

International  
students



**LA TROBE**  
UNIVERSITY • AUSTRALIA



# MY LIFE AT **LA TROBE** **2016**

**YOUR GUIDE TO STUDY  
AND LIFE IN AUSTRALIA**

[latrobe.edu.au/international](http://latrobe.edu.au/international)



# CONTENTS

<b>3</b>	<b>4</b>	<b>26</b>	<b>38</b>	<b>46</b>	<b>59</b>	<b>74</b>	<b>84</b>	<b>105</b>
Accepting your offer	Preparing for departure	Accommodation	Coming to Australia	Enrolment and Orientation	Studying at La Trobe	Campus services and facilities	Living in Australia	Campus maps

<b>Vice-Chancellor's Message</b>	<b>2</b>	<b>Scholarships</b>	<b>19</b>	Train station reception	39
<b>Accepting your offer</b>	<b>3</b>	<b>Australia Awards students</b>	<b>19</b>	Australian immigration	40
La Trobe International authorised representatives	3	<b>US Financial Aid</b>	<b>20</b>	Baggage claim	40
<b>Preparing for departure</b>	<b>4</b>	<b>Living costs</b>	<b>22</b>	Quarantine and customs	40
Preparing yourself	4	<b>Pre-departure and arrival checklist</b>	<b>24</b>	Climate	41
Online pre-departure briefings	5	When you accept your offer	24	Average temperatures	41
E-friends – Transition@ La Trobe	5	Six to eight weeks before leaving home	24	<b>Arrival and settling in</b>	<b>42</b>
Campus of study	5	What to bring with you	25	When you first arrive	42
Academic calendar 2016	7	When you arrive	25	Catching public transport to university	43
Applying for a student visa	8	<b>Accommodation</b>	<b>26</b>	Be smart, safe, and well – happy and healthy!	45
Living and travelling safely – things to consider in advance	10	Temporary accommodation	26	<b>Enrolment and Orientation</b>	<b>46</b>
Students under 18 years of age	12	Important things to consider	27	Enrolment	46
<b>Students with disabilities</b>	<b>13</b>	On-campus accommodation	30	University Orientation	51
<b>Students with families</b>	<b>14</b>	Options at Melbourne	30	La Trobe username and password	53
Visa requirements	14	Options at Bendigo	33	Enrolment conditions for Study Abroad and Exchange Students	53
Spouses	14	Options at Albury-Wodonga	35	Frequently asked questions	54
Accommodation	15	Options at Mildura	36	<b>Studying at La Trobe University</b>	<b>59</b>
Child care	15	Options at Shepparton	37	Academic calendar 2016	59
Community services for children	15	Furniture	37	Public holidays 2016	59
School	16	<b>Coming to Australia</b>	<b>38</b>	Work and taxation	60
<b>Sponsored Students</b>	<b>18</b>	Airport reception	38		



## Welcome to La Trobe University!

We have been recognised as the best university in Victoria for student experience and innovation, in the inaugural Victorian International Education Awards (2013).

You can use each chapter of this guide to help you settle into study and life at your La Trobe campus.

For any assistance please contact La Trobe International (LTI) – see page 64-65 for further details.

## IMPORTANT NOTE

External websites listed in this guide are independent of the University and may be operated by businesses or private individuals. La Trobe University does not endorse advertisements and information on these sites which are provided as independent information only.

International students' rights	61	Textbooks	81	Getting around Mildura	100
Health insurance	61	Student organisations and sports facilities	81	Getting around Shepparton	100
Tuition fees	63	<b>Living in Australia</b>	<b>84</b>	Shopping and food	100
Financial assistance	63	Automatic Teller Machines (ATMs)	84	Entertainment and recreation	102
ASK La Trobe Help Zone	64	Tax File Number (TFN)	84	Sporting events	104
La Trobe International	64	Water usage	84	Festivals	104
International Student Services Programs – All Campuses	65	Internet, telephone and postal services	85	Social lounge	104
Student exchange opportunities	67	Social customs and conventions	86	Handy guide	104
Learning styles and expectations	68	Health and wellness	88	<b>Campus maps</b>	<b>105</b>
Academic policies	71	Accessing medical services	89	Melbourne Campus	105
Other academic support	72	Medical centres	90	Bendigo Campus	106
<b>Campus services and facilities</b>	<b>74</b>	Legal service	91	Albury-Wodonga Campus	107
Smoking areas	74	Animals and wildlife	92	Mildura Campus	108
Security and safety	74	La Trobe Wildlife Sanctuary	92	Shepparton Campus	109
Religious facilities	75	Safety	93	Franklin Street Campus	110
Microwaves for student use	76	Emergency services	94	City Campus	111
Counselling service	77	Transport	94	<b>Campus contact information</b>	<b>112</b>
Student Engagement programs	77	Maps	96	<b>Index</b>	<b>114</b>
Careers and employment services	78	Getting around Melbourne	96	<b>Glossary</b>	<b>116</b>
Computer and email facilities	78	Getting around Bendigo	98		
Library	80	Getting around Albury-Wodonga	99		



# VICE-CHANCELLOR'S MESSAGE



**Professor John Dewar**  
Vice-Chancellor and President

Welcome to La Trobe, a university with a proud history in both teaching and research.

La Trobe is an internationally-recognised university. We're ranked among the top 100 universities in the world under the age of 50.

La Trobe is also a university that is local and global in reach – we're the largest provider of higher education in regional Victoria through our campuses in Bendigo, Albury-Wodonga, Shepparton and Mildura. The La Trobe graduate community is made up of 172,000 alumni based in over 100 countries. Approximately 2,600 international students complete a degree with us each year and 19,000 La Trobe graduates are living overseas.

At all of our campuses, we offer a range of programs and opportunities for you to connect with other students and engage in leadership, mentoring, volunteering, clubs and societies. I strongly recommend you get involved where you can, as these opportunities can have a significant impact on your overall experience as well as your employability once you graduate.

Wherever your studies are based, I know that our staff will make every effort to ensure you are part of an active and diverse learning community, and that you are provided with dedicated personal and academic support to ensure you are successful in your studies.

As university students you will challenge each other and actively challenge us. We hope your student experience will be fulfilling and rewarding, providing an opportunity to excel.

I wish you all the best during your time at La Trobe University.

**Professor John Dewar**  
Vice-Chancellor and President

Meet the Vice-Chancellor:  
[latrobe.edu.au/vice-chancellor](http://latrobe.edu.au/vice-chancellor)



# ACCEPTING YOUR OFFER

This section provides important information on accepting your offer to study at La Trobe University. Please read the information carefully.

La Trobe University has been approved as an eligible university by the Department of Immigration and Border Protection (DIBP) for Streamlined Visa Processing (SVP). SVP allows applicants for eligible courses (a Bachelor or Master's degree or a Doctor of Philosophy or a package with one of these courses) to be assessed under the lowest risk Assessment Level irrespective of the Assessment Level assigned for that country. For a list of country Assessment Levels, refer to: [border.gov.au/Trav/Stud](http://border.gov.au/Trav/Stud)

## LA TROBE INTERNATIONAL AUTHORISED REPRESENTATIVES

Have you submitted your application through one of La Trobe International's authorised representatives?

### Assessment Level 1 and 2

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If you hold a passport from an Assessment Level 1 or 2 country, your eligibility for visa purposes was assessed by your agent when you submitted your application. To accept your offer, send the following to La Trobe International through your La Trobe International agent:

- completed and signed Offer Acceptance Form
- payment for the required deposit as set out in your Letter of Offer
- certified evidence of meeting any conditions specified in your Letter of Offer, where applicable
- a Financial Guarantee Letter from your sponsoring organisation (if you are a Sponsored Student).

Your Offer Acceptance Form provides information on how you can pay for your deposit.

### Assessment Level 3 and 4

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If you hold a passport from an Assessment Level 3 or 4 country, your eligibility for visa purposes was partially assessed by your La Trobe University representative when you submitted your application.

You will also be required to demonstrate you have adequate funds to support your studies by sending the following to La Trobe International:

- completed and signed Offer Acceptance Form
- certified evidence of meeting any conditions specified in your Letter of Offer, where applicable
- a Financial Guarantee Letter from your sponsoring organisation (if you are a Sponsored Student)
- completed and signed Applicant Financial Declaration Form.

If the University is satisfied that you are eligible for SVP, you will receive confirmation of this in writing and only then will you be asked to forward your payment for the required deposit as set out in your Letter of Offer. **Do not send your payment until your eligibility for SVP has been determined.**

For students who are commencing their studies in mid-year, please note a new simplified student visa framework may be applicable. On 16 June 2015, the Australian Government released the Future directions for streamlined visa processing report and announced the introduction of a simplified student visa framework (SSVF) to support Australia's education services sector.

A copy of the **Future directions for streamlined visa processing** report can be viewed on DIBP's website:

[border.gov.au/StudyinginAustralia/Pages/student-individuals.aspx](http://border.gov.au/StudyinginAustralia/Pages/student-individuals.aspx)



# PREPARING FOR DEPARTURE

## PREPARING YOURSELF

When you first arrive in Australia you may be feeling excited and a little anxious. It may be hard to leave friends and family behind. You may find it difficult to settle in. To help adjust to Australian life, keep in mind the following suggestions:

- Find someone to talk to about how you are feeling. You may want to discuss your concerns with friends and family, particularly those who have also travelled abroad. You could also talk to someone from International Student Services or Counselling Services about how you are feeling, and what you can do to adjust more quickly.
- Join E-friends-Transition @ La Trobe (see page 5).
- Along with other new students, participate in an online pre-departure briefing. The scheduled sessions for 2016 are on page 5.
- Make sure you arrive in time to register, enrol and participate in the University Orientation. See page 51. This is the best way to ensure you adjust as soon as possible to living in Australia and studying at La Trobe, and it will assist you academically. You will learn important information, as well as meet other students and staff, and make new friends.
- Read about Australian culture (see page 86).
- Sign-up for La Trobe Times, our international online newspaper:  
[latrobetimes.blogs.latrobe.edu.au](http://latrobetimes.blogs.latrobe.edu.au)
- Make yourself at home. Bring some of your favourite things with you, including photos of family and friends, and learn to cook some of your favourite dishes.
- Get involved in volunteering (see page 66).
- Join a club or society.



## ONLINE PRE-DEPARTURE BRIEFINGS

You will receive an invitation email to join an online pre-departure briefing approximately a week before the dates that are set out on page 5. All commencing students and their families can join in. The webinars are designed to help you prepare for study and life in Australia. During the briefing you can ask questions and receive quick answers from our International Student Services, as well as Accommodation Services staff. Topics covered include: preparing for departure, accommodation, living in Australia, and arrival and settling in. Some webinars are for Australia Awards students only.

Make sure you join a webinar 30 minutes earlier than the times specified to ensure you gain access in time.

## SCHEDULE FOR ONLINE PRE-DEPARTURE WEBINAR 2016

**Important: in Australia, Daylight Saving Time (DST) is used in the Australian Capital Territory, Victoria, New South Wales, South Australia, and Tasmania. In most of Australia, the Daylight Saving Time period is referred to as “Summer Time”.**

As an example: Australian Eastern Standard Time (AEST) becomes Australian Eastern Daylight Time (AEDT)



**Remember to change your clocks when Daylight Saving Time begins and ends.**

**Australia Daylight Saving Time start and end dates**

Year	Start: 2am standard time	End: 3am daylight saving time
2015 – 2016	4 October 2015	3 April 2016
2016 – 2017	2 October 2016	2 April 2017

**Semester 1**

First session (Australia Awards students only)	Friday 11 December 2015 1pm – 2pm (AEDT)
Second session	Wednesday 13 January 2016 11am – 12pm (AEDT)
Third session	Thursday 14 January 2016 4pm – 5pm (AEDT)
Fourth session	Wednesday 20 January 2016 3pm – 4pm (AEDT)
Fifth session (housing only)	Thursday 21 January 2016 2pm – 3pm (AEDT)

AEDT Australian Eastern Daylight Time

**Semester 2**

First session (Australia Awards students only)	Wednesday 18 May 2016 1pm – 2pm (AEST)
Second session	Wednesday 1 June 2016 11am – 12pm (AEST)
Third session	Thursday 2 June 2016 4pm – 5pm (AEST)
Fourth session	Wednesday 8 June 2016 3pm – 4pm (AEST)
Fifth session (housing only)	Thursday 9 June 2016 2pm – 3pm (AEST)

AEST Australian Eastern Standard Time

**E-FRIENDS FACEBOOK –  
2016 TRANSITION @ LA TROBE  
INTERNATIONAL WELCOME GROUP**

**Semester 1** – the group opens Monday 18 January 2016 and closes Friday 8 April 2016.

**Semester 2** – the group opens Monday 13 June 2016 and closes Friday 2 September 2016.

**Summer Intake** – from Monday 19 September 2016 to 9 December 2016.

You can join the group, by searching ‘Transition @ La Trobe – International Welcome group’ on Facebook.

**CAMPUS OF STUDY**

You'll study at one of eight campuses: Melbourne, Sydney, Bendigo, Albury-Wodonga, Mildura, Shepparton, Franklin Street or City. If you are unsure of your campus, check your Letter of Offer. It is important to know your campus of study so that you are fully prepared for where you will be living and studying and how to get to your campus from the airport.

**Melbourne Campus**

This is the largest of La Trobe University's campuses and one of the most attractive university campuses in Australia. It covers 267 hectares (660 acres) of stunning parkland with its own waterways and a wildlife sanctuary. It is located in the Melbourne suburb of Bundoora, 14 km (8.7 miles) from the Melbourne city centre. Melbourne has been ranked as the world's most liveable city for the fifth year in a row (*Economist Intelligence Unit*, London, 2015).

[latrobe.edu.au/melbourne](http://latrobe.edu.au/melbourne)

[visitmelbourne.com](http://visitmelbourne.com)

[studymelbourne.vic.gov.au](http://studymelbourne.vic.gov.au)

[melbourne.vic.gov.au/internationalstudents](http://melbourne.vic.gov.au/internationalstudents)

**PRE-DEPARTURE CHECKLIST**

Please see page 24 to assist with your preparation. Also check the index at the back of this guide to find specific information.



## Sydney Campus

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You can study business, international business, information technology or start a pathway to your main degree, right in the heart of Australia's largest city. Our campus is located in Sydney's central business district, close to internship and work opportunities and right above Wynyard train station. You'll study in a newly-refurbished space with around 600 students from more than 22 different countries. Access is by train, bus or bicycle. Through our regular calendar of events, you can discover the exciting city of Sydney and the surrounding regions, including Australia's capital, Canberra.

[latrobe.edu.au/sydney](http://latrobe.edu.au/sydney)

[sydneyaustralia.com](http://sydneyaustralia.com)

[facebook.com/latrobe.sydney](https://facebook.com/latrobe.sydney)

## Bendigo Campus

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Bendigo is the University's second largest campus, surrounded by a national park and home to an abundance of Australian wildlife. It is approximately a two hour drive from Melbourne and easily accessed by road and train. The Bendigo Campus has approximately 5,000 students and it embodies the University's pioneering spirit with a long and distinguished history of teaching nursing and education. The Bendigo Campus offers all major disciplines, as well as a number of unique courses including outdoor education, paramedicine, pharmacy, sport management, urban planning and visual arts.

[latrobe.edu.au/bendigo](http://latrobe.edu.au/bendigo)

[bendigo.vic.gov.au](http://bendigo.vic.gov.au)

[bendigotourism.com](http://bendigotourism.com)

## Albury-Wodonga Campus

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This campus offers a wide range of courses, and hosts approximately 900 students. Home to the Murray-Darling Freshwater Research Centre (MDFRC), students have access to diverse natural habitats to assist in their learning experiences. With personalised support and tuition from dedicated staff, Albury-Wodonga students enjoy specialised, hands-on learning in a relaxed environment.

[latrobe.edu.au/aw](http://latrobe.edu.au/aw)

[alburywodongaaustralia.com.au](http://alburywodongaaustralia.com.au)

## Mildura Campus

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This campus provides a unique Australian experience. Students become part of a community in this friendly and multicultural city. In 2015, the Campus had approximately 500 students from diverse cultures, educational backgrounds and age groups.

Mildura is known for its arts and culture and has numerous festivals. The La Trobe University Mildura Campus is known for its strength in visual arts education and for programs in nursing, business and education. Close links with the local community means the Campus meets industry needs at regional, national and global levels.

[latrobe.edu.au/mildura](http://latrobe.edu.au/mildura)

[visitmildura.com.au](http://visitmildura.com.au)





**Shepparton Campus**

## Shepparton Campus

La Trobe University's smallest Campus has a big heart when it comes to community-based higher education. In 2015, the Campus had approximately 500 students who enjoyed the relaxed, friendly and caring environment, while gaining the benefits of a high-quality education. Students benefit from smaller class sizes and personalised teaching in a contemporary building in the heart of the town. The Campus is highly regarded for the development of its unique Graduate Diploma in Education (Middle Years).

[latrobe.edu.au/shepparton](http://latrobe.edu.au/shepparton)  
[greatershepparton.com.au/visitors](http://greatershepparton.com.au/visitors)

## Franklin Street Campus

Located at 215 Franklin Street, the small Campus runs postgraduate and research programs in health sciences. It is opposite Melbourne's biggest and oldest market, the 130-year-old Queen Victoria Market.

[latrobe.edu.au/franklin-st](http://latrobe.edu.au/franklin-st)  
[visitmelbourne.com](http://visitmelbourne.com)

## City Campus

Occupying level 20 of 360 Collins Street Melbourne CBD, the Campus has been designed around the latest innovations in educational design and teaching and learning technology.

The La Trobe Business School delivers a range of postgraduate courses including the highly-ranked Master of Business Administration from this campus.

The La Trobe MBA has been ranked 14th in the Asia Pacific - QS TopMBA Global 200 Business Schools Report 2014/2015 - equivalent to fourth in Australia. Where appropriate, students should refer to details on the Melbourne Campus where City Campus or Franklin Street Campus details are not specified.

[latrobe.edu.au/city](http://latrobe.edu.au/city)  
[visitmelbourne.com](http://visitmelbourne.com)

## ACADEMIC CALENDAR 2016

The standard La Trobe University academic year is divided into two semesters plus Summer and Winter semesters. Important dates for 2016 are listed on page 59 of this guide and online at:

[latrobe.edu.au/calendar/academic-calendar](http://latrobe.edu.au/calendar/academic-calendar)

Please refer to this calendar when booking flights or making holiday arrangements. Also remember to book any departure flights after the exam period has finished, not on the semester end date. Some courses may have different commencement dates. We recommend you refer to your Letter of Offer for your exact commencement and/or Enrolment and University Orientation dates.



## APPLYING FOR A STUDENT VISA

You will need to use your Confirmation of Enrolment (CoE) to apply for a student visa, at your nearest Australian Diplomatic Mission (Embassy). You will receive your CoE from La Trobe International after you have accepted your offer.

You may also be required to demonstrate that you have sufficient funds to cover your tuition fees and living expenses (the Department of Immigration and Border Protection's suggested living costs for international students is approximately AUD\$18,610 per annum). Your Visa Assessment Level generally determines the information you will be required to submit as part of your visa application to the Australian Diplomatic Mission.

However, if you are eligible for Streamlined Visa Processing (SVP), you will be assessed as if you are an Assessment Level 1 (AL1) student. See page 3 for further information on SVP. If you are ineligible for SVP, your student Visa Assessment Level is determined by your country of citizenship and the type of course/s you will be studying.

Only those students who are from Visa Assessment Level 1 countries can be granted their initial student visa while in Australia.

Everyone else (from countries with Visa Assessment Levels 2–4) must obtain a student visa before travelling to Australia. For more information on Visa Assessment Levels, please refer to Student Visa Program – Assessment Levels (formerly Form 1219i): [border.gov.au/Trav/Stud](http://border.gov.au/Trav/Stud)

**Important!** The University can only provide information, concerning immigration matters

– not advice. For students who may be commencing their studies in mid-year, please note a new simplified student visa framework may be applicable. Please refer to page 3 for more details.

For up-to-date information on student visa regulations and a list of Australian Diplomatic Missions, or for general information about immigration matters, visit the Department of Immigration and Border Protection (DIBP) website at:

[border.gov.au](http://border.gov.au)

Assistance with visa applications is available from La Trobe University's representatives: [latrobe.edu.au/international/agents](http://latrobe.edu.au/international/agents)

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### Student visa conditions

The Department of Immigration and Border Protection (DIBP) issues student visas with a number of conditions attached, including, but not limited to, the following conditions:

**8105** – You cannot undertake work until you have commenced your course in Australia. You 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 up to the end of the second following Sunday.**

Some volunteer and unpaid work (other than work that has been registered as a part of your course) is also included in the 40 hours per fortnight limit: see page 60–61 for what's included. No work limits apply during vacation periods.

If you have a subclass 574 (Postgraduate Research) visa you can work unlimited hours once you have commenced your research degree. However according to your candidature rules you can only undertake a maximum of eight hours of paid employment per week between 9am and 5pm Monday to Friday.



**8202** – You must remain enrolled in a registered course, satisfy academic requirements, make satisfactory academic progress, and complete your course within the time stated on your CoE.

**8501** – You must maintain adequate arrangements for health insurance cover during your entire stay in Australia.

**8532** – If you have not reached 18 years of age, you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia. To maintain adequate arrangements for welfare you must stay in Australia:

- with your parent or legal custodian
- with an eligible relative who has been nominated by your parents or legal custodians, who is aged over 21 and is of good character, or
- within accommodation, support and general welfare arrangements that have been approved by the University.

See page 13 for more details.

**8533** – You must advise the University within seven days of your arrival in Australia of your current residential address and of any changes of address within seven days of each change. You must notify your education provider if you have changed universities or education providers within seven days of receiving your CoE or evidence of enrolment.

**8516** – You must continue to satisfy the requirements for the granting of your student visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.

Your visa is subject to a number of visa conditions that you must comply with. Different

visa conditions apply to you and your family members. Breaching a visa condition may result in the cancellation of your visa.

### **Students with school-aged children**

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If you have school-aged dependants accompanying you to Australia, it is a visa requirement that you enrol them in primary or secondary school.

If you are the recipient of an Australian government scholarship that covers the entire cost of your tuition fees (e.g. Endeavour Postgraduate Award), if you hold a 576 (Foreign Affairs or Defence Sector Scholarship) or 574 (Postgraduate Research) visa, you are not required to pay school fees for your dependants at government schools in Victoria.

You will otherwise be required to pay school fees for your dependants whether they are enrolled at a government or non-government school. The minimum fee payable at Victorian government primary schools in 2015 was AUD\$10,168 per year. More detailed information on schools, the Australian curriculum, and fees is available at:

**[study.vic.gov.au](http://study.vic.gov.au)**

Further information is in the Students with families or Australia Awards students sections of this guide from pages 16 to 19.

### **OSHC by Allianz Global Assistance**

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If you have purchased your Overseas Student Health Cover (OSHC) with Allianz Global Assistance through La Trobe University, we will give you instructions on how to obtain your card once you arrive at La Trobe University. If you hold a student visa and have paid for your cover in advance, your OSHC cover is valid from the date you arrive in Australia. If you obtain cover from another provider you are advised to confirm directly with that provider of when your





cover commences. See page 60-62 for further information about OSHC by Allianz Global Assistance or visit:

**[oshcallianzassistance.com.au](http://oshcallianzassistance.com.au)**

## **LIVING AND TRAVELLING SAFELY – THINGS TO CONSIDER IN ADVANCE**

### **Scams**

Scams operate all over the world through email, SMS messaging, internet social sites, and person to person. Travellers or people new to a culture or country may be particularly vulnerable to offers of assistance. We strongly advise you not to commit to any transaction (e.g. accommodation or money transfer) until you have arrived.

- A scam is an unjust scheme devised to take your money in a dishonest or deceitful way and give little or nothing in return.
- Scams generally involve organisations or individuals operating under unregistered or fraudulent names.
- Scammers are hard to find and have no compassion for their victims.
- Scams often prey on people's vulnerability and use lies and tricks to convince you they are genuine.

We strongly recommend you apply caution to any transaction before arrival in Australia visit the Consumer Affairs Victoria website or seek advice from La Trobe International.

**[consumer.vic.gov.au/resources-and-education/scams](http://consumer.vic.gov.au/resources-and-education/scams)**

### **Currency and banking**

Australia's unit of currency is the Australian dollar (AUD\$), which is divided into 100 cents. Coins have values of 5, 10, 20 and 50 cents, and AUD\$1 and AUD\$2; notes have values of AUD\$5, AUD\$10, AUD\$20, AUD\$50 and AUD\$100.

Travellers Cheques are one of the safest ways to carry funds into Australia. Brands like American Express and Thomas Cook are widely accepted, and can be cashed at banks, foreign exchange brokers and larger hotels. Passport identification (ID) is required when you cash Travellers Cheques. You must declare amounts of AUD\$10,000 or more in foreign or Australian currency that you bring into Australia.

Major credit and debit cards – Visa and MasterCard – are accepted throughout Australia. Automatic Teller Machines (ATMs, or cash points) with 24-hour access seven days a week are available in many locations such as shopping centres, petrol stations, convenience stores, banks, along main shopping strips and in malls or plazas, as well as on campus.

Savings or cheque account access cards – connected to the Maestro or Cirrus electronic networks – can be used in ATMs around Australia. If your card does not have the Maestro or Cirrus logo on it, we recommend you confirm with your financial institution if you can use your card in Australia before you leave home. Check all terms and conditions and how you can access your funds while in Australia to ensure that you are aware of the fees associated with your choices.



Before you leave home, you can open a bank account with:

Pulse Credit Union  
**pulsecredit.com.au**

Commonwealth Bank of Australia  
**commbank.com.au**

Westpac Bank  
**westpac.com.au/internationalstudent**

These banking institutions have offices at La Trobe University's Melbourne Campus. The Pulse Credit Union also has facilities at the Albury-Wodonga and Bendigo campuses. It is recommended you open an account before leaving home (as you will only need your passport to withdraw funds when you arrive in Australia) rather than carrying around large amounts of cash, which is unsafe. Once you open a bank account, you can transfer funds from overseas to be ready for you when you arrive.

When opening a bank account, ask about student accounts that may attract lower or no account-keeping fees.

### **Safety when carrying money**

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Don't carry large amounts of cash and don't make it obvious you are carrying money.

- Only carry the amount necessary for your arrival and the first few days. Enquire whether your financial institution at home, or your family, may transfer funds into your account after your arrival.
- Talk to your financial institution at home as early as possible, to find out how to transfer funds and the costs of such transactions.
- Consider opening a bank account at an Australian bank before you leave home, but you'll need to be 100 per cent sure you are coming to Australia, as you can only access these funds once you have arrived and provided adequate identification.



**[latrobe.edu.au/experience/living/safety/money](http://latrobe.edu.au/experience/living/safety/money)**

Electronic Funds Transfer at Point of Sale (EFTPOS) terminals can be found where most goods or services are sold, ranging from supermarkets, service stations and restaurants to doctors' clinics and gymnasiums. You can pay for goods and make payments through EFTPOS using your ATM bank card, rather than paying with cash. At some stores, when you use EFTPOS you can also withdraw cash from your account at the same time, and this transaction is usually free. You should be aware that retailers may limit how much cash can be withdrawn, which may be dependent on the amount that you spend.

When paying by EFTPOS or using an ATM, you use your PIN (Personal Identification Number) to access your account.

Strict rules apply about keeping the PIN confidential: never give your PIN to anyone and be careful no one looks over your shoulder while you enter your PIN at a terminal or cash point. In Australia, financial institutions will not guarantee the safety of your funds if you have given your PIN to any other person, even family members.

### **Meeting people and making new friends**

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Australians are often noted as friendly people and you will probably meet many people



as soon as you arrive. As with any country in the world, when you meet anyone new, be cautious until you get to know the person better and feel you can trust them. If a stranger starts talking to you, they are probably just being friendly.

However, to be safe, don't give them any of your personal details such as your full name, your phone number or your address. You could offer to take their phone number if they suggest showing you around or helping you to settle into life in Australia. Do not give cash to someone to hold or make payments for you, and do not provide bank account or personal security access codes to anyone.

Many international students spend time with other students and people from their own country and culture while in Australia. These people can make you feel accepted and you may be able to communicate much more easily with them than you can with locals, particularly when you have just arrived. When everything around you is new and different, it can feel like a big relief to find people from your own country and cultural background.

But remember, you need to be careful at first, until you get to know them better, just as you should with anyone else. Even though you may feel like you have a lot in common, remain cautious until you feel you know them reasonably well and can trust them. Many crimes against international students are committed by people from their own culture.

### **Choosing where to live before you leave home**

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Choosing where to live in a new country is a big decision and there are many factors to consider. **We strongly advise you not to accept or pay in advance for any long-term off campus accommodation without first inspecting it to check the suitability of the premises.**

If you choose not to live on campus, it is advisable to contact La Trobe Accommodation Services to secure temporary accommodation for when you arrive. Alternatively we recommend AHN Homestay as a good temporary accommodation option – you can commit to as little as four weeks. The Accommodation section from page 26 provides more information.

### **Getting around safely**

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La Trobe University maintains a commitment to the safety of all students, and La Trobe International has considerable knowledge about the experiences of international students during their time in Australia. For more information on security services, the campus bus, and the after-hours hotline for international students, see page 74 of this guide or visit:

[latrobe.edu.au/experience/living/safety](http://latrobe.edu.au/experience/living/safety)

[latrobe.edu.au/security/access](http://latrobe.edu.au/security/access)

## **STUDENTS UNDER 18 YEARS OF AGE**

If you are under 18 years of age at the commencement of your course, you are required by the Australian Department of Immigration and Border Protection (DIBP) to have appropriate welfare and accommodation arrangements in Australia. To obtain a student visa, underage students need to provide evidence that they will be living with either a DIBP-approved parent, legal custodian or an eligible relative in Australia, or have arranged welfare and accommodation that satisfies La Trobe University's requirements.

### **Option 1 – DIBP's approved welfare arrangement**

Underage students must have their parents (or legal custodian) nominate a suitable guardian, who resides in Australia, before DIBP will consider their student visa application. Parents must lodge the Nomination of a





Library, Melbourne Campus

Student Guardian Form (157N) available from the Australian Diplomatic Mission (Embassy) in their home country. DIBP requires this guardian to be over 21 years old, an eligible relative and of good character.

[border.gov.au/Trav/Stud](http://border.gov.au/Trav/Stud)

### **Option 2 – La Trobe University’s approved welfare and accommodation arrangements**

If underage students do not have an eligible relative in Australia, they will need to be supported by the services of La Trobe University’s approved welfare and accommodation providers. Upon receipt of proof that these providers have been engaged (e.g. copies of contracts), La Trobe University will issue a CoE and a Confirmation of Appropriate Accommodation/Welfare (CAAW) Form for students to use when they apply for their student visa. More information and relevant forms are available at:

[latrobe.edu.au/students/new-students/international/visa/under18](http://latrobe.edu.au/students/new-students/international/visa/under18)

## **STUDENTS WITH DISABILITIES**

Disability Advisors from La Trobe’s Equity & Diversity centre provide information, support, and resources to students with permanent or temporary disabilities, mental health issues or medical conditions.

Prospective students who may require support and services are strongly advised to contact staff at Equity & Diversity before accepting an offer to study at La Trobe University.

Personal information provided to Disability Advisors for the purpose of determining a need for adjustments or accommodation is confidential. Please see page 72 for contact details and more information.



