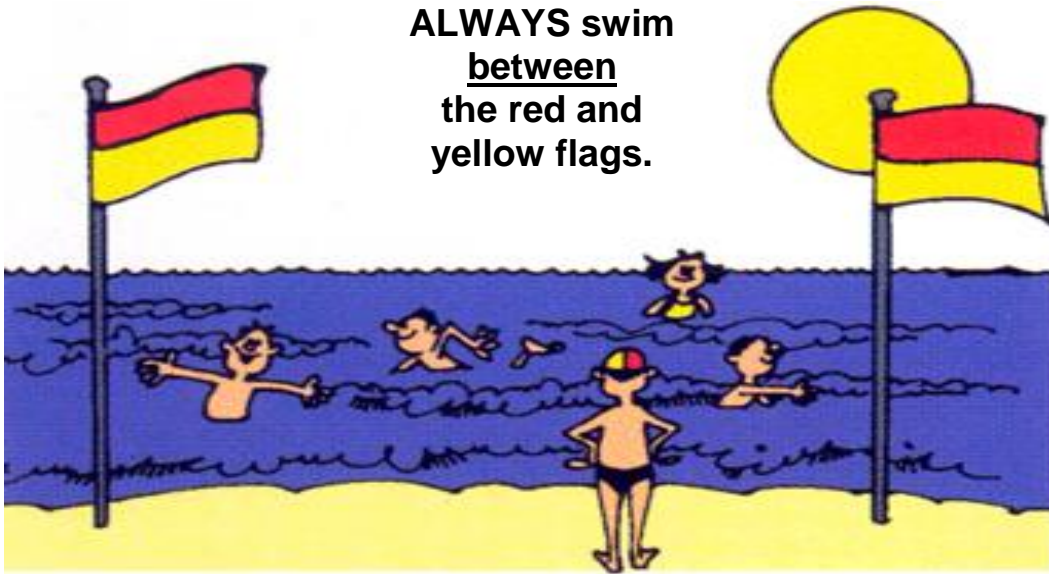
Waves Surf School

16 Leswell Street, Bondi Junction

Freecall: 1800 851 101

BEACH SAFETY

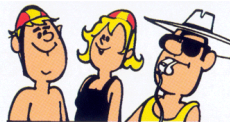
**ALWAYS swim
between
the red and
yellow flags.**



BEACH SAFETY HINTS

To ensure that you have fun and enjoy your time at the beach or in the water, here are some safety tips to remember:

- ◆ Always swim between the red and yellow flags. They mark the safe swimming area.

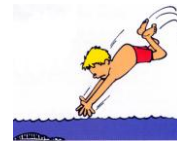


- ◆ Always swim at places that are patrolled by lifesavers.
- ◆ Don't swim if you have been drinking alcohol or have just eaten.



- ◆ Wear sun cream, a hat and a shirt when you are out in the sun. It is very easy to get sunburnt in Australia, even if you are only outside for a short time. Remember to re-apply sun cream after swimming.

- ◆ Never swim alone.



- ◆ Never run or dive into the water.



- ◆ If you get into trouble in the water, try to stay calm. Raise your hand in the air, signal for help and float with the undercurrent until help arrives.



- ◆ Read and obey all the signs.
- ◆ If you are unsure of any of the rules or surf conditions, ask a Surf Lifesaver or Lifeguard on patrol. They are there to help you and are happy to answer your questions.

AUSTRALIAN CUSTOMS

LIVING IN AUSTRALIA

Living in Australia can be an exciting and confusing time for many overseas students. There are many things in Australia that may be different to your home country. To make your stay more enjoyable, here are some things you should know about Australian etiquette and customs:

NEED TO KNOW

- ▶ Seats at the front of buses are usually reserved for elderly or less mobile passengers (eg pregnant women).
- ▶ You should wait until everyone has exited a bus, train, elevator etc. before entering (you should stand to one side while waiting).
- ▶ On escalators: if you are standing still you should keep to the left, if you are walking you should keep to the right.
- ▶ It is polite to say “please” and “thank you” when asking for or receiving something, even in shops, bars etc.
- ▶ You should never snap your fingers to get someone’s attention. This may be considered offensive.



