



RTO- 40277, CRICOS- 03034K

Student Pre-enrolment Guide



Thinking of Studying at Sheffield College?

This document provides details about Sheffield College, and about Adelaide. Sheffield College is a leading, modern and innovative tertiary education institution situated in the heart of Adelaide City making it very convenient for students to commute.

We believe that it is important for students to achieve academic success as well as get a positive experience of gaining knowledge. We design our courses to make sure students enjoy their stay with us and learn and acquire skills that are most applicable in the industry. We provide education through various modes, such as face to face, simulated work environment and real work environment. Students get a head start in their career choice from the beginning by studying with us as they gain invaluable experience and contacts in the industry.

We have excellent student support services provided by most friendly staff willing to help whichever way possible.

Sheffield College has two campuses in Adelaide. The city campus is located at Rundle Mall which is the best location in Adelaide. Students enjoy studying with us because it is easy to commute with own car, buses or trams, with prime location and access to some of the countries best shopping, restaurants and bistros and activities, students will be spoilt for choice. The hustle and bustle of this area makes it number #1 choice for international students.

Our Automotive campus is located on Main North Road and is 10 minutes drive from the city. This campus is located on one of the busiest roads of Adelaide and it is surrounded by heaps of automotive workshops, dealerships and related businesses making it the ideal location for an automotive campus. We have our own parking facility making it most likeable for students who drive their own vehicles.



Our Courses

Sheffield prides itself on providing quality education and is a Registered Training Organisation (RTO) and registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and complies with the National VET Regulator Standards, that outlines good practice in marketing, operation, financing, and administration as well as training and assessment services provided to you.

Currently, Sheffield provides courses in Business and Automotive. We offer the following qualifications:

➤ **Automotive**

Course	CRICOS	Course Duration	Mandatory minimum work placement hours
Certificate III in Light Vehicle Mechanical Technology	091617B	52 Weeks	480 Hours
Certificate IV in Automotive Mechanical Diagnosis	091664F	26 Weeks	100 Hours
Diploma of Automotive Technology	091707M	26 Weeks	100 Hours
Diploma of Automotive Management	091690D	60 Weeks	100 Hours

➤ **Business**

Course	CRICOS	Course Duration
Diploma of Business	08723J	52 Weeks
Advanced Diploma of Business	087505M	52 Weeks

Course Fees and Other charges

Below is an explanation of fees and charges you will need to pay for your studies. This does not include your living costs.

Application fees

A non-refundable application fee of AUD\$250-00.

Course fees

Remember that course fees can change and you should refer to your letter of offer for the fees amount payable. Detailed information about each course is available on our website www.sheffield.edu.au. The material fee and course fee for all courses are as follows:



Qualification	CRICOS Code	Course Fees (AUD\$)	Material Fee
Certificate III in Light Vehicle Mechanical Technology (AUR30616)	091617B	13,590	AUD\$1550.00 which includes: Text Books: \$300-00 Protective Equipment - \$350-00 for Blue Overalls Safety shoes Safety Gloves Safety Glasses Printed Material - \$300-00 Workshop fee, consumables and equipment- AUD\$500-00. This includes and is not limited to Oils, grease, lubricants, cleaning agents, washers, hose clips and standard tool kit at the workshop
Certificate IV in Automotive Mechanical Diagnosis (AUR40216)	091664F	5,800	AUD\$450-00 Printed materials; \$175-00 Workshop fee, consumables and equipment - \$275-00. This includes and is not limited to Oils, grease, lubricants, cleaning agents, washers, hose clips and standard tool kit at the workshop Note: The Material fee does not include the Text Books and Personal Protective Equipment. Students who do not have these resources from Certificate III in Automotive are expected to budget a sum of \$600-00 to purchase the same.
Diploma of Automotive Technology (AUR50216)	091707M	5,800	AUD\$450-00 Printed materials; \$175-00 Workshop fee, consumables and equipment - \$275-00. This includes and is not limited to Oils, grease, lubricants, cleaning agents, washers, hose clips and standard tool kit at the workshop Note: The Material fee does not include the Text Books and Personal Protective Equipment. Students who do not have these resources from Certificate III or IV in Automotive are expected to budget a sum of \$600-00 to purchase the same.
Diploma of Automotive Management (AUR50116)	091690D	10,990	AUD\$950-00 for printed materials, and class handouts
Diploma of Business (BSB50215)	087232J	8,990	AUD\$580-00 for printed materials and class handouts
Advanced Diploma of Business (BSB60215)	087505M	8,990	AUD \$750-00 for printed materials, and class handouts