# STUDENTS WITH FAMILIES

Read this section if your spouse and/or children will be with you while you study. You can get a lot more information in our comprehensive *Students with Spouse and/or Children Guide* at: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)

We recommend you arrive first, settle into studies, find appropriate accommodation and then arrange for your family to join you. This will allow you to settle into academic life before your family joins you in Australia, and enable you to take time to prepare for their arrival and get settled. We also recommend you encourage your family to read about Australia and send them pictures of your accommodation. Your family could also speak with friends or relatives who have been to Australia. The International Student Services team at La Trobe International (LTI) can provide a range of information and support whether or not your family arrived with you.

## ACCOMMODATION

There are two on-campus accommodation options for families at the Melbourne Campus: Barnes Way Apartments or Waterdale Road Apartments. However, it may be difficult to secure this accommodation in your first year of study, because you need to be on campus to sign a lease:

[latrobe.edu.au/accommodation/locations](http://latrobe.edu.au/accommodation/locations)

La Trobe Accommodation Services also provide assistance for off-campus accommodation and has developed the Off-campus Accommodation database: [latrobe.studystays.com.au](http://latrobe.studystays.com.au)

For more information, check the Accommodation section on page 26 of this guide.

## VISA REQUIREMENTS

The following procedures are specific to students who come to Australia and who then apply to have their family join them as dependants. After you are settled, complete a 919 Student Dependant Nomination Form and send it to your family to lodge with their visa applications. Forms can be obtained from the DIBP website: [border.gov.au](http://border.gov.au)

A letter certifying that you are a La Trobe University student can be requested from Ask La Trobe at your campus.

## SPOUSES

The International Student Services team also support students' spouses. We can provide information and referrals to assist spouses to develop their support networks, find out more about Australia and improve their English.

### Work rights for spouses (including de facto spouses)

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Spouses holding Student Dependant visas automatically receive Permission to Work (PTW) within Australia.

Please note spouses on a Student Dependant visa:

- must not commence work until the student visa holder has commenced classes
- are limited to 40 hours work per fortnight at all times, unless the primary visa holder has commenced a Master's or Doctoral degree and holds a subclass 573 (Higher Education), 574 (Postgraduate Research) or 576 (Foreign Affairs/Defence) student visa. In these cases a dependent family member may work any number of hours.

See page 61 of this guide for further information on PTW or visit:

[border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders](http://border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders)



## CHILD CARE

If your spouse or partner is unable to care for your children because of their own study or work commitments, you will need to find suitable child care. We strongly encourage you to start planning for child care prior to arriving in Australia. Child care can be community-based, organised by the local council, or run by private companies. In all cases, there are usually waiting lists for places and it is generally expensive. Australia Awards students may be eligible to receive childcare benefits from the Australian Government. See further information on page 19. You can also search for a child care centre here: [mychild.gov.au](http://mychild.gov.au)

### On-campus childcare

Most campuses provide students and staff with access to childcare facilities. Some students may be eligible for a childcare subsidy; however, there are usually waiting lists for places.

#### Melbourne Campus

The Children's Centre caters for children from six weeks to six years old.

**T** +61 3 9479 2122

**E** [children@latrobe.edu.au](mailto:children@latrobe.edu.au)

**latrobe.edu.au/child**

#### Bendigo Campus

First Grammar Bendigo is a privately-owned childcare centre located on the Bendigo Campus.

**T** +61 3 5442 5139

**E** [bendigo@firstgrammar.com.au](mailto:bendigo@firstgrammar.com.au)

#### Albury-Wodonga Campus

Kids on Campus Childcare Centre caters for children from six weeks to six years old.

**T** +61 2 6055 6635

**latrobe.edu.au/aw/childcarecentre**

#### Mildura Campus

TAFE Kids Childcare Centre caters for the children of students, staff and members of the community, aged from six weeks to five years old.

**T** +61 3 5022 3791

**E** [tafekids@sunitafe.edu.au](mailto:tafekids@sunitafe.edu.au)

**latrobe.edu.au/mildura/study/student-facilities**

## COMMUNITY SERVICES FOR CHILDREN

Local councils or shires provide many services that you may access as a resident of that municipality. These services include kindergartens, playgroups, maternal and child health centres, toys and book libraries, playgrounds, childcare centres, family day care and school holiday programs and more. We advise you to find out about all the available services. To find your local council visit:

#### Victoria

**dtpli.vic.gov.au/local-government/  
find-your-local-council**

#### New South Wales

**lgnsw.org.au/about-us/council-links**

## GUIDE FOR SPOUSES

La Trobe International has also published a guide for spouses of international students to assist with settling in. Download a copy at: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)



## SCHOOL

If you have school-aged dependants accompanying you to Australia, it is a visa requirement that you enrol them in primary school (grades K–6) or secondary school (grades 7–12). You need to apply for your child's school on a Dependant Application Form, and accept your Letter of Offer by paying the invoice.

You will then be issued with a Letter of Confirmation of your child's enrolment that you need to lodge with your Student Dependant Nomination Form.

You will be required to pay school fees for your dependants at a government school, unless you fall into one of the following categories:

- you are the recipient of an Australian Government scholarship and hold a 576 (Foreign Affairs or Defence scholarship – see the Australia Awards students section on page 19)
- you hold a 574 (Postgraduate Research) visa
- you are receiving an Endeavour Postgraduate Award that covers the entire cost of your tuition fees.

Even if you are exempt from paying tuition fees for your dependants at government schools, there will still be administrative and other costs. If you choose a non-government school, tuition and other fees apply.

- The minimum annual fee payable in Victorian government schools in 2015 was AUD\$10,168 (subject to change). Albury-Wodonga students can consider enrolling their children in a New South Wales (NSW) school. In NSW, the annual tuition fees for dependants at government schools in 2015 started at AUD\$10,000 for primary school (grades K–6). Please note that some international students have been able to negotiate lower fees for their children at non-government schools.
- All schools in Victoria with international students must meet strict accreditation criteria, and these accredited schools are regularly assessed and reviewed.

For details on primary schools accredited to take international students see the accredited schools list on the 'Find a school' page at [study.vic.gov.au](http://study.vic.gov.au)

The schools closest to La Trobe University's Melbourne Campus are located in the 'City North' section of the map.

For secondary school (high school) the Victorian Government has issued the Right School Right Place Guide to help international students find the right school. The guide profiles 91 accredited secondary schools (82 schools in metropolitan Melbourne and nine in regional Victoria) containing information about their location, number of students, special programs, contact details and a brief overview of the school environment. The guide is available in English, Chinese (simplified) and Vietnamese: [rightschoolrightplace.study.vic.gov.au](http://rightschoolrightplace.study.vic.gov.au)

## FURTHER INFORMATION

If you have more questions, we have detailed instructions in our *Offer and Acceptance Guide*: [latrobe.edu.au/study/how-to-apply/international/accept-your-offer](http://latrobe.edu.au/study/how-to-apply/international/accept-your-offer)



For further information and comparative data about schools across the country, visit:

**[study.vic.gov.au/deecd/schools-in-victoria/  
resources/en/external-site-links.cfm](http://study.vic.gov.au/deecd/schools-in-victoria/resources/en/external-site-links.cfm)**

**[myschool.edu.au](http://myschool.edu.au)**

For students going to Albury-Wodonga on the Victoria and New South Wales border, you should also visit the NSW State Government website for international students:

**[decinternational.nsw.edu.au/study/schools/  
international-students](http://decinternational.nsw.edu.au/study/schools/international-students)**





# SPONSORED STUDENTS

Sponsored students receive financial assistance from a government, organisation or company (not private individuals or relatives) to undertake studies at La Trobe University.

## New sponsors

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If your sponsor organisation is not currently registered with La Trobe University, our Sponsored Programs team or your Admissions Officer will ask your sponsor to complete a Sponsor Registration Form, which is available from:

**[latrobe.edu.au/study/how-to-apply/international/sponsored-programs/information-for-sponsors](http://latrobe.edu.au/study/how-to-apply/international/sponsored-programs/information-for-sponsors)**

Once your sponsorship registration is approved, the Sponsored Programs team at La Trobe International will act as the central contact between you, your sponsor and the University in matters relating to administration of your sponsorship at La Trobe University. Both sponsored students and their sponsor should note that non-payment of tuition fees by the designated due date may result in the sponsored student being unable to:

- access their library, student email or StudentOnLine accounts
- re-enrol in any course or subject
- receive results of any assessments
- receive an academic transcript
- graduate or receive any academic award.

## Sponsored Student Orientation

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All commencing sponsored students must attend a briefing during University Orientation at the start of Semester 1 and 2. This includes students who were previously enrolled at La Trobe Melbourne undertaking ELICOS, Diploma's or Foundation Studies.

## Enrolment conditions for sponsored students

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When you accept your offer to study at La Trobe, you sign your agreement with us to communicate with your sponsor on your behalf. From time to time, we contact your sponsor about your academic progress, tuition fees, or other matters relating to your progress.

Sponsored Students must first seek advice from Sponsored Programs in La Trobe International if they want to make any of these variations to their enrolment:

- change of course preference
- change of major
- enrolling in less than a full-time load (under-loading)
- leave of absence (including deferral or suspension)
- discontinuation (withdrawal) from a course.

Your variation request is subject to sponsor approval under the agreement La Trobe

## MORE HELP

You can meet a staff member about your sponsorship every Monday and Thursday in room 306 of the Sylvia Walton Building (Melbourne Campus) between 10.30am and 12.30pm, or at other times by appointment.

For further information regarding sponsored programs, contact the Sponsored Programs Team on email

**[sponsoredprograms@latrobe.edu.au](mailto:sponsoredprograms@latrobe.edu.au)**



University has with your sponsor, and you must get their permission before the change is processed. You must first contact Sponsored Programs for assistance before proceeding with a change through your college.

## EXTENSION OF STUDIES AND SPONSORSHIP

Sponsored Students who experience difficulties during their studies, and find they need to extend the length of their stay in Australia must contact Sponsored Programs. This needs to be done at least three months prior to the original course end date or visa expiry date (whichever date is earlier) to seek necessary approval and documents from their sponsor.

Sponsored students should ensure they are fully aware of their specific sponsorship conditions, including any conditions about extensions.

### Academic monitoring

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Sponsored students also agree that the University will liaise with their sponsor regarding their enrolment status, academic progress, and related sponsorship issues.

## SCHOLARSHIPS

Some international students may receive a partial scholarship for their studies from La Trobe University. This is applied against tuition fees and is reflected on the student's statement of accounts.

For high achieving continuing students there are excellence scholarships awarded by the colleges.

More information on scholarships may be found at: [latrobe.edu.au/study/costs/international](http://latrobe.edu.au/study/costs/international)

## AUSTRALIA AWARDS

Australia Awards are prestigious scholarships for international students from developing countries who are chosen to study in Australia to further the national priorities of their home country. The sponsor is the Australian Department of Foreign Affairs and Trade (DFAT).

### Contact officers

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The Australia Awards contact officers at La Trobe University are also the sponsored students team. They organise the Introductory Academic Program (IAP) at the beginning of each semester, and provide advice and support during your studies.

All Australia Awards students must retain a copy of the Australia Awards Scholarships Policy Handbook, as it is their key reference document in relation to the administration of Australia Awards. The Handbook is updated annually in January and can be downloaded from: [dfat.gov.au/about-us/publications/Pages/australia-awards-scholarships-policy-handbook.aspx](http://dfat.gov.au/about-us/publications/Pages/australia-awards-scholarships-policy-handbook.aspx)

### Academic support

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Australia Awards students are encouraged to utilise all available academic support to enhance their studies, within their college, the Student Learning unit, and through the Supplementary Academic Support funds available as part of their scholarship.

### Transport concession

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Please see pages 44 and 96, and note that only Australia Awards students undertaking an undergraduate degree are eligible for public transport concession fares.

### Child care concession

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Australia Awards students may be eligible to access government support, such as the Childcare Benefit and Childcare Rebate. New Australia Awards students can contact the Department of Human Services about support available and how to access these services.

T 131 272 (Monday to Friday, 8.30am – 4.45pm)  
or 131 107 (Automated Child Support Information Service)

[humanservices.gov.au/customer/themes/families](http://humanservices.gov.au/customer/themes/families)

Students may also use an online government service to search for suitable childcare options (see page 15). For further information on students with children and their schooling, see page 16.



The information on this page is for US students only.

## US FINANCIAL AID

La Trobe University participates in the William D. Ford Direct Loan Program. La Trobe administers Stafford and PLUS loans for US citizens or eligible non-citizens who meet criteria, including but not limited to the following:

- being enrolled at least half-time in a degree program
- making satisfactory academic progress
- not being in default from a previous loan.

Continuing students must re-apply for Financial Aid each year. Information for new students wishing to apply for US Financial Aid, and information for continuing students regarding their responsibilities as a borrower, can be accessed at:

[latrobe.edu.au/study/costs/financial-aid](http://latrobe.edu.au/study/costs/financial-aid)

It is important that you make financial plans for your university studies in advance. So if you are planning to apply for US Financial Aid, get a head start by contacting the La Trobe International Financial Aid Officer as soon as you receive your Letter of Offer.

For more information, contact the Sponsored Programs Team on Level 3, Sylvia Walton Building, La Trobe University, Melbourne Campus

E [usfinancialaid@latrobe.edu.au](mailto:usfinancialaid@latrobe.edu.au)

### Accessing US Financial Aid Loans

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Once LTI has assessed and certified your loan with the US Department of Education, the funds should arrive in Australia within two weeks following the disbursement date.

Once your funds have been disbursed from the US you will be asked to come to LTI. You will

need to provide your banking details and complete the William D. Ford Direct Loan Program Reconciliation Form for the funds transfer.

Loans are usually due for disbursement on the first day of each semester, after you have officially commenced classes and your attendance is confirmed by the college.

The funds will first be allocated to your tuition fees, and any remaining funds will be refunded to your nominated bank account, for your living expenses.

**Important!** Students enrolled in any online subjects will not be eligible for US Financial Aid funds. Therefore, ensure you do not enrol in online subjects.

### Who is eligible to receive US Financial Aid loans?

---

La Trobe University participates in the William D. Ford Direct Loan Program. La Trobe administers Stafford and PLUS loans for US citizens or eligible non-citizens who meet criteria, including but not limited to the following:

- being enrolled at least half-time in a degree program
- making satisfactory academic progress
- not being in default from a previous loan.

Continuing students must re-apply for Financial Aid each year. Information for new students wishing to apply for US Financial Aid, and information for continuing students regarding their responsibilities as a borrower, can be accessed at:

[latrobe.edu.au/study/costs/financial-aid](http://latrobe.edu.au/study/costs/financial-aid)



### **Will I receive US Financial Aid funds?**

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You will receive US Financial Aid funds if you meet all eligibility criteria including those mentioned above, if you have submitted a Financial Aid Application Form, and submitted any of the necessary documentation to La Trobe International. It is important that you make financial plans for your university studies in advance. So if you are planning to apply for US Financial Aid, get a head start by contacting the La Trobe International Financial Aid Officer as soon as you receive your Letter of Offer.

### **I have applied for US Financial Aid. How do I get the money and what is the process?**

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Once La Trobe International has assessed and certified your loan with the US Department of Education, the funds should arrive in Australia within two weeks following the disbursement date.

Loans are usually due for disbursement on the first day of each semester, after you have officially commenced classes and your attendance is confirmed by the college. Once your funds have been disbursed from the US and you have arrived at La Trobe you will be asked to come into La Trobe International office. You will need to provide your banking details and complete the William D. Ford Direct Loan Program Reconciliation Form for the funds transfer. This reconciliation form will outline the amount to be allocated to your tuition fees and living expenses. The funds will first be allocated to your tuition fees, and any remaining funds will be refunded to your nominated bank account, for your living expenses.





# LIVING COSTS

The table below shows estimated average annual costs for a single student sharing rental accommodation, living in a one bedroom flat, living in Homestay (that is, living with a family or individual in their home) or living on campus (non-catered).

These costs are based on 2015 prices. You should allow for a four to five per cent increase in living expenses. Total figures are for the 36 weeks of the academic year only. We have excluded the cost of clothing or travel expenses for leisure purposes.

## Average living costs for one student (AUD\$)

TYPE OF ACCOMMODATION	MELBOURNE					SYDNEY <sup>14</sup>			BENDIGO				
	Homestay fully catered all meals	Homestay shared room no meals	Renting shared house or flat <sup>1</sup>	One bedroom flat or apartment <sup>7</sup>	Chisholm College non-catered	Homestay fully catered all meals	Renting shared house or flat <sup>14</sup>	One bedroom flat or apartment	Homestay fully catered all meals	Homestay shared room no meals	Renting shared house or flat <sup>7</sup>	One bedroom flat or apartment <sup>7</sup>	The Units non-tenered <sup>10</sup>
ESTABLISHMENT COSTS (ONCE ONLY)													
Bond <sup>2</sup>	0	0	651	1282	515	0	715	1669	0	0	563	987	515
Rent in advance	1140	680	651	1282	0	1320	715	1669	1000	680	563	987	0
Telephone, internet and utilities connection	0	0	100	143	515 <sup>8</sup>	0	60	180	0	0	55	143	515 <sup>8</sup>
Establishment costs (household items, furniture)	240 <sup>4</sup>	240 <sup>4</sup>	512	1100	226 <sup>5</sup>	290	564	1124	240 <sup>4</sup>	240 <sup>4</sup>	512	1100	226 <sup>5</sup>
Total	1380	920	1914	3807	1256	1610	2054	4642	1240	920	1693	3216	1256
ANNUAL COSTS													
Books, stationery, etc.	819	819	819	819	819	820	820	820	819	819	819	819	819
WEEKLY COSTS													
Weekly rent/board	285	170	150	295	192	330	150	350	250	170	130	228	173
Food/groceries	20	92	92	92	92	20	100	100	20	92	92	92	92 <sup>9</sup>
Personal items/health/clothing <sup>11</sup>	31	31	31	61	31	50	50	80	31	31	31	61	31
Utilities (gas, electricity, mobile phone, internet)	22	22	66	110	11	25	80	110	22	22	66	110	11
Travel (public transport/fuel) <sup>3</sup>	60	60	60	60	29	60	60	60	27	27	27	27	11
Spending money	82	82	82	82	82	100	100	100	82	82	82	82	82
Average weekly costs	500	457	481	701	437	585	540	800	432	424	428	600	400
Total estimate (one academic year = 36 weeks)	19064	17504	19391	28563	17800	22170	21599	32593	16625	16325	17359	24665	16464

1. Assumes shared with two others. 2. Bond is usually refunded at the end of your stay provided no money is due, you have given the required period of notice, and that you have caused no damage to the property. Note that some private student accommodation providers will deduct a cleaning charge at the end of your stay. 3. Transport for education and work purposes. 4. Placement fee for homestay service. 5. Includes non-refundable costs of social and transition programs and other miscellaneous fees. This cost may be lesser for students who are in-residence for only one semester or who commence at Semester 2 (July). 6. Limited on-campus accommodation available at Shepparton Campus.



## Students with spouse and/or children

Based on advice from the Department of Immigration and Border Protection (DIBP), if you have a family, you should allow at least AUD\$6,515 per year for your spouse and AUD\$3,720 for your first child. These amounts exclude tuition fees.

For more information, visit:  
[latrobe.edu.au/experience/living/costs](http://latrobe.edu.au/experience/living/costs)

Remember to ask for a *Students with Spouse and/or Children Guide* at your La Trobe International office. See page 16, and visit: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)

## Franklin Street and City campuses

Students at the Franklin Street and City campuses should refer to the Melbourne Campus information. However, generally the closer you live to the CBD the more expensive your rental costs will be.

TYPE OF ACCOMMODATION	A-W <sup>2</sup>				MIL <sup>3</sup>			SHP <sup>6</sup>	
	Homestay fully catered all meals	Renting shared house or flat <sup>1</sup>	One bedroom flat <sup>7</sup>	Campus non-catered	Renting shared house or flat <sup>1</sup>	One bedroom flat <sup>7</sup>	Campus non-catered	Renting shared house or flat <sup>1</sup>	One bedroom flat <sup>7</sup>
<b>ESTABLISHMENT COSTS (ONCE ONLY)</b>									
Bond <sup>2</sup>	0	607	693	515	607	650	515	650	737
Rent in advance	1020	607	693	0	607	650	0	650	737
Telephone, internet and utilities connection	0	55	143	273 <sup>8</sup>	55	143	273	55	143
Establishment costs (household items, furniture)	240 <sup>4</sup>	512	1024	220 <sup>5</sup>	512	1024	250 <sup>5</sup>	512	1024
<b>Total</b>	<b>1260</b>	<b>1780</b>	<b>2554</b>	<b>1008</b>	<b>1780</b>	<b>2467</b>	<b>1038</b>	<b>1867</b>	<b>2640</b>
<b>ANNUAL COSTS</b>									
Books, stationery, etc.	819	819	819	819	819	819	819	819	819
<b>WEEKLY COSTS</b>									
Weekly rent/board	255	140 <sup>1</sup>	160	156	140	150	156	150	170
Food/groceries	20	92	92	92	92	92	92	92	92
Personal items/health/clothing <sup>11</sup>	31	31	61	31	31	61	31	31	61
Utilities (gas, electricity, mobile phone, internet)	22	66	110	22	66	110	33	66	110
Travel (public transport/fuel) <sup>3</sup>	33	33	33	11	33	33	11	28	28
Spending money	82	82	82	82	82	82	82	82	82
Average weekly costs	443	444	538	394	444	528	405	449	544
<b>Total estimate (one academic year = 36 weeks)</b>	<b>17001</b>	<b>17959</b>	<b>22055</b>	<b>16000</b>	<b>17959</b>	<b>21652</b>	<b>16426</b>	<b>18205</b>	<b>22302</b>

7. Tenants are legally liable to pay rent for 52 weeks when signing a lease for one year. 8. This includes facilities, services and internet connection and usage. This cost may be lower for students who are only in residence for one semester or commence at Semester 2 (July). 9. Different Catering plans and casual dining options are available at all on-campus accommodation in Bendigo. For an extra A\$99 per week you receive five breakfasts from Mondays to Fridays, and four dinners Mondays to Thursdays. 10. Multiple accommodation options are available at Bendigo. In addition to The Units, there are the new Hillside Apartments, Orde House and The Terraces. 11. Costs will vary depending on your lifestyle. 12. Albury-Wodonga Campus. 13. Mildura Campus. 14. Auzzie Families is the homestay provider: [auzziefamilies.com](http://auzziefamilies.com).



# PRE-DEPARTURE AND ARRIVAL CHECKLIST

Use this list as a reminder, but remember more information on each of these points is located throughout this guide. You could also cut out and keep these pages and tick off each item as you go.

## WHEN YOU ACCEPT YOUR OFFER

- ☐ Apply for your passport.
- ☐ Apply for your student visa.
- ☐ Arrange for immunisations, medications and any medical records from your doctor.
- ☐ Apply for a credit card and/or arrange for access to sufficient funds. If you open an Australian bank account while overseas, you can then transfer funds and confirm overseas access to your fund with your bank: [latrobe.edu.au/students/new-students/international/leaving/banking](http://latrobe.edu.au/students/new-students/international/leaving/banking)
- ☐ Book your flight to arrive at least a few days before your registration, enrolment and the University Orientation. We strongly recommend you arrive at least three weeks before classes start.
- ☐ Arrange travel insurance.
- ☐ Organise childcare or schooling for your children.
- ☐ See page 8 for information on when you can commence work.

## HELPFUL HINT

Keep all documents in a re-sealable folder in your carry-on or hand luggage for easy access while travelling. It is wise to scan these documents and save an electronic copy, email them to yourself, or leave another set of documents with your family in case you lose the originals. Remember that if your family are coming with you, you will also need their documents at-hand.

## SIX TO EIGHT WEEKS BEFORE LEAVING HOME

- ☐ Attend an online pre-departure briefing (see page 5).
- ☐ Join E-friends (see page 5), Transition @ La Trobe Facebook group – our online social networking programs to assist you before you arrive.
- ☐ Arrange personal references that might assist with accommodation or employment applications.
- ☐ View the University Orientation program for your campus: [latrobe.edu.au/students/new-students/orientation](http://latrobe.edu.au/students/new-students/orientation)
- ☐ Book your airport reception: [latrobe.edu.au/students/new-students/international/leaving/airport](http://latrobe.edu.au/students/new-students/international/leaving/airport)
- ☐ Read the *Weekend Survival Guide* (if you arrive on a weekend or a public holiday) and print a copy to bring with you: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)
- ☐ Organise temporary accommodation for when you first arrive or apply for on-campus accommodation, visit: [latrobe.edu.au/accommodation](http://latrobe.edu.au/accommodation)  
[latrobe.studystays.com.au](http://latrobe.studystays.com.au)
- ☐ Sign up for La Trobe Times for essential tips and information (see pages 65 and 67).
- ☐ Read publications and websites on Australian society and culture.



## WHAT TO BRING WITH YOU

- ☐ A valid passport and a current student visa (or Visitor's Visa if you are from an Assessment Level 1 country).
- ☐ Your Letter of Offer from La Trobe University and a copy of your Offer Acceptance Form including Refund Policy.
- ☐ Original transcripts and/or Completion Certificates if you only have a Provisional Offer.
- ☐ Receipts for any payments already made to La Trobe University.
- ☐ Letter of award of scholarship/sponsorship (if applicable).
- ☐ Other official identification (e.g. driver's licence, national identification (ID) card, etc.).
- ☐ Any medical records (particularly of immunisations) and any necessary medical prescriptions.
- ☐ Some Australian currency for the first few days e.g. AUD\$300 – AUD\$500.
- ☐ A personal reference, if you plan on looking for rental accommodation.
- ☐ A reference from your previous employer/s and your CV, if you plan to seek part-time employment after your course has commenced.
- ☐ A copy of airport reception instructions if you have arranged this pick-up service so that you know where to meet the driver.
- ☐ Photos of your family and friends as well as any items to make your new surroundings feel more comfortable and familiar.
- ☐ A copy of the relevant *Weekend Survival Guide* (if you arrive on a weekend or a public holiday).
- ☐ This *My Life at La Trobe Guide*.

## WHEN YOU ARRIVE

- ☐ If you have arranged airport reception follow the instructions on page 38 and on our website on how to meet our driver at the airport.  
**[latrobe.edu.au/students/new-students/international/leaving/airport](http://latrobe.edu.au/students/new-students/international/leaving/airport)**
- ☐ Contact home – your family and friends will want to know that you have arrived safely.
- ☐ Print out your temporary Overseas Student Health Cover (OSHC) membership card online (if applicable):  
**[oshcallianzassistance.com.au](http://oshcallianzassistance.com.au)**
- ☐ Attend the International Registration session with La Trobe International (see the maps from page 105 to find LTI on your campus). After you register, follow the instructions on how to order your OSHC membership card online (if applicable) and any other advice.
- ☐ Attend your Enrolment Session.
- ☐ Attend the University Orientation.
- ☐ Explore and familiarise yourself with your campus.
- ☐ Get to know the area where you will live, and how to get to the campus and shops.
- ☐ Open a bank account, or if you opened one when overseas, take your passport into the bank to withdraw funds.
- ☐ Contact Accommodation Services or La Trobe International if you are having difficulties finding long-term accommodation.

### Contact us

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Email is only attended from Monday to Friday, 9am to 5pm AEST

E [internationalarrival@latrobe.edu.au](mailto:internationalarrival@latrobe.edu.au)



# ACCOMMODATION



Glenn College, Melbourne

## TEMPORARY ACCOMMODATION

There are a number of options when you first arrive, while you settle in and look for longer-term accommodation.

### AHN Homestay

Homestay is one of the safest and most convenient ways you can begin your time in Australia.

The Australian Homestay Network (AHN) is a national team of experienced and dedicated staff using a unique Homestay database and communication system for managing Homestay placements throughout Australia. Students are matched with a suitable Australian host according to their specific needs and the La Trobe University campus location. AHN Homestay is available for temporary accommodation at all of our campuses.

With Homestay, students have access to a fully-furnished room and amenities. Most initial placements are for four weeks unless a longer period is requested.

Students are welcome to extend their initial Homestay placement and can choose from a range of additional AHN Homestay and meal options, for example:

- traditional full-meals Homestay
- dinner-only Homestay, or
- no meals Homestay.

### Benefits of short-term accommodation with Homestay

- Settle into a new culture and community with the help of fully-trained AHN hosts.
- You will receive assistance with everyday conversational skills.
- AHN hosts will assist you with learning basics such as using public transport, the location of local shops and information on banking, the internet, mobile phones as well as safety tips.
- Access to AHN 24/7 (24 hours a day, seven days a week) professional phone support.
- AHN contents insurance for students as per the AHN insurance policy.



The placement fee is AUD\$240 and the weekly Homestay rate is AUD\$295 including two meals during weekdays and three on weekends, a furnished room and electricity costs.

For further information visit:

**homestaynetwork.org/latrobe-students**

Click on 'join as a student'

**T 1300 697 829** (inside Australia)

**T +61 2 8905 0321** (overseas)

### Other options

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Sometimes on-campus accommodation is available on a temporary basis. Find out more at:

**latrobe.edu.au/accommodation/short-stay**

### Melbourne

Other temporary student accommodation options near the La Trobe University Melbourne Campus include:

Le Student 8

**T +61 3 9485 0086**

**lestudent8.com**

Quest Bundoora

**T +61 3 8306 0600**

**questbundoora.com.au**

The Parkside Inn Motel

**T +61 3 9467 3344**

**parksideinn.com.au**

Greensborough Motor Inn

**T +61 3 9434 7000**

**greensboroughmotorinn.com.au**

### City and Franklin Street campuses

The Victoria Hotel

**T +61 3 3663 0000**

**victoriahotel.com.au**

Miami Hotel Melbourne

**T + 61 3 9321 2444**

**themiami.com.au**

Greenhouse Backpacker Melbourne

**T +61 3 9639 6400**

**greenhouse.melbourne-hostels.com.au**

### Bendigo

See the accommodation database administered by the Bendigo Student Association at:

**bsabendigo.com.au**

La Trobe International also has an off-campus accommodation guide for Bendigo available on request:

**E campussupport@latrobe.edu.au**

### Albury-Wodonga

**latrobe.edu.au/aw/study/accommodation**

### Mildura

7th Street Motel Mildura

**T + 61 3 5021 1888**

**7thstreetmotelmildura.com.au**

### Shepparton

Big Valley Motor Inn

**T +61 3 5821 3666**

**bigvalley.com.au**

## IMPORTANT THINGS TO CONSIDER

Before you start looking for accommodation, be clear on what you require regardless of the La Trobe University campus you will be attending. Ask yourself the following questions:

### Location

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#### Do you want to live on or off campus?

Please note all AHN Homestay placements take a maximum of 30 minutes travel on public transport to your campus.



It is strongly recommended that you search for accommodation in the suburbs close to your campus as well as consider the travel time by public transport or car to your campus.

[ptv.vic.gov.au](http://ptv.vic.gov.au)  
[whereis.com](http://whereis.com)

### **Will you rely on public transport?**

If so, consider living either on campus, or close to major bus, tram or train services to the University and to the city.

### **Will you look for part-time work?**

If so, consider where you will look for work and how you will get to your workplace. What time will you work, and what transport is available for when you start and finish?

### **Are you part of a group of students?**

If so, whole vacant properties off campus or the University apartments at Barnes Way or Waterdale Road (at the Melbourne Campus) might suit your needs (see page 32). If you choose to live in off-campus accommodation, you should familiarise yourself with standard leases, condition reports and other tenancy information that is available from the Tenants Union of Victoria (from the South West Tenants Advice Service if you are living in Albury or Sydney). See pages 29 and 36.

### **Safety and transition**

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If you are a student who has not lived independently before, if you have not studied at university, or if you are from a country where the academic culture is very different to that in Australia, we strongly recommend you consider living on campus, or with a host in AHN Homestay. This way, you can concentrate on making the considerable transition to studying in an Australian tertiary institution, while receiving emotional and practical support.

