

Kaplan International College Sydney City

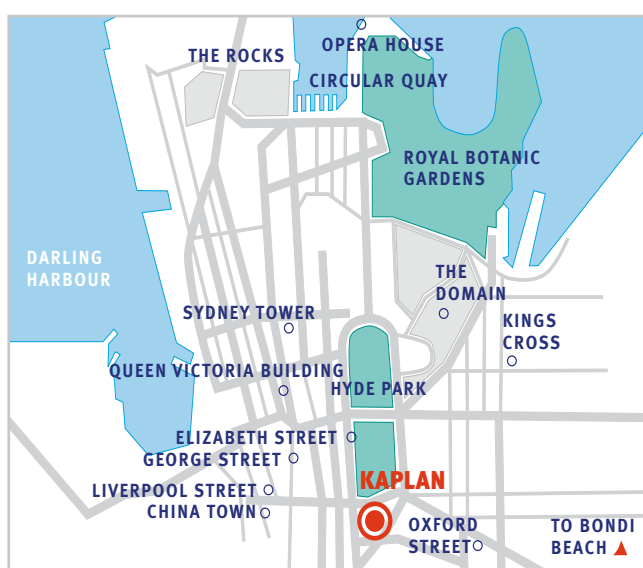
Welcome to Kaplan International College Sydney City. This superior state-of-the-art college features a large library with structured study multimedia facilities, multiple computer rooms with free internet access, large sun lit and air-conditioned classrooms, an elevator and a student café with a balcony.

The modern, architecturally designed, art deco college building is located in the centre of the city on the south side near downtown shops and Chinatown. The 6-storey building has a beautifully designed interior and exterior.

For the perfect mix of stunning surroundings, offering beach life, a thriving cultural scene and the excitement of a vibrant metropolis - Sydney is the city to be in. At the end of a day of classes, sit back and drink a cappuccino at a harbour front café and when the weekend arrives, head for Bondi where 'Sydneysiders' soak up the sun and enjoy world-class surfing.



Kaplan International College Sydney City



Kaplan International College Sydney City
98 - 104 Goulburn Street
NSW 2000
Sydney

Kaplan International Colleges in Australia are accredited by the National ELT Accreditation Scheme.



Kaplan International College Sydney City is a member of English Australia.



Aspect Education Sydney Pty Ltd Trading as Kaplan International College Sydney City. National Provider Code: 90313.
CRICOS Provider Code: 01165D

College Facilities

Classrooms

There are 24 large and comfortable classrooms in total. All of the classrooms are fitted with desks, chairs and a white board. CD players, TV/DVD players and overhead projectors are available for lessons.

Study centre / library

The college has a total of 60 computers for student use. All of the computers have software for guided study as well as free, high speed internet access and also wireless capability so students can use their own computers anywhere in the building.

Student café

Level 4 of the building holds the main common area. The balcony café sells coffee, light meals and snacks. It seats up to 70 students. There is also a small internet café on this level and additional small seating areas on each floor of the building.

Sports facilities

The activities co-ordinator can help with organising sports events in nearby public parks. Students can join local gyms for indoor sports and fitness training. The closest gym to the college is a short walk away.

Social Programme

The Activities Co-ordinator produces a monthly calendar of exciting social activities around Sydney and at places of interest in New South Wales.



Student café



Study centre / library

Your first day

On the first day of your course you need to report to reception at Kaplan International College Sydney City at 8.20am if you are a language student and 4:00pm if you are enrolling on a Vocational course. Your first day will be a Monday unless there is a designated holiday on the Monday - in which case your first day will be on the Tuesday. Your course will begin with an all-day introduction which will include:

- Registration and creation of a student ID card
- Receive a student handbook
- Introduction to the college
- A placement test to determine your English level
- Information about the college and college activities
- A walk around the area to show you the local amenities
- Receive a timetable showing your schedule, classroom and teachers
- A tour of the college and Study Centre
- Meet the college staff and create your Internet account.

Language students will be assigned to the most appropriate class for their level of English. On the first day, all students will need to bring all their Kaplan International Colleges documents, passport, e-visa (if not attached to passport), 2 passport-sized photos, an English dictionary, apartment bond if necessary, AUD 70 for the book deposit and a pen and paper for note-taking purposes.

College Timetable

Class times are subject to change and you should only use this timetable as an example of what type of structure to expect.

English (Day) Courses

Monday - Friday

English courses consist of 21 hours of face-to-face lessons per week, made up of 15 hours of Main Classes and 6 hours of Elective Classes (except Vacation English, which is 15 hours per week).

All classes run from Mondays to Fridays, between 8.30am and 3.45pm.

Vocational (Evening) Courses

Monday - Thursday

5.30pm - 7.30pm	Class
7.30pm - 7.45pm	Break
7.45pm - 9.45pm	Class

Local Information

Transport - buses and trains

Weekly passes can be purchased which can save you time and money. The college is close to numerous bus stops and Museum and Central train stations.

Banks and Post Office

There are many banks in the city centre for you to choose from. Always remember to change money and cheques in banks. Post office boxes are red (regular post) or yellow (express post) and are located on many street corners. There is a post office 5 minutes walk from the college.

Restaurants and cafés

There are many different restaurants and cafés located near the college, serving food from all over the world. Many students choose to buy their lunch from the college café.

Department stores and supermarkets

The large World Square shopping centre is located on the same street as the college, less than 5 minutes walk away.

Telephone

Students are advised to purchase an Australian SIM card or a pre-paid mobile on arrival.

Places of worship

Sydney is a very multicultural city and there are places of worship of all religions and faiths close to the college. You can get more information about local religious institutions from the Kaplan International Colleges staff at reception.