Other non-refundable fees and charges as follows:

➤ Airport Pick-up

Sheffield can assist to arrange a meet and greet service at the airport and arrange airport pick-up for \$250-00 (non-refundable). You must contact the College at least 14 working days before arrival. Should there be a change of plan, you will be entitled for refund provided you have given at least 3 working days notice to cancel the pickup service.



➤ **Replacement Parchment**

There is no charge for Issuance of Parchment or Statement of Attainment on course completion. However, there is a charge for the re-issuance of Parchment on account if student has misplaced or lost his/her Original Parchment and for award certificates of its predecessor colleges.

➤ **Other Charges :**

Variation to Fee Instalment Payment Plan	Admin Fee	AUD\$150-00
Late fee payment charges	Admin Fee	AUD\$30-00 per week
Deferral or suspension of course	Application Fee	AUD\$250-00
Change of course fee	Application fee	AUD\$250-00
Cancellation of COE	Application Fee	AUD\$250-00
Withdrawal from course fee	Application fee	AUD\$300-00
Extension of Confirmation of enrolment	Application fee	AUD\$250-00
Pre-poned Confirmation of Enrolment	Application Fee	AUD\$50-00
Re-enrolment or re-instatement of enrolment fee	Application Fee	AUD\$250-00
Re-sit Assessment fee	Administration Fee	AUD\$100-00 for theory AUD\$150-00 for practical
Re-enrolment in unit of competency	Admin Fee	AUD\$350-00
Credit Card payment surcharge	Admin Fee	AUD \$0.99% of payment amount
Document Request Fee (5 working days turn-around)- for all our Ex- Student	Admin Fee	AUD \$15-00
Express Document Request Fee (24 hours turn-around)	Admin Fee	AUD \$50-00
Re-issuance of Academic Transcript	Admin Fee	AUD \$50-00
Re-Issuance of Course completion Letter	Admin Fee	AUD \$50-00
Re-Issuance of Statement of Attainment/or Parchment	Admin Fee	AUD \$150-00
National Recognition Request	Admin fees	AUD \$ 15-00
Travel Concession Card	Admin Fee	AUD \$5.00

Enrolment at Sheffield

When you complete an enrolment form you will be acknowledging that you have been provided with the information contained in this brochure and/or on the website.

Please ensure that you fill in all sections of the form so that we may support any specific study requirements you have. You are enrolled in a course once you have been selected, completed the enrolment form, paid the course fees and an Electronic Confirmation of Enrolment has been issued.

You are encouraged to identify on the enrolment form if you have a disability and require support so that a Disability Access Plan can be developed for you.

Support services

Sheffield College has staff members that are able to help you with a wide range of services and issues, campus services may include the following:-

- Accommodation information
- Advocacy and mediation
- Cafeteria/canteen
- Counselling and guidance
- Educational support for students with a disability
- First aid facility



- Learning support
- Libraries
- Prayer room/space
- Educational support for students with a disability
- Recreational and social programs
- language support

Continuous Improvement Opportunities to tell us what you think

Sheffield is committed to listening and responding to what you as a student have to say, so that we can continuously improve our services to you. Sheffield will listen with respect to your feedback, treat all feedback confidentially, and take appropriate action. Your feedback is welcome and helps Sheffield to improve services to you.

Study Modes

Sheffield College offers a range of flexible study options that may include:

- face to face classes
- simulated work place and role playing
- vocational workplace training and assessment

Qualification Parchments

If you successfully complete an accredited qualification under the Australian Qualifications Framework you will receive a Qualification Parchment. If you complete a unit of competence or only part of a qualification from a training package or an accredited curriculum you will receive a Statement of Attainment. All students will receive a notification of their result.

Engaging another Provider to deliver Training on Sheffield's behalf

Sheffield College's trainers and assessors currently delivers all training and assessment to students. In the event that Sheffield engages another provider to provide training and assessment services on its behalf, Sheffield College will provide detailed information of the services and responsibilities of each organisation to you prior to your enrolment at Sheffield College.