### **Facilities**

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#### **Do you want your own room?**

The layout of the property is also important, particularly if you are sharing with others. When enquiring about sharing, you should ask about many things – food, cleaning, cooking, utility bills, smoking, parties and noise, pets, small children, and visits from family, friends or partners – before you decide whether the house is right for you.

#### **Are you willing to share bathroom and kitchen facilities?**

If not, an off-campus one-bedroom apartment might be a better option. In some privately-run student accommodation, you have your own bathroom but you share a kitchen.

#### **Do you want meals provided?**

If so, do you have any special dietary requirements, such as vegetarian, halal or kosher food?

#### **Will you need furniture?**

All on-campus rooms are furnished, but most off-campus rooms are unfurnished. If you don't want to organise furniture, then full-board (e.g. Homestay or privately-run student accommodation) is your best option. In an established share household, you may only need to furnish your own bedroom.

#### **Which utilities (electricity, gas, etc.) will you need?**

If you rent a whole vacant property off-campus you will need to connect gas, electricity, water, internet service, and a landline telephone if you need one. You also have these costs in some University apartments on campus.



## Costs

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Refer to Living costs on page 22 for a more detailed cost comparison between different types of accommodation. You will otherwise find current costs on our accommodation website:

**[latrobe.edu.au/accommodation](http://latrobe.edu.au/accommodation)**

## Legal questions

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### How long do you require accommodation?

If it is for less than six months you may have difficulty getting a lease on a private rental property. Six-month leases are sometimes available but the standard length of a lease for off-campus accommodation in Victoria is 12 months.

### Are you willing to sign a lease?

If not, your options are limited to Homestay, some share accommodation and privately-run student accommodation. If problems arise, you won't have as much protection as you would with a lease.

### Rental rights and responsibilities

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When moving into a vacant house on your own, you will need to pay for connection fees for utilities (electricity, gas, telephone), furniture, a bond (usually equivalent to one calendar month's rent), plus one month's rent in advance. Before you start a tenancy (sign a lease or pay a bond), it is advisable to know your legal rights and responsibilities as a tenant, and those of the agent or landlord.

If you want to share with others, we recommend that all tenants are listed on utility bills (e.g. electricity, phone, gas, water). If your name is on a utility bill, you are legally responsible for its payment, so it is best to ensure that all other tenants are listed.

In share accommodation you generally move into an established house, flat or unit. Connection fees are already paid and the rest of the house is usually furnished, but you may have to furnish your own bedroom.

Make sure you understand all the conditions of any contract you sign, as well as payment and bond conditions and procedures. Do not sign any contract or document if you are unsure of what you are agreeing to. More advice on choosing accommodation and suitable roommates is available at:

**[latrobe.edu.au/experience/living/accommodation/choosing](http://latrobe.edu.au/experience/living/accommodation/choosing)**

We recommend you read some of the publications listed below by the Tenants Union of Victoria, (available to download free of charge from their website), called:

*Keeping the Mates in Housemates*

*Which Housing Option is Right for Me?*

*How Do I Find and Apply for Housing?*

*What Do I Need to Know Before Moving In? (Private Rental and Share Houses)*

**[tuv.org.au/advice](http://tuv.org.au/advice)**

View page 22 for more information on rental and living costs.

## IMPORTANT NOTE

We strongly advise you not to accept any long-term off-campus accommodation without first inspecting and checking the suitability of the premises.

Do not sign anything if you are not sure of what you are agreeing to. Make sure you understand all the conditions of any contract you sign, as well as the payment and bond conditions and procedures.



Albury-Wodonga students should ask the Accommodation Officer for a copy of a guide called *Renting: Your Rights and Responsibilities*:

Accommodation Officer

T +61 2 6024 9847

E [accommodation.aw@latrobe.edu.au](mailto:accommodation.aw@latrobe.edu.au)

### Tenants Union of Victoria

Find out about the Residential Tenancies Act and starting a tenancy. Standard leases, condition reports and other tenancy information are available. Note there are also publications in different languages.

T +61 3 9416 2577

[tuv.org.au](http://tuv.org.au)

### Consumer Affairs Victoria

Offers advice and information for consumers including tenants.

T 1300 558 181

[consumer.vic.gov.au](http://consumer.vic.gov.au)

## ON-CAMPUS ACCOMMODATION

Results of an Australasian Survey of Student Engagement (AUSSE, 2008) show that 'students living in residence are equally, and in many instances, more engaged than others, particularly in terms of participation in active learning and enriching experiences, their interactions with staff, and their perceptions of support'. On the Melbourne Campus, all first-year students are placed in a Study Focus Group with trained, student mentors.

For further details about on-campus accommodation, visit the Accommodation Services website:

[latrobe.edu.au/accommodation](http://latrobe.edu.au/accommodation)

## OPTIONS AT MELBOURNE

All on-campus accommodation is mixed gender. Each of the seven residences offer different lifestyles, facilities and services depending on your preferences. There is no on-campus accommodation at the Franklin Street and City campuses: refer to Melbourne Campus information. For a full list of fees for accommodation facilities visit:

[latrobe.edu.au/accommodation](http://latrobe.edu.au/accommodation)

### Undergraduate residential colleges

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The three residential colleges – Glenn, Chisholm and Menzies – are located in the heart of the Melbourne Campus. They provide single furnished study-bedrooms, a shared kitchen, bathroom and laundry facilities, and communal recreational and study areas.

All utilities, including water, electricity and internet are included in the residential fees.

The colleges are popular with undergraduate students, as they run regular social, sporting and cultural events and provide academic and emotional support. Glenn College is catered (breakfast and dinner), while Chisholm and Menzies colleges are not.

The colleges provide data connections to each room, with centralised computer rooms.

For more information on Menzies, Glenn and Chisholm colleges, visit:

[latrobe.edu.au/accommodation/locations](http://latrobe.edu.au/accommodation/locations)



# TOP 10 REASONS TO LIVE ON CAMPUS

## 1. BETTER SCORES

Students living on campus have been shown to achieve better academic results than the general student population (Burge, L 2012 'Infinite possibilities: exploring opportunities for non-traditional students to become global citizens', *Widening Participation and Lifelong Learning*, 13, Special Issue: 6-18).

## 2. CONVENIENT LOCATION

For most on-campus residents, your class is no more than a five-minute walk away. This also means you have better access to other university support services including the library and computer labs.

## 3. CARE AND SUPPORT

Get the support you need from students who have done it all before. At each residence a team of student leaders are always on hand to help out those who might be struggling with homesickness or who need a helping hand.

## 4. 24-HOUR SECURITY AND SUPPORT

Students living on campus have access to a 24/7 helpline with direct access to on-site residential and security staff members. At the Melbourne Campus, there is also an after-hours security bus that can escort you to and from the number 86 tram on Plenty Road late at night.

## 5. ACADEMIC SUPPORT PROGRAMS

On-campus accommodation provides a number of academic support programs, including the first-year mentoring program, textbook buying scheme, NET support program, and Specialist Subject Tutors.

## 6. EXTENSIVE ORIENTATION PROGRAMS

Living on campus also means that you can meet and make friends easily, and the first time you meet them is during the Accommodation Services' week-long Orientation Program when you arrive.

## 7. DIVERSE ACTIVITIES

If you like photography, drama, sports, music and other social activities, living on campus gives you access to these kinds of activities. You will have plenty of opportunities to become the next 'Australian Idol' or 'Aussie Rules' superstar.

## 8. 'NO FUSS' PAYMENTS

Worried about money? Living on campus means you have a simple payment system, with everything included. It also means you only pay for an academic year rental agreement of 36 weeks rather than 52 weeks if you were living off campus (and if you travel during the summer break).

## 9. SUBSIDISED OVERSEAS TRIPS

Have you ever wanted to see the world? Accommodation Services offers students the chance to participate in two to three week community and outreach programs to places such as Cambodia, Nepal, Thailand or Vanuatu. This is your opportunity to make a difference!

## 10. STUDENT LEADERSHIP OPPORTUNITIES

Returning to residence means you have the chance to give back to our wonderful community by becoming a Student Leader. Get involved in our comprehensive training program, develop new skills and make the experiences of new residents just as good as yours were when you first arrived.



## Postgraduate residences

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These residences offer a quieter, more independent lifestyle than the three colleges. Both are self-catered and offer single and shared rooms. Although limited, there are rooms for couples with double beds. Each residence has shared lounge areas, fully-equipped kitchens, self-service laundries and recreational facilities.

### The University Lodge

The University Lodge is housed in magnificent 1920s-style Edwardian buildings. Within walking distance is the Macleod train station (with regular train services to the city) and a small local shopping centre.

### Graduate House

Graduate House is a friendly collegial-style residence located in a residential area on the northern edge of the campus. It specialises in accommodation for mature age and postgraduate students, whether single or a couple. However, no children are permitted.

### Self-contained apartments

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Prospective residents for Waterdale and Barnes Way apartments need to personally inspect an apartment and attend an interview, before their application will be considered.

## SMOKE DETECTORS

Do not tamper with a smoke detector in your room. Detectors are part of the electrical wiring. If tampered with, they will activate the fire alarm and you will have to pay for any costs. See page 45 for more information.

## Waterdale Apartments

Waterdale Apartments offer lower-cost, apartment-style accommodation. Located on the edge of the campus, each unit consists of three single bedrooms, a living area, bathroom and kitchen for self-catering. The cost of utilities such as electricity and gas are not included in the residential fees.

### Barnes Way Apartments

With the exception of five single-bed studio apartments, these flats are leased as whole properties (not on a room-by-room basis) to students who apply as one group. The cost of utilities such as electricity and gas are not included in the residential fees.

[latrobe.edu.au/accommodation/options/melbourne](http://latrobe.edu.au/accommodation/options/melbourne)

Please note: It is highly recommended that the Waterdale and Barnes Way apartments on the Melbourne Campus are personally inspected before prospective residents submit an application.

Offers cannot be made for the apartments before arrival in Melbourne. Residents must agree on the final persons included in their accommodation group. Application fees, payable bond and compulsory fee amounts can be found at the Accommodation Services website:

[latrobe.edu.au/accommodation](http://latrobe.edu.au/accommodation)

### Off-campus accommodation

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La Trobe International recommends that students who have never lived on their own or studied overseas before should consider living on campus or in AHN Homestay. If you choose these types of accommodation, you will have friendly people around to give you advice on transport, living skills and Australian culture, while you make the considerable transition to studying in an Australian university.



## Homestay

Sharing the home of a local person or family. See AHN Homestay page 26 for details.

## Private rental or shared accommodation

If you choose to rent privately, first think about what suburb would suit you. You also need to determine what is most important: see page 27 for questions you should consider. Suburbs located on train lines nearest to the Melbourne campus include Reservoir, Bundoora, Preston, Thomastown, Greensborough, Macleod, Watsonia and Heidelberg.

You might also like to live closer to the CBD or city, along the 250 bus route, or along the number 86 tram route (see pages 43 and 44). These suburbs include Northcote, Thornbury, Clifton Hill, Carlton, North Carlton, Collingwood, North Fitzroy and Fitzroy. However, generally, the closer you live to the city the more expensive the accommodation is.

The private rental market is generally very competitive and real estate agents or landlords may receive many applications for the one property. If you only book yourself into temporary accommodation and plan to rent privately, we recommend you arrive at least a week before your Registration and University Orientation date. It is advisable to bring with you referee reports and documentation of any rental history.

Make sure you read the section on Rental rights and responsibilities on page 29.

## Where to look?

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You can also look for housing advertisements and share accommodation at:

[latrobe.studystays.com.au](http://latrobe.studystays.com.au)

[latrobe.edu.au/accommodation/locations/off-campus](http://latrobe.edu.au/accommodation/locations/off-campus)

[melbourne.gumtree.com.au](http://melbourne.gumtree.com.au)

[domain.com.au](http://domain.com.au)

[realestate.com.au](http://realestate.com.au)

[melbourneexchange.com.au](http://melbourneexchange.com.au)

[flatmatefinders.com.au](http://flatmatefinders.com.au)

In Melbourne, new share accommodation notices go up late every Thursday night in the window at:

### Readings Bookstore

309 Lygon Street, Carlton

Highly recommended if you want to live between the University and the Melbourne CBD, in the inner northern suburbs.

### Friends of the Earth

312 Smith Street, Collingwood

A good place to look if you are a vegetarian or interested in living sustainably.

## OPTIONS AT BENDIGO

### On-campus accommodation

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Different styles of accommodation are offered for up to 600 students and can be booked through La Trobe University Accommodation Services. Linen packs and a towel are available for purchase. Catering is available for all accommodation types. Current fee information and online application forms are available on the Accommodation Services website: [latrobe.edu.au/accommodation/locations](http://latrobe.edu.au/accommodation/locations)



## The Units

Nine units, each with 12 furnished study-bedrooms, a semi-equipped kitchen, two bathrooms and a mezzanine lounge area. The Units are self-catered.

## The Terraces

Twenty-one furnished flats, each with eight study-bedrooms, twin bathrooms, laundry facilities, kitchen and lounge areas. The Terraces are self-catered.

## Hillside Apartments

These apartments, which opened in 2012, provide modern spacious single rooms, shared kitchen and bathroom facilities, plus heating and cooling. There are six, three-storey buildings, and each floor has 12 bedrooms.

## The Villas

Twenty-eight modern small houses – villas – each with four study-bedrooms, a comfortable lounge area, small kitchen, separate laundry and bathroom. The villas are considered ideal for postgraduate or mature-age students.

## Orde House

Located in a more peaceful, quieter setting, Orde House is very popular for mature age and international students. With 24 private rooms, self-catering, shared bathrooms and laundry, communal living and kitchen, Orde House is located within a two-minute walk to the centre of the Campus.

[latrobe.edu.au/accommodation/locations/bendigo/orde-house](http://latrobe.edu.au/accommodation/locations/bendigo/orde-house)

## Off-campus accommodation

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### Homestay

Sharing the home of a local person or family. See AHN Homestay on page 26 for details.

### Private rental or shared accommodation

Remember to see the information on living costs on page 22. You can find a range of information on private rental or shared accommodation including advertisements for vacancies, real estate agents and more on the noticeboards in the Student Union Building and throughout the Campus. The Bendigo Student Association (BSA) maintains a website where students can find private accommodation, as well as many items for sale. Check their website called *The Marketplace* at: [bsabendigo.com.au](http://bsabendigo.com.au)

Make sure you read the section on Rental rights and responsibilities on page 29.

During the time it takes you to find off-campus accommodation, you could stay in a motel in the downtown area of Bendigo and take a taxi to inspect accommodation available. Taxi rides from most motels to the area around the University would take about 10 minutes. Travel by bus is cheaper but more time-consuming. You can also look for housing advertisements in *The Bendigo Weekly* on Fridays or *The Bendigo Advertiser* on Saturdays.



## OPTIONS AT ALBURY-WODONGA

It is advisable to book temporary accommodation for at least a few days so that you can make arrangements to inspect your accommodation options before making a final decision. A range of accommodation options are available:

**[latrobe.edu.au/aw/study/accommodation](http://latrobe.edu.au/aw/study/accommodation)**

The Campus Accommodation Officer can help you through the process of finding accommodation and arrange for an International Student Host to assist you in your search, including arranging transport to inspect your choices.

**T** +61 2 6024 9847

**E** [accommodation.aw@latrobe.edu.au](mailto:accommodation.aw@latrobe.edu.au)

### On-campus accommodation

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#### McFarlane's Hill

Boasting a modern and spacious design, this 28-bed residence is divided into two separate, two-storey buildings with seven beds on each floor. There are fully-furnished kitchens, lounge/dining and laundry facilities on each floor. Bedrooms are spacious and have their own heating and cooling. Accommodation options are also available for students with a disability.

### Where to look?

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**[bsabendigo.com.au](http://bsabendigo.com.au)**

**[realestate.com.au](http://realestate.com.au)**

**[bendigo.gumtree.com.au](http://bendigo.gumtree.com.au)**

**[domain.com.au](http://domain.com.au)**

## East End Residence (Wodonga TAFE)

Twelve fully-furnished, self-contained units are available, each with six bedrooms (with study area), shared lounge or dining and kitchen areas, two bathrooms and a laundry. Residences are mixed gender and are shared with students from the Wodonga Institute of TAFE.

On-campus accommodation numbers are limited, applications should be made as early as possible. Places for international students will be held until 6 January 2015.

Applications received after this date will be considered, however accommodation is allocated through an application and ballot process.

The application form and current fee information are available from the following website:

**[latrobe.edu.au/aw/study/accommodation/on-campus](http://latrobe.edu.au/aw/study/accommodation/on-campus)**

### Off-campus accommodation

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#### Homestay

Sharing the home of a local person or family. See AHN Homestay on page 26 for details.

#### Private rental or shared accommodation

Houses, flats and units, usually unfurnished. You can share a house or unit with others. View pages 22 and 29 for information on rental issues and living costs.

### Off-campus student houses

Privately managed, providing single-furnished rooms with shared facilities. The weekly cost is from AUD\$135–AUD\$170\*.

\*All prices quoted are estimates only and meals are not included.



## Where to look?

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[latrobe.edu.au/aw/study/accommodation](http://latrobe.edu.au/aw/study/accommodation)

[latrobe.studystays.com.au](http://latrobe.studystays.com.au)

[realestate.com.au](http://realestate.com.au)

Rental properties are advertised  
in *The Border Mail* newspaper online at:  
[bordermail.com.au](http://bordermail.com.au)

You can also search for real estate agents and  
check on-campus noticeboards in Buildings 3  
and 4 and the Library.

## Legal rights and responsibilities

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There are differences between the New South  
Wales (NSW) and Victorian Residential Tenancy  
acts. This is important because Albury and  
Wodonga are in two different states of Australia  
and laws differ between states. Do not assume  
that the information you are given in one state  
will apply across the state border. Make sure you  
understand all the conditions of any contract you  
sign, as well as the payment and bond conditions  
and procedures. See pages 29 and 30 for details,  
or contact one of the following services for  
further information:

Wodonga

Consumer and Tenancy Advice Service

Upper Murray Family Care

T +61 2 6022 8000

[umfc.com.au](http://umfc.com.au)

Albury

South West Tenants Advice Service

T 1800 642 609

E [tenancy@verto.org.au](mailto:tenancy@verto.org.au)

[verto.org.au/tenantsadvice](http://verto.org.au/tenantsadvice)

## OPTIONS AT MILDURA

### On-campus accommodation

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On-campus accommodation is available at  
SuniTAFE Student Residences, which offer self-  
contained single or twin-share study bedrooms  
with communal kitchens and common areas. The  
residences are about a 30 minute walk or a five  
minute drive from Mildura's city centre. For further  
advice about this accommodation, contact:

T +61 3 5022 3721

E [residences@sunitafe.edu.au](mailto:residences@sunitafe.edu.au)

### Off-campus accommodation

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Accommodation Services have limited beds  
available throughout the year. For more  
information:

E [living@latrobe.edu.au](mailto:living@latrobe.edu.au)

Contact the Student Services Unit for  
help with off-campus accommodation.

T +61 3 5022 3778

Make sure you read the section on Rental rights  
and responsibilities on page 29.

Rental properties are advertised at local real  
estate agencies, online or in local newspapers:

Sunraysia Daily

[sunraysiadaily.com.au](http://sunraysiadaily.com.au)

Mildura Weekly

[milduraweekly.com.au](http://milduraweekly.com.au)

[realestate.com.au](http://realestate.com.au)

During the time it takes you to find off-campus  
accommodation, you could stay in a motel  
and walk or take a taxi to inspect available  
accommodation.



## OPTIONS AT SHEPPARTON

There is no on-campus accommodation available at Shepparton. However there are three University-owned houses located off the Campus, each with four bedrooms. For information on availability or to find other accommodation, contact Shepparton Student Services:

**T** +61 3 5820 8600

**E** [shepparton@latrobe.edu.au](mailto:shepparton@latrobe.edu.au)

Rental properties are advertised at local real estate agencies, online and in local newspapers:

Shepparton News  
**[sheppnews.com.au](http://sheppnews.com.au)**

**[realestate.com.au](http://realestate.com.au)**

Make sure you read the section on Rental rights and responsibilities on page 29.

During the time it takes you to find off-campus accommodation, you could stay in a motel and walk or take a taxi to inspect available accommodation.

### Homestay

Sharing the home of a local person or family. See AHN Homestay on page 26 for details.

## FURNITURE

Most off-campus properties are unfurnished. Furniture prices can vary widely and many students reduce the cost of furnishing their homes by buying second-hand furniture available at garage sales, second-hand shops, opportunity shops (Op Shops) run by large charities, (e.g. Salvation Army, St Vincent de Paul Society, the Brotherhood of St Laurence) and community markets.

Garage sales and second-hand goods are listed in local newspapers – *The Border Mail* (Albury-Wodonga) and *The Bendigo Advertiser* on Saturday, the Domain section of *The Age*

newspaper (Victoria) on Saturdays. *The Trading Post* advertises second-hand goods.

**[tradingpost.com.au](http://tradingpost.com.au)**

Freecycle is a good way to get free used furniture and household items. There are Freecycle groups in Melbourne, Bendigo, Albury-Wodonga, Shepparton and Mildura:  
**[freecycle.org](http://freecycle.org)**

Buying furniture from students returning home is also a cheap option, advertisements will usually be posted around campus. Also check out our *Cheap and Free Guide* for Melbourne:  
**[latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)**

### Melbourne Campus

The University's furniture shed gives away unwanted university furniture for free on the first Friday of every month. You can register for email updates:

**[latrobe.edu.au/sustainability/practices/recycling](http://latrobe.edu.au/sustainability/practices/recycling)**

The Darebin Resource Recovery Centre also sells recycled, used and cheap furniture, bikes and household goods and much more. They are located at the end of Kurnai Avenue, Reservoir:

**T** +61 3 9460 7241

**[outlookmarket.org.au](http://outlookmarket.org.au)**



# COMING TO AUSTRALIA

## AIRPORT RECEPTION

If you arrive at Melbourne Airport, La Trobe International (LTI) is pleased to provide you with a free airport reception service. There are two airports in Melbourne, located at Tullamarine and Avalon. If you are booking a domestic flight in Australia to come to Melbourne, it is recommended you fly into Tullamarine Airport, not Avalon Airport.

We do not offer an airport reception service from Avalon Airport, which is approximately a one-hour drive from the Melbourne Campus (55 km, or 34.1 miles).

This service is not available for students who have already commenced their course and are returning from holidays. The service is also not offered to students commencing at La Trobe Melbourne, which offers its own reception service.

### Essential details for all students

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You can only book your airport reception once you have:

1. accepted your offer to study at La Trobe University
2. confirmed your accommodation.

Airport reception at Melbourne Airport is free of charge for new La Trobe University students. Any other family members and friends who would like to also use the pick-up service have to pay the driver AUD\$30 (cash only) each.

When you arrive at the airport, look for a representative holding the green and yellow 'TOGOTO' sign. TOGOTO Australia is the official airport reception provider for La Trobe University.

## How to book: Melbourne Campus

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### Online

Airport reception can be booked on the online Student Portal (ISIS). Only use the separate Online Booking Form if you do not have a username and password. Both the online Student Portal and booking forms are available at:

**[latrobe.edu.au/students/new-students/international/leaving/airport](http://latrobe.edu.au/students/new-students/international/leaving/airport)**

If you are staying on campus, please give the name of the college or residence where you are staying as a booking number. If you are staying off campus (in a hotel/motel), you need to provide an accommodation booking confirmation number on the airport reception booking form. If you are staying at a private home with friends or relatives, please state 'friends or relatives' in the space provided for a booking number and provide the telephone number of your friend or relative.

### Deadline

Airport reception bookings must be received before 12pm (AEST), the day before your arrival or if you are arriving on a Saturday, Sunday or Monday, LTI must receive the booking by 12pm (AEST) on the preceding Friday.

If you are arriving on Christmas Day, or Boxing Day, or New Year's Eve (after 6pm), you need to take a taxi. La Trobe International will reimburse the taxi fare if you submit the receipt from the drive to our office.

### Confirmation and how to meet the driver

Once your booking is confirmed, you will receive an email with the map and information on how to meet the driver and what to do if your flight has been delayed or cancelled.



## Alternative transport to Melbourne Campus

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If you do not wish to use the airport reception service, you can reach the La Trobe University Melbourne Campus from the airport by:

- taxi (approximately a half-hour trip, AUD\$55, depending on travel time)
- a shuttle service such as the SkyBus from the airport to Southern Cross Railway Station (20 minute trip, AUD\$18 per person) or the Eastside Buslines Airport Bus to Heidelberg (AUD\$30 per person) or Preston (AUD\$25 per person), and then public or other transport to the University from Heidelberg or Preston. Eastside's Airport Bus can drop you at your accommodation if you pre-book: [airportbus.com.au](http://airportbus.com.au)

For public transport connections to La Trobe University, visit:  
[ptv.vic.gov.au](http://ptv.vic.gov.au)

## How to book: Bendigo Campus

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La Trobe International (LTI) can arrange for you to be met on arrival at Melbourne Airport and taken to your accommodation in Bendigo.

This trip will take about two hours. To use this free service, please complete the Bendigo Airport Reception Form and forward it to LTI Bendigo as soon as possible. This form is available for online submission at:

[latrobe.edu.au/students/new-students/international/leaving/airport](http://latrobe.edu.au/students/new-students/international/leaving/airport)

## How to book: Albury-Wodonga Campus

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To arrange airport reception at Albury Airport or Railway Station, please complete the Albury-Wodonga Airport Reception Form, which can be downloaded at:

[latrobe.edu.au/students/new-students/international/leaving/airport](http://latrobe.edu.au/students/new-students/international/leaving/airport)

Travel times to Albury-Wodonga are:

- from Melbourne – 3.5 hours by train or 1 hour by plane
- from Sydney – 6 hours by train or 1.25 hours by plane.

## TRAIN STATION RECEPTION

### Albury-Wodonga, Shepparton and Mildura

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If you are arriving at Melbourne Airport and wish to make your onward journey by train, LTI can arrange for you to be met by TOGOTO at Melbourne Airport and taken to Southern Cross Station for your onward journey by V/Line train to Albury, Shepparton or Mildura. You will need to complete a Melbourne Airport Reception Online Booking Form (see under How to book for Melbourne Campus on page 38).

You will need to purchase a train ticket for your onward journey to Albury, Shepparton or Mildura at your own expense. Upon arrival in Albury, Shepparton or Mildura, a staff representative will pick you up and take you to your pre-arranged accommodation.

We recommend Mildura students continue on from Melbourne to Mildura by plane as it is 550 km (342 miles) from Melbourne. Please ensure you make relevant flight arrangements to travel to Mildura when booking your flight to Australia.

For information on Victorian interstate train services:  
[vline.com.au](http://vline.com.au)

For information on domestic airline services:  
[rex.com.au](http://rex.com.au)  
[qantas.com.au](http://qantas.com.au)  
[virginaustralia.com](http://virginaustralia.com)



## Changing your booking: all students except Bendigo

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If you have arranged for airport reception at Melbourne Airport and there are changes in your arrival details less than 24 hours before your scheduled arrival, you should inform the reception company TOGOTO of these changes immediately (this does not apply to Bendigo students).

Contact TOGOTO staff directly on:  
T +61 409 503 646

TOGOTO Australia is the official airport reception provider for La Trobe University.

## AUSTRALIAN IMMIGRATION

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane).

An immigration officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The immigration officer will check your documents and may ask you a few questions about your plans for your stay in Australia. Familiarise yourself with the expectations for travellers at:  
[border.gov.au/Trav/Ente](https://border.gov.au/Trav/Ente)

## BAGGAGE CLAIM

Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If this happens, go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

## QUARANTINE AND CUSTOMS

Australia's quarantine and border protection laws are very strict. Many foods, plant products, animal products, products made of wood, shell, feather, and some medicines, cannot be brought into Australia. You are required to declare such items on your Incoming Passenger Card that you receive on the plane before disembarking.

If you declare an item, it may be inspected by a quarantine officer and it will be returned to you only if it passes inspection. Articles may need to be treated, at your cost, before being returned to you. If this does happen, the quarantine officer will outline the charge that applies to your item and if you agree, you will have to sign to accept the cost and provide a local address for the goods to be returned to you after treatment. If you do not declare items of quarantine concern, you may be liable for on-the-spot AUD\$340 fines (subject to change) or prosecution.

The Australian Quarantine and Inspection Service has prepared information for international students outlining what can and cannot be brought into the country and a guide for friends and family about postal mail to Australia. For further information in several languages read:

[daff.gov.au/travelling/to-australia/arriving-in-australia-declare-it](https://daff.gov.au/travelling/to-australia/arriving-in-australia-declare-it)

Australia also has strict laws in place to detect and defer unlawful movement of goods and people into the country. If you are bringing any medicines with you, check with your local Australian Diplomatic Mission (Embassy) to confirm if the amount and type of medicine you require is permitted in Australia.



It may be useful to bring a letter from your doctor describing the medicine and its purpose. For further information contact your local Australian Diplomatic Mission (Embassy) or see the Department of Immigration and Border Protection website: [border.gov.au/Trav/Ent/Brin](http://border.gov.au/Trav/Ent/Brin)

Detector dogs

You may see a quarantine detector dog at the baggage carousel or while waiting in line to pass through Customs. The dog screens luggage for food, plant material or animal products and other illegal items. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Dogs may detect odours left from food you have had in the bag. A quarantine officer may ask about the contents of your bag and check if you are not carrying items that present a quarantine risk to Australia.

CLIMATE

Victoria is located in the south-east corner of Australia and enjoys a temperate climate with four distinct seasons:

**Spring**  
September to November

**Summer**  
December to February

**Autumn**  
March to May

**Winter**  
June to August

The hottest months are January and February, and the coolest months are usually July and August. In summer, temperatures can reach over 40°C, while in winter, around Victoria, temperatures range from around 2°C to 15°C.

The northern and central regions of Victoria (including Bendigo, Shepparton, Mildura and Albury-Wodonga) are usually warmer and drier than the south, with lower rainfall and higher temperatures in summer and cooler temperatures in winter.

Victoria, and in particular Melbourne, is known for its rapidly-changing weather and variations of temperature, especially due to climate change. It is a good idea to be prepared for ‘four seasons in one day’. If you arrive from summer in the Northern Hemisphere, which would be for a Semester 2 (July) commencement, we recommend you have a jacket or coat in your hand or carry-on luggage for when you arrive.

AVERAGE TEMPERATURES

Campus	February	July	November
Melbourne	14.1°C to 26.7°C	5.4°C to 13.3°C	10.5°C to 22.2°C
Sydney	19.2°C to 25.8°C	8.9°C to 17.6°C	16.8°C to 24.1°C
Bendigo	14.1°C to 29.4°C	2.4°C to 12.5°C	9.3°C to 23.9°C
Albury-Wodonga	15.4°C to 30.9°C	2.7°C to 13°C	10.9°C to 25.4°C
Mildura	16.4°C to 31.6°C	4.3°C to 15.3°C	12.4°C to 27.4°C
Shepparton	14.3°C to 29.5°C	2.9°C to 13°C	10.1°C to 24.5°C

Source: Australian Bureau of Meteorology [bom.gov.au](http://bom.gov.au)



# ARRIVAL AND SETTLING IN



## WHEN YOU FIRST ARRIVE

Contact home! Your family and friends want to know that you have arrived safely. It is very important to make contact with someone from home as soon as possible after your arrival.

### International phone calls

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International calls can be made direct from all phones in Australia, including public payphones. Simply dial the following: the international access code (0011), your country code, the area code for your city (remember not to dial the first zero) and your family's phone number.