IN PUBLIC

The following may be considered impolite or inappropriate in Australia:

- ◆ Yawning without covering your mouth
- ◆ Spitting in a public place
- ◆ Talking loudly in your own language
- ◆ Being late for appointments
- ◆ Not queuing properly (i.e. pushing in front of someone who has been waiting longer than you have).
- ◆ Sniffing excessively (but it is acceptable to blow your nose)
- ◆ Swearing or using inappropriate language
- ◆ Chewing food with your mouth open, speaking with food in your mouth or making loud noises when eating (eg slurping, chewing gum etc.).

Please remember to:

- ◆ Switch off your mobile phone when you are at the movies or watching a performance etc.

MULTICULTURAL



- ▶ Please try to understand and respect the differences between your culture and all the other cultures at SELC. Be careful about unwanted physical and verbal contact. e.g. touching other people can be a problem in some cultures
- ▶ If you are in a mixed nationality group, it is polite to speak the common language that everyone will understand.
- ▶ Do not ask inappropriate or personal questions of people you do not know well. It is acceptable to ask a person if they are married, but if they say “no” it is considered rude to ask “why not?” It is sometimes rude to ask a person how old they are or how much money they earn, especially if you do not know them well.

IN THE CLASSROOM



Please do not disturb other students by:

- ◆ Making too much noise in the class
- ◆ Taking too much of the teacher’s time
- ◆ Speaking your own language
- ◆ Swearing or using other “bad language”
- ◆ Arriving late
- ◆ Keeping your mobile phone switched on in class
- ◆ Unnecessarily interrupting others while they are speaking. It is polite to wait your turn.

Studying at SELC

GENERAL INFORMATION

CLASS TIMES

Full-time study

Monday - Friday

Lesson 1: 9.00am – 10.30am
Morning Break
Lesson 2: 11.00am – 12.30pm
Lunch
Lesson 3: 1.30pm – 3.00pm*

Tuesdays and Thursdays: Optional conversation club from 3.10 - 4.10pm

* **Friday every week:** Classes finish 12.30pm and you can join optional activities in the afternoon.

Friday Week 4: Lesson 2 ends at 12.30pm, followed by Graduation ceremony for leaving students.

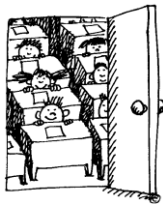
Part-time study

Monday – Friday

Lesson 1: 9.00am – 10.30am
Morning Break
Lesson 2: 11.00am – 12.30pm

Wednesday

Lesson 3: 1.30pm – 3.00pm



STUDYING IN CLASS

There are many different types of lessons. These include:

- ◆ Listening to CDs
- ◆ Watching DVDs
- ◆ Discussion, grammar
- ◆ Reading, writing
- ◆ Pronunciation

Your teacher will often ask you to talk in groups or with a partner. Speaking with other students is one of the best ways to improve your English.

MEETINGS FOR NEW STUDENTS

Nationality Group Meeting

On Thursday week 1 of every term there is a Nationality Group Meeting. This is a chance for new students to meet and talk to a SELC staff member who speaks their language (not possible in all languages) and ask any questions they have as well as meet other new students.

New Student Survey

At some time in your first 4 weeks at SELC you will be asked to complete a feedback survey. Your teacher will tell you when to go to the ground floor computer room to complete the survey. This is to help SELC gain information from our students about how to improve our services to you.

STUDYING AFTER CLASS

Independent Learning Centre (ILC)

Computer Laboratories

Improve your English skills using a variety of programs. Use of the Internet and DVD viewing is free.



Library

Borrow movies overnight, graded readers and audio readers for up to 2 weeks.