Recognition of Prior Learning (RPL)

RPL is the acknowledgment of current skills and knowledge which have been gained from a range of experiences including work, volunteering, study and general life experiences. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. A fee for RPL application will apply. For further information call Sheffield College or visit its website at www.sheffield.edu.au

National Recognition

National recognition is the recognition and acceptance by a Registered Training Organisation (RTO) of Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by another RTO in Australia. Sheffield College accepts Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by other RTOs. There are no fees for national recognition.



Privacy Policy

Sheffield College assures you that the personal information you provide is protected under the Privacy and Personal Information Protection Act 1998 (Commonwealth). Information we ask you to provide will only be that necessary for the purposes of your course enrolment, learning and study records. We use the information collected only for the services we provide. We will not disclose any information that we gather about you to any unauthorised third party. If a third party requests information about you, we will obtain your written Consent prior to release of any information. Exceptions will be made in situations where Sheffield College is required by law to provide information to relevant bodies. Under the ESOS Act and the National Code, Sheffield College is required to collect and store personal information in order to administer your application and enrolment, to monitor your academic progress and to provide other services. Sheffield College will ensure that information collected from you is not excessive and is only used for the purpose for which it was collected. The information provided by you to Sheffield College may be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. Sheffield College is required under S19 of the ESOS Act 2000 to tell the relevant State and Commonwealth Agencies about: changes to student enrolments or any breach by students of their student visa conditions relating to attendance or academic progress.

Withdrawal from study

If you are thinking of withdrawing from study you should inform your Trainer as soon as possible. Student Support Services staff is available to help resolve difficulties that may have influenced your decision to withdraw. You must complete a withdrawal/refund application form. This form is available from the College reception or from the College website. A fee for withdrawal will apply.

Refund Policy

Please view the Refund Policy on our website at <https://sheffield.edu.au/policies-procedures>

Policies

There are number of other policies which relates to your studies. These policies are available on the college website and will be referred to in your orientation package. These policies include:

- Enrolment Policy
- Refund Policy
- Student Support Policy
- Student Complaint and Appeals Policy
- Withdrawal and Release Policy

Student Behaviour

Sheffield College values:

- difference and diversity
- respect and cooperation
- academic debate
- freedom of expression balanced with social responsibility



While at Sheffield College campus or engaged in any College sponsored activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public. Students must not act in a way that interferes directly or indirectly with the learning of others or that hinders staff from carrying out their duties. Students enrolled at Sheffield College or thinking of enrolling is given access to classes and facilities, which will be shared with staff and other students. It is, therefore, expected that students will behave in a manner that is acceptable to the wider community.

You, other students and the staff at the College, have a right to work and study in an environment free from harassment, discrimination or threatening behaviours.

It is expected at all times that-

- Students have sense of self responsibility about the study program
- Students treat staff and fellow students courteously at all times
- Reasonable personal presentation
- Must take reasonable care of College property and equipment.

You can expect staff to:

- Treat people in a fair and non-discriminatory way
- Be professional in performing their duties.

Grounds on which the student's enrolment may be deferred, suspended or cancelled

Please refer to Sheffield College Suspension, Deferment and cancellation policy on website –www.sheffield.edu.au

Unique Student Identification Number-USI:-

The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

All students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) when they are still at school (VET for secondary students). If you are a new or continuing student undertaking nationally recognised training; you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.



Access and Equity

Sheffield College is committed to the provision of a safe and inclusive teaching and learning environment that is free from discrimination and harassment.

If you require assistance because of a disability, Sheffield College will help you, as far as possible, with a plan to overcome the difficulties that you may be facing.

For further assistance and information contact Student Support Officer at the campus.

Your Health and Safety

Sheffield College is committed to handling occupational health, safety and welfare issues affecting our staff and students. You also have a legal duty of care to protect your own health and safety and to avoid adversely affecting the health and safety of others.

Other health and safety policies relate to smoking on campus, drugs and alcohol.

Note: Smoking is prohibited inside the campus building and is also restricted in other areas of the campus such as near the entrances to buildings and outside where work is being undertaken by staff or students. Please observe all no smoking zones and signs.

Opportunities for "Tell us what you think". Your feedback is welcome and helps the College to improve its services to you. Sheffield College will listen to your feedback with respect, treat all feedback with utmost confidentiality, and take appropriate action. We like to hear about services that exceed your expectations too!