It's much cheaper if you buy an international phone card in one of the many shops on campus and off campus, including supermarkets, milk bars, convenience stores, petrol stations, newsagents, post offices and some pharmacies. Note that for some phone cards you still need to insert coins (usually 50 cents) into the payphone to be connected to the phone card service.

You can use your credit card to pay for phone calls at some of the payphones in the airport. If you are unsure of your home country's code or need further information contact:

T 13 22 00  
**countrycodes.com**

### Emergency

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To call the emergency services including the fire brigade, ambulance or police in Australia, phone '000' (triple-zero). This is a 24-hour service, and is a free call from any phone, including mobiles. The operator will ask, 'police, fire or ambulance?'. State the service you require and be prepared to give a brief description of the emergency, the address, or name of the nearest street corner/s. If you need to explain in your native language, ask for a translator.

The operator will contact emergency services while they are taking the first vital information from you. The operator may wish to keep you on the phone with them until emergency services arrive to assist. Remain calm, speak slowly and carefully. Although you may be covered by OSHC this only covers you for ambulance services that are required in an emergency. See more on page 90.

### Internet

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Internet and wireless access is available at all campuses. Most on-campus accommodation and some off-campus accommodation will already have arrangements in place to enable internet access for students, although these may incur a charge. Please check with your accommodation provider. You can compare internet service providers at:  
**[broadbandguide.com.au](http://broadbandguide.com.au)**

### Voltages

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Domestic electricity in Australia is 240V/50Hz. The Australian three-pin outlet is different from most other countries, so you may need to purchase an adaptor plug for any electrical appliances (e.g. laptop computer) that you bring with you. Transformers and adaptors are easily obtained from electrical appliance stores or travel goods stores in Australia, and also from the bookshop in the Agora at the Melbourne Campus.



## Mobile phones and laptops

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If you plan to bring your mobile phone with you to Australia, check that your mobile phone is compatible (supports GSM) and not blocked for international use or locked to the phone network you use in your home country. Students sometimes bring their own laptops with internal modems only to discover they are unable to use their modem in Australia.

**[mobilenetworkguide.com.au](http://mobilenetworkguide.com.au)**

We suggest that if you are bringing a mobile phone, laptop or any communication device, you first visit the Australian Communications and Media Authority website:

**[acma.gov.au](http://acma.gov.au)**

After you arrive in Australia, we suggest you talk to students for tips on the best phone company and network to use:

**[phonechoice.com.au](http://phonechoice.com.au)**

See from page 85 for more details on phones.

## Banking

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A number of personal identification documents are required to open bank accounts in Australia, which can include items that identify you as living in Australia. It is recommended that you open a bank account within six weeks of arrival in Australia as most banking institutions will accept just your passport and proof of date of arrival. After this time you will be required to take additional identification into a bank branch, such as your student card, CoE, credit card, or lease agreement – and other forms of identification with your name on it.

Banks are generally open Monday to Thursday, 9.30am – 4pm and Friday 9.30am – 5pm (closed public holidays). Some banks offer opening hours on Saturdays – check with your bank to confirm hours of operation.

Please refer to page 84 for a list of the banks and ATMs available on campus.

Money can be withdrawn from Automatic Teller Machines (ATMs) 24 hours a day, and there is usually a daily withdrawal limit of around AUD\$800 – AUD\$1,000. We advise you to only carry as much cash as necessary for a few days at a time and always hide from view (cover the area with your hand) when entering your PIN (Personal Identification Number). Comparisons of Australian financial institutions can be considered at:

**[banks.com.au/personal/accounts](http://banks.com.au/personal/accounts)**

## CATCHING PUBLIC TRANSPORT TO UNIVERSITY

### Melbourne Campus

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Travel is easy between central Melbourne (the city or CBD) and the Campus, which is located in the suburb of Bundoora. It takes about 40 minutes by car, 50 minutes by bus, and about 60 minutes by tram. Note that while the Central Business District (CBD) of Melbourne is compact, the suburban sprawl of Melbourne is very large and spans more than 85 km from one edge of the metropolitan fringe to the other. Below are some examples of distances between Bundoora and other Melbourne suburbs:

**Bundoora to Dandenong – 42 km**

**Bundoora to Clayton – 31 km**

**Bundoora to Footscray – 37 km**

**Bundoora to St Kilda – 26 km**

For further information about suburban distances please visit:

**[latrobe.edu.au/about/maps](http://latrobe.edu.au/about/maps)**

**[maps.google.com.au](http://maps.google.com.au)**

**[whereis.com](http://whereis.com)**



The Melbourne Campus is well serviced by the metropolitan public transport system, which incorporates train, tram and bus services. The number 86 tram and numbers 250 and 350 buses run direct from the CBD to the Melbourne Campus. Depending on where you join the services, the bus usually provides a quicker journey than the tram.

While there is no direct train service to the Campus, the South Morang and Hurstbridge lines include stops nearby, with a continuing bus service that can be accessed just outside the train stations of Reservoir (South Morang line), Macleod and Heidelberg (Hurstbridge line).

Check the transport maps at the Public Transport Victoria website below to be familiar with travel in zone 1 and 2 around Melbourne. In 2015, you can travel on trains, trams and buses across Zones 1 and 2, for the price of a Zone 1 fare. If you are only travelling in Zone 2, you can get the cheaper Zone 2 fare. Be aware that international students (with the exception of undergraduate, Diploma, exchange or undergraduate Australia Awards students that have been granted a concession card) are not eligible for concession prices on public transport in Victoria (see page 97). However, all undergraduate course work students are eligible to purchase a half price yearly pass called the IUSEPass. Expensive fines apply if you are caught travelling without a valid ticket. Train and tram services generally operate between 5am and 2am, Monday to Saturday. On Sunday, operating hours are between 8am and 1am.

On weekends, the NightRider buses provide a safe and inexpensive alternative for late night travel (every half hour between 1.30am to 4.30am on Saturdays and 1.30am to 5.30am on Sundays). See page 97 for more details. For timetable and service information plus full details on fares, visit the Public Transport Victoria website:  
**[ptv.vic.gov.au](http://ptv.vic.gov.au)**

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## Bendigo Campus

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All local bus routes go to and from the Bendigo Train Station precinct. Routes 14 (Strathdale) and 11 (La Trobe University) service the Bendigo Campus. Timetables for each route are available from the local bus company:  
**[christiansbus.com.au](http://christiansbus.com.au)**

There are fewer bus services on weekends and public holidays.

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## Albury-Wodonga Campus

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The bus stop at the University is in the North Car Park. Bus timetables are available from the local bus company:  
**[dysongroup.com.au](http://dysongroup.com.au)**

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## Mildura Campus

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The main Mildura Campus building is located at 471 Benetook Avenue. Sunraysia bus routes 400, 401, 500 and 501 provide easy access to the Campus. Free parking is also available.

For the Campus building in central Mildura, at 29 Deakin Avenue, Sunraysia bus routes 100, 200, 211, 250, 300 and 311 provide access. Parking is also available. For information on transit timetables visit:  
**[sunbus.net.au](http://sunbus.net.au)**

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## Shepparton Campus

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The Campus is located on both Welsford and Fryers streets. The train station is located within walking distance of Fryers Street.

Bus services are available from a centrally-located bus terminal. Shepparton Transit operates connecting services in all directions of the town centre and connects with services to neighbouring Mooroopna. For information on transit timetables visit:  
**[shepptransit.com.au](http://shepptransit.com.au)**





Flinders Street station

## Franklin Street Campus

This Campus, located in the Melbourne CBD, is easily accessible by public transport, bike or car. Bus routes 220 and 232 run from Flinders Lane and Flinders Street respectively. Visit: [latrobe.edu.au/franklin-st/location](http://latrobe.edu.au/franklin-st/location)

## City Campus

This Campus is located in the Melbourne CBD and within walking distance from Flinders Street Station (five minute walk) and Southern Cross Station (12 minute walk). Students can take tram routes 11, 42, 48, 109 and 112 and get off at the Queen Street and Collins Street tram stop. What will be most convenient to you will depend on where you are travelling from. Visit: [latrobe.edu.au/city/location](http://latrobe.edu.au/city/location)

## BE SMART, SAFE, AND WELL – HAPPY AND HEALTHY!

Remember, this is a foreign country, a new environment and a different culture. Be aware that even simple tasks may be done very differently to the way you would do them back home. Take the time to inform yourself of potential risks around tasks you might do here for the first time (when signing contracts, visiting beaches or travelling to new areas).

Take some time to read the section on Living in Australia in this guide, and the Living safely in Victoria and Australia pages on our website before your next adventure:

[latrobe.edu.au/experience/living/safety](http://latrobe.edu.au/experience/living/safety)

It is important to note that there have been house fire incidents involving international students in Australia. Most of these fires are preventable.

Please take note of the following fire safety tips:

- Under Australian law, working smoke alarms must be fitted in all homes. Do not remove them, damage them, or remove the batteries. During a fire, toxic fumes may overcome you before you wake up. Ensure that you check to see that your smoke alarm is working: battery-operated alarms usually have a button that you can press to check. If your accommodation does not have smoke alarms installed speak to your landlord or report it to your local council, shire or local fire station: [mfb.vic.gov.au](http://mfb.vic.gov.au)
- The standard electricity voltage in Australia is 240V/50Hz. Electric plugs have three flat pins, one of which is an earth pin. You may need to buy an adaptor or have the plugs changed by a licensed practising electrician when you arrive (see also page 42). Do not use other plugs in Australian power sockets. Do not make any repairs or adjustments to electrical appliances. For information visit [esv.vic.gov.au](http://esv.vic.gov.au)

## DID YOU KNOW?

During University Orientation, we have a dedicated information session to tell you all about safety while studying in Australia. That's why you need to attend – see page 51 for details.



# ENROLMENT AND ORIENTATION

## ENROLMENT

Enrolment is when you formally register into your course and choose any elective subjects. It is an important part of the University Orientation for international students. Visit: [latrobe.edu.au/students/new-students/orientation](http://latrobe.edu.au/students/new-students/orientation)

It is essential that you attend your Enrolment Session, where you will be enrolled into individual subjects. In preparation for your Enrolment Session, review your course structure and subjects at: [latrobe.edu.au/handbook](http://latrobe.edu.au/handbook)

The enrolment process includes an information session followed by discussions with course advisers, subject selection and enrolment into these subjects. You will receive your La Trobe student identification (ID) card after the enrolment process.

Details on the time and venue for your Enrolment Session are available online at: [latrobe.edu.au/students/new-students/orientation](http://latrobe.edu.au/students/new-students/orientation)



Orientation Week

## STEPS TO ENROLMENT in your course

Attend Orientation Week activities

- 1 Attend your registration session
- 2 Find your course details and print out course information  
Visit the University Handbook
- 3 Create your preliminary study timetable
- 4 Attend your Enrolment Session and enrol in your subjects
- 5 Have your photo taken and collect your student identification card

**6 CONGRATULATIONS!**  
You are now enrolled.



## STEP 1

### Attend your registration session

When you go into the registration venue, bring your original passport and visa or e-visa notification if you applied online.

If you have received a conditional offer (meaning your offer is dependent on certain requirements being met), check your Letter of Offer in case you need to provide original or certified copies of academic transcripts, or an English test score, to La Trobe International Admissions, to meet the conditions. You will not be allowed to activate your student account or enrol without meeting these conditions.

At registration you will also be able to activate your username and password to gain access to StudentOnLine and find out essential information on your specific Enrolment Session and University Orientation. If you still owe fees you will need to pay them before you can activate your student account and create your password. You cannot enrol in your subjects until you have registered.

**Important:** You can still enrol on the same day that you activate your username and password; however you can't access email until a day later due to the University's system requirements.

You will also need to provide information on your current residential address in Australia. Don't worry if it's not a permanent address, as you can make changes when you attend your Enrolment Session. It is a condition of your student visa that you let the University know your current address within seven days of arriving, and within seven days of each change of address.

## STEP 2

### Find your course details

**Visit the University Handbook 2016 to find out more information on your course and available subjects.**

You are encouraged to view the University Handbook to identify compulsory (core) subjects and when selecting elective subjects. Study Abroad and Exchange Students should have approved subjects listed on their Letter of Offer. The Handbook is online: [latrobe.edu.au/handbook](http://latrobe.edu.au/handbook)

Carefully read the course and subject information you have received including information on applying for Advanced Standing (credit) for prior learning. Discuss any of your Advanced Standing arrangements at your Enrolment Session or by the second week of semester. See also a further explanation of Advanced Standing applications under Frequently Asked Questions on page 54.

If you are unsure about your subject selection, make sure to ask a course adviser at your Enrolment Session.

International students holding a student visa must be enrolled as full-time students unless they have the permission of their college to enrol into less than a full-time study load.

This is because international students must complete their course within the time specified on their Confirmation of Enrolment (CoE), which forms the basis of a Student Visa Application. Study Abroad and Exchange Students, Sponsored Students and recipients of US Financial Aid may have additional requirements if they wish to take less than a full-time study load.



## STEP 3

### Create your preliminary study timetable

You can search and view timetable information before you have enrolled using the Allocate Plus timetabling system online. You can search for subjects by:

- key words e.g. marketing
- full subject code e.g. ACC1AMD
- subject code/s prefix e.g. ACC – Accounting or ACC2 – second-year accounting.

Subject codes are automatically post-fixed with a wild card, so ACC2 for example, will return all second-year undergraduate accounting subjects. You can also use the advanced filter to specify your campus, semester and activity type.

To find out more about a subject, you can click on the blue information icon below the subject name. This links to the online subject search, where you can find out more about the subject: [latrobe.edu.au/students/subjects](http://latrobe.edu.au/students/subjects)

Once you have searched for all of your subjects, select the subjects that you would like to view in a timetable and click 'Show Timetable'. Once you have created a preliminary timetable, you can either print or download it for your reference.

You don't need to be sure about which elective subjects you want to enrol in, as there is opportunity to speak to a course adviser during your Enrolment Session. However, we recommend you check if there are any timetable clashes with the subjects you have chosen for the semester. After you have confirmed your enrolment, you need to wait 24 hours before you can login Allocate Plus with your student identification (ID) number and password, and allocate yourself to activities. You can view your enrolled subjects, choose your preferred tutorial, laboratory times and create your personal study



timetable. You can find your student ID number on your Letter of Offer, on your Statement of Account (SoA) and on your student ID card.

If you are studying at the Melbourne, Franklin Street or City Campus and commencing at the start of a semester, look in the Orientation guide for International students for Timetable helper availability. Timetable helpers will help you to create your timetable if you are having trouble doing this yourself.

**Timetable information is provisional and subject to change until the start of the academic year in Semester 1 (February).**

**Study Abroad and Exchange students must have their preliminary timetable worked out prior to their Enrolment Session.**

You should check your timetable at least two weeks prior to the start of future semesters, in case there have been any changes. Tutorial class allocations usually take place during the first week of semester.

For more information, and guides on how to use the Allocate Plus timetabling system, visit: [latrobe.edu.au/students/timetables](http://latrobe.edu.au/students/timetables)



## STEP 4

### Attend your Enrolment Session and understand your tuition fees

Your Orientation schedule contains information about the date, time and place to enrol at La Trobe University. To check the location of your enrolment venue at your campus see:

**[latrobe.edu.au/students/new-students/orientation](http://latrobe.edu.au/students/new-students/orientation)**

When you arrive at your Enrolment Session venue, course advisers from your college or school will assist you with subject selection. If you have any questions about the course, subjects, updating personal details or obtaining Advanced Standing, you can ask a course adviser.

When you come to enrol you will need:

- relevant, original or certified transcripts as well as the relevant course syllabus or course outline if you are applying for Advanced Standing (credit)
- preliminary course timetable (this is compulsory for Study Abroad and Exchange students)
- a pen.

For comprehensive information on how to get to your campus – be it Melbourne, Bendigo, Albury-Wodonga, Shepparton, Mildura, Franklin Street or City – see pages 43 and 96.

#### Note for students with a disability

Any student with a disability, mental health issue, or short or long-term medical condition is eligible for support. If you require assistance on Enrolment Day, call 1300 528 7623 to be connected to the appropriate disability adviser at your campus. Also refer to the Equity and Diversity section on page 72 for further information:

**[latrobe.edu.au/students/equity](http://latrobe.edu.au/students/equity)**

You were billed for your first semester's tuition fees and paid for them when you accepted your offer to study at La Trobe University.

That first instalment is based on 60 credit points – most subjects at La Trobe are 15 credit points each. This means that any enrolment into subjects worth more or less than 60 credit points will alter your fees.

You will be notified by email when your first Statement of Account (SoA) is available on StudentOnLine. For new students, payment for full-year subjects is due in the semester of commencement. The exception is Study Abroad students who pay a flat-rate fee each semester – see FAQs page 57. The amount you paid to accept your offer is also shown as credit toward your fees. See your SoA for tuition fee due dates or speak to the staff at the Ask La Trobe Help Zone.

You can generate and print subsequent SoAs from StudentOnLine at any time. Methods of payment are listed on your SoA. In 2016, students will be billed for each subject two weeks before each subject's Census Date. The Census Date for each subject is set when one third of the subject has been delivered, and is the last date for students to withdraw and not incur fees for the subject (please see page 55 for information on changing your course). For subjects that are delivered over the whole of Semester 1 2016, the Census Date will be 29 March 2016 and for Semester 2 2016, it will be 23 August 2016.

**[latrobe.edu.au/calendar/all-students/census-dates](http://latrobe.edu.au/calendar/all-students/census-dates)**





Albury-Wodonga Campus

## STEP 5

### Have your photo taken and collect your student identification card

You will be directed to the designated card station to have your photograph taken. For Melbourne and Bendigo students, your student identification card will be issued on the same day. Students at other campuses can collect their card from Student Administration during Orientation. Your card will be activated overnight before you can use it to gain access to facilities and services.

You can also upload your favourite photo and order your student ID card online. If you are a new student you will need to collect your student ID at campus because we need to see photo ID (e.g. passport) to verify your identity.

You will need a student ID card to access services on campus, such as the library, printing and photocopying, sitting an examination, and identifying your student status off campus.

[latrobe.edu.au/students/card](http://latrobe.edu.au/students/card)



Bendigo Campus

## STEP 6

### Congratulations! You are now enrolled.

No matter when you arrive, make sure to attend the University Orientation on your campus to help you settle into life at La Trobe University. One of your first points of contact at university is now ASK La Trobe. You can also visit La Trobe International and make an appointment with an International Student Services Coordinator to discuss any issues regarding settling in, your visa conditions and adjusting to life in Australia (see our contact details on page 112).



## UNIVERSITY ORIENTATION

Success in your studies can depend on how well you adjust to studying and living in Australia. Students who attend their introductory programs are more likely to succeed. The University Orientation has been specifically designed to help you make a smooth transition to life and study at La Trobe. The University Orientation is compulsory for all new international students and provides important information and social activities specific to your needs. Orientation is a program designed for all students at La Trobe University and will enable you to make important connections with your peers, different networks and the campus community.

You can prepare for university life and study by checking out the Ready4Uni website where you will find out about Orientation, campus services and how to make the most of your first few weeks.

**[latrobe.edu.au/students/new-students/ready4uni](https://latrobe.edu.au/students/new-students/ready4uni)**

To give yourself the best chance at succeeding in your studies, make sure you attend as many Orientation sessions as possible. The presenters of each session are experienced in their field and are the best people to talk to and to ask questions.

Attending the University Orientation is your chance to get the best information – all in one convenient place! It's also an invaluable chance to make friends. Don't underestimate the importance of attendance; when classes start and students get busy, you might find it harder to make connections among your classmates – having people who know you from the beginning can make all the difference to settling in. Students who do not attend University Orientation sessions usually find themselves at a disadvantage and are less likely to succeed.

You should carefully check the Orientation website for details of compulsory sessions and additional activities at your campus.

You can also use the online planner to design your personalised Orientation schedule. **[latrobe.edu.au/students/new-students/orientation](https://latrobe.edu.au/students/new-students/orientation)**

### **Melbourne and Franklin Street campuses**

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The University Orientation aims to assist you during your first days and weeks in Melbourne. There are important information sessions on La Trobe's academic culture, Australian culture, support services, accommodation, finding work, travel, entertainment and more. Information regarding subject selection and enrolment is also provided, including information sessions with course advisers.

On the first day of Orientation (O-week) you will meet one of the Connect Volunteers who assist new students to transition to university life. They can also provide support for new students across the first six weeks of semester.

**[latrobe.edu.au/students/new-students/connect](https://latrobe.edu.au/students/new-students/connect)**

The University Orientation program also has social activities to enable you to meet other students and make new friends.



## **Bendigo Campus**

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The University Orientation will familiarise you with the layout and facilities of the Bendigo Campus, and introduce you to members of staff who will assist and advise you during your studies. It also provides a great opportunity to meet new local and international students. Information on accommodation, Australian culture, finding work, travel and entertainment is provided, including details on subject selection and enrolment. This includes an information session, and discussions with course advisers. This event is an important part of settling into your student life at the Bendigo Campus.

## **Albury-Wodonga Campus**

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Orientation provides a range of important information sessions for international students, as well as opportunities to meet other students. There is information on accommodation, Australian culture, finding work, and details on subject selection and enrolment. This includes an information session and discussions with course advisers. You'll also meet an International Student Host and our International Student Services Coordinator at the Need to Know session.

## **Shepparton Campus**

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The La Trobe International Student Services Coordinator gives students an individual Orientation in addition to the University Orientation. Please contact La Trobe International's Regional office at the Bendigo Campus for information about Shepparton Orientation activities.

**T** 03 5444 7286

**F** 03 5444 7926

**E** [campussupport@latrobe.edu.au](mailto:campussupport@latrobe.edu.au)

## **Mildura Campus**

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The La Trobe International Student Services Coordinator provides students with an individual Orientation in addition to the University Orientation. Please contact International Student Services for information about Orientation activities at the Mildura Campus.

**T** 03 5051 4000

**E** [studentservicesmildura@latrobe.edu.au](mailto:studentservicesmildura@latrobe.edu.au)

## **City Campus**

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The City Campus Orientation is specific to the courses taught at the Collins Street location, and is held on a set date each semester. The Orientation includes a range of useful sessions such as the La Trobe International Need to Know briefing, college welcome and a campus tour. In addition, the Orientation doubles as an enrolment session that focuses on subject selection and course advice, and also incorporates a course-specific briefing from respective program directors. For further Orientation activities and information sessions, students are strongly encouraged to also participate in the University Orientation at the Melbourne Campus.

**T** 03 9479 6797

**E** [CityCampusCollinsStreet@latrobe.edu.au](mailto:CityCampusCollinsStreet@latrobe.edu.au)





Nursing students, Alfred Hospital

## LA TROBE USERNAME AND PASSWORD

All La Trobe students receive a username and password to access the University internet system and personal student account, which includes various study tools such as the Learning Management System (LMS), student email, Library, Turnitin and StudentOnLine.

You will be able to activate your student account and create your password when you register with La Trobe International.

**Please note that the University expects you will have read any email we send to your student email address.** It is your responsibility to check your student email regularly, both during semester and breaks, for important information and official notifications. We recommend you set up an email function that automatically forwards University emails to your personal email address (e.g. Gmail or Hotmail). You may also receive some important mail at your home address, so it's important to keep your postal address up to date.

## ENROLMENT CONDITIONS FOR STUDY ABROAD AND EXCHANGE STUDENTS

Attend the relevant Enrolment Session listed in your University Orientation guide, where representatives from your college will be available.

Bring along your most recent transcript, as well as a copy of your La Trobe University Letter of Offer to your Enrolment Session.

Course advisers will be available to discuss and approve any additional subjects you would like to add to your semester enrolment. If there are prerequisites required for the additional subjects, make sure you bring along any supporting documentation (e.g. syllabi) from subjects you have completed.

Remember, you must create your preliminary personal study timetable before you attend your Enrolment Session. This ensures any potential timetable clashes are resolved during enrolment. On the Melbourne Campus a Timetable Helper is available to help you during the University Orientation.

**Important!** Ensure you are enrolled in a full-time credit load. At La Trobe, full time means between 45 and 60 credit points. Students requiring to “overload” (take a maximum of 75 credit points to meet their home university requirements) need to seek permission from their college prior to enrolment. It is your responsibility to ensure you enrol in a correct La Trobe University credit load, as well as meet your home university's requirements.

It is your responsibility to enrol appropriately if you intend to apply for any post-study visas after you have completed your course. For further information you can go to the Department of Immigration and Border Protection (DIBP) website at: [border.gov.au](http://border.gov.au)

The University is obligated to notify DIBP of any changes made to the duration of your course (e.g. if you are granted significant Advanced Standing after your student visa has been granted).



## FREQUENTLY ASKED QUESTIONS

If you have further questions or concerns, read on for some answers!

### How do I apply for Advanced Standing (credit)?

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If you have already received Advanced Standing for previous studies, you would have received a letter from your relevant college with your Letter of Offer. If the offer is conditional, you must provide evidence that you have satisfactorily met the condition/s prior to or at the time of accepting your offer. The course duration shown on your Letter of Offer will reflect the amount of Advanced Standing received. If you did not request an assessment of Advanced Standing at the time you submitted your application for admission and you now wish to apply for Advanced Standing (on the basis of previous studies), you must apply for it at your Enrolment Session. You can also make an appointment with the relevant course adviser within the first two weeks of your course commencement date. You need to supply official evidence of having completed equivalent study acceptable to the college.

### What if I need more information about my course?

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If you have questions about your course that cannot wait until your Enrolment Session, call the University and speak with a course adviser. You can contact the Ask La Trobe Help Zone first to be put in touch with the appropriate person, or connect with us and ask a question on Facebook.

**T** 1300 52 87623

**facebook.com/latrobe**

### How do I change my course?

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#### Changing your course before or after you have enrolled

If you want to change your course after you have arrived and before your Enrolment Session, you will need to complete a Request for a Change of Course Preference Form. If you want to change your course after you have enrolled, you will need to complete an Application for Course Transfer. Both forms are available from LTI.

Your application will need to then be reassessed by LTI and the appropriate college. Please note that not all applicants are eligible for a change of preference or course transfer.

As this process can take up to two weeks, you are advised to attend all classes for the course that you were initially accepted into. You will be advised by email if your application has been successful.

#### What if I am going to arrive after enrolment?

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Entry into your course is not guaranteed if you cannot attend the first day of scheduled classes. Therefore, you must apply for an extension if you are going to arrive later.

The decision to grant an extension is determined by your college and cannot be guaranteed. Contact your agent to see if you are eligible for an extension or contact LTI:

**E** [intapplication@latrobe.edu.au](mailto:intapplication@latrobe.edu.au)

There are no extensions for some courses such as the Master of Business Administration (MBA).

Arriving late means you will be missing classes and will have to catch-up on the content you have missed. You will also miss the University Orientation, which is crucial in helping students adjust to life and study in an Australian



university. Late arrival to a course is not an eligible reason for Special Consideration (see page 72) during exams or later studies. Your first semester is usually the hardest as you will be undergoing a big transition to life in Australia and studies at La Trobe University. To achieve the best chance at success, we recommend you arrive at least one day before your scheduled registration.

**Plan in advance and arrive early to allow yourself time to adapt to leaving your home country and to adjust to the new environment you will encounter in Australia.**

However, if you happen to arrive after enrolment, you must still register your arrival at LTI – please ensure that you have your passport and a copy of your e-visa (if it's not attached to your passport).

You will then receive information on how to enrol and be advised of any additional Enrolment Sessions, and where you should go to enrol. It is very important that you enrol as soon as possible so that you can access facilities and services on campus. Late enrolment may result in some subjects being unavailable, as they have filled their quota.

It may also mean you cannot sign up for your preferred laboratory, tutorial or practicum.

You must start attending classes as soon as you can. In some cases this means that you may start classes before you are officially enrolled in your subjects.

**What if I enrol, then change my mind about studying?**

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If you enrol in a course at La Trobe University and subsequently decide you do not want to study, it is important you notify the University in writing as soon as possible by filling out a Discontinuation of Enrolment Form.

**[latrobe.edu.au/students/enrolment/withdraw](http://latrobe.edu.au/students/enrolment/withdraw)**

**Seek advice**

Discuss your decision with a course adviser from your college or with staff from International Student Services at LTI before you make the final decision to discontinue your course (see page 112 for contact details). LTI is obliged to report your discontinuation of studies to the Department of Immigration and Border Protection (DIBP): this means your CoE is cancelled. You will be advised to attend a DIBP office within 28 days to either present a new CoE for alternative study, to apply for a new visa, or to leave the country. If you intend to study elsewhere in Australia, and are within the first six months of your principal course, you will also require a Letter of Release. See 'How do I change my university or tertiary institution?' on page 56.

**Refunds**

If you are eligible for a refund under the La Trobe University Refund Policy, you must also complete an Application for Refund Form available at LTI or at:

**[latrobe.edu.au/international/fees/tuition](http://latrobe.edu.au/international/fees/tuition)**

It is important to remember that if you do not formally discontinue your Enrolment by the Census Dates for your subjects, you will not receive a refund for any tuition fees paid for that semester. If you discontinue your course before the Census Date, in your first semester of study, you are only eligible to receive a refund of half of your deposit. The Census Date for each subject you are enrolled in is indicated on your Statement of Account. See more on page 49.





Library, Albury-Wodonga Campus

### How do I change my university or tertiary institution?

If you have enrolled in your course at La Trobe University you must officially discontinue your studies. If you hold a student visa and have not yet enrolled, you still require a Letter of Release during the first six months of your principal course before you accept an offer from another University. If you discontinue your studies before your results are released, you will not receive results for any completed assessments, so you might consider waiting until after your results to change your university.

## OUR OBLIGATIONS

We are obliged to notify the Department of Immigration and Border Protection (DIBP) if you breach any visa conditions, change your course, defer prior to commencement, temporarily suspend, take a leave of absence, discontinue your studies or make any changes affecting the duration of your study. For more information on mandatory and discretionary student visa conditions please visit: [border.gov.au/Trav/Study](https://border.gov.au/Trav/Study)

### If you want to change universities within the first six months of your principal course (based on the date on your CoE)

If you want to continue to study in Australia, you will need to apply for a Letter of Release from La Trobe International.

To apply, you need to complete a Request for a Letter of Release Form (this form is available at LTI), together with a letter explaining why you want to be released. If you have completed one full semester of study, but less than six months of your course, this is all LTI will require. If you haven't completed one full semester of study, you will need to provide a copy of your Letter of Offer or CoE (Confirmation of Enrolment) from the institution you wish to attend, as well as any other evidence that supports your application.

If you are under 18 years of age, you will need the written consent of your parent or legal custodian. If you are a Sponsored Student we may require written permission from your sponsor to provide you with a Letter of Release (see page 18). You are advised to continue to attend all scheduled classes, until a decision is made on your application. You will receive a response from La Trobe, International, within ten working days from the date of your application. If La Trobe agrees for you to be released from your La Trobe course, you will need to complete a Discontinuation of Enrolment Form and have this approved by LTI and your college. There is no fee charged for a Letter of Release.

[latrobe.edu.au/students/international/support/leaving/withdrawal](https://latrobe.edu.au/students/international/support/leaving/withdrawal)

### If you want to change universities after the first six months of your principal course

You do not need a Letter of Release from La Trobe University once you have completed the first six months of your principal course.



You will need to complete a Discontinuation of Enrolment Form and have it approved by LTI and your college. LTI will not approve a Discontinuation of Enrolment Form if you have overdue fees.

### Leaving La Trobe University

Once we have approved your discontinuation we will report to DIBP that you are no longer studying at La Trobe University and your CoE will be cancelled. It is your responsibility to ensure that DIBP is aware of your new education provider and of the course you have chosen.

### Commencing with a new education provider

If you are granted a Letter of Release, you will need to give it to your new education provider. Once they have issued you with a new CoE you should take that into DIBP. If your new course is in a different student visa subclass to your course at La Trobe University, you may be required to apply for a new student visa.