Cost of Living

Approximate prices in AUD

Food and drink:

Sandwiches:	AUD 6.00 - 9.00
Pizza/Pasta:	AUD 7.00 - 10.00
Coffee:	AUD 3.00 - 3.50
Pub meal:	AUD 10.00 - 15.00

Tickets:

Bus:	
One-way in city:	AUD 1.80
1-week bus pass:	AUD 32.00 - 40.00
10 rides only:	AUD 14.40 - 32.00
Travel pass (bus, train ferry):	
1-week pass:	AUD 35.00 - 43.00



Student café



Harbour Bridge



Opera House



Kaplan International College
Sydney City

Sample Activities Schedule

Please note that this is a sample programme and activities may change. See a current activities schedule at: www.kaplanaspect.com

Week one

Monday	Welcome new students!
Tuesday	Tour of Sydney
Wednesday	Harbour side walk
Thursday	Opera House tour
Friday	Trip to Sydney Aquarium
Saturday	Surf weekend at Seal Rocks

Week two

Monday	Imax movie night
Tuesday	Learn to throw a boomerang
Wednesday	Trip to Taronga Zoo and Palm Beach
Thursday	College Party with DJ
Friday	Intercollege football league
Saturday	Trip to the Blue Mountains and wild kangaroos

Transfer Information

Kaplan International College Sydney City Transfers

Students should book their flights according to the starting date of their specific programme. Students must arrive on Saturday or Sunday prior to their course start date. Students must provide their agent or Kaplan International Colleges with exact flight details - airline, flight number, arrival date and time, place of origin. Students must provide Kaplan International Colleges college with their flight details no later than two weeks before their arrival.

A Kaplan International Colleges representative meets our students at the airport and transports them directly to their accommodation. After exiting from Australian customs proceed to the arrivals area and look out for the Kaplan International Colleges Representative standing near the hire car information desks at the back of the arrivals hall. The Kaplan International Colleges Representative will hold a sign with the name of the student and the Kaplan International Colleges logo. If there are any problems locating the Kaplan International Colleges Representative please call the phone number of the Kaplan International Colleges Transfer Service provided on the confirmation letter and proceed to McDonalds for a specific meeting point. If necessary you can also call the Kaplan International Colleges Emergency phone number that is also located on the confirmation letter. Tel: +61 414 605 593 (Transfer Company) or +61 425 320 801 (college Emergency Mobile)



The student café balcony

Independent Transfers

Taxi:

There is a taxi rank outside the international flights terminal building. A taxi journey to the host family will cost approximately AUD30 - AUD60 depending on location of your accommodation.

Shuttle Bus:

Buses run from outside each terminal every half hour. Students can pay the bus driver directly. The bus will take the student to Kings Cross (approximately 20 minutes). From Kings Cross, the student will then have to either take a taxi to their accommodation address, or take the train to Central train station (5 minutes). Homestay addresses are located no more than 50 minutes away by bus or train from the college.

Train:

From the Domestic Terminal a one way train ticket will cost AUD 14.60 or AUD 15.20 from the International Terminal to Circular Quay, Town Hall or Central Station, where you can catch a connecting bus, train or ferry. Journey time is approximately 20 minutes.

Kaplan International College Brisbane

Welcome to Kaplan International College Brisbane. Brisbane is Queensland's dynamic capital and one of Australia's fastest growing cities. The city's delightful mix of modern skyscrapers, historical buildings and parks is set in the dramatic natural surroundings of nearby mountains, rainforests and beaches. Students can relax in the Brisbane Botanical Gardens, visit the beautiful Forest Park and the famous Lone Pine Koala Sanctuary. For the more adventurous, we have a wide variety of water sports, rock climbing at Kangaroo Point and the Story Bridge Adventure Climb. Culture enthusiasts will enjoy the city's thriving live music scene, theatres and museums.

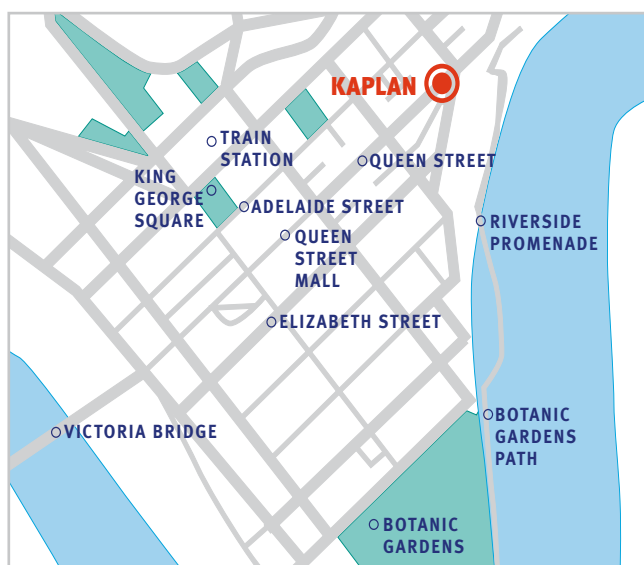
Brisbane has a subtropical climate with temperature ranging between 20 - 29° C in summer and a very pleasant 9 - 20° C in winter. The seasons in Australia are; Spring – 01 September through to 30 November; Summer – 01 December through to 28/29 February; Autumn – 01 March through to 31 May and Winter - 01 June through to 31 August.

Kaplan International College Brisbane is in a modern building and covers floors 1, 2 and 3. The convenient City Cat ferry river transport is only a few minutes' walk away. The college is located in the heart of the city with convenient public transport links and there are an abundance of shops, cafés, cinemas and restaurants close by. Bright, air-conditioned classrooms, free wireless internet access, a student lounge and a library provide an excellent learning environment for English language study and academic preparation.

Kaplan International Colleges in Australia are accredited by the National ELT Accreditation Scheme.



Kaplan International College Brisbane



Kaplan International College Brisbane
Level 1, 379 Queen Street
GPO Box 2229
Brisbane
Queensland
CRICOS Provider Code: 02369F

College Facilities

Classrooms

The college has fifteen air-conditioned classrooms over three floors with desks, chairs and whiteboards. There are also CD and cassette players, TV/DVDs and overhead projectors available for lessons.

Study Centre / Library

The college has a study centre/library which students are able to access while the college is open. All of the computers have designated software for guided structured study plans and some language options are also available.

Student Lounge

The Outback Lounge is located on the second floor for students to relax and meet. Tea and coffee is available along with microwaves for students to use. This room is also used for special functions and activity talks.

Sports facilities

The activities coordinator is happy to organise friendly sports events. There are weekly activities organised which include, swimming and sporting events such as AFL football and rugby.

Gym facilities

Being in the city centre there are a number of popular gym facilities that students can easily access. These include both indoor and outdoor facilities and often offer special promotions and discounts.

Social Programme

Our activities coordinator organises a monthly activity programme for students, which is designed to cater for nearly everyone's interests. Some of the more popular social delights include student theme parties, cultural and environmental tours and visits to both the Gold and Sunshine coasts.



Classroom



Computer Room

Your first day

On the first day of your course with Kaplan International College Brisbane you should arrive at the college from 8.00am and report to reception located on the first floor. At 8.30am you will be greeted by our Academic staff who will welcome you with an introduction, written enrolment test and an short interview. Your first day will usually be Monday unless this is a public holiday in which case, Tuesday will be your first day.