Sheffield College is committed to listening and responding to what you as a student have to say, so that we can continuously improve our services to you.

The Australian Legal System and your rights

One of the reasons we have such a wonderful lifestyle in Australia is due to our representative democracy, the separation of powers, and our respect for the rule of law. We have a lot of laws in Australia and as a result, society runs smoothly.

In being granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to respect Australian values and obey the laws of Australia for the duration of your stay. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment. Nobody wants this to happen!

The Police

The Police service is the main law enforcement agency. Each State has its own police service and there is also the Australian Federal Police, which enforces Federal laws such as customs and immigration.

People in Australia accused of a crime are presumed innocent until proven guilty. If the police require you to go to court they must prove that you committed the offence. The criminal justice system and the law courts deal with punishment for crimes. The seriousness of the punishment reflects the seriousness of the crime and can range from imprisonment to a fine.

If you are questioned by the Police:



- be friendly
- remain calm
- be cooperative.

It is illegal to give false information or to try to bribe the police with gifts or money. You have the right to seek legal advice and ask for an interpreter. You do not have to accompany the Police unless they arrest you. If they do, they must make this clear. They do not have the right to threaten or injure you but if you resist the arrest, they have the right to use 'reasonable force' to make you go with them. In this situation, you will be taken into custody, charged with the crime and a formal complaint will be made against you. You have the right to know the details of the charge, to ask for bail and to make one phone call. You are only obliged to give them your name and address until your legal advisor is present if you so choose.

Reporting a crime

If you have witnessed a crime or have been a victim of crime, there are several ways you can report the incident:

- Visit the nearest police station.
- Telephone the nearest police station. Call 131 444 to be connected.
- Telephone Crime Stoppers on 1800 333 000. This is a free call service to a community organisation. The call can be anonymous and an interpreter service is available. Lines are open 24 hours a day/7 days a week.
- Telephone 000—this 24-hour service must ONLY be used in an emergency or to report a crime in progress. You will be asked which emergency service you require: ask for the Police/Ambulance etc. An interpreter service is available. You will need to give your name, address and telephone number and tell what is happening and where.

Further information regarding the role of Police in South Australia can be found on the [SA Police](#) web.

Though the criminal justice system is similar across Australia, each state has its own system. There are three stages of the process: the investigative process (investigation by police); the adjudicative process (the case appears before the courts and a penalty is imposed); and the penal/ correctional stage (the punishment is served).

Courts

Courts hear both civil and criminal cases. A criminal case occurs when police or other authorities lay a charge when there is an allegation of violation of criminal law. A civil case is a dispute between two or more people or organisations where one side is seeking legal resolution for loss or injury from the alleged party. For example a breach of tenancy agreement would be classified as a civil matter.

Legal Aid Services

Every person has the right to request legal representation during any legal proceedings. Legal aid is a legal service available to those who can't afford their own legal advisor. Legal aid services can help to pay for the costs involved in court appearances, police investigations and offer general advice. Legal aid is not automatic and eligibility depends upon several factors. The Legal Services Commission of South Australia can advise you about this.



General legal advice and referral

Freecall 1300 366 424 Mon – Fri, 9.00 am–4.30 pm

<https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/free-legal-advice>

Deaf and Hearing Impaired

<https://www.dcssa.com.au/>

Child Support Help Line

T: 8463 3576

<https://www.humanservices.gov.au/>

Duty Solicitors

T: 8463 3535

www.lsc.sa.gov.au

Youth Legal Services (for under 18s)

T: 8463 3533

<http://www.sheltersa.asn.au/multicultural-directory/530/legal-services-commission-of-south-australia/>

Translating and Interpreting Service

T: 131 450

<https://www.tisnational.gov.au/Help-using-TIS-National-services/Contact-TIS-National>

Information on other offences

Alcohol

Consumption and purchase of alcohol is illegal (not legal) for people under the age of 18. In South Australia it is illegal to exceed the blood alcohol limit (which is 0.05g/100mL) when driving a car or any other vehicle on a full licence. It is illegal to have any alcohol present in your blood if you are driving on Probationary (P plate) or a Learners (L plate) permit. It is also an offence to consume alcohol in many public places, including the Adelaide CBD, which is a 'dry zone'.