You are strongly advised to report to a DIBP office with your new CoE within 28 days of discontinuing your studies at La Trobe University.

### What if I don't understand some of the requirements of my course?

See Student Learning Unit on page 70. You should also ensure you have read your subject guides and attended all your classes. Each college provides a very useful Survival Guide, packed with important information (see page 68).

In addition there are LibSkills modules available on the library's website:

**[latrobe.libguides.com/libskills](http://latrobe.libguides.com/libskills)**

We also recommend you approach your relevant lecturer and tutor, or seek advice from a course adviser.



Hillside Apartments, Bendigo

### How do I determine if I am a Study Abroad or an Exchange Student?

Study Abroad students take only one or two semesters at La Trobe. While doing so they defer from studies at their home institution and pay international tuition fees to La Trobe University. Exchange students study at La Trobe for only one or two semesters and come from a La Trobe University exchange partner institution: they remain enrolled at their home institution and do not pay tuition fees to La Trobe University.

Further information on Study Abroad and Exchange is available at:

**[latrobe.edu.au/study/exchange-and-study-abroad](http://latrobe.edu.au/study/exchange-and-study-abroad)**

### How do I drop or add subjects after enrolment?

- Seek approval from your college or course coordinator.
- Log on to StudentOnline.
- If StudentOnline is unavailable, submit a Variation of Enrolment Form to ASK La Trobe.
- If you do not get approval to 'underload' and subsequently require a new CoE to apply for a new student visa, your application for a new CoE may be denied.

**[latrobe.edu.au/students/enrolment/studentonline](http://latrobe.edu.au/students/enrolment/studentonline)**



### What if I need to take time off from my studies?

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If you wish to apply for a Leave of Absence, you should discuss your circumstances with International Student Services at La Trobe International.

You may be granted a Leave of Absence for compelling or compassionate circumstances for up to one year. If you are granted leave, the University must notify the Department of Immigration and Border Protection (DIBP) of the changes in your enrolment. The reason for taking leave may affect your student visa status, see:

[latrobe.edu.au/students/enrolment/intermission](http://latrobe.edu.au/students/enrolment/intermission)

### Am I a Sponsored Student?

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Sponsored Students receive financial assistance from an organisation (not private individuals or relatives) to study at La Trobe University. Such organisations have a billing arrangement with La Trobe University. If you receive your funds directly from an organisation, and then pay your own tuition fees, you are not classified as a Sponsored Student. Sponsored programs are administered by the Sponsored Programs Team at La Trobe International (LTI). See also information on Sponsored Students on pages 18.

### Okay, I am a Sponsored Student – so how do I pay my fees?

Sponsored Students will receive an email notification of their La Trobe University Statement of Account (SoA) – but it will have a zero balance in the student payment section. The tuition fees owing will appear in the sponsor payment column. The University will bill your sponsor twice a year for your fees, in accordance with our sponsor agreement. If your SoA does not have a sponsor payment section, please email the Sponsored Programs Team, see page 18.

### What if I need a Working with Children (WWC) Check and a National Police Check?

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Students who are involved in child-related work as part of their course must comply with the *Working with Children Act 2005*. The Act affects students who undertake practical training in clinical or professional placements, for example a student nurse or student teacher. Students undertaking duties as Residential Assistants may also be required to obtain a WWC Check.

The Department of Justice does not impose a charge for student volunteers applying for a WWC Check. However, if a student is undertaking child-related work as a paid employee, a charge will apply.

WWC Check fees are published on the Department of Justice website: [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

The Working with Children Policy and Students Working with Children Guidelines are on the La Trobe University website: [latrobe.edu.au/policy](http://latrobe.edu.au/policy)

In addition, students who undertake clinical and professional placements in their course will be required to obtain a National Police Check. As the check is valid for 12 months only, students are expected to obtain a new clearance in each year of professional placements in their course.



# STUDYING AT LA TROBE UNIVERSITY

## ACADEMIC CALENDAR 2016

STANDARD SEMESTER OR TERM <sup>1</sup>	COMMENCING	ENDING
<b>Summer Semester</b>	<b>31 October 2016</b>	<b>10 February 2017</b>
International Registration, Enrolment and Orientation (Melbourne)	26 October 2015	30 October 2015
Study Vacation	15 February 2016	15 February 2016
Examinations	16 February 2016	19 February 2016
<b>Semester 1</b>	<b>29 February 2016</b>	<b>27 May 2016</b>
Orientation Week <sup>2</sup>	22 February 2016	26 February 2016
Mid-semester Vacation	28 March 2016	01 April 2016
Study Vacation	30 May 2016	02 Jun 2016
Examinations	3 June 2016	23 June 2016
<b>Semester 2</b>	<b>25 July 2016</b>	<b>21 October</b>
Orientation Week <sup>2</sup>	18 July 2016	22 July 2016
Mid-semester Vacation	26 September 2016	30 September 2016
Study Vacation	24 October 2016	27 October 2016
Examinations	28 October 2016	17 November 2016

The La Trobe University academic year is divided into two standard semesters plus summer and winter non-standard semesters.

## PUBLIC HOLIDAYS 2016

The University will close for the Christmas/New Year break from 24 December 2015 and will re-open on 4 January 2016. The University remains open on the Victorian public holidays of Labour Day (14 March 2016) and Melbourne Cup Day (1 November 2016).

The University is also closed on:

Date	Public Holiday
Monday 26 January 2016	Australia Day
Friday 25 and 28 (29TBC) March 2016	Easter
Monday 25 April 2016	Anzac Day
Monday 13 June 2016	Queen's Birthday
23 December 2016 (at 5.00pm) and re-open on 2 January 2017	Christmas/New Year break

1. Dates listed are only the study periods where new students commence their courses. For the full academic calendar, please visit [latrobe.edu.au/calendar/academic-calendar](http://latrobe.edu.au/calendar/academic-calendar) 2. Students studying at Franklin Street and City campuses are strongly encouraged to attend the University Orientation at the Melbourne Campus. For campus-specific Orientation dates, students will be informed and invited by email. Please read important information on page 51.



## Academic calendar

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The La Trobe University academic year is divided into two main semesters, with an additional Summer Semester. We have specified in the calendar the last possible day that you may have to sit an exam, but you may finish exams before this date. Please do not book any flights until you know when all your exams are scheduled.

Students should also note that supplementary and special examinations may take place in January, early February, late July and early August.

Some courses may have different commencement dates or non-standard start dates. Please refer to your Letter of Offer for your exact start date when booking flights or making holiday arrangements.

The dates for International Registration, Enrolment and University Orientation are subject to change. Regularly check our website, and correspondence from La Trobe University, for confirmation of dates.

The academic calendar is also available online at: [latrobe.edu.au/calendar](http://latrobe.edu.au/calendar)

## Non-standard teaching periods 2016

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The University also delivers a number of non-standard teaching periods through external providers or to meet special course requirements.

The University publishes a comprehensive list of all teaching periods and associated subject Census Dates on the website at: [latrobe.edu.au/calendar/all-students/census-dates](http://latrobe.edu.au/calendar/all-students/census-dates)

Non-standard teaching periods appear in the form WXXYY, for example W0622.

These indicate the whole weeks of the teaching period, and run from the first Monday to the last Sunday.

E.g. W0621 has a teaching period that begins on the first day of the sixth whole week in 2016 (Monday 1 February) and finishes on the last day of the twenty-second whole week in 2016 (Sunday 29 May).

## WORK AND TAXATION

### Student visa conditions

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For other information on student visa conditions refer to pages 8 and 9 in the Preparing for departure section of this guide.

International students can work a maximum of 40 hours per fortnight during semester, including the entire advertised exam period. Work that is a formal, registered part of a course is not included in the 40-hour limit. If students do voluntary or unpaid work, it is also excluded from the 40-hour limit when:

- it is of benefit to the community
- the work is for a non-profit organisation
- it is a designated and genuine volunteer position with no remuneration, either in cash or in kind (except for accommodation).

Students can also work unlimited hours during official university vacations once they have commenced their course in Australia. This includes any employment, volunteer work or work placement.

In some university courses, study demands allow little time for employment. Part-time work and vacation work are not always available and students should not depend on this form of income to cover living expenses or tuition fees. For up-to-date information on working while studying, visit: [border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders](http://border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders)



## Research candidates

Holders of a subclass 574 (Postgraduate Research Visa) who have commenced their Master's by Research or Doctorate in Australia, have no limit on the number of hours they can work (but can only work a maximum of 40 hours per fortnight during any preliminary course e.g. ELICOS).

Students studying a Master's by Research or Doctor of Philosophy have rules of candidature that permit them to work only eight hours per week, Monday to Friday, between the hours of 9am and 5pm.

## Students with families

Dependant family members:

- can work up to 40 hours per fortnight at all times
- have unlimited work rights if they are dependant family members of the student visa holder who studies a Master's or Doctoral program and holds a Subclass 573 (Higher Education sector), 574 (Postgraduate Research Visa) or 576 (Foreign Affairs/Defence Scholarship) student visa
- must not start work until the student visa holder has commenced their course in Australia.

In 2015, Australia's minimum wage was AUD\$17.29 per hour. Employers and employees cannot have a rate of pay that is less than the applicable minimum wage. An employee may also be entitled to allowances or loadings, depending on their job and hours of work (e.g. a casual employee may be entitled to a casual loading). Your minimum rights and work conditions may be set by an award or workplace agreement. If you are unsure, check rules and work conditions with the Fair Work Ombudsman before signing any contract or workplace agreement.

T 13 13 94

[fairwork.gov.au](http://fairwork.gov.au)

**Important!** In Australia, if you work and do not provide your employer with a Tax File Number (TFN), you may be taxed at the highest rate of approximately 48.5 per cent. Please see the Tax File Number section on page 84.

## INTERNATIONAL STUDENTS' RIGHTS

Australia provides the world's most rigorous protection for international students through the *Education Services for Overseas Students (ESOS) Act 2000*, ensuring you receive a quality education and protection as a consumer.

The *ESOS Act* protects your rights as a student, sets out the standards that Australian education providers must obey when offering education services to overseas students, and also outlines your responsibilities as an overseas student.

[latrobe.edu.au/students/new-students/international/visa](http://latrobe.edu.au/students/new-students/international/visa)

[internationaleducation.gov.au](http://internationaleducation.gov.au)

You can also ask for further information at La Trobe International – see page 64 and 112 for contacts.

## HEALTH INSURANCE

### Overseas Student Health Cover

As a condition of a student visa, all international students must have Overseas Student Health Cover (OSHC) for the duration of their visa.

OSHC offers medical and hospital cover for international students and their dependants while they are in Australia – it is a similar standard of cover provided to Australian citizens under the public Medicare system.





Students in microbiology laboratory

We strongly recommend you read your OSHC Essentials policy and what it covers, as there are some exclusions such as pre-existing illnesses. If you do require treatment you may also be required to pay up-front and then claim back any refunds that you are entitled to.

La Trobe University currently has an agreement with Allianz Global Assistance, a private health fund, for the provision of OSHC. If you have purchased your OSHC through Allianz Global Assistance you will be covered from the moment you enter Australia, even though you have not yet obtained your membership card.

You will be given information on how to get your membership card and on making claims during University Orientation. Alternatively see Allianz Global Assistance representatives at the Melbourne Campus on Monday to Thursday from 10am to 4pm at La Trobe International.

OSHC by Allianz Global Assistance offers a 24-hour emergency helpline, including an interpreting service, legal advice and medical assistance (some information is provided in other languages):

**T 1800 814 781 (freecall in Australia)**  
**[oshcallianzassistance.com.au](https://oshcallianzassistance.com.au)**

Only student visa holders are eligible for OSHC insurance.

## Exceptions

Some countries have a Reciprocal Health Care Agreement with Australia. If you are from the United Kingdom, Sweden, the Netherlands, Belgium, Slovenia, or Italy you have access to some health cover but you still have to have OSHC (except Belgian students). You will need to visit a Medicare Australia office with your passport and visa to get a Reciprocal Health Care Card.

To find out about your entitlements, visit the Department of Human Services:  
**[humanservices.gov.au/customer/services/medicare/reciprocal-health-care-agreements](https://humanservices.gov.au/customer/services/medicare/reciprocal-health-care-agreements)**

Medicare Australia  
**[medicareaustralia.gov.au](https://medicareaustralia.gov.au)**

All Belgian students do not require OSHC. OSHC by Allianz Global Assistance is not required for Norwegian students who are covered by the Norwegian National Insurance Scheme. Swedish students, who are covered by the National Board of Student Aid or by Kammarkollegiet also do not need to take out OSHC. However, Swedish students not covered by the Swedish National Board of Student Aid must purchase OSHC by Allianz Global Assistance to meet their student visa requirements.

You can find out more at:  
**[health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1](https://health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1)**

## Overseas Visitor Health Cover (OVHC)

Allianz Global Assistance OVHC is medical insurance designed for visitors and temporary residents. The Australian Department of Immigration and Border Protection (DIBP) requires all holders of a temporary residency visa to maintain OVHC during their entire stay in Australia.



The health cover subsidises the cost of hospital medical treatments, prescription medicines, emergency ambulance transport and surgically implanted prostheses. More details:

[ovhcallianzassistance.com.au](http://ovhcallianzassistance.com.au)

## TUITION FEES

Please see the information on Make sure you understand your tuition fees in the Enrolment section on page 49.

If you do not pay your fees by the due date, you may receive a sanction to your student account (e.g. be unable to access StudentOnline, library services and LMS). To find out more about the consequences of not paying your fees on time, and the process for appealing a termination of your Enrolment, search for 'fees and due dates' on the Ask La Trobe webpage.

[latrobe.edu.au/ask-us](http://latrobe.edu.au/ask-us)

If you are still experiencing difficulties in paying your fees and require further assistance, make an appointment to meet with a member of the International Student Services team on your campus. See page 64 for contact details.

**Important!** Tuition fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Fees will not normally rise above seven per cent per annum. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year. You can find a series of Frequently Asked Questions (FAQs) about tuition fees at:

[latrobe.edu.au/students/fees/faq](http://latrobe.edu.au/students/fees/faq)

For all fee enquiries, you can contact your local Ask La Trobe Help Zone.

## FINANCIAL ASSISTANCE

### Student Loan Fund

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La Trobe University provides an interest-free loan and grant scheme for current students in financial need. The loan support must be related to students' needs to complete their studies. Loan amounts greater than AUD\$800 require an Australian guarantor, and generally you cannot receive a loan or grant to pay your tuition fees. In the case of urgent need in accordance with University policies, students may also apply for Emergency Aid (up to AUD\$200) or a loan or grant (up to AUD\$4,000). The repayment of Emergency Aid and grants is voluntary. For details visit [latrobe.edu.au/students/fees/assistance/loans](http://latrobe.edu.au/students/fees/assistance/loans)

For more information or to apply, contact the Student Administration Office or the Ask La Trobe Help Zone. You can also contact Financial Aid at:

T 03 5444 7955

E [finaid@latrobe.edu.au](mailto:finaid@latrobe.edu.au)

### Financial Counsellors

La Trobe University Student Union (LTSU) provides a free financial counselling service to help students understand their financial situation and work together to deal with their issues both inside and outside the university. The Financial Counsellors are non-judgemental, qualified professionals who provide information, support and advocacy to people in financial difficulty.

For details, visit the LTSU office or contact:

T 03 9479 2314

Bendigo Students Association Student Union Floor, Bendigo Campus

T 03 5444 7976

E [bsa@bsabendigo.com.au](mailto:bsa@bsabendigo.com.au)



Albury-Wodonga Students Association

T 02 6055 5541

E [jmathey@wsawodonga.com.au](mailto:jmathey@wsawodonga.com.au)

## ASK LA TROBE HELP ZONE

ASK LaTrobe is where you can contact staff directly with your student administration enquiries and issues. You can find answers and support for your enquiries through the online webpage, which provides you with self-help FAQs, the online enquiry form and info on the Ask La Trobe Help Zone.

[latrobe.edu.au/ask-us](http://latrobe.edu.au/ask-us)

Melbourne, City and Franklin Street campuses  
Level 1, Borchardt Library, Melbourne Campus  
T 1300 La Trobe (1300 52 87623)

Bendigo Campus  
Level 2, Heyward Library  
T 03 5444 7474

Albury-Wodonga Campus  
Ground floor, Building 4  
T 02 6024 9791

Mildura Campus  
Benetook Avenue, Mildura  
T 03 5051 4000

Shepparton Campus  
Student administration office or reception  
210 Fryers Street, Shepparton  
T 03 5820 8600

ASK La Trobe on the Melbourne Campus will go cashless as of 7 December 2015. This means

ASK La Trobe will no longer accept cash and you will need to use credit or debit cards when you make payments relating to education charges. All other retail outlets, including food stores and the bookshop, will continue to accept cash.

## LA TROBE INTERNATIONAL

Throughout your studies, La Trobe International (LTI) is a place where you are always welcome to come for advice, information and support. Services provided by International Student Services (ISS) at all campuses include but are not limited to:

- airport/train reception bookings
- international Registration, Enrolment, and Orientation
- advice and assistance regarding health cover, tuition fees and more
- information on visas
- guidance, support and referrals regarding academic, social, financial and cultural issues
- general information regarding student exchange opportunities
- community involvement programs and volunteer work opportunities
- advice about your rights and responsibilities under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007).

You can find further information on La Trobe University's policies and guidelines regarding international students at:

[latrobe.edu.au/policy](http://latrobe.edu.au/policy)

### **LTI Melbourne (including students at Franklin Street and City campuses)**

The office at the Melbourne Campus is open Monday to Friday 9am to 5pm.

## BEST FOR STUDENT EXPERIENCE

In 2013, La Trobe University was recognised as the best university in Victoria for international student experience, and innovation, in the inaugural Victorian International Education Awards.



T 03 9479 1199  
E [international@latrobe.edu.au](mailto:international@latrobe.edu.au)  
[latrobe.edu.au/international](http://latrobe.edu.au/international)

### **International Student Services (Bendigo and Shepparton)**

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Open Monday to Friday from 9am to 5pm  
T 03 5444 7924  
E [campussupport@latrobe.edu.au](mailto:campussupport@latrobe.edu.au)

### **International Student Services (Albury-Wodonga Campus)**

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Open Monday to Thursday 9am to 3pm  
T 02 6024 9847  
M 0417 386 515  
E [iso.aw@latrobe.edu.au](mailto:iso.aw@latrobe.edu.au)

### **International Student Services (Mildura Campus)**

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Open Tuesday 9am to 12pm  
and Thursday 9am to 1pm.  
471 Benetook Avenue  
T 03 5051 4000  
E [studentservicesmildura@latrobe.edu.au](mailto:studentservicesmildura@latrobe.edu.au)

## **INTERNATIONAL STUDENT SERVICES PROGRAMS – ALL CAMPUSES**

### **University Orientation**

All students must attend the University Orientation, which includes information sessions, social events and enrolment – all specific to the needs of international students. For more information on pre-departure briefings and E-friends see pages 4 and 5.

### **La Trobe Times**

A regular e-newsletter, La Trobe Times, provides local community and campus-specific information for all international students. Articles range from cheap and free social events on

campus, to changes in University and immigration regulations, as well as events and festivals in the wider community. To subscribe, visit: [latrobe.edu.au/international-news/subscribe](http://latrobe.edu.au/international-news/subscribe)

### **International Host Program**

Every semester we invite current international students to be hosts for new international students. Hosting is a great way to make new friends and share your knowledge and experience. You also get terrific training and leadership opportunities, formal recognition for your contribution (it looks good on your CV) and it's fun! Subscribe to our regular e-newsletter, La Trobe Times, for details (see above).

### **Ready, Set, Go!**

In this workshop, final-year students reflect on their time at La Trobe and prepare for life after University. There are two streams: one for those returning home, and another for those planning to continue to live and work in Australia. Students will receive information and tips to ensure an easy transition into the next stage of their lives:

[latrobe.edu.au/students/international/](http://latrobe.edu.au/students/international/)

## **VOLUNTEERING / LEADERSHIP AWARDS**

Volunteering is one of the best ways to build confidence, improve employability and develop networking as well as contribute to the University and broader community. At La Trobe, you will also get it officially recognised on your Academic transcript upon successful completion of the required tasks. To find out how to apply for the La Trobe Volunteering Award or the La Trobe Leadership Award, visit: [latrobe.edu.au/students/leadership-volunteering](http://latrobe.edu.au/students/leadership-volunteering)





## support/leaving

### Language and Cultural Exchange (LACE)

This program brings students of all backgrounds together, to exchange language skills and share knowledge about their own culture. ISS matches students based on their interests. We organise free on-campus lunches twice a year to facilitate engagement and to enable students to make more friends. Other events include conversation classes and free Australian film and discussion nights.

### Volunteering

Volunteering is a great way to make friends, network, understand broader Australian life and gain skills and recognition for your efforts. You can identify your own volunteering opportunities or get assistance through International Student Services to find opportunities. We also partner with local community organisations to run programs, events and professional development opportunities.

E [studentsupport@latrobe.edu.au](mailto:studentsupport@latrobe.edu.au)

## International Student Services programs – Melbourne Campus

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We promote a wide range of social activities including free or cheap events for your participation!

[latrobe.edu.au/students/international/support/activities](http://latrobe.edu.au/students/international/support/activities)

### Weekend Break Program

You can participate in this special program one weekend. You will stay with host families in the region of another La Trobe campus. This provides an opportunity to experience a new environment and cultural exchange.

### Multicultural Week

International Student Services and the International Students Association (ISA) come together to organise a week of activities and events for domestic and international students – all to promote cultural understanding.

### Surf camp

New commencing Exchange and Study Abroad students can attend a weekend of surfing and getting to know each other at one of Victoria's great tourist destinations – the Great Ocean Road.

### Events and trips

The International Students Association (ISA) runs trips and events throughout the year, including ski trips, beach adventures and interstate tours.

## International Student Services programs – Bendigo Campus

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There are a range of programs to encourage students to get involved. Look out for new activities, including fun excursions and competitions.



## UniMates – International Friendship Program

UniMates helps new international students to settle into student life in Bendigo. The program runs twice monthly throughout semester and includes a social activity with local students, resulting in support and friendship.

## International Student Services programs – Albury-Wodonga Campus

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In addition to Orientation (see pages 51 and 52), various programs are organised each semester to assist students in learning about the local area and to encourage their involvement in a broader educational experience.

Activities include exciting trips and workshops. Students can suggest activities for the program, which is promoted by email and Facebook.

## Career Workshops

Interactive Career Workshops help students prepare for work. Topics covered in three interactive sessions include leadership and team skills, auditing and resume writing, and volunteering.

## ‘Bring-a-Dish’ dinners

The Multicultural Student Club invites students to enjoy each other’s company and to share cuisine from different cultures.

## International evening

Join in with people from many different cultures, learn to ‘bush-dance’ and perhaps win a prize.

## International Student Services programs – Mildura Campus

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For information on getting involved in the Mildura Campus community contact or visit:

**E** [studentservicesmildura@latrobe.edu.au](mailto:studentservicesmildura@latrobe.edu.au)  
**latrobe.edu.au/mildura**

## International Student Services programs – Shepparton Campus

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For information on getting involved in the Shepparton Campus community, contact the International Student Services Coordinator.

**E** [campussupport@latrobe.edu.au](mailto:campussupport@latrobe.edu.au)

## STUDENT EXCHANGE OPPORTUNITIES

La Trobe students from any campus can study overseas on exchange during their course.

Participants enjoy many programs, ranging from three weeks to one year. We have more than 150 exchange partner universities worldwide in more than 45 countries.

To find out more about exchange opportunities, and for more information on Student Mobility Grants for overseas short-term programs and clinical placements, visit:

**latrobe.edu.au/study/exchange-and-study-abroad**

Or drop by the La Trobe Global Lounge in the Upper East Agora (behind the Velocci Café) at the Melbourne Campus.

**T** 03 9479 2112

## LA TROBE TIMES

La Trobe Times features personal stories from students from all corners of the globe and much more!

**latrobetimes.blogs.latrobe.edu.au**





## LEARNING STYLES AND EXPECTATIONS

Learning styles can vary greatly across different countries. University study in Australia requires independent thought and often autonomous work. Even Australian students coming to university for the first time find the demands quite different to their previous learning environments.

It is important to investigate how La Trobe University's academic culture may vary from your own, as this will increase your chances of achieving better results. Your first assessment may be due in the early weeks of the semester. To help you prepare for study in Australia, attend the University Orientation (see page 51) where several sessions are offered to help with your transition into the demands of Australian university life. Read about the Student Learning Unit on page 70 and also visit:

[latrobe.edu.au/students/learning](http://latrobe.edu.au/students/learning)

[latrobe.edu.au/students/new-students/ready4uni](http://latrobe.edu.au/students/new-students/ready4uni)

Each college provides a first-year *Survival Guide* that includes useful information on learning, lectures and tutorials, planning your study, paraphrasing and referencing and assessment tasks, plus other specific topics such as communication skills, and writing.

You can also visit the Skills Essentials website for sets of activities designed to prepare you for study at university.

[tlweb.latrobe.edu.au/ctlc/allu/skills-essentials](http://tlweb.latrobe.edu.au/ctlc/allu/skills-essentials)

## Lectures

Lectures present information and concepts that are central to the course. Lecture material is important to assignments and exams.

To increase your understanding and retention of knowledge, it is important to read the study material before lectures and review your notes. Try to read any supplementary material within 24 hours after lectures, and rewrite your notes. In Australia, you will be expected to participate in class discussions, ask questions, and demonstrate that you understand the material covered in lectures, not just that you can memorise the material.

## Tutorials and seminars

These are similar to discussion groups led by an academic teacher, speaker, or a student who has researched a particular topic.

The style can vary greatly between structured formats with learning aims being clear from the outset, or they can be more free-flowing – giving students the opportunity to explore ideas.



Students can ask questions during sessions. Tutorials and seminars are meant to be interactive, and are helpful in confirming important points given in lectures or in clarifying lecture material and assignments.

## Assessment

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All subjects have different methods of assessment. Some place greater emphasis on exams while others focus on essays and assignments. Some subjects rely on the completion of individual assessments while others may include a semester-long group assessment. Understanding how your subjects are assessed may help you to achieve better results. Subject outlines give you the percentage that each assessment is worth to your final result (as do your Subject Guides, which you can find on the LMS after enrolment). Visit:

**[latrobe.edu.au/students/subjects](http://latrobe.edu.au/students/subjects)**

## Time management

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Managing your time between work, study and your personal life is your responsibility. However, there are University services that can assist you in adjusting to the demands of student life, and are highly recommended when unexpected events may impact on your life.

In particular, International Student Services, the Counselling Service and the Student Learning Unit on page 70, can all help.

Having a realistic schedule for yourself throughout the semester can benefit your results and lower your stress levels.

To find out more about learning styles and expectations, visit:

**[latrobe.edu.au/students/learning](http://latrobe.edu.au/students/learning)**

## Plagiarism

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Plagiarism is using other people's ideas – either their exact words or a paraphrase – without referencing to inform the reader where these original ideas came from. These ideas could be from the internet, in books, journal articles, newspapers, television, radio or any spoken or written text. While in some academic cultures it is not necessary to tell your reader that you are using other people's ideas and/or words (by referencing), this is not the case in Australia.

Plagiarising somebody else's work (failing to acknowledge their ideas or words) and pretending it is your own – including copying another student's work – is considered cheating and there are serious consequences.

Consult with your college, school office or lecturers for information on the preferred referencing style. Or read your relevant *Survival Guide* (see opposite page), which explains how to avoid plagiarism, and gives lots of examples on how to reference properly. To find out about the consequences of plagiarism, visit: **[latrobe.edu.au/students/learning/academic-integrity](http://latrobe.edu.au/students/learning/academic-integrity)**

You can also access the Academic Referencing Tool at:

**[lib.latrobe.edu.au/referencing-tool](http://lib.latrobe.edu.au/referencing-tool)**

## The Academic Integrity Module (AIM)

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La Trobe University has created an Academic Integrity Module (AIM) on its Learning Management System (LMS). AIM provides important information to help you understand and avoid academic misconduct. It guides you through your responsibilities, provides examples of academic misconduct, shows you where to find useful information and gives referencing styles specific to your course.



All new undergraduate and postgraduate coursework students need to complete AIM as part of their course requirements.

You can complete the module at your own pace. Your results are recorded on your academic transcript.

AIM takes about an hour to complete depending on your level of knowledge. You can log into the LMS and complete AIM as soon as you receive your student username and password – you do not need to wait for the start of semester.

You should complete this module no later than the end of the second week of your first semester. You may receive a reminder in your La Trobe student email if you have not completed the module within this timeframe. If you have any questions, you should see your first-year coordinator or course coordinator at your college. Further information is available at: [latrobe.edu.au/students/learning](http://latrobe.edu.au/students/learning)

### Academic adjustment

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Students at La Trobe University can develop their academic skills through online resources in areas such as writing, reading, note-taking, and presentations. You should read your college *Survival Guide*, and then discuss any study problems with your tutors and lecturers to further understand the requirements of your course.

Peer Learning Advisers (PLAs) are experienced La Trobe students who work on all campuses to support your studies. Check out their availability timetable and where to find PLAs on your campus at:

[latrobe.edu.au/students/learning/peer-learning-advisers](http://latrobe.edu.au/students/learning/peer-learning-advisers)



You can also make an appointment with a member of the International Student Services team within La Trobe International to discuss your adjustment to the Australian tertiary environment.

### Student Learning Unit

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The Student Learning Unit works closely with teaching staff in the colleges to ensure that La Trobe students – including those from non-English speaking backgrounds – receive the academic support they need to succeed. Core academic skills include essay and report writing, preparation for oral presentations, and numeracy skills.

Unit staff assist in course and subject design, advise on teaching strategies, and teach special subjects, tutorials and workshops.

The Unit also produces online learning resources, delivers professional development for academics, trains student academic mentors, and supports student learning in many other ways. Individual appointments are available by referral, from an academic or La Trobe staff. For more information about study skills, visit:

[latrobe.edu.au/students/learning](http://latrobe.edu.au/students/learning)



## ACADEMIC POLICIES

### Academic Progress Monitoring and Intervention Policy

The University will send you official progress monitoring correspondence if you fail one subject or more. This correspondence will outline support services you can access to improve your marks and instruct you on what action you should take. You may receive an At Risk Letter, if you:

- fail 50 per cent or more of your total enrolment for a progression period (1 January to 30 June, and 1 July to 31 December each year)
- fail a subject for a second or subsequent time
- fail for the first time in any workplace-based subject as listed from time-to-time by the University
- fail to meet any conditions previously imposed on your enrolment by a college.

If you receive an At Risk letter, you must meet with your relevant course coordinator, or nominee, as specified in the letter, to discuss your lack of progress and your enrolment.

At this meeting you will together complete an Agreed Progression Plan, with reasons for your unsatisfactory academic progress, and the recommended steps you should take to address the issues.

If you continue to maintain unsatisfactory academic progress in subsequent progression periods, you may be issued with an Unsatisfactory Progress Committee letter (UPC). You must make an appointment (contact details included in the letter) or you will be excluded or your case will be assessed in absentia provided that you advised that you cannot attend.

You will receive both an email and registered mail with instructions on how to prepare your UPC meeting. Read these carefully and make sure you understand the instructions and the timelines you have been given. We strongly recommend you seek advice from a Student Advocate or from International Student Services at La Trobe International before you attend the meeting with the Unsatisfactory Progress Committee (see under Student advocates on the next page).

The University will review your unsatisfactory academic progress. You can appeal to the University Appeals Committee if a decision is made to exclude you.