Also available: grammar books, dictionaries and IELTS, TOEFL and Cambridge testing materials and textbooks. To borrow books or movies from the library you need your SELC student card.



Teachers are available to advise and help you during self-study.

NOTE: You must return all books and DVDs before you leave SELC in order to receive your certificate.

GENERAL INFORMATION

ATTENDANCE

SELC students should have **over 90% attendance** at all times. If you have a student visa, the Department of Immigration and Citizenship (DIAC) requires a **minimum attendance rate of 80%**.

SELC will warn you if your attendance rate falls to 85%.

If your attendance reaches a level where you are unable to finish your study with a minimum of 80% attendance, SELC must notify DIAC. SELC will also give/send you a letter informing you of this. You then have 20 working days to access SELC's complaints and appeals process. If you decide not to proceed with this process, or are unsuccessful in your appeal, you will be required to take any supporting documentary evidence for your non-attendance (e.g. medical certificates) to DIAC.

NOTE: Unsatisfactory attendance is a breach of your visa conditions and may result in cancellation of a student visa.

ABSENCES

If you are absent through illness, you should ask for a medical certificate from your doctor. You should take this to student reception. It will be photocopied and the original will be returned to you.

Make sure you keep all original medical certificates and documents relating to absence for your records. You may be required to take these to DIAC in circumstances relating to your visa status (e.g. extending/changing visas and unsatisfactory attendance).

NOTE: The ESOS Act states that in ALL cases where a student is absent, their ACTUAL attendance is to be recorded. This means that attendance records will not be amended under any circumstances even if a medical certificate is produced.

Holidays

Students on student visas are **not permitted to have study breaks**, unless the break has been pre-arranged at the time of enrolment.

Lateness

You will be marked absent if you are more than 15 minutes late for class and your teacher may not allow you to enter the class.

TERM SCHEDULE

First day of term

Returning students can join one of the following classes or do some private study in the ILC:

- ◆ **Grammar Workshop**
Intermediate to Advanced
- ◆ **Conversation Workshop**
Beginner / Elementary / Pre-Intermediate

Also open:

Computer labs

Library (supervised self-study)
9.00am – 4.30pm



The first day of class for new and returning students is on the second day of term. You should come to school a little bit earlier to find out your new class and room number (list in the Level 2 student room) before class starts at 9.00am.

Nationality Group Meetings are held at 3.15pm on Thursday week 1.

Graduation Ceremony is held on the last day of the term (week 4). If you are finishing your study you will receive your certificate on this day.

A Progress Test is held each term in week 4. The results of this test and your teacher's recommendation will help to decide whether you are ready to change class or move up a level.

GENERAL INFORMATION

TEXTBOOKS AND MATERIALS

All students are provided with materials to use in class. However the textbooks remain the property of SELC and you must NOT write in them. Photocopies will be provided of material you need to take home or write on in class.

ELECTIVES

Students in General English (Intermediate and above) choose an elective subject for one full day a week (every Wednesday).

Electives include:

- ◆ Australian Studies
- ◆ Grammar and Writing
- ◆ Food and Cooking
- ◆ Listening and Speaking
- ◆ Café English
- ◆ TOEIC / TOEFL Preparation



The electives' meeting is held on the first day of class during first lesson. You can choose a new elective each term.



Other important information:

The computer rooms close at 4.45 daily and all students are asked to leave SELC by 5.00pm

Entry to a course other than General English is subject to you reaching the appropriate English level.