Bribery

Bribery is the offering, giving or receiving of something of value in exchange for gaining undue influence in a decision making process. In Australia it is illegal to offer, pay or accept a bribe for services or during negotiation. A clear example of bribery would be offering a police officer money to disregard a traffic infringement that you have committed whilst operating a motor vehicle. Another example would be offering money, goods or services to a College staff member such as a tutor or academic in return for academic grades. One further example of particular relevance to students would be to offer payment to or accept payment from another student in return for academic work.

Drugs

Some drugs, such as alcohol, tobacco, medicines and caffeine are legal in Australia. However, there are some drugs that can only be used legally when a doctor has prescribed them for that person. These are known as restricted substances and are supplied by chemists (pharmacies).

Possession of some of these substances by someone they were not prescribed for is illegal. It is illegal to use the following drugs in any circumstances: cannabis, heroin, amphetamines (e.g. speed and LSD), cocaine (including crack) and 'designer drugs' (such as ecstasy and ice). The possession, use, importation, distribution manufacturing or trafficking of a wide



range of drugs (including those named in this paragraph) is illegal in all Australian states and territories.

If you suspect someone has overdosed on a drug, telephone 000 IMMEDIATELY and ask for an ambulance, stay on the line until the ambulance arrives and provide the operator with as much information about the location and events as possible. This should provide the best outcome for the person you are calling about.

Gambling

Gambling at official gambling agencies is legal if you are over 18 years of age. However, it is illegal to gamble outside these agencies. But remember, you are far more likely to lose than to win and you could find yourself in serious financial difficulties. This in turn, could have negative implications for your academic studies and visa situation.

Noise

In some council areas it may be against the law to use a lawnmower or electric power tool before 8.00 am Monday to Friday and before 9.00 am Saturday and Sunday. Check with your local council office or ask a neighbour.

If you play music loud enough to disturb your neighbours they can call the police no matter what the time. It is appreciated and polite to let your neighbours know if you are planning to have a party at which you will be playing loud music.

You can find a comprehensive outline of Australian Law and the legal system of www.australia.gov.au and for information relating to South Australia regulations and rules please visit www.legislation.sa.gov.au/list/Regulations.aspx

Acknowledgment of sources: University of South Australia, University of Adelaide; Study Adelaide

IMPORTANT INFORMATION

Your health and safety is important to us. Sheffield College provides a 24 hour emergency contact should you require assistance at any time. You can contact our student support officers at 08-8231 6911 during office hours and our designated 24 hour emergency contact in case of an emergency on or off campus. The comprehensive contact details will be provided to you on your enrolment and during induction.

It is also a good idea to keep these numbers with you

Department	Phone Number
Emergency services (police, fire, ambulance)	000 (through Digital mobile 112)
DHA – Visa issues on-shore	131881

As Sheffield College courses are continuously being developed, improved or replaced, you are advised to confirm all aspects of the course on the website www.sheffield.edu.au before enrolling. Every effort has been made to ensure that the information contained in this document was up-to-date at the time of publication. Sheffield College may amend details without notice and for any reason in response to changing circumstances. Further, Sheffield College reserves the right to change the content and or the method of presentation of any courses offered.



Student Visa Obligations

Students on a Student Visa:

- Cannot work more than 40 hours per fortnight when your course is in session. A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday. You can work for more than 40 hours per fortnight during recognised vacation periods offered by your education provider.
- Notify the college of change of contact details (contact number, email address , address etc)
- Must maintain satisfactory course progress in each study period which is achieving competency in at least 50% or more of the units taught at all times.
- Must maintain valid OSHC during your stay in Australia as a student.

For more information please visit <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

Bringing My Family

Most student visas allow you to bring your family members to Australia as your dependants (check your individual circumstances with the Department of Immigration and Citizenship). In Australia Family members means spouse, and you and your spouse's dependent children.

In order to bring your family to Australia you will need to satisfy DHA (Department of Home Affairs) that you have the resources to pay for their travel and support them financially in Australia. For more information visit: www.homeaffairs.gov.au

Education in Australia for School aged Children

If your school aged children are accompanying you to Australia as dependants, you must remember that in Australia children are required by law to attend school between the ages of 6 and 16 years of age.