If you do not appeal a decision to exclude you, after 20 working days the University will report you to the Department of Immigration and Border Protection (DIBP) for having failed to meet course progress requirements. If you do appeal to the University Appeals Committee but are unsuccessful, after 20 working days the University will report you to the DIBP for having failed to meet course progress requirements.

As part of this process, you will be sent a letter informing you to go to a DIBP office within 28 days, with photo identification. Failure to do this may result in your visa being cancelled. It is your right to make a complaint to the Victorian Ombudsman. You would need to do this within the 20 working days, and provide La Trobe International with your complaint number to avoid being reported to DIBP.

**[latrobe.edu.au/students/complaints](http://latrobe.edu.au/students/complaints)**

If you have been excluded from your course, in most cases, DIBP can cancel your student visa. Visit:

**[latrobe.edu.au/policy](http://latrobe.edu.au/policy)**





## Special consideration

To apply for special consideration, you have to demonstrate that your illness or other compelling or compassionate circumstances adversely affected your performance in an assessment task or examination.

All actions taken under academic regulations, by the University or by students, are subject to strict time limits. Ensure that you take any action within the stated timeframes. If you are granted special consideration, you may receive extra time for your assignment, a variation to your marks or you may have to sit a supplementary examination.

[latrobe.edu.au/special-consideration](http://latrobe.edu.au/special-consideration)

## OTHER ACADEMIC SUPPORT

### Student advocates

Student advocacy is the process of helping a student or a group of students who require support to address an academic, administrative or welfare-related issue. It is an independent service, which means that Student Advocates can assist students without influence or interference from the University.

The service is also confidential and free.

### Melbourne, Mildura, Shepparton, Franklin Street and City campuses (La Trobe Student Union)

Upper West Agora (Level 2)

T 03 9479 1189

T 03 9479 1150

E [itsu\\_advocacy@latrobe.edu.au](mailto:itsu_advocacy@latrobe.edu.au)

[latrobesu.org.au](http://latrobesu.org.au)

### Bendigo Campus

(Bendigo Student Association)

T 03 5444 7976

E [bsa@bsabendigo.com.au](mailto:bsa@bsabendigo.com.au)

### Albury-Wodonga Campus

(Wodonga Student Association)

T 02 6055 6641

M 0419 423 056

E [jmathey@wsawodonga.com.au](mailto:jmathey@wsawodonga.com.au)

## Equity and Diversity Centre

The principal role of the Equity and Diversity Centre (EDC) is to promote full and equal participation for all students and staff of La Trobe University and to foster an environment free of discrimination and harassment. It aims to promote the principles inherent in international, national and state legislation related to human rights, anti-discrimination and equal opportunity.

The centre offers:

- a support program for students with a temporary or permanent disability, mental health illness, a hearing or vision impairment or long-term medical condition
- a support program for students with a refugee background
- an ALLY network for students who are gay, lesbian, bisexual, transgender or intersex and queer (GLBTIQ)
- a grievance conciliation service for students who believe they have experienced unlawful discrimination or harassment.

[latrobe.edu.au/students/equity](http://latrobe.edu.au/students/equity)



Please discuss your needs with  
a disability adviser:

**Melbourne, City and Franklin Street campuses**  
T 03 9479 2900

**Bendigo Campus**  
T 03 5444 7223

**Albury-Wodonga and Shepparton Campus**  
T 02 6024 9628

**Mildura Campus**  
T 03 5022 3629

### Harassment and discrimination

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La Trobe University has policies and procedures to make it clear that discrimination and harassment of people on the basis of personal characteristics is unacceptable. La Trobe University provides resolution for students who feel they are victims of harassment, sexual harassment or discrimination (see the EDC contact information above).

### Complaints and grievance procedures

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La Trobe University is committed to handling student complaints effectively, in line with its policy of creating a harmonious and productive study environment. The University is interested in listening to all complaints no matter how small they may seem. Whether you would like to make an informal or formal complaint, the Student Complaints Office can guide you through the process as well as help you to understand La Trobe's complaints-handling policy and procedures.

**Important!** First take your complaint directly to the person in the relevant area as an informal discussion may easily resolve the issue.



### Student Complaints Office

T 03 9479 5308  
E [studentcomplaints@latrobe.edu.au](mailto:studentcomplaints@latrobe.edu.au)  
[latrobe.edu.au/students/complaints](http://latrobe.edu.au/students/complaints)

### University Ombudsman

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If a complaint regarding an academic or administrative matter has been managed under the Student Complaints Policy, and the decision or action has not been resolved through the relevant college, school or department, you may seek advice from:

#### The University Ombudsman

Enquire at the Equity and Diversity Centre reception, Peribolos East, Ground Floor  
Melbourne Campus

T 03 9479 1897  
E [c.picton@latrobe.edu.au](mailto:c.picton@latrobe.edu.au)  
[latrobe.edu.au/about/management/organisation/ombudsman](http://latrobe.edu.au/about/management/organisation/ombudsman)



# CAMPUS SERVICES AND FACILITIES



Myki machine, Melbourne Campus

## SMOKING AREAS

No smoking is permitted, both outside and indoors, on all campuses. There are currently designated smoking areas at every campus. See the campus maps for details: [latrobe.edu.au/about/vision/our-campus-and-communities/smoke-free-la-trobe](http://latrobe.edu.au/about/vision/our-campus-and-communities/smoke-free-la-trobe)

## SECURITY AND SAFETY

### After-hours helpline

A special after-hours telephone hotline has been set up for international students at all La Trobe campuses. Call this number if you need help at night or on the weekend.

T 1800 758 360

### Melbourne Campus

The Melbourne Campus has an excellent safety record with security officers available at all hours to provide assistance and support. There is a 24-hour security hotline for emergencies.

T 1800 800 613 (freecall)

T 03 9479 2222

A number of buildings have direct security access phones. Lift the handset and the phone will automatically contact security, otherwise dial the numbers above.

[latrobe.edu.au/security](http://latrobe.edu.au/security)

### Uni-Safe escorts

If you are alone or with a friend, and feel uncomfortable walking on campus in the dark, call the individual escort service.

T 03 9479 2012

### Glider: free campus bus

Operates between 8.30am and 9.30pm, Monday to Friday during semester

[latrobe.edu.au/transport-central/on-campus-bus-services-melbourne](http://latrobe.edu.au/transport-central/on-campus-bus-services-melbourne)

### Bendigo Campus

A security officer is available 24 hours a day.

T 1800 077 043 (freecall)

T 03 5444 7999



## Security escorts

A security escort service operates during the academic year. The security officer can escort you to car parks, campus residences and other University-related venues.

T 1800 077 043 (freecall)  
T 03 5444 7999

### Albury-Wodonga Campus

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T 0418 459 324  
T 02 6024 8222

## Security escorts

Personal security escorts operate on request, and can be arranged between academic buildings, car parks, and on-campus accommodation.

T 0418 459 324  
T 02 6024 8222

### Mildura Campus

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A security officer is available 24 hours a day to provide assistance and support.

T 03 5022 7855

### Shepparton Campus

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Campus emergencies  
T 03 5820 8600  
T 03 5825 3178

### Franklin Street Campus

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T Internal extension 100  
T 03 9479 8888

### City Campus

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Contact Melbourne security  
T 1800 800 613 (freecall)  
T 03 9479 2222

## RELIGIOUS FACILITIES

### Chaplaincy

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Representing all Christian denominations, the Chaplains offer support and nurturing to visitors of the Chaplaincy, and can assist people with understanding and exploring their faith. The La Trobe Chaplaincy on your campus can help you to contact and join local churches, mosques, synagogues and temples, meetings, clubs and groups on campus, and help with marriage preparation and weddings. The Chaplaincy also refers people of different religious faiths on where to go for worship:

[latrobe.edu.au/chaplaincy](http://latrobe.edu.au/chaplaincy)

### Melbourne, City and Franklin Street campuses

Catholic  
T 03 9479 2979

Presbyterian  
T 03 9479 1479  
T 03 9479 3180

Orthodox Christian  
(Wednesday and Friday)  
and Anglican  
T 03 9479 2775

### Bendigo Campus

T 03 5444 7939

### Albury-Wodonga Campus

T 02 6024 9753

### Mildura and Shepparton campuses

[latrobe.edu.au/chaplaincy](http://latrobe.edu.au/chaplaincy)



## Muslim prayer facilities

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Muslim students can collect a free *Muslim Student Guide* from all LTI offices. It contains specific information on support and facilities for Muslim students. Visit the website for up-to-date information:

[latrobe.edu.au/students/new-students/international/settling](http://latrobe.edu.au/students/new-students/international/settling)

## Melbourne Campus

La Trobe University has separate prayer rooms and ablution facilities for men and for women. Congregational prayers are conducted Friday lunchtimes in the brothers' and sisters' prayer rooms (Education 2 building). Please note the facilities are locked, so please contact the La Trobe University Islamic Society (LTUIS) to obtain access. Contact details for the LTUIS are regularly updated and displayed on the doors of the prayer rooms. There are also two mosques located close to the Melbourne Campus, in Heidelberg and Preston. More details can be found in the *Muslim Student Guide* or at: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)

E [info@ltuis.org](mailto:info@ltuis.org)

## Bendigo Campus

Prayer meetings are conducted regularly in the prayer room in the Engineering Building. The facilities are unlocked and available during the day. A senior member of the Muslim community has the key to the prayer room for use outside University business hours. There is an ablution facility directly opposite the prayer room. If the room is locked contact:

Campus security  
T 1800 077 043

## Albury-Wodonga Campus

A room for prayer is available on request through International Student Services.

T 02 6024 9847

E [studentservicesaw@latrobe.edu.au](mailto:studentservicesaw@latrobe.edu.au)

## Mildura Campus

Located in the Mildura Office Annexe, on the Benetook Avenue Campus, a prayer room is available on request. Please contact reception for access.

Off campus: Mildura Mosque

49 Tenth Street Mildura

T 03 5023 7662

## Shepparton

Off campus: Shepparton Mosque

8 Acacia Street Shepparton

T 03 5825 4755

## Franklin Street and City

Off campus: Jeffcott St Mosque

66–68 Jeffcott Street West Melbourne

T 03 9328 2067

## Religion and places of worship

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There are a variety of other places of worship in Victoria – search at the following site:

[truelocal.com.au](http://truelocal.com.au)

## MICROWAVES FOR STUDENT USE

### Melbourne Campus

- Student Lounge – Upper West Agora
- International Students Association (ISA) lounge – Upper East Agora
- Foyer – Western Lecture Theatre
- Mature Aged Student Lounge – Under Union Hall
- Queer Lounge – Upper Agora West or via the meeting room at the LTSU Offices



### **Bendigo Campus**

Student Union– Student Union Floor

### **Albury-Wodonga Campus**

Student Amenities Building, The Hangar.

### **Mildura Campus**

Brian Grogan Building foyer.

T 03 5051 4000

### **Shepparton Campus**

Contact the La Trobe Shepparton Students Guild.

T 03 5821 8450

## **COUNSELLING SERVICE**

Counselling provides students with a safe place to creatively explore and resolve any problems affecting their studies. Students can discuss issues such as transition to life in Australia, relationship difficulties, loss of motivation for studying, questions of identity and self-acceptance, depression and anxiety, coping with disabilities or dealing with grief or loss. The counselling service is free, by appointment, and confidential.

[latrobe.edu.au/counselling](http://latrobe.edu.au/counselling)

### **Melbourne, Franklin Street and City campuses**

Level 2, Peribolos East (Melbourne Campus)

T 03 9479 2956

E [counselling@latrobe.edu.au](mailto:counselling@latrobe.edu.au)

### **After Hours Emergency phone counselling service**

T 1300 687 327

### **Bendigo Campus**

Student Services Centre, Engineering Building

T 03 5444 7223

E [studentservicesbendigo@latrobe.edu.au](mailto:studentservicesbendigo@latrobe.edu.au)

### **Albury-Wodonga Campus**

Student Services, Administration Building 4

T 02 6024 9627

E [counsellor.aw@latrobe.edu.au](mailto:counsellor.aw@latrobe.edu.au)

### **Mildura Campus**

Ground Level Building A, Room AG - 13

T 03 5022 3778

E [d.broadhead@sunitafe.edu.au](mailto:d.broadhead@sunitafe.edu.au)

### **Shepparton Campus**

T 03 5820 8600

E [steph.stephens@latrobe.edu.au](mailto:steph.stephens@latrobe.edu.au)

## **STUDENT ENGAGEMENT PROGRAMS**

Leadership, mentoring and volunteering programs are available to students from every La Trobe campus. Students have the chance to develop valuable skills for their future, while actively engaging in their campus and local communities.

### **Connect Volunteer**

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The Connect Volunteer Program puts new students in touch with peer mentors, across all colleges and campuses. Connect Volunteers provide support and advice to new students on their transition to university and on how to make the most of student life at La Trobe. [latrobe.edu.au/students/get-involved/connect](http://latrobe.edu.au/students/get-involved/connect)

We provide many opportunities for you to develop your leadership skills through clubs and societies, volunteering programs, community projects and much more: [latrobe.edu.au/students/leadership-volunteering](http://latrobe.edu.au/students/leadership-volunteering)





Sydney Campus

## CAREERS AND EMPLOYMENT SERVICES

La Trobe University recognises that international students undertake a personal and financial investment to study in Australia, and that students aim to improve their career prospects and graduate recruitment. Our careers consultants can help students to explore possible further studies and career outcomes. The Career Development Centre offers a range of programs on career planning, work readiness, professional mentorship, preparing resumes and letters of application, and interview and employment-seeking skills.

The careers website contains a database of full-time, casual and part-time job vacancies and provides access to Going Global, a comprehensive website offering employment information on many countries and overseas employers.

Got a question about your career options or getting a job? Our careers consultants are available to talk to you during drop-in sessions, or respond to your enquiries on-line.

**T** 03 9479 2459

**E** [careers@latrobe.edu.au](mailto:careers@latrobe.edu.au)

[latrobe.edu.au/students/careers](http://latrobe.edu.au/students/careers)

## COMPUTER AND EMAIL FACILITIES

La Trobe University has wireless internet access with different coverage for each campus. All campuses have computer halls or laboratories for students, plus computer services for teaching and research activities. Facilities are kept up-to-date and many forms of training and support are provided.

Lectures are captured into audio or audio/video streams to be reviewed by students in their own time (EchoSystem), and lecture notes are often posted on the Learning Management System (LMS). LMS allows you to obtain learning materials and activities related to your studies from any location with internet access. It also has a variety of tools to assist in student learning.

The main tools are:

- assignment submission
- access to lecture recordings
- gradebook for keeping track of marks and your progress
- quizzes, polls and voting
- chat
- discussion forums
- Wiki
- workshop module for peer assessment of documents
- access to files and various forms of study material related to your subject
- specific administrative information.

**[latrobe.edu.au/lms](http://latrobe.edu.au/lms)**

Student IT Support provides services for accessing key university systems. Support is provided for:

- StudentOnLine
- email



- wireless network
- student computer labs
- antivirus installation and configuration
- Turnitin
- Learning Management System (LMS).

IT information sessions, which include instructions on accessing La Trobe Student Accounts, are held during Orientation at all campuses. Information relating to the use of email for official correspondence with students can be found at:

**[latrobe.edu.au/policy](http://latrobe.edu.au/policy)**

IT support can also assist students at all campuses with any computer problems:

**[latrobe.edu.au/students/it](http://latrobe.edu.au/students/it)**

T 03 9479 3694

T 1300 786 535

E [sits@latrobe.edu.au](mailto:sits@latrobe.edu.au)

### **Melbourne Campus**

Students can access computers in the library and in college computer laboratories. A list of computer labs at the Melbourne Campus can be found at:

**[latrobe.edu.au/students/it/labs/melbourne](http://latrobe.edu.au/students/it/labs/melbourne)**

Student IT support at the library helps students with any problems they have accessing key university systems.

### **Bendigo Campus**

Students can access computers in the library, as well as in many computer labs across the Campus, offering Mac and Windows systems. Student IT support is located at the Heywood Library. A list of computer labs at the Bendigo Campus can be found at:

**[latrobe.edu.au/students/it/labs/bendigo](http://latrobe.edu.au/students/it/labs/bendigo)**



**Library, Mildura Campus**

### **Albury-Wodonga Campus**

Four computer labs are located on the ground floor of Building 4. Two labs are available for general access during opening hours. A timetable is displayed outside each lab showing when it is available. Facilities are also available in the David Mann Library.

### **Mildura Campus**

Computer labs are located in the Brian Grogan Building, Building P and in the Gambetta Library (TAFE Building).

### **Shepparton Campus**

Students can access computers at the library with six computers connected to the La Trobe Network.

### **Franklin Street Campus**

The Information Access Room and Computer Resource Centre are located on the ground floor, Building 2.

### **City Campus**

Students can access computers in the Personal Study area. Alternatively you can connect your own device by WiFi or at various data points.



## LIBRARY

All students have access to the scholarly information, resources, services and technology-enabled learning spaces of a major academic library. This includes 24-hour access to online databases and resources. We encourage you to make good use of the library, which offers:

- help with finding resources
- classes and online modules
- many thousands of online journals and e-books
- two million print books and journals, DVDs and audiovisual items
- extended opening hours during semester
- comfortable study areas for group and individual study
- consultations with college or campus librarians, for postgraduate and research students
- computer workstations, printers, copiers and wireless internet.

Visit:

**[latrobe.libguides.com](http://latrobe.libguides.com)**

The library has many online services, including frequently asked questions and a live chat service to help with library queries or difficulties.

The library online chat is currently available from 11am to 2pm (AEST) Monday to Friday during semester.

**[lib.latrobe.edu.au/chat](http://lib.latrobe.edu.au/chat)**

The Borchardt Library at the Melbourne Campus is the main library in the network, covering three levels in one of the largest buildings on the Campus. In addition to information resources, it provides 2000 study seats, 400 computer workstations, group study areas and rooms, and quiet individual study areas. A new dedicated study lounge for postgraduate and research students is located at level two, which has more than 40 individual study desks, a lounge space, computers and small group areas.

The Heyward Library at the Bendigo Campus and the David Mann Library at the Albury-Wodonga Campus each provide resources, facilities and services for students at those campuses, and offer access to the digital and print resources of the La Trobe University Library network.

The Gambetta Library at Mildura Campus is shared between La Trobe University and the Sunraysia Institute of TAFE. The Shepparton Campus library is shared with the Goulburn Ovens Institute of TAFE. Franklin Street Campus and City Campus students also have access to La Trobe's virtual library service and online resources.

### Melbourne Information desk

T 03 9479 2922

**[loans@latrobe.edu.au](mailto:loans@latrobe.edu.au)**

### Bendigo Information desk

T 03 5444 7453

**[ben-liblend@latrobe.edu.au](mailto:ben-liblend@latrobe.edu.au)**

## DID YOU KNOW?

The library has copies of all set textbooks. You can borrow the reserved books for three hours at a time, or overnight.



### **Albury-Wodonga Information desk**

T 02 6024 9760  
[library.aw@latrobe.edu.au](mailto:library.aw@latrobe.edu.au)

### **Mildura Information desk**

T 03 5051 4026

### **Shepparton Information desk**

T 03 5833 2640

### **Franklin Street Information desk**

T 03 9479 8888

### **City Information desk**

T 03 9479 6797

## **TEXTBOOKS**

You may be given reading lists for your subjects on Enrolment Day, but it is more likely that your lecturers will provide you with comprehensive reading lists in your first week of classes.

It is strongly recommended that you do not purchase any textbooks until you receive your reading lists from your lecturers. You should go to your first class to find out if you need to buy any necessary textbooks. Textbooks can be purchased at the La Trobe University Co-op Bookshop, based at the Melbourne, Bendigo and Albury-Wodonga campuses:  
**[coop.com.au](http://coop.com.au)**

Students at other campuses can also order textbooks online from the La Trobe University Co-op Bookshop. At the Mildura Campus, there is a bookstore at the Gambetta Library.

However you can save money by buying second-hand textbooks and checking noticeboards for advertisements selling used books. The La Trobe Student Union also runs a second-hand bookshop for students to buy cheap textbooks:

**[latrobesu.org.au](http://latrobesu.org.au)**

## **STUDENT ORGANISATIONS AND SPORTS FACILITIES**

### **Melbourne, Franklin Street and City campuses**

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#### **La Trobe University Student Union**

The La Trobe University Student Union (LTSU) provides social activities, support and amenities to make your life at University as enriching and enjoyable as possible. The Student Union coordinates an extensive social program including evening balls, leisure courses and a weekly community market, as well as other key services including information and referral services. There is also a postgraduate representative who maintains the interests and rights of postgraduate students.

The Student Union also organises O-Week (Orientation) activities for all new students, provides locker hire and organises free lunches for members.

Membership is voluntary. The 2015 annual membership fee is AUD\$40. The annual membership fee is half-price for students who commence in Semester 2 (July) and join only for the semester. Member discounts apply to many Campus services and products such as food, books and car park permits. We also recommend you join if you require optical glasses or dental treatment, as the LTSU has negotiated some good discounts for members.



The Union is also an active, political student body. It provides services such as photocopying, facsimile and document binding, plus welfare support such as a free breakfast for students every Wednesday, and a food pantry. It funds more than 50 active clubs on Campus. The other major role of the Union is to provide advocacy for students: the Student Advocate represents students in meetings with academics and other staff, and assists with preparation for unsatisfactory academic progress procedures. See page 72.

**T** 03 9479 2314

**latrobesu.org.au**

### **International Students Association (ISA)**

The ISA is a non-political student organisation representing the interests of all international students enrolled at the University. It aims to promote goodwill and understanding between domestic and international students. The ISA organises trips and events for all international students and has a small lounge in the Upper East Agora. Membership is free.

**T** 03 9479 3959

**E** isa@ltuuisa.org.au

### **Sports Centre**

The La Trobe University Sports Centre – open seven days a week – includes a gym, a 25m indoor swimming pool, tennis and squash courts, table tennis and an indoor multi-purpose stadium. Numerous programs are offered from accredited first-aid training to Pilates, yoga, belly dancing, indoor soccer and hip-hop. For students living on campus, the Sports Centre coordinates an inter-college sports competition.

**T** 03 9479 2973

**E** sport@latrobe.edu.au

**latrobe.edu.au/sport**

### **Student clubs**

Students run many cultural and recreational clubs. These groups aim to provide a support network, help you settle in to University life and make like-minded friends. Being involved with a club or society may also give you the opportunity to learn new skills in event management and administration – useful additions to your resume or CV for life after La Trobe.

**T** 03 9479 2613

**latrobesu.org.au/clubs**

### **Bendigo Campus**

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#### **Bendigo Student Association (BSA)**

As a major service, entertainment and advocacy provider on the Campus, the BSA's role is to help students to make the most of their time at University. The Association provides recreation and welfare services to help students manage and enjoy academic life.

The BSA is a not-for-profit and membership-based organisation. It offers clubs, social activities, volunteer opportunities, sport and fitness and many events during the course of the year.

**bsabendigo.com.au**

#### **Bendigo International Student Club (BISC)**

BISC is a social club run by international students, to unite and support students from around the globe who share an interest in diverse cultures. Various low-cost social activities are organised such as day trips to Melbourne and other destinations. Search for the Bendigo International Student Club page on Facebook.

**T** 03 5444 7514

**bsabendigo.com.au**



## Student clubs

Students can join many special interest groups, including the visual and performing arts, sports and fitness clubs, environmental groups and more.

**[bsabendigo.com.au](http://bsabendigo.com.au)**

## Sporting activities

The on-campus Evolution Sport and Fitness Centre includes a gym, group fitness classes and a sports hall. BSA members receive discounted membership.

**[evolutionsfc.bsabendigo.com.au/evolution.html](http://evolutionsfc.bsabendigo.com.au/evolution.html)**

## Bendigo Volunteer Resource Centre Outpost (BVRC)

If you want a chance to learn new skills or are required to participate in volunteer activities as part of your course, staff can help you find something just right for you.

Room 1.04 Student Union Floor  
(walk up the stairs, past the bookshop)

**T 03 5444 7817**

**E [l.moulden@latrobe.edu.au](mailto:l.moulden@latrobe.edu.au)**

**[bsabendigo.com.au](http://bsabendigo.com.au)**

## Albury-Wodonga Campus

---

### Wodonga Student Association

Representing students studying at Albury-Wodonga and the Wodonga Institute of TAFE, the Association strives to protect student rights and to provide a range of services, facilities and events including sports days, dance parties and concerts. Facilities include The Hangar (gym, bar and café) and the Building W Student Lounge. Members receive a range of free or discounted products and services on and off the Campus.

**E [wsa@wsawodonga.com.au](mailto:wsa@wsawodonga.com.au)**

**[wsawodonga.com.au](http://wsawodonga.com.au)**

## Student clubs

Clubs at Albury-Wodonga include Bible studies, netball, Albury-Wodonga Allies in Rural Health, vegetable patch/gardening, and the Campus Film Club. Information on clubs and student groups is available on the Wodonga Student Association website.

**[wsawodonga.com.au](http://wsawodonga.com.au)**

## Sporting activities

Events include an inter-university sports challenge where combined university and TAFE teams compete. Sports include Australian football, rugby, tennis, netball, basketball, hockey, golf and pool.

## Mildura Campus

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### Mildura Student Association

The Mildura Student Association represents students at the Campus. Its role is to organise and promote a range of social, cultural and recreational activities.

**T 03 5051 4000**

## Shepparton Campus

---

### La Trobe Shepparton Students Guild

The Guild represents Shepparton students and organises and promotes social, recreational and cultural events.

**T 03 5820 8607**

**E [shepparton@latrobe.edu.au](mailto:shepparton@latrobe.edu.au)**

## STAY INFORMED

Sign-up for our international online newsletter for news and things to do:  
**[latrobetimes.blogs.latrobe.edu.au](http://latrobetimes.blogs.latrobe.edu.au)**



# LIVING IN AUSTRALIA



Melbourne is Australia's best city for international students and second best in the world ahead of Tokyo, Sydney and London. Melbourne received a perfect score (100/100) for student mix, which looks at the city's student population, levels of social inclusion, and tolerance.\*

## AUTOMATIC TELLER MACHINES (ATMS) ON MELBOURNE CAMPUS

ANZ

[anz.com.au](http://anz.com.au)

Bendigo Bank (also on Bendigo Campus)

[bendigobank.com.au](http://bendigobank.com.au)

Commonwealth Bank

[commbank.com.au](http://commbank.com.au)

National Australia Bank (NAB)

[nab.com.au](http://nab.com.au)

See pages 10 and 43 for more about banks.

## TAX FILE NUMBER (TFN)

A TFN is allocated to each taxpayer in Australia for taxation purposes. International students whose course of study is six months or longer and who are visa holders with work rights can apply for their TFN online prior to their departure: they are also considered an Australian resident for tax purposes.

This means you're not required to pay tax on the first AUD\$18,200 (2015 rate, subject to change) you earn in a calendar year. Your employer will deduct tax from your pay during each pay period. However, tax on earnings of up to AUD\$18,200 will be refunded to you at the end of the financial year (30 June) when you submit a tax return.

Further information on the Australian taxation system and requirements is available in several languages directly from the Australian Taxation Office at:

[ato.gov.au/individuals](http://ato.gov.au/individuals)

## WATER USAGE

Water-saving rules apply in regional and rural Victoria and there are usually water restrictions in metropolitan Melbourne. Everyone must try to save water at home, study or work. Please minimise your water use by:

- showering for less than four minutes
- turning off the tap while shaving or brushing your teeth



- using the washing machine only for full loads
- reporting any leaky taps to your landlord or your accommodation representative.

For your responsibilities as a water user, check:

Melbourne (including Franklin Street and City campuses)  
**melbournewater.com.au**

Bendigo  
**coliban.com.au**

Albury-Wodonga  
**newater.com.au**

Mildura  
**lmw.vic.gov.au**

Shepparton  
**gvwater.vic.gov.au**

## LIVING COSTS

Please refer to page 22 of this guide to view the living costs table.

## INTERNET, TELEPHONE AND POSTAL SERVICES

### Internet

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Internet access – including an ever-expanding wireless network – is available at all La Trobe campuses.

During Orientation, free wireless internet is provided to all students.

At the Melbourne Campus, Borchardt Library, and at the Bendigo Campus, Heyward Library, commencing students can use computers prior to activating their student account.

New students at the Albury-Wodonga Campus can obtain a temporary computer password from International Student Services if they arrive early – however this may take one to two

business days. In addition, if you don't have your own notebook or laptop, internet cafés are located off the Albury-Wodonga Campus.

Most on-campus accommodation and some off-campus accommodation providers enable internet access for students, although there may be a charge. Check with your accommodation provider. You can compare internet service providers at:  
**broadbandguide.com.au**

### Telephone

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Setting up a fixed home phone line can cost a connection fee, plus a minimum monthly rental charge. If you are living in shared accommodation, ensure your housemates' names are also registered as users on the phone account, otherwise you will be the only one legally liable to pay the bill.

### International phone calls

International calls can be made direct from all phones in Australia, including payphones. Simply dial the following:

- the international access code (0011)
- your country code (if you are unsure of your home country's code, call 1225 for information)
- the area code for your city – remember not to dial the first zero
- the phone number you are dialling.

International calls are timed and charged according to the destination, the time of day and day of the week. Weekend rates can be much cheaper. Consider buying pre-paid international phone cards that usually offer much cheaper rates and are available from newsagencies, delicatessens, milk bars and post offices.



## Local and regional phone calls

Higher rates apply to calls made to or from metropolitan areas, to regional areas in Victoria, or to other states in Australia, including between Melbourne and Bendigo, Albury-Wodonga, Mildura and Shepparton. These calls, named STD calls, are timed and charged at a minimum of AUD\$.20c per minute plus a connection fee of AUD\$.50c. Cheaper STD rates are generally offered in evenings and on weekends, however telephone companies offer a variety of phone plans and rates.

All local calls are untimed and cost at least AUD\$.50c (more from public phones).

You can save money by bundling a VoIP (Voice over Internet Protocol) phone connection with broadband internet. VoIP allows you to use the internet to make and receive phone calls. You can also use Skype online.

The *Yellow Pages* and *White Pages* are Australian telephone directories. The *Yellow Pages* lists business telephone numbers.

The *White Pages* lists residential and business telephone numbers in Australia and also Federal and State government departments.

**[yellowpages.com.au](http://yellowpages.com.au)**

**[whitepages.com.au](http://whitepages.com.au)**

## Mobile phones

We suggest you talk to students who have been in Australia for a while for tips on the best phone company and network. Some phone companies will not supply services to people who are temporary residents in Australia, but you can always use a pre-paid phone system. This also ensures that you will avoid an unexpectedly high mobile phone bill. Make sure you read all the clauses and terms and conditions before signing a phone contract. Pre-paid mobile phone cards may be purchased at a number of retail outlets.

Compare mobile phone providers at:  
**[youcompare.com.au/mobilephones/deals](http://youcompare.com.au/mobilephones/deals)**

## Postal services

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Postal offices are open from 9am to 5pm Monday to Friday and some are open on Saturday mornings. Mail is delivered once a day on weekdays only. Mail within Australia has a flat rate of postage AUD\$.70c (2015 price, subject to change) for a standard letter. International mail charges are calculated by weight, size, destination and mode of delivery. Some utility bills may be paid at the post office. At the Melbourne Campus, a post office is located at the ground floor, Agora East Building. You can also search for local post offices and find out their opening hours at:

**[austpost.com.au](http://austpost.com.au)**

## SOCIAL CUSTOMS AND CONVENTIONS

### Australian values

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Australian society is made up of people from over 210 different nationalities, so it is difficult to define what is 'typical' in Australian culture or social customs. There are, however, some values most Australians consider important. Most Australians strongly value our society's tolerance of different religions and cultures, plus our freedom of speech and democratic rights. Australians also consider it important that people will be given a 'fair go'; that is, you will be treated equitably. Australia is frequently described as an 'egalitarian' society. This means that class divisions are not so entrenched in Australia as in some other countries.