During the introduction/orientation day we will cover the following:

- Registration and creation of student ID cards
- Introduction to the college
- A placement test to determine your English level
- A short walking tour of the city centre to familiarise yourself with the surrounding area and facilities
- Placement and timetables will be given in the afternoon showing your schedule.
- Introduction to the Self Access Centre including the library and computer room
- Academic Year and Academic Semester students will be introduced to their AY/AS Coordinator

You will be assigned the most appropriate class for your level of English. Please ensure you bring with you on the first day the following documentation:

- Passport
- Insurance
- Pen and paper for note
- AUD 70 for your book deposit. The book deposit will be refunded to you on leaving the college, once you have returned any borrowed material in good condition.

Local Information

Transport - buses, trains and ferry services

The college is located in the city centre and therefore is close to numerous bus stops, the train station and the City Cat river ferry. The City Cat ferry services operate from 5.50am to 10.30pm every day. There is a free Council bus service that circles the Brisbane CBD and provides a convenient way to access some of Brisbane's shopping precincts and attractions such as the City Botanic Gardens, Queen St Mall, Riverside Centre, QUT and King George Square.

Banks and Post Office

We have an excellent relationship with a number of banks in the area and they are more than happy to assist students with opening local accounts and providing advice on financial matters. The central Post Office is located within five minutes' walk from the college and drop boxes are also conveniently located. Banks are usually open Monday - Friday, 9:30am - 4/5pm depending on location and only a few banks are open on Saturday mornings.

Restaurants and Cafés

Brisbane has an abundance of ethnic restaurants to select from along with special menus including popular Australian delicacies. A dessert that is a must to try is the Australian Pavlova!

Department stores and supermarkets

We are located in the heart of the shopping centre area with the famous Queen Street shopping mall within a 200 meter walk from the college. You will find both international and local fashion boutiques, major department store chains and a variety of both ethnic and traditional supermarkets close by.

Internet Café

We have computers in the college that students can access during the week and also wireless internet access for those who want to bring their own laptops to college.

Places of worship

There are places of worship for all religions in the Brisbane area and these can be accessed by either walking or public transport. If you need any assistance, please ask the friendly Kaplan International Colleges reception staff.

Cost of Living

Approximate prices in AUD

Food and drink

Sandwiches:	AUD	2.50 - 5.50
Pizza/Pasta:	AUD	5.00 - 10.00
Coffee:	AUD	3.50
Pub Meal:	AUD	12.00 - 18.00

Tickets

Bus - one-way	AUD	1.20 - 9.00
Ferry ticket	AUD	1.20 - 9.00



Entrance



Common room



Kaplan International Colleges students



Reception

Sample Activities Schedule

Please note that this is a sample programme and activities may change. See a current activities schedule at: www.kaplanaspect.com

Week one

Monday	Welcome and orientation
Tuesday	Ten Pin Bowling
Wednesday	Swimming at Southbank
Thursday	Rock climbing at Kangaroo Point
Friday	Story Bridge Sunset Tour
Saturday	Gold Coast theme parks excursion

Week two

Monday	Museum visit
Tuesday	Karaoke night
Wednesday	Beach volleyball
Thursday	Trents Night Photo Tour
Friday	Groove Dance Party
Saturday	Stradbroke Island Trip

Transfer Information

Kaplan International College Brisbane Transfers

We request that students book their flights according to the starting date of their specific programme. Students must arrive on the Saturday or Sunday prior to their course start date. Students must provide their agent or Kaplan International Colleges with exact flight details - airline, flight number, arrival date and time, place of origin. This information should be faxed directly to the college. Students must provide Kaplan International Colleges with their flight details no later than two weeks before their arrival.

Our Airport transfer agents meet students at the airport and transport them directly to their host family, residence or prearranged accommodation. Students are advised to actively look for their name displayed on a sign held by our Kaplan International Colleges representative as they exit the gate.

Meeting Points

- International Airport – Arrival Hall. Once you go through customs, you will proceed through big glass sliding doors then into the Arrival Hall, please turn left once you have gone through these doors. Our representative will be holding a sign board with Kaplan International Colleges logo and the student name on it.
- Domestic Airport – Baggage reclaim point. Our driver will be waiting at the bottom of the escalators before you continue on to the baggage carousel to collect your luggage and he/she will be holding a signboard with the Kaplan International Colleges logo and the student name on it.

If the student has any problems finding the representative at the airport within 15 minutes after leaving the immigration hall, please first contact the Kaplan International Colleges transportation representative by telephone on: 3353 0644 and tell the person answering where they are waiting.

Other numbers that you can use include:

College Line, Brisbane
Normal working hours 8am-5.30pm Monday – Friday
Phone: +61 7 3220 1011

Emergency After hours – 24 hours, Brisbane

Phone: 0408 322 079

This will connect the student with our college representative who will assist them.



Brisbane

Independent Transfers

Students can choose to take a taxi, train or bus from the airport.

Taxi

There is a taxi rank outside the international flight terminal building. A taxi journey to the host family will vary in price, but will cost approximately AUD 30.00 – AUD 65.00.

Bus

Shuttle bus services run regularly from the Airport to the Central city. Students can then connect with other bus services, which run from the Central city bus depot to all main suburbs in Brisbane.

AirTrain

There is a train station located at the airport that operates to the city centre. Students can then connect to other transportation services from the city centre. The approximate cost of the AirTrain is AUD 13.00 one way.

Kaplan International College Perth

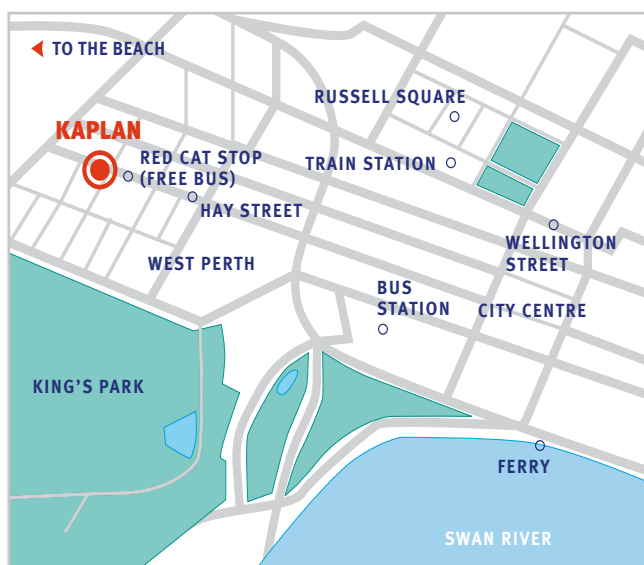
Welcome to Kaplan International College Perth. This excellent college features a large library, new multimedia facilities, large brightly-lit and air-conditioned classrooms and a spacious student common room with kitchen facilities - all in the perfect setting of Western Australia's capital: Perth.