From 2014, all children will start school on the first day of term one in that year so that every child will have four terms of Reception when they go to school.

If your child:

- turns five before 1 May they will start school on the first day of term one in that year
- turns five on or after 1 May, they will start school on the first day of term one the following year.

You will need to provisionally enrol your child in school before you leave your home country and will normally be required to pay the school fees (one semester) in advance. The school will issue an electronic Confirmation of Enrolment Form (eCoE) stating the program and its duration, so that you can obtain the appropriate visa for your child.

In choosing a school it will be good to consider the distance between where you study, you live and your children's school. For more information on schools please visit www.decd.sa.gov.au.

The cost of schooling for children varies from school to school and Private Schools are more expensive than Public Schools. The annual tuition fees average \$3,780.00 per child per year in Primary School and \$4,700.00 per child per year in high school. The link below will give you more information on costs and requirements.

<https://www.internationalstudents.sa.edu.au/en/students/>



Child Care

Finding suitable childcare in Australia requires patience and planning. Waiting lists for places in most childcare centres are long. Many schools offer before- and after-school care programs (usually 7:30am-8:45am and 3:30pm-6:00pm). Children who need these programs must be registered with the school. The following link is a good resource to assist you to search for childcare centres in Adelaide and other suburbs with vacancies
<http://www.careforkids.com.au/child-care-centre/adelaide>.

Our student support staff will be happy to discuss and assist you with any queries you may have relating to schools and childcare centres and their enrolment processes.

Health and Insurance Requirements

Overseas Student Health Cover is compulsory for all international students (including their family if accompanying student to Australia) studying on a student visa. With effect from 1 July 2010, The Department of Home Affairs (DHA) has introduced mandatory Visa Length Cover (VLC) for all student visa applicants. This means that students need to have OSHC cover for the entire duration of their visa in Australia as student. Typically for a course longer than 10 months, the duration of visa is two months longer than duration of course. Sheffield will assist you to apply for your OSHC but it is your responsibility to ensure that this is current for the entire duration of your course(s) of study. You will receive your OSHC card shortly after your arrival in Adelaide.

This cover must be paid before your student visa is issued. How much you pay for OSHC will depend on the length of your course and must be for the entire duration of your student visa. You may choose to apply for OSHC with your choice of Insurance provider. However if you may wish to apply for OSHC through Sheffield, we have our partner institute BUPA. The amount payable for your health cover will be shown on your letter of offer and you may also visit the BUPA website for rates and details of cover at:

<https://www.bupa.com.au/health-insurance/overseas-students/oshc>

Pre-existing medical conditions or complaints will not be covered by this insurance. This scheme does not cover pharmaceutical products and some other medical treatments (details will be provided when you apply for your OSHC). Please also note that there may be a gap between what the doctor charges you and is paid by the insurance. This will have to be paid by you.

Finding a doctor or medical service

If you need to see a doctor urgently, public hospitals have emergency/outpatient departments. See the South Australian Department of Health website for a list of public hospitals.

In emergency situations, the telephone number for police, fire or ambulance services is 000. For non-urgent, routine health issues, BUPA our preferred OSHC provider has a list of approved doctors and their locations which can be located at
<https://www.bupa.com.au/health-insurance/oshc/members-help-guide/find-a-doctor>



About South Australia

South Australia is known for its relaxed, affordable, safe and green environment. South Australia is one of the six states and territories of Australia, and is approximately 15% of the landmass of Australia.

Adelaide is the capital city of South Australia. It is known as one of the most liveable cities in the world and is a great study destination. Adelaide has a high standard of living. It is one of the most affordable cities in Australia. (Adelaide ranked world's fifth most liveable city ”)

It is one of the best designed and planned cities in the world. The city is surrounded by parklands on all sides with the Mt Lofty Ranges as a backdrop, and accessible beaches within 20 minutes of the city. Adelaide is known as the education city of Australia. A city that provides a quiet, safe and secure environment for international students.

Climate and Clothing

South Australia has a mild climate with warm, dry summers and cool, wet winters. There are four distinct seasons, Spring, Summer, Autumn and Winter. You will need to bring different types of clothing for the year.

Spring/Summer: Light cotton clothing. You will also need to protect yourself against the sun by wearing sunscreen and a hat.