People in Australia generally treat each other in the same way regardless of what part of society they come from. La Trobe University, for example, has its own advocates, complaints and grievance procedures, academic progress committees and an ombudsman to give



students an opportunity to explain their own version of events or situations and to ensure fairness and equality (see the information under Academic policies from page 71).

### **Your own customs**

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In comparison to many other countries, Australia and, especially Melbourne, is notable for its diversity and multiculturalism. Your own customs can be maintained within the community and most Australians will understand your reasons for not adopting certain local customs if they are different from your own.

You will find that invitations to social events may request that you notify your host of any special dietary requirements. If this is not mentioned or requested, it is still acceptable to politely mention your dietary requirements.

If your religion prohibits you from eating certain foods or drinking alcohol, you can maintain these customs.

### **Physical contact**

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Within families and close circles of friends, women will often greet other members (male and female) with a kiss on the cheek (and expect one in return). Men will often greet each other by shaking hands. The same applies when saying goodbye. Australian women display affection more openly and this may take the form of hugging or greeting family and friends with a kiss on the cheek.

Signs of affection between men and women are common and it is commonplace to see couples, and sometimes same-sex couples, holding hands, walking arm-in-arm or kissing in public.

While behaviour varies between cultural groups, Australian men generally do not openly display strong affection for male friends. It is

not common to see Australian men showing affection towards each other in public (e.g. hugging, kissing, linking arms), even if they are very close friends. The exceptions to this might be between homosexual men, men playing sport (where it is common to see players hugging or patting each other on the back) and at family gatherings. Displays of affection are not uncommon between homosexual partners, particularly in capital cities. Homosexuality is legal in Australia.

### **Invitations and appointments**

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In Australia it is considered impolite not to keep an appointment once you have accepted an invitation. If you do not wish to accept an invitation, the custom is to say so politely and immediately. If you are unable to meet a professional appointment, such as with a doctor or member of university staff, it is necessary to call and either cancel or reschedule the appointment (many medical centres and other services charge cancellation fees if you don't contact them in advance to cancel an appointment). Invitations may include dinner (sometimes called 'tea') at someone's house, a party at someone's house, or dinner or drinks at a hotel (pub), bar, restaurant or café.

Also, when someone invites you out to dinner at a café or restaurant, generally everyone pays for their own meal, or it's divided equally (this is sometimes referred to as 'splitting the bill').

If you are invited to someone's house it is customary (but not compulsory) to bring a small contribution such as a bottle of wine, or a box of chocolates or sweets. If you are asked to 'bring a plate', this means a plate of food to be shared by everyone. After a meal at someone's house it is polite to offer to help in some way such as washing some of the dishes.



In Victoria, smoking is prohibited in restaurants, bars, pubs or in any public buildings, which includes all of La Trobe University buildings (similar regulations apply in New South Wales). Smoking is no longer allowed on all La Trobe campuses, however designated smoking bays have been set up in the meantime while the University-wide smoking ban is implemented. Restaurants in Victoria are either licensed (allowed by law to sell alcohol with meals) or 'BYO' (Bring Your Own). This allows you to bring your own alcohol but first check with the restaurant if beer/wine, or both, are allowed, and if there is a charge.

Australians generally value their personal home life and, while they are usually pleased to have visitors, unless you've known the person for some time it's best to telephone before visiting. Also read page 11 for more information on Australian society.

## HEALTH AND WELLNESS

We encourage students to have a healthy lifestyle – not only in terms of physical health, but also mentally, socially, emotionally, and spiritually. The University's services provide a caring and supportive environment and promote wellness: to find out more, check campus services and facilities in this guide, your La Trobe University Student Diary and the comprehensive Living Safely in Victoria and Australia webpage: [latrobe.edu.au/experience/living/safety](http://latrobe.edu.au/experience/living/safety)

Here are some health tips:

- Try not to skip any meals. Many students don't eat breakfast but this is the most important meal of the day. We know that students perform better if they have eaten breakfast.
- Eat a well-balanced diet with plenty of fresh vegetables, fruit, legumes (e.g. lentils, chickpeas) and cereals, a moderate amount of lean meat, poultry or fish (if you're not

a vegetarian), and some milk, cheese and yoghurt or similar alternatives. Avoid fatty, sugary foods and takeaway food. Consult the following website for nutrition tips:

[nutritionaustralia.org](http://nutritionaustralia.org)

- Bring a healthy lunch or nutritious snacks.
- Drink plenty of water. Tap water is of a high quality in Australia.
- Quit smoking. The University is encouraging students who smoke to quit the habit, and smoking is only allowed at currently designated smoking bays at all campuses: [latrobe.edu.au/about/vision/our-campuses-and-communities/smoke-free-la-trobe](http://latrobe.edu.au/about/vision/our-campuses-and-communities/smoke-free-la-trobe)
- If you are feeling stressed from your studies, take a short break, talk to a friend, phone or Skype family at home, or do some exercise.
- Aim for a minimum of seven or eight hours sleep most nights.
- If you feel anxious or flat, unhappy or sad or have difficulty sleeping for several weeks, make an appointment with the free University counselling service. You will gain a mentor, improve your studies – and most importantly – develop new skills for enjoying life: [latrobe.edu.au/students/counselling](http://latrobe.edu.au/students/counselling)
- You can also find external resources at: [psychology.org.au](http://psychology.org.au)
- Join a sports club to meet new friends, or keep up hobbies you may have had at home: [latrobe.edu.au/students](http://latrobe.edu.au/students) [latrobesu.org.au](http://latrobesu.org.au)

## ACCESSING MEDICAL SERVICES

See the emergency contact list on pages 112 to 113.

In the first few weeks after your arrival, we recommend you find a medical clinic close to your campus or accommodation. Register yourself at the clinic, and keep a note of



their contact details so you can easily make an appointment when you need to do so.

The OSHC website has a useful 'Find a doctor' function. To locate one near you visit:

**[oshcallianzassistance.com.au/member\\_student/medical\\_providers.aspx](http://oshcallianzassistance.com.au/member_student/medical_providers.aspx)**

In Australia, doctors are also called GPs (General Practitioners). A doctor works in a Medical Centre, Surgery, Clinic or Practice. A pharmacy (drug store) can also be called a chemist.

There is a shortage of doctors in many areas, so you may be unable to register with the doctor nearest to you. You may find it is easier to get an appointment if you are prepared to see any of the doctors in a Medical Centre.

Unless it is an emergency, consult a doctor or GP in a clinic, not in a hospital. You can call the OSHC emergency helpline to talk to a medical professional 24 hours a day, 7 days a week. Interpreting and legal services are also available by calling this number:

**T 1800 814 781**

You can also telephone the Victorian Nurse-on-Call service to get immediate health advice from registered nurses, 24 hours a day. You can call this number when you think you may be developing a non-critical medical condition and want advice on what to do:

**T 1300 60 60 24**  
**[health.vic.gov.au/nurseoncall](http://health.vic.gov.au/nurseoncall)**

If you are unable to get an appointment with a doctor and are in urgent need of medical treatment, you can go to the Accident and Emergency Department of a public hospital. This department is open 24 hours a day and specialises in emergency medicine. Depending on your symptoms you may have to wait a long time to be seen by a doctor.

Ensure you take your OSHC card with you to the hospital (carry the card in your wallet or purse), however you may still be required to pay for your treatment up-front. See page 90 for information on emergency healthcare.

Remember to ask the doctor for a medical certificate if you intend to apply for Special Consideration for your study assessments because of a medical condition (see page 72 for more information), or if you have been away from work and need a certificate to show your employer.

## Billing

Always check the doctor's fee and what you will need to pay. Your OSHC provider refund is based on the Australian government's Medicare Benefits Schedule Fee (Medicare rebate). Many doctors charge more than the Schedule Fee and this means you pay the difference (called 'the gap'). Keep the receipt of your payment and claim the amount of the Medicare rebate from your OSHC provider. See under Medical centres for details on who can bill Allianz Global Assistance directly so you don't have to claim the rebate yourself.

## Prescriptions

If the doctor prescribes medicine or a treatment, you will need to take the prescription to a pharmacy and pay for the medicine. OSHC covers part of the cost of some prescription medication, up to AUD\$300 a year: you pay the first AUD\$36.10 (2015 rate, subject to change). Check the OSHC by Allianz Global Assistance website for further information:  
**[oshcallianzassistance.com.au](http://oshcallianzassistance.com.au)**

## Emergency healthcare

If you have an urgent need for healthcare, dial '000' (triple-zero) for an ambulance – this is a free call and can be made from any phone at any time. The ambulance will take you to the



Accident and Emergency Department in your nearest hospital.

Ambulances are not doctors – they are paramedics – and are for emergencies to save someone from death or serious injury rather than for general illness. Call an ambulance if the problem is too urgent to wait (e.g. someone is having difficulty breathing) or the injury is too severe to transport safely by taxi or car (e.g. broken limbs). If it's not urgent or life-threatening and you are unsure if you need an ambulance, either call your OSHC Allianz on 1800 814 781, or Nurse-on-Call on 1300 60 60 24.

We strongly recommend you buy an Ambulance Victoria (AV) membership: this will mean that you are always covered for an ambulance within Australia. The AV membership is only available for students whose visa is granted for 12 months or more.

Visit this website for more advice on when to call an ambulance:

**[betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Calling\\_an\\_ambulance](http://betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Calling_an_ambulance)**

### Transport accidents

If you have been injured in a transport accident (any accident involving a tram, train, car or motorbike), you do not have to pay for an ambulance. The Transport Accident Commission (TAC) will pay for the ambulance service once you have made a successful claim with the commission.

**[tac.vic.gov.au](http://tac.vic.gov.au)**

## MEDICAL CENTRES

For a complete list of direct-billing clinics in Victoria, visit the OSHC by Allianz Global Assistance website.

**[oshcallianzassistance.com.au](http://oshcallianzassistance.com.au)**

## Melbourne

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At the following medical centres, students who are covered by OSHC by Allianz Global Assistance pay either a small up-front fee or no fee when they show their OSHC membership card:

### La Trobe Medical Centre

Corner Kingsbury Drive and Plenty Road,  
Bundoora

**T 03 9473 8885**

### Reservoir Medical Group

Corner Plenty and Gremel roads, Reservoir

**T 03 9478 2255**

### Complete Care

190 Albert Street, Reservoir

**T 03 9471 0022**

### Coburg Family Medical Centre

497 Sydney Road, Coburg

**T 03 9354 4042**

### Rex Medical Clinic

93–97 Plenty Road, Bundoora

**T 03 9467 7600**

## Bendigo

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The Bendigo Campus has a medical clinic located in the Student Services Centre. You can make an appointment with the doctor's receptionist to see the doctor from Tuesday to Friday only. If you bring your OSHC card to the consultation, there will be no charge as the doctor bills your insurance company directly. There are also many private medical and specialist health clinics in Bendigo.

**T 03 5444 7770**

**[latrobe.edu.au/bendigo/about-the-campus/student-support/medical-clinic](http://latrobe.edu.au/bendigo/about-the-campus/student-support/medical-clinic)**

### Tristar Medical Group

13/21 Peg Leg Road, Eaglehawk

**T 03 5446 7755**



### **Primary Care Clinic**

123 Arnold Street, Bendigo  
T 03 5441 8622

### **Albury-Wodonga**

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There are numerous medical clinics, doctors, dentists, two public hospitals and two private hospitals in Albury-Wodonga. Medical clinics are listed in the telephone directory (or the hardcopy phonebook). La Trobe International Student Services (Albury-Wodonga) can provide contact details for direct-billing clinics that accept international students – remember to ask about current charges when you telephone a clinic for an appointment.

T 02 6024 9847

### **Wodonga West Medical Clinic**

195 Melbourne Road, Wodonga West  
T 02 6056 2447

### **Mildura**

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#### **Tristar Medical Group**

87–89 Langtree Avenue, Mildura  
T 03 5023 1200

### **Shepparton**

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#### **Princess Park Clinic**

172 Welsford Street, Shepparton  
T 03 5821 9655

## **LEGAL SERVICE**

The laws in Australia are different to those in your home country. While you are in Australia, you may need legal advice on a variety of matters such as employment, motor vehicle accidents, tenancy or criminal offences. You can get legal assistance by hiring a lawyer directly or by seeking assistance from a number of organisations, such as Victoria Legal Aid or Community Legal Centres. The Student Legal

Service at the La Trobe Student Union also provides a free legal service. The service is run by a fully qualified and experienced lawyer and all consultations and records are confidential.

### **Melbourne Campus**

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#### **Student Legal Service**

By appointment only at La Trobe Student Union: Tuesday and Thursday, 9am–5pm. Drop-in service at the International Student Association (Upper Agora East): Wednesday 9.30am–12.30pm.

T 03 9479 2314

**latrobesu.org.au**

#### **Study Melbourne Student Centre (SMSC)**

Monday to Friday, 9am–5pm  
599 Little Bourke Street, Melbourne  
T 1800 056 449  
E [info@studymelbourne.vic.gov.au](mailto:info@studymelbourne.vic.gov.au)

#### **Refugee and Immigration Legal Centre**

Wednesday, 10am–4pm  
Friday, 2pm–4pm  
Level 1, 121–123 Brunswick Street, Fitzroy  
T 03 9413 0100  
**riloc.org.au**

### **Bendigo Campus**

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The Loddon Campaspe Community Legal Centre and the Bendigo Student Association provide a free and confidential on-campus legal service for Bendigo students.

The service can provide advice on a range of legal issues, including consumer matters, tenancy problems, family violence, motor vehicle accidents, fines, discrimination and employment. A Justice of the Peace to witness or certify documents is also available.



### **On-campus legal service**

#### **(Bendigo Student Association)**

BSA Outpost located in room 103D upstairs behind the Co-op. open Tuesdays during semester, and the week before and after semester, from 10am to 4pm.

T 03 5444 7514

#### **Loddon Campaspe Community Legal Centre**

T 03 5444 4364

T 1800 639 121 for calls outside Bendigo

[lcllc.org.au](http://lcllc.org.au)

### **Albury-Wodonga Campus**

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#### **Legal Aid NSW**

T 1300 888 529

[legalaid.nsw.gov.au](http://legalaid.nsw.gov.au)

### **Other legal resources**

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#### **Federation of Community Legal Services**

[communitylaw.org.au](http://communitylaw.org.au)

#### **Law Institute of Victoria**

[liv.asn.au](http://liv.asn.au)

#### **Refugee and Immigration Legal Centre**

(see details on page 91)

#### **Victoria Legal Aid**

[legalaid.vic.gov.au](http://legalaid.vic.gov.au)

## **ANIMALS AND WILDLIFE**

Australia is known for having unique wildlife and many of the world's most dangerous animals.

Venomous snakes are generally found in the bush and some suburbs close to parkland.

The Redback spider is venomous and inhabits city and country areas, in garages, sheds, fences, under houses, near pot plants in gardens and outdoor furniture. The poisonous brown snake has been seen on the Melbourne Campus, mainly in summer. Snakes live near waterways and are active in spring and summer. Crocodiles do not

inhabit Victoria, nor New South Wales – they live in waterways and beaches in tropical northern Australia, including Cairns, Broome and Darwin. Native animals in Victoria are protected under state laws.

### **Coming across a snake**

All animals should be left alone if naturally occurring in the wild. If they are posing a risk to your safety – contact your resident supervisor if you live on campus and ask them to contact a licensed snake handler. You can also contact University emergency security for assistance – see page 74. When you are off campus, contact one of the numbers listed further below for assistance.

### **Coming across injured wildlife**

If you come across injured wildlife, if it is safe to do so, gently cover the animal with a towel or jacket, keep it in the dark, and do not give it food or water.

#### **Help for Wildlife**

T 0417 380 687

#### **Wildlife Victoria**

T 1300 094 535

[latrobe.edu.au/wildlife/wildlife/injured-animals](http://latrobe.edu.au/wildlife/wildlife/injured-animals)

## **LATROBE WILDLIFE SANCTUARY**

Established in 1967, the sanctuary covers 30 hectares which is an area in size equivalent to 4.2 soccer (football) pitches. It is home to many native Australian animals. Free tours of the Wildlife Sanctuary are offered during the University Orientation. Alternatively, students are encouraged to visit and take a free tour of the sanctuary located in the north east of the Melbourne Campus.

T 03 9479 1206

E [wildlife@latrobe.edu.au](mailto:wildlife@latrobe.edu.au)

[latrobe.edu.au/wildlife](http://latrobe.edu.au/wildlife)





Yarra River, Melbourne CBD

## SAFETY

### Personal safety

There are always risks when you are out and about, especially at night. Here are some tips to stay safe:

- Avoid walking through parks, lanes or poorly-lit areas at night.
- Before you walk or take public transport on your own at night, ask a local resident or your neighbour if it is safe to do so in that area.
- If you are walking at night: make sure you're aware of your surroundings at all times. Do not focus all of your attention on your mobile phone or device.
- Look after your personal belongings: carry your bag close to you with the clasp facing inwards, hide expensive gear such as mobile phones, laptops or iPads and tablets.
- In pubs, bars and clubs don't accept drinks from strangers and never leave your drink unattended.
- If you're going to be out late or don't want to travel on public transport on your own, try to arrange a lift home with someone you know or make your journey by taxi.
- If you're travelling alone by taxi, sit in the back seat.
- Do not hitchhike or offer rides to strangers.

### Transport safety

While waiting for public transport at night you should stand or sit in well-lit areas. At suburban train stations, stand within the designated safety zones (these zones are usually marked with yellow boundaries). Once inside the train, sit towards the front of the first carriage, near the driver. Don't hesitate to press the emergency button if trouble arises in the carriage. Make sure you always plan your trip, and tell someone when you expect to return home.

Before you go on holidays or trips, we recommend you regularly refer to the area's websites to check on specific issues such as bushfire safety, or swimming at a surf beach. More information on safety can also be found at:

**[latrobe.edu.au/experience/living/safety/enjoying-the-great-outdoors](http://latrobe.edu.au/experience/living/safety/enjoying-the-great-outdoors)**

### Road safety

In Australia people drive on the left-hand side of the road. Take care when crossing roads, ensure that you first look to the right, then left and look right again before crossing. You must cross at designated pedestrian crossings or traffic lights where available. Melbourne has the largest tram network in the world. Be sure you look for trams when crossing tram tracks.

### DID YOU KNOW?

During University Orientation, we have a dedicated session to tell you all about safety while studying in Australia. LTI has extensive online safety information: **[latrobe.edu.au/experience/living/safety](http://latrobe.edu.au/experience/living/safety)**



It's especially important to not wear your headphones when crossing roads, so that you are aware of oncoming traffic. Melbourne's train network is mostly above-ground so there are many railway crossings – do not enter the crossing when warning lights are flashing or when the boom gates are activated.

[police.vic.gov.au](http://police.vic.gov.au)

[studymelbourne.vic.gov.au/help-and-advice/your-safety](http://studymelbourne.vic.gov.au/help-and-advice/your-safety)

[vicroads.vic.gov.au/Home/Licences/newToVictoria/OverseasDriversLicences.htm](http://vicroads.vic.gov.au/Home/Licences/newToVictoria/OverseasDriversLicences.htm)

## EMERGENCY SERVICES

If you feel physically threatened by anyone at any time, phone '000' (triple-zero) and ask for the police – this is the free national number for emergency services, police, fire or ambulance. See also pages 42 and 90 for more information.

OSHC by Allianz Global Assistance offers a 24-hour emergency helpline, including an interpreting service, legal advice and medical assistance (some information is provided in other languages):

T 1800 814 781 (freecall in Australia)  
[oshcallianzassistance.com.au](http://oshcallianzassistance.com.au)

## TRANSPORT

### International Driving Permit

You may drive on a valid overseas licence while holding a student or other temporary visa, provided the licence is written either in English or is accompanied by an official English translation. An International Driving Permit is considered a valid translation. However, it's important to note an International Driving Permit is only a translation of a driver's licence, it is not a licence. For your International Driving Permit to be valid, you must also carry your overseas licence when driving.

If you do not hold an International Driving Permit, contact the Victorian Interpreting and Translating Service (VITS). Translation takes about five business days to complete.

#### VITS

T 03 9280 1955

[vits.com.au](http://vits.com.au)

### Albury-Wodonga

For information on translating services contact the New South Wales Government Community Relations Commission.

T 1300 651 500

[crc.nsw.gov.au/services](http://crc.nsw.gov.au/services)

### Driving

Before you start driving in Australia, take some lessons to familiarise yourself with local driving conditions and road laws, including:

- All occupants in a car, including passengers, must wear seatbelts.
- Drivers must be under the legal blood alcohol concentration (BAC) limit, which is 0.05 (BAC) on a full licence, and 0.00 on a probationary licence or for drivers of taxis, buses and other large vehicles. Drink driving results in serious consequences, which may include criminal law proceedings, heavy fines and suspension of your licence.
- Only hands-free mobile phone use is allowed. Do not text or hold a handset while driving. Even having the phone on your lap while driving is against the law. Costly fines are issued to offenders.
- At some intersections in the Melbourne city centre, 'hook turns' are required. Marked with a black and white sign hanging high above the intersection, hook turn intersections are where drivers turn right from the left-hand lane.



- If you have small children, they are required by law to be seated in appropriate child restraints. You can find out more by reading information, in our *Students with Spouse and/or Children Guide* on our website, or the VicRoads website:  
**[vicroads.vic.gov.au/safety-and-road-rules/vehicle-safety/child-restraints](http://vicroads.vic.gov.au/safety-and-road-rules/vehicle-safety/child-restraints)**

Other elements of road safety are explained at: **[latrobe.edu.au/experience/living/safety/road-safety](http://latrobe.edu.au/experience/living/safety/road-safety)**

### Learner Driver's Permit

If you don't have a driver's licence, you will first be required to obtain a Learner Driver's Permit. You're then subject to the rules of a learner driver – you'll no longer be able to drive independently.

### Buying a car

We recommend you read information on buying a car before you make a purchase. See: **[consumer.vic.gov.au/motor-cars](http://consumer.vic.gov.au/motor-cars)**

### Albury-Wodonga

Remember that Albury is in the state of New South Wales, so different road rules apply, visit: **[rta.nsw.gov.au](http://rta.nsw.gov.au)**

### Cycling

Cycling is a cheap and fun way to travel, and you even get some exercise on the way. Melbourne and regional Victoria are becoming increasingly bike-friendly, with more and more bike paths and lanes provided for safe transit. Certain road rules apply including:

- No riding on footpaths.
- You must wear an approved safety helmet (except for medical and/or religious reasons).
- Bicycles must have a bell or horn, an efficient brake and, when riding at night, a white headlight, red tail-light and red rear-reflector.



Tram, Melbourne CBD

See the Bicycle Victoria website for information on your responsibilities as a cyclist: **[bicyclenetwork.com.au](http://bicyclenetwork.com.au)**

Bicycle NSW for Albury-Wodonga: **[bicyclensw.org.au](http://bicyclensw.org.au)**

### Bike share program

There are free bikes you can share to get around the Melbourne Campus, or to simply go for a relaxing bike ride. See: **[latrobe.edu.au/transport-central/cycling/bike-share-program](http://latrobe.edu.au/transport-central/cycling/bike-share-program)**

### Bike rental

Bicycles can also be rented from Lifeskills on the Melbourne Campus:  
T 03 9479 2127

## IMPORTANT NOTE

It is important to purchase car insurance if you buy a car. You should at least purchase compulsory third party (CTP) insurance. Visit:  
**[moneysmart.gov.au/managing-my-money/insurance/car-insurance](http://moneysmart.gov.au/managing-my-money/insurance/car-insurance)**



## Buying a bike

To buy an inexpensive bicycle, look in the *Trading Post* online, second-hand shops, eBay, newsletters distributed on your campus or visit: [humanpowered.com.au](http://humanpowered.com.au)

CERES Environment Park in Brunswick repairs used bikes and sells them cheaply: [thebikeshed.org.au](http://thebikeshed.org.au)

## MAPS

Whether you are relying on public transport or driving your own car, besides relying on your mobile phone or laptop for directions, it might be a good idea to buy a digital or hard copy local street directory that includes bus, train and tram routes (including stop numbers). Melway (Victoria), Sydway (NSW) and UBD are street directories available from the campus bookshop or other bookstores.

[street-directory.com.au](http://street-directory.com.au)

## GETTING AROUND MELBOURNE

### Tickets and fares

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Myki is a reusable smart card that you store money to pay your public transport fares. You can store ('top up') money on your myki card online or by using a myki machine at train stations, or at a myki retail outlet or 7-Eleven.

To use Myki, just hold your card over the sensor each time you enter and depart a train, tram or bus. This is called 'touching on' and 'touching off'. You only have to 'touch off' on the tram if your whole trip was in Zone 2. You can buy a myki card online, at metropolitan premium train stations, some retail outlets including 7-Eleven, on the Melbourne Campus (at the post office, Student Union, and at the David Myers Building bus loop myki machine) or by calling 13 69 54.

We also recommend you register your myki on the website and check your transactions for any errors.

[ptv.vic.gov.au/tickets/myki](http://ptv.vic.gov.au/tickets/myki)

[ptv.vic.gov.au/getting-around/stationsand-stops/premium-stations](http://ptv.vic.gov.au/getting-around/stationsand-stops/premium-stations)

### Trains, trams and buses

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The metropolitan public transport system incorporates train, tram and bus services. You can change between services as often as you like on the one ticket as long as you scan your myki on each service. Public Transport in Metropolitan Melbourne covers two zones, Zone 1 and Zone 2, and includes a zone boundary overlap. Fares are based on the zones where travel occurs, whether in a single zone or across both zones. The Melbourne Campus is located in an overlapping area – Zone 1 is the inner zone for public transport in metropolitan Melbourne and Zone 2 is the outer zone. In 2015, you can travel on trains, trams and buses across Zones 1 and 2, for the price of a Zone 1 fare. If you are only travelling in Zone 2, you can get the cheaper Zone 2 fare.

The route 86 tram, and route 250, and 350 buses, run straight from the city centre to the Melbourne Campus. Reservoir and Macleod are the two train stations closest to the Campus. Both can be reached via 561 bus. Some of the areas north of the Campus are in Zone 2 only. Travelling exclusively within this zone will be cheaper. It is important to check which zones your journey covers to ensure your myki has enough value to cover your entire journey.

Train and tram services generally operate from 5am to 2am Monday to Saturday, and 6am to 1am on Sundays. Operating hours vary for local bus services.



From February 2016, there will be a new express shuttle bus running from Reservoir Train Station directly to the Melbourne Campus during the academic year. The new 301 bus will significantly reduce transfer times from Reservoir to the Campus.

**[latrobe.edu.au/transport-central](http://latrobe.edu.au/transport-central)**

NightRider buses travel between the city (departing from Swanston Street, between Flinders Lane and Flinders Street) and Melbourne's outer suburbs every 30 minutes between 1.30am and 4.30am on Saturday and 1.30am and 5.30am on Sunday. The NightRider Epping route operates close to the Melbourne Campus and the NightRider Eltham comes onto the Campus on request. There is also free transport around the city centre with the route 35 City Circle Tram.

A new Free Tram Zone in Melbourne CBD has been implemented in 2015 and the area covers the iconic Queen Victoria Market, across to Victoria Harbour in Docklands, up to Spring Street and over to Flinders Street Station and Federation Square. You don't need a myki when travelling on trams within this zone. However if your journey starts or finishes outside the boundaries of the Free Tram Zone, you must 'touch on' with your myki in the normal way to make sure you have a valid ticket.

The City of Melbourne offers a Melbourne Tourist Shuttle for AUD\$10:

**[bestof.com.au/vic/tours/melbourne-visitor-shuttle](http://bestof.com.au/vic/tours/melbourne-visitor-shuttle)**

You should check the website for up-to-date information on timetables and routes at:

**T 1800 800 007**

**[ptv.vic.gov.au](http://ptv.vic.gov.au)**

**[latrobe.edu.au/transport-central](http://latrobe.edu.au/transport-central)**

## DID YOU KNOW?

Our *Cheap and Free Guide* features tips to help you save money and find cheap activities near your campus.

**[latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)**

## Concession fares

In Victoria, only Australia Awards undergraduate students or students on a formal student exchange program are eligible for transport concession. However, under a new three-year trial, international students studying in Melbourne (including City and Franklin Street campuses), on an undergraduate program, can have 50 per cent off a 365-day public transport pass. All other international students must pay the full fare. If you travel without a valid ticket, or on a concession ticket without a concession card, you are at risk of being fined by ticket inspectors. Concession card application forms are available from the ASK La Trobe Help Zone at your campus or you can print a form at:

**[ptv.vic.gov.au/tickets/concessions/students](http://ptv.vic.gov.au/tickets/concessions/students)**

**[latrobe.edu.au/transport-central](http://latrobe.edu.au/transport-central)**

## Taxis

Taxis are an expensive form of transport e.g. a fare from the city centre to Bundoora (Melbourne Campus) costs more than AUD\$50. You can calculate a taxi fare online:

**[taxifare.com.au](http://taxifare.com.au)**



The following companies offer services in and around Melbourne:

**Northern Suburban Taxis**

T 131 119

**Silver Top Taxis**

T 131 008

**13Cabs**

T 132 227

### Car parking

---

Annual on-campus parking permits for the Melbourne Campus may be purchased from Traffic and Parking, Ground Floor, Peribolos East Building. For general parking, a full-year general permit (white) can be purchased for AUD\$260 (2015 price, subject to change).

La Trobe Student Union (LTSU) members receive discounted parking permits, AUD\$240 (see page 81 for details on the Union). If you arrive in second semester a parking permit is around half price. All motorists (other than motorcyclists) who want to use the Campus car parks must have a valid parking permit or a daily vending machine ticket. Daily tickets are available from coin-operated vending machines in the car park for AUD\$5.50 a day.

[latrobe.edu.au/transport-central/car-parking/Melbourne-parking/fees](http://latrobe.edu.au/transport-central/car-parking/Melbourne-parking/fees)

## GETTING AROUND BENDIGO

### Buses

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Bendigo buses operate regularly between the Campus and the Bendigo city centre, with bus stops conveniently located around the Campus. The bus runs on the myki smartcard system.

You can buy a myki card online, at the Bendigo train station, post offices and at some retail outlets. International students (except those who are eligible to buy a concession myki) pay the full fare price, approximately AUD\$2.20

valid for two hours in one travel zone (2015 fare, subject to change). Timetables are available at La Trobe International (Regional Campuses), from the Bendigo Student Association, from bus drivers and at the railway station.

The bus service also runs directly between the Campus and the railway station until 6.30pm. [christiansbus.com.au](http://christiansbus.com.au)

### Car parking

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All parking on the Campus requires a permit, which may be purchased from the Student Administration Centre (the 2015 annual fee was AUD\$66.50 (subject to change). If you arrive in Semester 2 (July), the parking permit is half price. For further information:

**Parking, Buildings and Grounds**

T 03 5444 7409

### Taxis

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Taxis are considered an expensive option. The average fare from the Campus to the centre of Bendigo is about AUD\$15–20.

T 131 008

### Trains

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V/Line operates regional train services between Melbourne and many regional centres including Bendigo, Shepparton and Albury. In Victoria, outside of Melbourne, only students on a formal student exchange program or Australia Awards undergraduate students, are eligible for a public transport concession card. Application forms are available from La Trobe International (Regional Campuses). See page 97.

If you are eligible for a concession card you must carry it each time you buy and travel on public transport. This concession card is also valid for use on Melbourne's transport services. V/Line tickets also permit you to travel for free



up to one hour before your journey departs, and one hour after your arrival, in Melbourne.