The modern, two-storey building is located on the western side of Perth's Central Business District, only five to ten minutes on the free Red CAT bus from the city centre. The college is also only a short walk from Kings Park, the city's premier location with many recreational facilities, beautiful picnic spots, jogging paths, native flora, fauna and a new tree-top walk.

Located on the Sunset coast, Perth is loved for its blue skies and white beaches. The city caters to a variety of tastes with its exquisite seafood, bustling street markets and excellent range of shops selling everything from traditional souvenirs through to designer clothes and precious gemstones. You can also expect a very warm welcome from Perth locals who are renowned for their friendliness and hospitality.



Kaplan International College Perth



Kaplan International College Perth
1325 Hay Street
West Perth
Western Australia 6005

Kaplan International Colleges in Australia are accredited by the National ELT Accreditation Scheme.



College Facilities

Classrooms

The college has eighteen air-conditioned, bright and spacious classrooms. All of the classrooms are fitted with desks, chairs and a whiteboard. There are also CD and cassette players, TV/VCR's and overhead projectors available for lessons.

Study Centre / Library

The college has an excellent study centre. All of the computers have software for guided study as well as free, high-speed internet access. The computers can be used in foreign languages.

Student Lounge

There is a large common room with a vending machine for snacks and drinks as well as microwaves for students' use. The room is also used for graduation ceremonies and parties.

Sports facilities

The Activities Co-ordinator can help with organising sports events. There are weekly activities scheduled including swim group, college soccer team, running/walking club and volleyball in summer. The college is only a short walk to Kings Park, a regular venue for the college's outdoor activities.

Gym facilities

Students can join one of the many gyms in close proximity to the college for indoor sports and fitness training.

Social Programme

The Activities Co-ordinator produces a monthly calendar of exciting social activities around Perth and at places of interest in Western Australia.



Computer room



Study centre

Your first day

On the first day of your course you need to report to reception at Kaplan International College Perth at 8.30am. Your first day will be a Monday unless there is a designated holiday on the Monday - in which case your first day will be on the Tuesday.

Your course will begin with an all-day introduction which will include:

- Registration and creation of student ID card
- Introduction to the college
- A placement test to determine your English level
- Information about the college and area
- A walk around West Perth to show you the local amenities
- Receive your timetable showing your schedule, classroom and teachers
- Have your first class and an induction in the self access library and computer room

You will be assigned to the most appropriate class for your level of English. You will need to bring all your Kaplan International Colleges documents, your passport a pen and paper for note-taking purposes and AUD 70 for the book deposit with you on your first day.

Local Information

Transport - buses and trains

The college is close to numerous bus stops and train stations. Buses and trains generally run every five to twenty minutes. Bus travel within the city centre is free of charge.

Banks and Post Office

Kaplan International College Perth has a good relationship with a bank located one block from the college. ANZ is often used by international students. Always remember to change money and cheques in banks. There is also a post agency one block from the college. Post office boxes are red (regular post) or yellow (express post) and are located on many street corners.

Restaurants and cafés

The college is surrounded by cafés and top restaurants - all within one or two blocks of the college.

Department stores and supermarkets

There are supermarkets and shops located within walking distance of the college. Supermarket meals are often an economical lunch option.

Telephone and Internet Café

You can access internet and e-mail from the college's computers free of charge. There are public telephones located at a five-minute walk from the college. Students are advised to purchase a phone card for long distance calls and to call on weekends and evenings as call rates are cheaper at those times.

Places of worship

There are places of worship of all religions and faiths in Perth, all accessible by public transport. You can get more information about local religious institutions from the Kaplan International Colleges staff at reception.

Cost of Living

Approximate prices in AUD

Food and drink

Sandwiches:	AUD 3.00 - 5.00
Pizza/Pasta:	AUD 5.00 - 10.00
Coffee/Tea:	AUD 4.50
Pub meal:	AUD 10.00 - 15.00

Tickets

Bus:	
One-way trip	AUD 0.90 - 2.00



Classroom



Common room



Students in class



Common space

Sample Activities Schedule

Please note that this is a sample programme and activities may change. See a current activities schedule at: www.kaplanaspect.com

Week one

Monday	Welcome new students!
Tuesday	Visit Beatty Park
Wednesday	Ten Pin Bowling
Thursday	Swimming
Friday	College party at Tiger Lils Bar
Saturday	Weekend surf trip

Week two

Monday	Movie night
Tuesday	Visit to Hills Discovery Centre
Wednesday	Backgammon games evening
Thursday	Sailing on Swan River
Friday	Opera night
Saturday	Snorkelling and exploring on Rottnest Island

Transfer Information

Kaplan International College Perth Transfers

We request that students book their flights according to the starting date of their specific programme. Students must arrive on the Sunday prior to their course start date. Students must provide their agent or Kaplan International Colleges with exact flight details - airline, flight number, arrival date and time, place of origin. This information should be faxed directly to the college. Students must provide Kaplan International Colleges with their flight details no later than two weeks before their arrival.

Our Airport Transfer agent meets our students at the airport and transports them directly to their host family, hostel or hotel. Please advise students to actively look for their name displayed on a Kaplan International Colleges sign held by a Kaplan International Colleges representative as they exit the gate. The student must identify themselves to the Kaplan International Colleges representative. If the student cannot find the representative within 15 minutes of exiting the gate, they should find the public telephone at the information desk at the airport and telephone the following emergency number:

Tel.: 0411 448 874 (Emergency mobile)

This will connect the student with our College Representative who will assist them.

Independent Transfers

Students can choose to take a taxi or a shuttle bus from the airport.

Taxi:

There is a taxi rank outside the international flights terminal building. A taxi journey to the host family will vary in price, but will cost approximately AUD 30- AUD 65.

Bus:

Shuttle Services run regularly from the Airport to the Central City. Students can then connect with bus services, which run from the Central City to all main suburbs in Perth.