Autumn/Winter: Warm clothing such as woollen sweaters and a raincoat and/or overcoat. Warmer clothing may be more readily available in Australia than your own country if you do not come from a country enjoying the four seasons.

Cost of Living

Adelaide is one of Australia's most affordable cities; costing around 20% less to live compared to Sydney and Melbourne and around 5% less than Brisbane and Perth. This means that students on a budget can afford to enjoy more of what Australia has to offer while completing their education in Adelaide.

The Department of Home Affairs at <https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds> provide the expenses that determine a student's travel, tuition and living expenses that international student should consider. The expenses reflect the annual financial requirements which determine a students' eligibility to study in Australia.

The cost of rent ranges from \$90 to \$250 per week, per student depending on the type of accommodation chosen. You can find out more about average weekly living costs in Adelaide on <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

In addition to accommodation being cheaper, the cost of public transport is lower, with international and domestic students enjoying the same transport concessions – a half-price student ticket discount.

Cultural adjustment

After the initial excitement of moving to a new country wears off, it is common for students to experience a sense of loss of the familiar and loved environment of home and the support network it provided. The things that were once familiar such as language, food, climate and



people's behaviour can be very different in your new country, and you may experience a culture shock.

One of the particular effects of culture shock is homesickness. It is important to remember that most people go through a phase of feeling homesick and that these feelings will pass. Homesickness may occur soon after you arrive or it may take you by surprise later in the year. Adjusting to a new environment can be frustrating at first; however most students find that after they have made the adjustment, the differences that were difficult initially have become the most important aspects of their new life in Australia.

Our staff members understand the difficulties international students can have trying to study and adapt to a new country and our Student Services Support person is available to help you throughout the year.

Language

One problem often faced by students new to Australia is the use of slang. Slang is used by many Australians in their everyday conversation and can seem like a completely new language. Here are some common examples:

G'Day	Good Day/Hello
Good on ya!	Well Done!
Mate	Friend
See ya later	Goodbye
Ta	Thank you

Accommodation

We can assist you in finding temporary and long term accommodation from a range of options including home-stay, student hostel or independent living. You must let us know at least 4 weeks before arrival. Accommodation cost can range between \$90- \$250 per week dependant on whether it is shared or single accommodation.

If you would like to investigate accommodation yourself, please contact the providers below regarding vacancies and rates:-

1. <http://urbanest.com.au/adelaide/>
2. <https://studentrooms.com.au/>
3. <https://studyadelaide.com/live/housing/>
4. <https://adelaide.studystays.com.au/>
5. www.adelaidesharehousing.net.au

Independent Living

Many students prefer independent living so there are plenty of rental flats and share houses available. A share house can often be more affordable and provides a great opportunity to make new friend. It is very important that you are aware of your rights and responsibilities when you rent a house or flat.



Rental Rights

Before signing make sure you understand the contract and are happy with its terms and conditions. If in doubt, ask a friend who speaks good English to help or phone the Translating and Interpreting Service on 08 8410 5233 (fees apply) Or visit the website for further information <https://www.naati.com.au/>

Once you've signed a lease you are entitled to receive a copy from your landlord within 21 days.

Rent

Often you'll be asked to pay up to two weeks' rent in advance. If you pay the rent in cash or by cheque, the landlord must give you a receipt. If the rent is paid directly into a bank account no receipt is required.

Bond

When you sign a lease you are required to pay a 'bond' in most instances. This money is lodged by your landlord with the Tenancies Branch and returned to you in full when you move out, provided you have not damaged the property, have paid your rent in full and on time and no further claims have been made.

Make sure you receive an official receipt when you pay the bond. Bond is calculated on weekly rent: if you pay up to \$250 a week the bond will cost no more than four weeks' rent but if you pay more than \$250 a week the bond will cost up to six weeks' rent.

Important information regarding subletting

A tenant, generally, has the right to sub-let or assign the premises but they must first obtain the landlord's written consent.

Inspection sheets

Before moving in, your landlord is obligated to provide you with an Inspection Sheet which records anything that is broken or damaged on the premises. This stops you being unfairly blamed for damaging anything that was already broken before you moved in. It also protects the landlord, helping you prove if you have damaged anything.

Sharing a house

How reliable are your flat mates? It's important to know because if the lease is in your name you are responsible for debts, damage and other problems even if not caused by you. You are also responsible for paying gas and electricity bills and cancelling bills when you move out, if they're in your name.