SCHOOL RULES

- ◆ Do not crowd at the front of the building
- ◆ No smoking inside the school
You may smoke outside but away from the entrance and put your cigarette butts in the bin.
- ◆ Speak English only in class
- ◆ Attend lessons every day
SELC requires that all students have an attendance rate of at least 90%
- ◆ Arrive for class on time
If you are more than 15 minutes late for class you will be marked absent
- ◆ Always respect other cultures and cultural expectations of appropriate behaviour
- ◆ Do not park your bicycles at the front of the building
- ◆ Do not eat or drink in class
- ◆ Switch off your mobile phones when in class
- ◆ Do not play table-tennis during class time
- ◆ Don't litter
- ◆ Do not use fire exits unless in an emergency
- ◆ You must give your current Australian address to student reception

SERVICES AND FACILITIES

STUDENT RECEPTION

At Student Reception you can:



- ◆ Pay tuition and accommodation fees
- ◆ Get information about enrolment & attendance
- ◆ Book and pay for social activities
- ◆ Send faxes: \$3 per page (local)
\$5 per page (International)
- ◆ Talk to a homestay officer
- ◆ Get Medibank information and cards
- ◆ Pick up parcels
- ◆ Collect your SELC Student Card
- ◆ Put credit your SELC Copy/Print Card
- ◆ Get refunds for vending machines

Addresses

SELC must have details of your address in Sydney. If you change your address you must give your new address to Student Reception as soon as possible.

FACILITIES

Student Rooms

Located on the Ground floor and level 2. Here you will find:

- ◆ Magazines and newspapers
- ◆ A table-tennis table
- ◆ Vending machines (drinks & snacks)
- ◆ Microwaves
- ◆ Notice-boards (job, accommodation and social activity information)
- ◆ Mailboxes (collect letters and messages)
- ◆ The SELC Café (ground floor)
- ◆ Wireless Internet access (level 2)
- ◆ Travel brochures

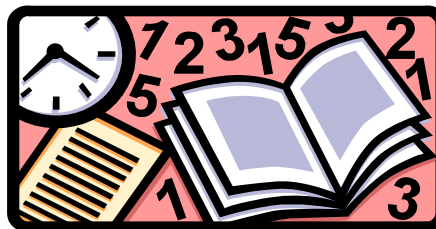
There are also kitchens on the Ground Floor and on Level 2 with microwaves. There are other microwaves in the Level 2 student room.

INDEPENDENT LEARNING CENTRE (ILC)

- ◆ 2 Computer Laboratories
- ◆ DVD and Video Players with headphones
- ◆ DVDs
- ◆ Graded audio readers
- ◆ Graded readers and reference books
- ◆ Grammar/Vocabulary/Pron materials
- ◆ Cambridge/IELTS/TOEIC/TOEFL practice materials

SELF-STUDY

Monday to Friday
3:00pm – 4.45pm



SOCIAL ACTIVITIES

SELC regularly organises social activities:

- ◆ Full-day excursions (Blue Mountains, Dolphin cruises, Surf trips, Hunter Valley wine tasting etc)
- ◆ Night-time harbour cruises
- ◆ Weekend trips out of Sydney
- ◆ Sport (soccer, tennis, squash, surfing etc.)
- ◆ Welcome Parties at various venues around Bondi and Bondi Junction

See monthly social program (available at Student Reception).

SERVICES AND FACILITIES

TOEIC TESTING CENTRE

SELC is an official TOEIC testing centre. This means that you can take the TOEIC test on our school premises. The TOEIC test is held **every 2 months**. Dates are posted on the Academic Counselling notice board. If you would like to take the TOEIC test at SELC, fill out a registration form (available at Student Reception and academic counsellor's office) and take it to Student Reception with payment. You should enrol at least 2 weeks before the test.

STUDENT WELFARE SERVICE

Our Student Welfare Officer is available for counselling if you have any personal or cultural problems while studying at SELC. His office is on the ground floor, just before the fire exit door. The Student Welfare Officer can refer you to someone who speaks your first language should you feel this is necessary.

COUNSELLING



Academic Counselling

This free service is available for students who want to study at **University, TAFE or College**. You can make an appointment to see our counsellor on the list opposite the Counselling Office (Level 2). The Academic Counsellor can:

- ◆ Advise you on courses and a study plan
- ◆ Give information on entry requirements
- ◆ Help with the application process
- ◆ Arrange interviews at further study institutions
- ◆ Advise you on English tests such as IELTS, TOEFL, TOEIC, CULT, GMAT
- ◆ Issue Letters of Recommendation to institutions with whom SELC has direct entry arrangements



Educational Counselling

Students who would like to talk about their educational progress can talk to the Head Teacher, Director of Studies or General English Coordinator.