Perth sign

Cairns

Student Guide

2011



Welcome to Our College

Welcome

Welcome to Kaplan International Colleges. This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

So, what's studying at Kaplan International Colleges really like?

You have probably already imagined what your life will be like at Kaplan International College in Cairns. You may have ideas about life in Australia based on films, television or stories from friends and family. This guide aims to make your transition into Australia as enjoyable and easy as possible and will tell you what to expect when you attend Kaplan International Colleges. We hope that this information will help you to form realistic expectations and encourage you to take advantage of the many opportunities ahead.

Will I be able to adjust to a new culture?

At Kaplan International Colleges we understand that your transition into life in a different culture may be challenging at times – but it will also be fun. You will soon meet people from around the world, try new things, and live in a different culture. One of the best ways to make sure that your transition goes smoothly is to maintain a positive attitude and stay healthy. View your new environment as a place to learn interesting things about yourself and others. Try to get enough sleep, eat properly, exercise, and participate in social activities. Take time to observe and enjoy the new things going on around you and appreciate the differences you find in your host country.

I have more questions...

Please contact your local Kaplan International Colleges representative if you have more questions before you depart. After you arrive, staff at the college will be happy to help you with any problems that you have or any questions you want to ask.

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Before you leave...

We understand that at times you may feel nervous when preparing for your stay in Australia. There are some important things you need to know before you leave that will make your life easier when you arrive. Use our checklist on the next page to ensure that you do not forget anything and are well prepared for the exciting times ahead of you.

Pocket Money

We recommend that you budget AUD 150 - 200 for every week of your course. This should cover personal expenses, laundry, local travel and activities. You will need additional money if you plan to rent a car, take weekend trips or travel. Bring AUD 200 with you in cash and the rest in travellers' cheques. These should be in small denominations, AUD 20 - 50 cheques if possible. You can also use a credit card. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

Clothing

Students dress casually for classes. You should bring some nice clothes for going out to restaurants, nightclubs etc. You should also bring clothing for sports and outdoor activities. You can usually rent sporting equipment. The climate in Australia is very warm and humid. The typical summer temperature is between 25°C and 33°C with some days reaching up to 40°C and in winter 15°C to 25°C. Bring light clothing to keep you cool if you are arriving in summer.

Bank Account

If you are staying for longer than six months you may wish to open a bank account. You will need to have your passport and a letter from the college as identification to open an account. Setting up an account can take a long time so make sure you are able to access your money at all times.

Electrical Current

Standard voltage in Australia is 240 volts. To make sure that you are able to use all your electrical appliances bring a converter and an adaptor with you, or alternatively you can purchase an adaptor upon your arrival from travel stores or some supermarkets.

Visit the Kaplan International Colleges website at www.kaplaninternational.com for more information about life in Cairns.



Checklist

Use this checklist to make sure that you have packed everything you will need and that you are well prepared for your trip to Australia. Check off each item as you pack it, or complete the task.

- Passport and Passport Sized Photos**
Remember to bring your passport and any other form of personal identification you may need. For example, your driving licence. Remember also to pack two passport-sized photos to bring with you on your first day at college.
- Enrolment Agreement**
Pack your acceptance letter and Kaplan International Colleges documentation (given to you by your Kaplan International Colleges representative) in your hand luggage so that it is easy to access on arrival.
- Visa**
Ensure that your visa is with your passport and stored in your hand luggage. You will need your visa when passing through immigration.
- Homestay/Residential Address Details**
Remember to pack your homestay or residential address details in your hand luggage so they are easy to access on your arrival. You will need this information for the arrival card at immigration. You will have received these details from your Kaplan International Colleges representative.
- Accommodation Factfile (homestay or residential)**
You can download the accommodation factfile from our website: www.kaplaninternational.com. This document explains the details of your selected accommodation.
- College Factfile**
You can download the college factfile from our website: www.kaplaninternational.com. This document will give you more information about Kaplan International College Cairns.
- Knowledge of local Laws and Customs**
Quiz yourself about local laws and customs in Australia. Talk to your Kaplan International Colleges representative about what you should expect and how you should behave in Australia.
- Proof of Health and Travel Insurance**
You must bring proof of your Travel Insurance and Health Insurance with you and store this information in your hand luggage. Also keep a copy of each with your family at home in case you lose any documentation during your stay.
- AUD 200 in cash**
Store this cash on your body or in your hand luggage. Try to avoid counting or pulling out your money in busy public places.
- Travellers' Cheques in low denominations**
Store these cheques on your body or in your hand luggage. Try to avoid counting or pulling out your cheques in public places.
- Correct Clothing**
Wear layers on your flight in case you get hot upon arrival.
- Adaptor for Electrical Appliances**
Remember standard voltage in Australia is 240 volts. You may also need to bring a plug adaptor.
- Prescription Medication**
Pack medication carefully in full packaging in case you are asked questions in customs on your departure or arrival.
- Emergency Information stored in Your Wallet or Purse**
This can be found on the last page of this booklet.

When you arrive...

When you arrive

Kaplan International College Cairns Transfers

We request that students book their flights according to the starting date of their specific programme. Students must arrive on Saturday or Sunday prior to their course start date. Students must provide their agent or Kaplan International Colleges with exact flight details - airline, flight number, arrival date and time, place of origin. This information should be sent directly to the college. Students must provide Kaplan International Colleges with their flight details no later than two weeks before their arrival.

Students living with a host family will be met at the airport and transported by them directly to their home. Students are advised to actively look for their name displayed on a Kaplan International Colleges sign held by their host family as they exit the gate. The student must identify themselves to their host family. If the student cannot find their family within 15 minutes of exiting the gate, they should find the public telephone at the information desk at the airport and telephone the following emergency number:

Tel: 0417708061 (Emergency mobile)

This will connect the student with our College representative who will assist them.

Independent Transfers

Students can choose to take a taxi or a shuttle bus from the airport.

Taxi

There is a taxi rank outside the international flights terminal building. A taxi journey to alternative accommodation will vary in price, but will cost approximately AUD 15 - AUD 35.

Your First Day

On the first day of your course you need to report to reception at Kaplan International College Cairns at 8.00am ready for 8.30am orientation start. Your first day will be a Monday unless there is a designated holiday on the Monday - in which case your first day will be on the Tuesday.

Your course will begin with a morning of testing and orientation which will include:

- Registration
- Introduction to the college
- A placement test to determine your English level
- Information about the college and area

You will be assigned to the most appropriate class for your level of English.