Gas, electricity and water

While in most cases you will need to pay for your own electricity and/or gas, most contracts will let you use 136 kilolitres of water without having to pay anything. However, some agreements may require you to pay for all water including the supply charge. Be sure to check your contract.



Contents Insurance

Although unlikely, fire and theft can occur. To protect your valuables you should consider contents insurance. Before entering into an insurance policy, make sure you understand the contract and are happy with its terms and conditions.

Rights and Responsibilities

In Australia, all persons must meet their financial commitments and it is an offence to avoid payment of your debts. Changing your address does not release you from any financial debt incurred at your previous address. If you find you are experiencing difficulties in keeping to a budget please see your Student Services Officer who will offer assistance.

When renting your own place you must:

- Pay rent on time
- Keep the premises clean and tidy
- Pay for items you or your guests break

You can:

- Have limited number of guests stay over generally for a short duration of time without permission from the landlord

You must not (and could be evicted if you do):

- Use the premises for illegal purposes (such as using or growing illegal drugs)
- Change the property (for example paint the walls) without permission from the landlord
- Interfere with the reasonable peace, comfort or privacy of another person who lives near the premises (for example by playing loud music).

The landlord must:

- Provide the premises in a clean and reasonable state
- Maintain and repair the premises
- Allow you peace, comfort and privacy
- Pay council rates and land taxes
- Give receipts for rent (unless paid directly into a bank account)
- Keep proper records
- Provide and maintain locks on the premises
- Give between seven and fourteen days' written notice to inspect the property

The landlord cannot:

- Inspect the property more than once every four weeks
- Enter the premises at unreasonable hours to collect the rent
- Enter the place whenever they feel like it (other than to collect the rent).

The landlord can enter the premises:

- In an emergency
- For repairs and maintenance at a reasonable hour, provided 48 hours' written notice is given
- During the last 28 days of the tenancy to show the premises to new tenants



Signing a Rental/Lease for accommodation

A lease for Rental Agreement for any type of accommodation is a legal and binding document. You must comply with your lease agreement. Leaving the premises before the completion of lease period or other breaches may result in you incurring additional costs and penalties.

You must read and understand all aspect of the accommodation lease. We encourage you to bring the document to your Student Support Officer for assistance in understanding the terms of the Agreement before you sign the contract. Once you have signed the contract you are bound by the terms.

Please visit the website of Office and Consumer Business Affairs for more information at <http://www.cbs.sa.gov.au/wcm/rentingletting/>.

Important Links:

Bond Refund

<https://www.sa.gov.au/topics/housing/renting-and-letting/tenancy-bonds/bond-refunds>

Central Community Legal Service

<http://www.ucwesleyadelaide.org.au/ccls>

Residential Tenancies Tribunal

<https://www.cbs.sa.gov.au/renting-and-letting/residential-tenancies/> **AGL (Electricity)**

13 12 45

<http://www.agl.com.au>

Origin Energy

13 24 61

<http://www.originenergy.com.au>

SA Water

1300 650 950

<http://www.sawater.com.au>

Telstra

13 22 00

<http://www.telstra.com.au>

Renting a room in a house

<http://www.ocba.sa.gov.au/tenancies/rooming/index.html>

RealEstate.com.au

<http://www.realestate.com.au>

Acknowledgement: The above information is available from www.StudyAdelaide.com.au



Information you need before enrolling:-

- selection, enrolment and induction/orientation procedures
- course information, including content and vocational outcomes
- fees and charges, including refund policy and exemptions (where applicable)
- provision for language, literacy and numeracy assessment and support
- client support, including any external support that Sheffield College has arranged
- flexible learning and assessment procedures
- welfare and guidance services
- complaints and appeal procedures
- disciplinary procedures
- staff responsible for disability support
- recognition of prior learning arrangements and credit transfer



Contact Sheffield College



City Campus:

Level 1, 7 James Place, Rundle Mall
Adelaide SA 5000

Automotive Training Centre:

1A Davies Terrace
Nailsworth SA 5083



Phone: 08 8231 6911, 08 8231 6915

Fax: 08 8231 6914

Email: info@sheffield.edu.au

Website: www.sheffield.edu.au

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