PROBLEMS ?

Visa/Enrolment
Homestay
Class

Student Reception
Homestay Department
Teacher/Head Teacher

(See detailed Grievance Procedures called **Student Queries** on the noticeboard opposite the Counselling Office on Level 2).

If you are not satisfied with the response from the Head Teacher, you may ask the Director of Studies to refer the matter to SELC Management.

If you are not satisfied with the answer from the SELC Management you may contact Australian Council for private Education and Training (ACPET) who can refer the matter to an independent mediator.

Living in a Homestay

HOMESTAY RULES

Homestay accommodation gives you a wonderful opportunity to learn and practise your English. Your stay will be a most enjoyable experience if you follow the simple rules below:

1. Go home before the usual dinner time of your family. It is important to tell your host if you will not be home for dinner.
2. Ask if you can help with dinner.
3. Ask permission to use the washing machine, phone, TV, computer etc.
4. Pay your homestay host for all phone calls. DO NOT use the phone for longer than 5 minutes.
5. Please clean your own bedroom. Ask your host how to do this.
6. Wash your own clothes and do your own ironing.
7. Do not use the bathroom for more than 15 minutes.
8. Clean the bathroom after you use it.
9. Clean the kitchen after you use it.
10. Use your own toiletries (e.g. toothpaste, soap). Buy your own washing powder.
11. Ask permission before you invite friends to your home.
12. Try to speak as much English as possible.
13. Be sure to say "hello, goodbye, please, thank you" (as appropriate) to your homestay.
14. Your friends should not stay late at night.
15. Turn television and lights off at night.
16. Lock the doors when leaving and when you come back home.

AN EXTRA RULE FOR STUDENTS UNDER 18 YEARS OF AGE

17. Curfew times are as follows:

- Aged 16 Home by 9.00pm
- Aged 17 Home by 10.00pm

Please do not return home after this time unless you have permission from your homestay host. Always tell your homestay host where you are going at night and give a telephone contact number and address whenever possible.

NOTE: SELC homestay is only available while you are a student at SELC.

REMEMBER

Homestay is NOT a hotel. Your homestay host is not a servant but a person who is offering you a bedroom and facilities in their home and wishes to find out more about you and your country.

CANCELLATION POLICY

If you want to leave your homestay:

2 weeks' notice is required or 2 weeks' cancellation fee will apply

NOTE: Homestay terms finish on the Saturday after the end of a SELC school term.

Alternative Accommodation

Bondi Beachouse – 1 weeks' notice (in writing) or 1 week's cancellation fee will apply.

Sinclairs - The initial 4-week booking is not refundable and 2 weeks' notice is required

Bondi Serviced Apartments – 48 hours' notice (in writing).