You will need to bring all your Kaplan International Colleges documents, your passport and a pen and paper for note-taking purposes.

Note: Please make sure that you have paid your Materials Fee to cover the cost of the course materials.



College Facilities

Classrooms

The college has 18 air-conditioned, bright and spacious classrooms. All of the classrooms are fitted with desks, chairs and a whiteboard. There are also CD players, TV/DVDs and overhead projectors available for lessons. There is free wireless throughout the building, so students can bring their own laptop.

Study Centre/Library

The college has an excellent study centre. All of the computers have software for structured study as well as free, high-speed Internet access. The computers can be used in foreign languages. A member of staff will be in attendance at scheduled times to assist students with any questions they might have.

Student Lounge

There are two large common rooms, an outdoor area with café and bar and an indoor room with a vending machine for coffee and drinks as well as microwaves for students' use.

Sports Facilities

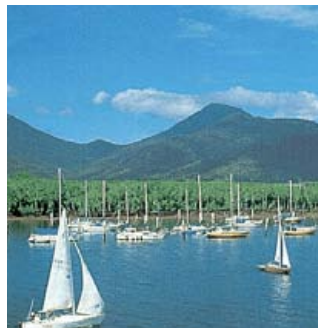
The Activities Co-ordinator can help with organising sports events. There are weekly activities scheduled including sports group, movie nights and restaurant nights.

Gym Facilities

Students can join one of the many gyms in close proximity to the college for indoor sports and fitness training.

Social Programme

The activities co-ordinator produces a monthly calendar of exciting social activities around Cairns.



Cairns



Kaplan International College
Cairns Students

College Timetable

Class times are subject to change and you should only use this timetable as an example of what type of structure to expect.

Monday - Friday

English courses consist of 21 hours of face-to-face lessons per week, made up of 15 hours of Main Classes and 6 hours of Elective Classes).

All classes run from Mondays to Fridays, between 8.30am and 3.45pm.

Structured Study: 5.25 hours of Supervised Structured Study is included in all English Courses apart from Vacation English.

Course Information

Courses and Services

- Vacation English
- Intensive English (including beginners)
- IELTS Preparation (Intensive dedicated)
- Cambridge Exam Preparation (Intensive dedicated FCE, CAE and CPE)
- Intensive Academic Year
- Intensive Academic Semester
- English & Diving
- Young Learners Programme
- Private tuition
- Christmas Programme
- Internships (on request)

Local Information

Transport - Buses, Bicycle

The college is close to numerous bus stops. The best mode of transportation around Cairns is by bicycle.

Banks and Post Office

The college is located a short walk from the largest shopping area. The main banks and the Post Office can be found within Cairns Central Shopping Centre. Banks and the Post Office are open from Monday to Saturday. Please remember to change money and cheques in banks.

Restaurants and Cafés

The college is a short walk to the city centre where cafés and restaurants are available. The college also has its own outdoor café.

Department Stores and Supermarkets

Cairns Central Shopping Centre (open 7 days) has supermarkets and shops located within walking distance of the college. Supermarket meals are often an economical lunch option.

Telephone and Internet Café

You can access Internet and e-mail from the college's computers free of charge. Students are advised to purchase a phone card for long distance calls and to call on weekends and evenings as call rates are cheaper at those times.

Places of Worship

There are places of worship of most religions and faiths in Cairns. You can get more information about religious institutions from the reception.



Classroom



Entrance



Outdoor Café/Bar



Balcony

Cost of Living

Approximate prices in AUD

Food and drink

Sandwiches	AUD 4.50 - 7.00
Pizza/Pasta	AUD 6.00 - 11.00
Coffee/Tea	AUD 3.50
Pub Meal	AUD 10.00 - 15.00

Tickets

Movies	AUD 16.00
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Sample Activities Schedule

Please note that this is a sample programme and activities may change. See current activities schedule at: www.kaplaninternational.com

Week one

Tuesday	Movie Night
Wednesday	Beach Afternoon
Thursday	Wakeboarding
Friday	College Party at Gecko's Bar
Saturday	Weekend Trip to Cape Tribulation

Week two

Tuesday	Movie Night
Wednesday	Sausage Sizzle
Thursday	Platypus spotting on the Tablelands
Friday	Friday Night Karaoke
Saturday	Weekend Trip to Chillagoe Caves

Homestay Accommodation

Our homestay families reflect the diversity of life in Australia. They include young, senior and single parent families and couples with and without children. Hosts have varying ethnic backgrounds and different interests and lifestyles. Please ask your Kaplan International Colleges representative for more information about homestay and other accommodation options in Cairns.

Your Life in a Homestay

Living in a homestay will allow you to practise your English in a real-life setting. It is important to remember that you are both part of a family and a guest at the same time. You may have to help with household chores, keep your bedroom tidy and make your bed each morning. Water is in short supply in Cairns. It often does not rain for six months or more, so remember to take short showers (5 minutes max) and conserve water. Make sure that you always ask permission to bring friends round and remember to ask before you change channels on the television!

Meals

Breakfast: Breakfast is usually a light meal consisting of cereal, fruit, toast, juice or coffee. Often these foods will be made available to you and you will prepare your own morning meal (otherwise known as 'help yourself').

Lunch: You will be responsible for purchasing your own lunch at the college, a local restaurant or from the local shops.

Dinner: Dinner may be a shared meal in the evening, or occasionally you may prepare your own meal with food supplied by your host.

What to bring

You can purchase toiletries and other personal needs locally, but if you have specific items that you need, you should bring them with you. Your host will provide you with bed linen and towels. If you have any prescription medications that you are required to take, you should bring a supply with you.

Telephone and Internet Use

You should purchase a phone card or use your mobile phone to make telephone calls. Your hosts' telephone should only be used for emergency incoming calls. Remember to notify your family of any time differences to avoid calls in the middle of the night. It is often very expensive to make international calls from a home line, which is why we recommend using a phone card. Please always ask your host family for permission to use the home line and about their rules regarding internet use.

Laundry Facilities

You have access to laundry facilities at your host family's home. Some families prefer to do the laundry for you. Please do not wash clothes in the bathroom or dry them in your bedroom or cupboards or on heaters.

Getting to and from College

Your host will help you to find your way to and from college on your first day and will show you how to use public transport. Journey time will depend on the location of your homestay. Explore several options when considering transport to college such as buses or even bike riding. Please refer to the Australia accommodation factfile for more details.

Smoking

When you book your accommodation, please request a homestay that allows smoking if you smoke. Most hosts will ask smokers to smoke outside. Always ask your host family upon arrival for their specific house rules regarding smoking. It is general courtesy to ask someone for permission to smoke next to them, even if you are outside. In Australia it is against the law to smoke in a restaurant or any area where food is being prepared.

Things to remember....

- You are a guest as well as part of the family
- You may have to take part in family chores
- Always keep your room locked and give your valuables to the manager for safe keeping
- Purchase a phone card for international calls
- Do not hang your laundry to dry in your room
- Ask permission to have a friend come visit you
- Notify your family if you are not coming home for the night
- Ask permission to smoke

Health and Safety

If you or a friend is seriously ill and needs an ambulance call 000. Stay calm and describe to the operator on the line what type of assistance you need (ambulance, fire or police) and your location. You may be required to describe any symptoms. Explain as much as you can, do not worry if you are not confident with your English - say as much as you can, as clearly as you can.

Medical and Travel Insurance - Student Visa

The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) Scheme (Medibank Private), a health insurance plan for overseas students in Australia. Payment of AUD 34 per month for compulsory OSHC must be made before a visa can be issued.

This insurance covers:

- Visits to a doctor (Medibank will pay 50% of the scheduled fee)
- The total cost of hospital treatment provided that the treatment is in a public hospital and is provided by a hospital doctor
- Eye tests
- Benefits for medication/medicines
- Emergency ambulance transport

This insurance does not cover:

- Dental costs
- Physiotherapy
- Optical glasses, contact lenses
- Medical expenses for any pre-existing medical condition before you came to Australia, during the first 18 months of membership
- Treatment covered by provisions for compensation and damages or accidents

Please note that you are covered by Medibank Private from your very first day of study. Prior cover can be otherwise arranged should you plan on coming to Australia a few weeks before your course starts.

Medical and Travel Insurance - Working Holiday or Tourist Visa

If you are on a Working Holiday or Tourist Visa you must make your own Health Insurance arrangements before you commence your studies. Kaplan International Colleges offers you a low-cost Travel and Medical Insurance plan that we advise you to take. If you are not taking Kaplan International Colleges insurance you are required to show proof of alternative medical insurance. Kaplan International Colleges Medical and Travel Insurance costs AUD 25 per week and you can arrange your insurance with your Kaplan International Colleges representative. Travel and Medical Insurance is compulsory at all Kaplan International Colleges for the duration of your stay.

If you get sick

If you get sick whilst you are in Australia you should visit a doctor. You can ask staff at Kaplan International Colleges reception or your host family where the nearest doctor is. If you have a minor illness you can often ask staff at a local pharmacy for advice. If you are ill, make an appointment to see a doctor and take any relevant insurance or medical documentation with you. Kaplan International Colleges staff can assist you with finding a doctor who speaks your language. If you are absent from class due to illness you are required to bring a doctor's certificate to give to your teacher when you return to college.

Protecting Your Belongings

If you are not using Kaplan International Colleges Medical and Travel Insurance we strongly recommend that you take out insurance for your personal belongings, especially cameras, radio, personal music player and laptop computer. Personal items cannot be covered by Kaplan International Colleges homestay or residence insurance. You can cover these items with your own personal travel insurance. Please ensure that you are properly covered in case of loss or theft.

Things to remember.....

- Call 000 in case of fire, medical emergency or need for the police
- You must have Medical and Travel Insurance to attend a Kaplan International Colleges course. If you do not have Kaplan International Colleges Medical and Travel Insurance, you must provide proof that you are covered by another provider.
- If you have a student visa you must also be a member of OSHC

Medical Costs

Approximate prices in AUD

Medical costs are at the discretion of your local doctor or hospital. A guide to costs in Australia are as follows:

- A consultation with a doctor: minimum AUD 65
- Prescriptions at a chemist: minimum AUD 15 per item
- Dental treatment: minimum AUD 80
- New spectacles: minimum AUD 180

Laws and Customs

You may find that laws are enforced differently in Australia than they are in your home country. You must obey the country's laws and respect its customs. It is important that you understand the laws, rules, and customs that you may encounter.

Laws

- No one under the age of 18 in Australia may buy or drink alcohol, including beer and wine. It is against the law to buy alcohol for someone you know is under the age of 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks
- You will need international ID to enter bars, clubs or pubs
- Buying, selling and using drugs is illegal
- You must attend all classes. If you do not attend 80% of classes your representative and parents may be informed. If you do not then improve your attendance Kaplan International Colleges is required to report you to the Federal Department of Immigration and Citizenship (DIAC), and conditions may result in the cancellation of your student visa.
- Under the national code, student information may be made available to Commonwealth and State agencies

The Police and Kaplan International Colleges are very strict in enforcing these laws.

Kaplan International College Rules

Kaplan International Colleges has rules that must not be broken. These rules may apply to academic work at college as well as life in your residence or homestay.

- If you leave your Kaplan International Colleges course, Kaplan International Colleges has the right to revoke your student visa and advise you to return home
- Kaplan International Colleges expects students to maintain 80% attendance during their course.
- Always tell Kaplan International Colleges if you are going to be absent from college for any reason and tell your host family if you are going away overnight
- Be on time for all your lessons
- Inform Kaplan International Colleges if you change your address or other contact details

Customs

Customs are an accepted way of behaviour in a country. You need to know the customs of Australia to help you feel comfortable with people. Some important customs to know include:

- **Women:** Women in Australia are equal to men and should always be treated fairly. Men and women share equally in household work and childcare.
- **Queues:** Always stand in line and wait your turn when buying tickets, in a bank, post office or waiting for a bus. Keep to the left when standing on escalators.
- **Friendliness:** Australian people talk to strangers in public areas. This is a great way to practise English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations. Although most people are friendly, some may be reluctant to speak with strangers.
- **Please and Thank you:** These are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.

Things to remember.....

- If you are under 18 years of age it is illegal to drink alcohol
- Buying, selling and using drugs is illegal
- Notify Kaplan International Colleges if you are going to be absent from college
- Women are treated as equal to men in Australia
- Remember to say please and thank you

Important Dates & Information

The dates on the right are those for observed holidays in 2011.

For holiday dates in other years, consult your Kaplan International Colleges representative.

Christmas and New Year Closures

Closed from December 26th 2011. Open again on January 3rd 2012.