Second Placement Fee

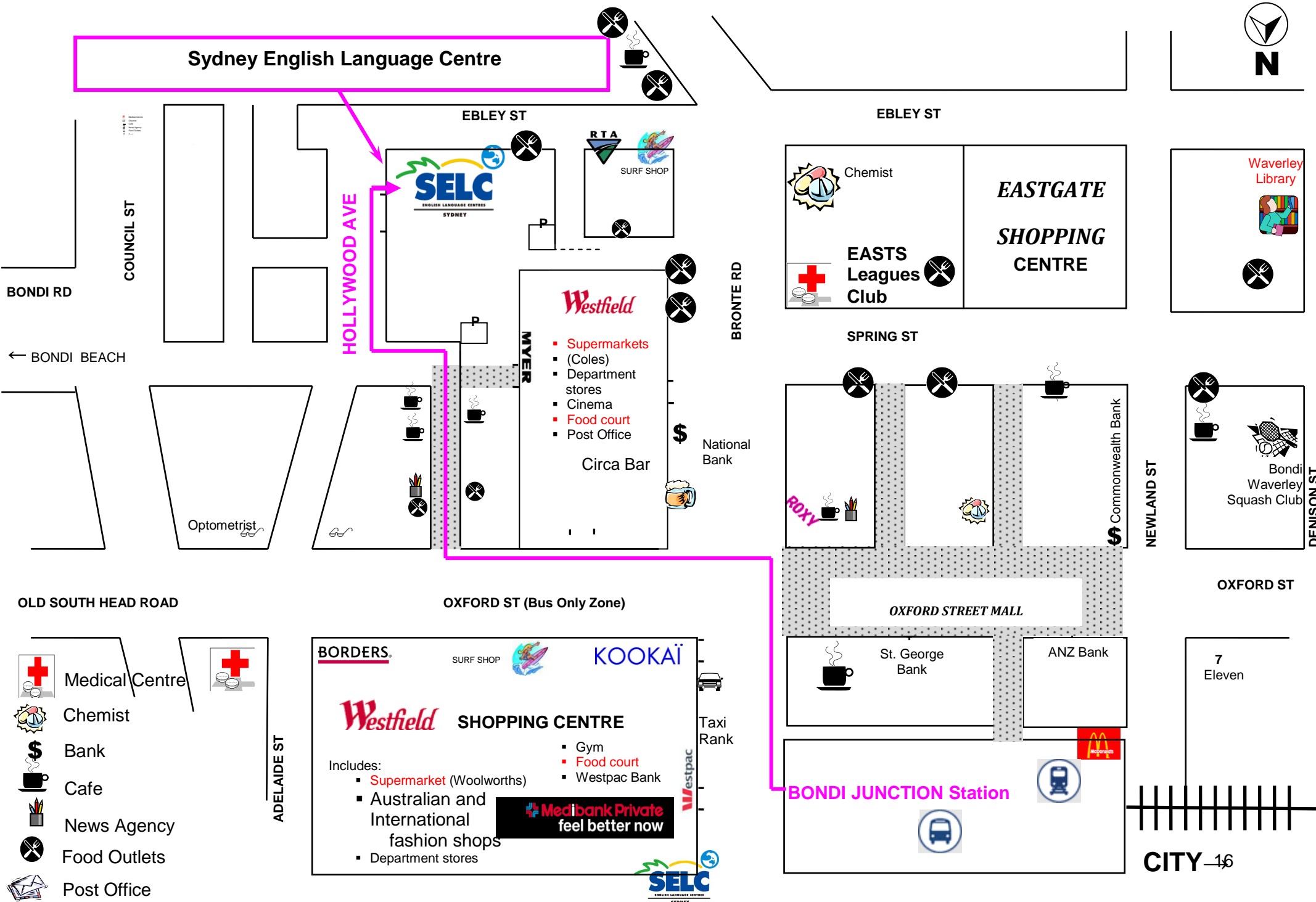
You must pay a second placement fee if a second accommodation booking is requested. The fee is 50% of the original accommodation placement fee. A second placement fee applies if:

- You want to extend your booking and the same accommodation is not available
- You choose to change your accommodation and ask SELC to find other accommodation.





Sydney English Language Centre



-  Medical Centre
-  Chemist
-  Bank
-  Cafe
-  News Agency
-  Food Outlets
-  Post Office

BORDERS. SURF SHOP  **KOOKAI**

Westfield SHOPPING CENTRE

Includes:

- Supermarket (Woolworths)
- Australian and International fashion shops
- Department stores
- Gym
- Food court
- Westpac Bank

Medibank Private feel better now

Westpac

Chemist

EASTS Leagues Club

EASTGATE SHOPPING CENTRE

RDXY

Commonwealth Bank

Bondi Waverley Squash Club

St. George Bank

ANZ Bank

McDonalds

BONDI JUNCTION Station

Waverley Library

Bondi Waverley Squash Club

7 Eleven