Holiday Policy

Academic Year & Academic Semester Students There are pre-set holiday dates for all Academic Year and Academic Semester students. These dates depend on your start date and cannot be changed. Please check with the school if you are not sure when these are.

Intensive English students

(Only permitted if attendance is over 80% at the time of application)

0-10 weeks	No holidays are permitted
11-26 weeks	Students can take up to 1 weeks holiday*
27+ weeks	Students can take up to 2 weeks holiday*

*If your holiday is approved, you have the option of adding the extra week(s) to your existing enrolment.

Please be aware - ALL holidays must be pre-approved at least 2 weeks before your holiday – please see staff at the school reception for a holiday

Other Classes e.g. EAP, Cambridge & IELTS As these courses are closed classes and study and attendance is important, holidays will not be approved if you are studying on these courses.

Useful Links for more Information

The following websites offer further help regarding your stay in Cairns. Any other information can be obtained from Student Services at Kaplan International College Cairns.

Department of Immigration and Citizenship	www.immi.gov.au
Australian Maps	www.whereis.com.au
Cairns Public Transport	www.cairnsweb.com.au
Tourism	www.cairnseguide.com
Weather Forecasts	www.bom.gov.au/weather/qld

We look forward to seeing you at Kaplan International College Cairns.

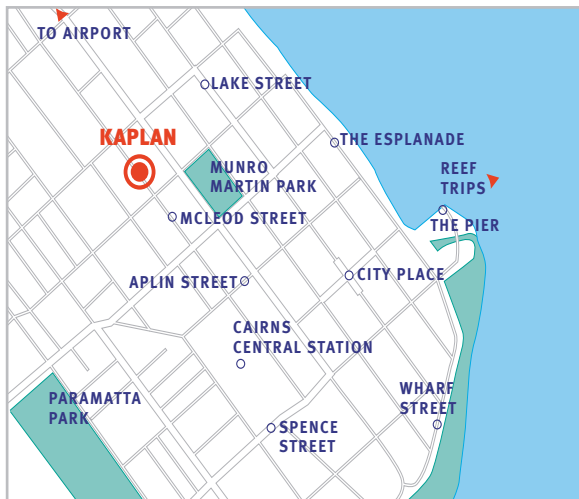
If you have additional questions please ask our staff on arrival.

Kaplan International College Cairns

130 McLeod Street, PO Box 7368, Cairns

Queensland, 4870 Australia

E-mail: australia@kaplaninternational.com



Australia, QLD

Cairns

3-Jan-11	New Year
26-Jan-11	Australia Day
22-Apr-11	Good Friday
25-Apr-11	Easter Monday and ANZAC Day
2-May-11	Labour Day
13-Jun-11	Queen's Birthday
22-Jul-11	Cairns Show Day (Cairns only)
17-Aug-11	Royal Qld Show (Brisbane only)
26-Dec-11	Christmas Holiday
27-Dec-11	Boxing Day Holiday



Keep these numbers with you at all times!

Emergency Number

Kaplan International College Cairns:

0417708061

Emergency Number

(Police, Fire, Ambulance):

000

Deferring, suspending or cancelling your course

The suspension, deferral or cancellation of your enrolment may affect your visa. It is important you are made aware of this whenever you request to suspend, defer or terminate your course. You should refer to the Department of Immigration and Citizenship (DIAC) website www.immi.gov.au or call their hotline on 131 881 for more information on how these changes affect your visa.

Course Deferral

This is when you have to delay the start of a course and it applies to a course you have not yet started. This may occur if you ask to return to your country or can not start your new course at the expected start date. Kaplan International Colleges may ask that a student defers the start date of a course if they do not meet the pre-requisite requirements for that course.

Course Suspension

This is when your course is stopped, either temporarily or permanently, and it applies to a course you are currently studying. The suspension may either be requested by the student or initiated by Kaplan International Colleges for student misconduct.

Compassionate and Compelling Circumstances

Students are able to apply to defer or temporarily suspend their course on the grounds of compassionate and/or compelling circumstances.

These could include, but are not limited to:

- Serious illness or injury, and you have a medical certificate stating that you are unable to attend classes;
- Death of a close family member, such as parents or grandparents (where possible you should provide a death certificate);
- Major political upheaval or natural disaster in your home country requiring emergency travel;
- A traumatic experience, for example, being involved in or witnessing a serious accident, or witnessing or being a victim of a serious crime (where possible you should provide police or psychologists' reports);
- Not being able to start your course on the commencement date because of a delay in receiving your student visa.

How to Apply

You should apply in writing to the Student Services Manager at Kaplan International Colleges using the appropriate form and with supporting evidence. The College will review your application, and where possible, the Student Services Manager will meet you. The College will inform you of its decision in writing within three working days of your application.

If the College approves your request, the written notification will include information that the deferral/suspension may affect your visa status and that the College will inform DIAC via the PRISMS system. The period of suspension will not be included in the calculation of your final attendance.

If the College refuses your request or initiates the suspension or cancellation of your enrolment, the College will notify you of its intention and you will be allowed 20 working days to access the Appeals Procedures. If you choose to appeal the decision, the College will not inform DIAC of a change to your enrolment status until the internal Complaints and Appeals process is completed.

If you are under 18, the College can not accept your request without the permission of your parents/guardian and confirmation that suitable welfare/accommodation arrangements have been approved.

In all instances the student will be responsible for applying for their new visa with DIAC and incur all costs.

All students will be obliged to accept Kaplan International College's Cancellation and Refund Policy as signed upon your initial enrolment.

Course Cancellation

Kaplan International Colleges has the right to cancel your enrolment in the following extenuating circumstances, in which case, you will be reported to DIAC via PRISMS immediately, without waiting for the outcome of an internal or external appeal:

- If you are missing and you have not responded to the College's phone calls, emails or letters to your address;
- If you have serious medical problems, severe depression or psychological issues, which result in the College having concerns for your general wellbeing;
- If you act or threaten to act in behaviour that puts yourself, other students or the College staff in danger, or if you harass or intimidate another student or staff member;
- If you are under 18 and refuse to maintain the care arrangements that have been approved.

Kaplan International Colleges also has the right to cancel your enrolment for academic misconduct, which is defined as an attempt to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they try to gain advantage by unfair means such as copying another student's work, or in any way mislead the teacher about their knowledge, ability, or the amount of original work they have done. All students are expected to maintain high standards of academic honesty and integrity.