**Important!** If you travel without a valid ticket, or travel on a concession ticket when you are ineligible for concession fares, you are at risk of being fined by ticket inspectors.

V/Line regularly offers discounted group fares, and rates are cheaper during weekday, off-peak times. Check the website for more money-saving options.

[vline.com.au](http://vline.com.au)

## GETTING AROUND ALBURY-WODONGA

### Student concession cards

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Albury-Wodonga is on the border of two states – Victoria and New South Wales. There are different laws and regulations on either side of the border. In Victoria, only specific students or students studying on a formal student exchange program are eligible for a public transport concession card (see under Concession fares, page 97). In New South Wales, international students may use an International Student Identity Card, purchased from STA Travel, to get a concession fare on CountryLink trains from Albury. Please also see under Trains on page 98.

### Maps

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Whether you are relying on public transport or driving a car, it is a good idea to have a local street directory. You will be given a local map, as well as train and bus timetables, in your Welcome Pack from International Student Services (Albury-Wodonga) on arrival.

### Buses

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A local bus service, Dysons, runs frequently between the city centre and the Campus on weekdays. For local bus timetables:

T 1800 686 442

[dysongroup.com.au](http://dysongroup.com.au)

#### NSW

T 132 232

[countrylink.info](http://countrylink.info)

### Cycling

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Traffic is usually light on most local roads. Some roads have a dedicated bicycle lane, so students may choose to cycle to University. Remember bicycle helmets are compulsory.

### Taxis

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Taxis are an expensive mode of transport.

#### Albury Taxi Company

T 02 6025 2255

#### Wodonga Taxi Company

T 02 6024 3444

### Driving

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Albury-Wodonga is on the border of two states – Victoria and New South Wales. Different road rules apply. We recommend you obtain the Buying a Car information sheet from International Student Services (Albury-Wodonga). See page 94 for general information on driving in Australia.

### Car parking

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Parking on the Campus is free of charge (permits are not required). Students can use the marked spaces on either side of University Drive (between the soccer/football grounds and the TAFE) and in the north and south car parks.





Queen Victoria Market, Melbourne

## GETTING AROUND MILDURA

### Car parking

Free car parking is located at the main Campus on Benetook Avenue. Time-restricted parking is available at the central Campus in Deakin Avenue but free parking can be found approximately two city blocks away.

### Buses

For the Benetook Avenue Campus, Sunraysia Bus routes 400 and 401 connect the city centre with East Mildura. Buses stop on the corner of Benetook Avenue and Eleventh Street. Almost every bus in Mildura travels near the Deakin Avenue Campus and Visual Arts Research Studios.

[sunbus.net.au](http://sunbus.net.au)

See also information under Trains on page 98.

## GETTING AROUND SHEPPARTON

### Buses

Shepparton Transit operates regular buses around the Campus and city centre, with bus stops located near the Campus on route seven. The bus runs on a flat fare structure and each ticket is valid for two hours. International students pay the full fare AUD\$2.20.  
[shepptransit.com.au](http://shepptransit.com.au)

### Car parking

Free parking is located near the building in Stewart Street and surrounding streets, but time limits apply. For more information, contact Campus Administration.

T 03 5821 8600

## SHOPPING AND FOOD

### Melbourne

There is an abundance of multicultural food in Melbourne. Major supermarkets such as Coles and Woolworths generally open from about 6am to 10pm, and some stores are open 24 hours, while independent and other supermarkets generally open from 7am to 7pm most weekdays and to 5pm on weekends. You can save money by buying fresh produce, as it's not subject to the Goods and Services Tax (GST).

There are also 24-hour convenience stores but these are generally more expensive. Department stores, shops and boutiques in the Melbourne Central Business District (CBD) or city, and in surrounding shopping precincts, are generally open from 9am or 10am to 5pm or 6pm, Monday to Wednesday and Saturday. Late night shopping is generally available on Thursdays and Fridays, until 9pm, and major stores may open on Sundays.

Polaris, a new shopping complex including a supermarket, is right next to the Melbourne Campus on Plenty Road. Uni Hill Factory Outlets, further north in Bundoora, is a large shopping centre with department stores. Northland Shopping Centre in Preston is also close to the Campus:

[polaristowncentre.com](http://polaristowncentre.com)

[uhfo.com.au](http://uhfo.com.au)

[northlandshopping.com.au](http://northlandshopping.com.au)

Halal



A number of eateries on the Melbourne Campus provide halal food. A list of halal food is available in our *Muslim Student Guide*. Students can pick up a free copy of the guide at LTI or at: [latrobe.edu.au/students/international/support/publications](http://latrobe.edu.au/students/international/support/publications)

### Kosher food

For extensive lists of places that offer kosher food around Melbourne, visit: [jewishaustralia.com/food.htm](http://jewishaustralia.com/food.htm)

### Vegetarian

Vegetarian food is readily available in Melbourne. Vegetarian options are also available at most eateries on the Melbourne Campus. For a directory of vegetarian and vegan food, supermarkets and restaurants in Australia, visit: [vegetarianvictoria.org.au](http://vegetarianvictoria.org.au)

### Markets

Markets usually have the freshest and cheapest fruit, vegetables, meat, poultry, seafood, smallgoods and the best range of food from many different cultures.

In Car Park 2 on the Melbourne Campus there is a market from 9am to 10pm each Sunday with fresh vegetables, bread, nuts, fruit, plus some shoes and clothing. [latrobe.edu.au/community/events/community-market](http://latrobe.edu.au/community/events/community-market)

A farmer's market takes place on the first Saturday of every month from 8am to 1pm at Bundoora Park, which is about a 15-minute walk from La Trobe University's Melbourne Campus on Plenty Road: [rfm.net.au](http://rfm.net.au)

The Preston Market (next to the Preston train station) is an authentic, bustling multicultural market and has some of the cheapest and freshest produce in the region. There are Greek,

Asian, Indian, Italian, Arabic and European specialist food stores as well as a range of cheap clothing. It's open Wednesday from 8am to 3pm, Thursday 8am to 6pm, Friday 8am to 8pm and Saturday from 8am to 3pm. However the Asian grocery stores are open every day.

[prestonmarket.com.au](http://prestonmarket.com.au)

Melbourne's biggest market, the Queen Victoria Market, located in the city centre, is open Tuesday and Thursday 6am to 2pm, Friday 6am to 5pm, Saturday 6am to 3pm and Sunday 9am to 4pm. In summer there is a very popular night market every Wednesday, with a wide range of food stalls from around the world, live music, clothing stalls and locally-made goods. [qvm.com.au](http://qvm.com.au)

### Bendigo

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Department and retail stores are generally open 9am to 5.30pm on weekdays, with late night shopping on Thursdays and Fridays. Most small retailers and all major shops are open on weekends. There is an abundance of multicultural food in Bendigo and halal food is readily available. The Bendigo Community Farmer's Market runs on the second Sunday of each month, offering fresh, regional and seasonal produce. There are many supermarkets, with one located only a five-minute walk from the Bendigo Campus.

### Halal

There are many butchers in Bendigo offering halal meat. The closest butcher to the Bendigo Campus is Meat Master:

#### Meat Master at Strath Village

Shop 11 Strath Village Shopping Centre  
T 03 5441 4197  
[themeatmaster.com.au](http://themeatmaster.com.au)

### Albury-Wodonga

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Department stores and most other shops open 9am to 5.30pm. Late night shopping is available on Thursdays in Albury and Friday nights in Wodonga. All major stores and a lot of smaller shops are open on weekends.

Arnold's Fruit and Vegetable Market in Wodonga usually has the lowest-price fruit and vegetables and customers can order online:

**[arnoldsonline.com.au](http://arnoldsonline.com.au)**

The Farmer's Market is on the second Saturday of each month between 8am and 12pm on the Lincoln Causeway. A 'trash and treasure' market is held every Sunday morning at the Australian Taxation Office car park in Townsend Street, Albury, where you can find fresh fruit and vegetables, fresh bread, clothing, second-hand furniture, food stalls, jewellery, homemade produce, plants, and much more. Multicultural food is readily available, with specialty supermarkets in both Albury and Lavington areas.

## **Halal**

### **Halal Butchers**

800 Mate Street, Albury  
T 02 6021 2877

## **Mildura**

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Department stores and most other shops open 9am to 5pm, with late night shopping on Fridays. Multicultural food is available in local supermarkets and many restaurants. A farmer's market operates on the first and third Saturday of each month at the Ornamental Lakes by the river, offering a wide range of locally grown fruit, vegetables and produce. Most other shops open from 10am to 5pm on the weekend.  
**[visitmildura.com.au/shopping](http://visitmildura.com.au/shopping)**

## **Halal**

### **Mildura Halal Butchery**

281 San Mateo Avenue, Mildura

## **Shepparton**

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Shepparton is a vibrant centre of rural agriculture, including fruit orchards and dairy farms. There are a number of discount stores, including the SPC Ardmona shop, which sells cheap local fruits and other products. The Campus is located in the convenient area next to the local community college, at the edge of the town centre. There are more than 400 retailers in Shepparton, including a number of supermarkets. Coles supermarkets are open from 7am until midnight everyday:

**[greater-shepparton.com.au/visitors/shopping](http://greater-shepparton.com.au/visitors/shopping)**

**[spcardmonafactorysales.com.au](http://spcardmonafactorysales.com.au)**

## **La Trobe Community Gardens**

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You may like to grow your own vegetables at the La Trobe Community Garden, at Melbourne, Bendigo and Albury-Wodonga campuses. Gardening tools and some seeds are also available. To get in touch, check out the Community Garden Group Facebook page or email:

**E [communitygarden@latrobe.edu.au](mailto:communitygarden@latrobe.edu.au)**

**[latrobe.edu.au/sustainability/practices/  
community-garden](http://latrobe.edu.au/sustainability/practices/community-garden)**

## **ENTERTAINMENT AND RECREATION**

### **Melbourne**

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Melbourne has a thriving live music scene, art galleries, museums and a multitude of major festivals and events such as the Comedy Festival, the International Film Festival and the Fringe Festival, to name a few. For comprehensive guides to what's on in Melbourne, check the street press (*Beat* or *InPress*), or the shortlist section of *The Age* newspaper on Fridays.





The cost of attending theatre, cinema and sporting events can vary. Cinema tickets are normally cheaper on Tuesdays, and tickets may be half-price on Mondays at art house cinemas. Students can use their LaTrobe University student card for concession prices at many events.

For theatre or classical music, visit Half-Tix in the Melbourne Town Hall. This outlet offers discounted tickets to many shows (and sometimes bus trips) on the day of performance.  
**halfitx.com.au**

Some companies offer 'student rush' tickets – usually purchased an hour before the starting time – at a reduced price. These include the Melbourne Theatre Company, the Melbourne Symphony Orchestra and the Malthouse Theatre. La Trobe University also offers free or inexpensive movies, plays, live comedy shows and concerts on all campuses.

Many sporting and recreational facilities are available at the Melbourne Campus.  
**latrobe.edu.au/experience/events**

Other sites with information on cheap or free events include:

**thatsmelbourne.com.au**  
**timeout.com/melbourne**

Print a copy of our *Cheap and Free Guide*:  
**latrobe.edu.au/students/international/**

## support/publications

### Bendigo

Bendigo has a variety of social, cultural and sporting facilities plus concerts, theatre and art shows. Bendigo is home to the highly-acclaimed Bendigo Art Gallery, which regularly hosts international exhibitions. The Capital and the UlumbarraTheatres have a full performance schedule all year and host performers from around the globe. Concession entry is available at cinemas and other entertainment venues. The Bendigo Student Association, based at the Bendigo Campus, provides numerous sports, social and recreation options at heavily-discounted rates. There are many places to visit close to Bendigo; surrounding towns are known for their food, produce and art.

**bsabendigo.com.au**

**bendigotourism.com.au**

### Albury-Wodonga

Albury-Wodonga has shopping areas, a six-screen cinema, restaurants, pubs, clubs and theatres, Botanic gardens and museums. The rural district has a range of outdoor activities, tourist attractions and sports, from snow skiing to archery, table tennis, and skydiving. For further information, see the *Time Out* section under the Community tab of *The Border Mail*

## DID YOU KNOW?

Melbourne was once again rated as the world's most liveable city in 2015 after a string of top rankings since 2002 (*Economist Intelligence Unit*, London).





Australian Rules Football, MCG, Melbourne

newspaper:

**[bordermail.com.au](http://bordermail.com.au)**

Check the Community Guide at:

**[wodonga.vic.gov.au](http://wodonga.vic.gov.au)**

## Mildura

This thriving regional food and wine district boasts an increasing number of multicultural, sporting and culinary events, and has a growing list of award-winning restaurants and bars. There is a cinema and numerous sporting and recreational facilities in the region.

**[visitmildura.com.au](http://visitmildura.com.au)**

## Shepparton

A range of agricultural, cultural and sporting events are held on a regular basis:

**[greatershepparton.com.au/visitors](http://greatershepparton.com.au/visitors)**

## SPORTING EVENTS

As the most liveable city, Melbourne prides itself as being the sports capital of Australia. Besides the popular national Australian football 'Aussie Rules', Rugby League or Union and soccer (football), Melbourne and Victoria host a number of international sporting events – the Australian Open Grand Slam Tennis Tournament, Formula One Grand Prix, Australian

Masters Golf, Australian Motorcycle Grand Prix, Rip Curl Pro Surfing Championship, Spring Racing Carnival and international cricket matches.

## FESTIVALS

Victoria hosts more than 2500 festivals and community events each year:

**[visitvictoria.com](http://visitvictoria.com)**

**[thatsmelbourne.com.au](http://thatsmelbourne.com.au)**

**[fedsquare.com/events](http://fedsquare.com/events)**

**[multicultural.vic.gov.au](http://multicultural.vic.gov.au)**

Local shires and councils offer a range of exciting and diverse community festivals. Check out your local council or shire website or local newspaper for more information.

To find your local council visit:

Victoria

**[dpcd.vic.gov.au/localgovernment/find-your-local-council](http://dpcd.vic.gov.au/localgovernment/find-your-local-council)**

New South Wales

**[lgnsw.org.au](http://lgnsw.org.au)**

## SOCIAL LOUNGE – THE COUCH

International students in Melbourne have access to a dedicated international student lounge in the city. The Couch provides a place for international students to relax, socialise and access a range of support services and information:

**[salvationarmy.org.au/thecouch](http://salvationarmy.org.au/thecouch)**

## HANDY GUIDE

There is also an *Insider Guide* book and smartphone application for Melbourne:

**[insiderguides.com.au](http://insiderguides.com.au)**



# MELBOURNE CAMPUS MAP

Access mobility maps at:  
[latrobe.edu.au/melbourne/location](http://latrobe.edu.au/melbourne/location)

Sydney Campus:  
[latrobe.edu.au/sydney/location](http://latrobe.edu.au/sydney/location)





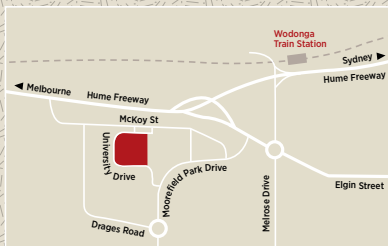
Access mobility maps at:  
[latrobe.edu.au/bendigo/location](http://latrobe.edu.au/bendigo/location)





# ALBURY-WODONGA CAMPUS MAP

Access mobility maps at:  
[latrobe.edu.au/aw/location](http://latrobe.edu.au/aw/location)



Wodonga  
Institute  
of TAFE

■ International Student Services  
Room 4239, Level 2, Building 4

Ⓢ Designated  
smoking area

- 1 David Mann Library
- 2 Student Association/Café/Gymnasium
- 3 Teaching Building
- 3a Teaching Building
- 4 Michael J Osborne Building/  
Administration/Computer Labs/  
Student Services
- 5 Café/Bookshop
- 6 Main Lecture Theatre and Foyer
- 7 Health Sciences
- 8 Nancy F Millis Building/  
Murray-Darling Freshwater Research Centre/  
Science Teaching Laboratories
- 9 McFarlane's Hill Student Residences (West-End)
- 10 On-campus Accommodation (East-End)
- 11 Child Care Centre
- 12 Sports pavillion
- 13 Soccer ground
- 14 Sports ground
- 15 Football oval



# MILDURA CAMPUS MAP

Access mobility maps at:  
[latrobe.edu.au/mildura/location](http://latrobe.edu.au/mildura/location)





# SHEPPARTON CAMPUS MAP

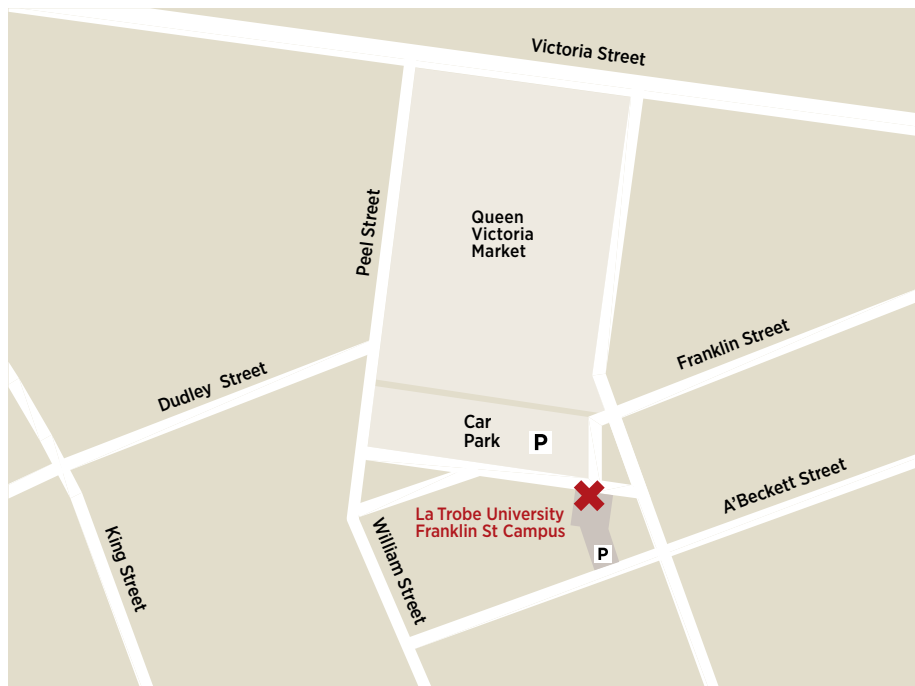
Access mobility maps at:  
[latrobe.edu.au/shepparton/location](http://latrobe.edu.au/shepparton/location)





# FRANKLIN STREET CAMPUS MAP

Access mobility maps at:  
[latrobe.edu.au/franklin-st/location](http://latrobe.edu.au/franklin-st/location)



## Franklin Street Campus is located at 215 Franklin Street.

It is easily accessible by public transport, bike or car.

The nearest train stations are Flagstaff and Melbourne Central.

Bus services are Route 220, Terminus Flinders Lane (Melways reference 2F, D6) and Route 232, Flinders Street (Melways reference 2E, J2).

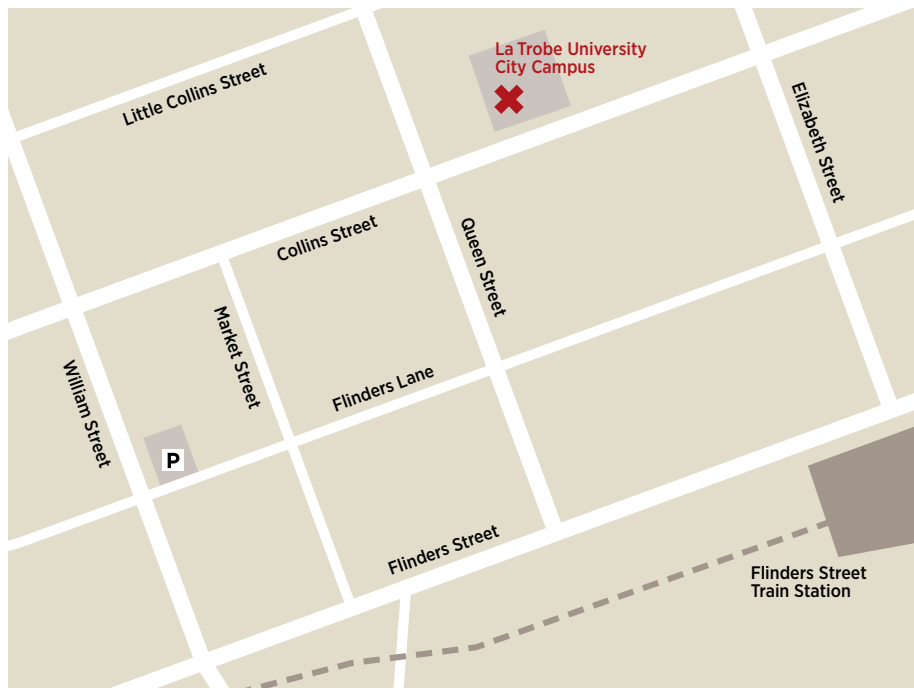
There are many commercial car parking facilities nearby. Car parking is also available in the Queen Victoria Market every day.





# CITY CAMPUS MAP

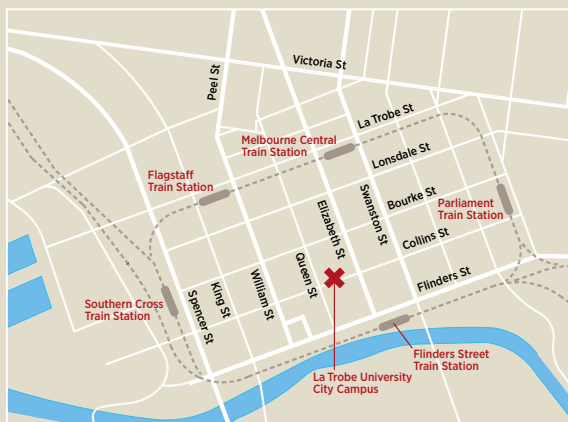
Access mobility maps at:  
[latrobe.edu.au/city/location](http://latrobe.edu.au/city/location)



**City Campus is located on the 20th Floor of 360 Collins Street.**

This is in easy walking distance from Flinders Street Station and the Queen St/Collins St tram stop (serviced by lines: 11, 42, 48, 109 and 112).

Limited parking is available at a flat rate for staff, students and visitors at Wilson Parking, 416 Flinders Lane. Validate your parking ticket at City Campus reception to take advantage of the special flat rate.





# CAMPUS CONTACT INFORMATION

## International Student Services

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### Melbourne, Franklin Street and City campuses

Level 3, Sylvia Walton Building  
Melbourne Campus  
T 03 9479 1199 F 03 9479 3660  
E [studentsupport@latrobe.edu.au](mailto:studentsupport@latrobe.edu.au)

### Airport reception and accommodation

T 03 9479 1199 F 03 9479 3660  
E [internationalarrival@latrobe.edu.au](mailto:internationalarrival@latrobe.edu.au)

### Bendigo Campus

Engineering Building  
T 03 5444 7924 F 03 5444 7926  
E [campussupport@latrobe.edu.au](mailto:campussupport@latrobe.edu.au)

### Albury-Wodonga Campus

Room 4239, Level 2, Building 4  
T 02 6024 9847 F 02 6024 9777  
E [studentservicesaw@latrobe.edu.au](mailto:studentservicesaw@latrobe.edu.au)

### Mildura Campus

Room 109, Mildura Office Annexe (MOA)  
T 03 5051 4000  
E [studentservicesmildura@latrobe.edu.au](mailto:studentservicesmildura@latrobe.edu.au)

### Shepparton Campus

T 03 5820 8600  
E [campussupport@latrobe.edu.au](mailto:campussupport@latrobe.edu.au)

## Student Exchange Program

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Global Lounge, Level 2, Upper East Agora  
(behind Velocci Café), Melbourne Campus  
T 03 9479 2112 F 03 9479 3660  
E [studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au)  
Office Hours: Monday to Thursday 11am to 3pm

## Study Abroad Program

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Located in the Global Lounge  
(see Student Exchange Program)  
T 03 9479 2112 F 03 9479 3660  
E [studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au)

## Other useful contacts

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### Department of Immigration and Border Protection (DIBP)

Casselden Place, 2 Lonsdale Street  
(access via Spring Street), Melbourne  
T 131 881  
[border.gov.au](http://border.gov.au)

### Study Melbourne Student Centre (SMSC)

599 Little Bourke Street, Melbourne  
T 1800 056 449  
[studymelbourne.vic.gov.au/living\\_in\\_melbourne/support-services](http://studymelbourne.vic.gov.au/living_in_melbourne/support-services)

### Australian Taxation Office (ATO)

Collins Square, 747 Collins Street  
Docklands, Melbourne  
T 13 28 65  
[ato.gov.au](http://ato.gov.au)

## Emergency telephone numbers

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For non-critical incidents, we recommend you call the International Student Services team on your campus during business hours, 9am to 5pm, Monday to Friday.

If you need assistance after hours, call the most appropriate number that follows, but please leave a message for International Student Services or call back during business hours, so we can follow-up.

### After hours hotline (nights and weekends)

T 1800 758 360

### Emergency – Ambulance/Fire Brigade/Police

T 000

### After Hours Emergency phone counselling service

T 1300 687 327



## **Campus emergency and security**

---

### **Melbourne Campus**

T 03 9479 2222 T 1800 800 613

### **Bendigo Campus**

T 03 5444 7999 T 1800 077 043

### **Albury-Wodonga Campus**

T 0418 459 324 T 02 6024 8222

### **Mildura Campus**

T 03 5022 7855

### **Shepparton Campus**

T 03 5820 8600 T 03 5825 3178

### **Franklin Street Campus**

T Internal – extension 100 T 03 9285 5100

### **City Campus**

T 1800 800 613 T 9479 2222

## **Police – for non-emergencies**

---

**General enquiries** T 03 9247 6666

### **Police stations**

**Bendigo** T 03 5448 1300

**Greensborough** T 03 9435 1044

**Melbourne East** T 03 9637 1100

**Melbourne West** T 03 9247 6491

**Mildura** T 03 5018 5300

**Mill Park** T 03 9407 3333

**Reservoir** T 03 9460 6744

**Shepparton** T 03 5820 5777

**Wodonga** T 03 6049 2600

## **Other important contact numbers**

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### **OSHC by Allianz Global Assistance**

24-hour emergency helpline

T 1800 814 781

### **Lifeline – 24-hour crisis counselling**

T 13 11 14

### **Victoria Legal Aid Melbourne**

T 03 9269 0120

### **Victoria Legal Aid Country Victoria**

T 1800 677 402

### **Legal Aid NSW**

T 1300 888 529

### **Pregnancy counselling Melbourne**

T 1300 737 732

### **Pregnancy counselling Bendigo**

T 03 5442 4644

### **Pregnancy counselling Albury-Wodonga**

T 02 6024 6775

### **SANE Mental Illness Helpline**

T 1800 187 263

### **Women's Domestic Violence Crisis Service**

T 1800 015 188

### **Centre Against Sexual Assault (CASA)**

T 1800 806 292

### **Gay and Lesbian Switchboard Melbourne**

T 03 9663 2939

### **Gay and Lesbian Switchboard Country Victoria**

T 1800 184 527

### **Alcoholics Anonymous**

T 03 9529 5948

### **Gambler's Help**

T 1800 858 858

### **Poison Hotline**

T 131 126

## **IMPORTANT NOTE**

External websites listed in this guide are independent of the University and may be operated by businesses or private individuals. La Trobe University does not endorse advertisements and information on these sites that are provided as independent information only.



# INDEX

## A

academic adjustment	70
academic calendar	59, 60
Academic Integrity Module (AIM)	69
Academic support (see Student Learning)	
academic policies	71
accepting your offer	3
accommodation	26
advocacy	72, 91
airport reception/pick-up	38
ambulance	42, 89, 90
anxiety (see mental health)	
arrival	42
Australia Awards	19
Australian customs and culture	86, 87
Australian Homestay Network (AHN) (see Homestay)	

## B

banking	10, 11, 43, 84
bicycle	95
bus	43, 44, 96

## C

calendar (see academic calendar)	
campus bus	74
campus of study	5-7
car parking	98-100
career service	67, 78
cell phone (see mobile phones)	
Census Date	49, 55
chaplaincy	75
cheap furniture, groceries etc	37, 100
child care	15, 19
churches (see religious facilities)	
climate	41
clinics (see medical services)	
clubs	81, 82, 83
community	15, 77, 104
complaints	73
computers	78
concession transport fares	44, 97
Connect Volunteer	77
counselling	77
course changes	54
currency	10
Customs	40
cycling	96, 99

## D

depression (see mental health)	
disabilities	13, 49, 72, 73
discrimination	73
doctors	89, 91
dos and don'ts	11, 42, 45, 84, 87, 88, 93, 94
driving	94, 95

## E

email	53, 78
emergency	42, 89, 90, 94, 112
employment	61, 78
engagement (see community)	
enrolment	46, 54
entertainment	102, 103, 104
Equity and Diversity	72, 73
escort service (see security escort)	
events	65, 66, 104
exchange students	47, 48, 53, 57, 67, 97, 112

## F

festivals	104
financial assistance	63
fire safety	45
food	88, 100, 101, 102
furniture	37

## G

gay (see homosexuality)	
glossary	116
grievance (see complaints)	
groceries	100-102

## H

halal	101-102
harassment	73
health	12, 45, 62, 88
health insurance	9, 62, 89
Homestay	26
homosexuality	87

## I

Leadership Award	65, 78
International Students Association	82
International Student Services (ISS)	65, 112
internet	42, 78, 80, 85
IT support	79

## K

kosher food	101
-------------	-----



## L

La Trobe Abroad	67, 112
La Trobe International (LTI)	64
Leadership opportunities	77
Learning Management System (LMS)	69, 78
learning styles	68
Leave of Absence	58
legal advice	29, 91
lesbian (see homosexuality)	
library	80
living costs	22
loan (see financial assistance)	

## M

maps	96, 105
medical insurance (see health insurance)	
medical services	88, 89, 90
mental health	88
microwaves	76
mobile phones	43, 86
mosques (see religious facilities)	
Muslim students	76
myki	96

## N

National Police Check	58
NightRider	44, 97

## O

off-campus accommodation	27, 34, 35, 36, 37
ombudsman	73
on-campus accommodation	30, 34, 35, 36
Orientation	46, 51, 59, 65
OSHC by Allianz Global Assistance	61, 62, 89

## P

permission to work (see employment)	
phone calls	42, 85
plagiarism	69
police	94, 113
postal services	86
power sockets (see voltage)	
prayer facilities (see religious facilities)	
pre-departure	4, 5, 24
public holidays	59, 60
public transport	43, 44, 96, 97

## Q

quarantine and customs	40
------------------------	----

## R

release letter	56
religious facilities	75, 76
renting	29
research candidates	16, 61
roads	93, 94

## S

safety	12, 28, 45, 74, 93, 94
scams	10
school-aged children	16, 17
security	74
security escort	74
shopping	100, 101, 102
social customs	87
special consideration	72
sponsored students	18, 19, 20, 21
sport facilities	81
sporting events	104
student advocate	72
student discounts	81, 103
Student Engagement	77
student exchange	67
student identification (ID) card	50
Student Learning	70
student organisations	81
student union	81
student visa application (see visa application)	
students under 18 years	12, 13
students with families	14, 15, 16, 17, 23, 61
Study Abroad students	47, 48, 53, 57, 112

## T

taxation	60, 61, 84
Tax File Number (TFN)	84
temporary accommodation	26
tenancy	29
textbooks	81
timetable	48
tuition fees	49, 63

## U

Underage students (see students under 18 years)	
Uni-Safe escort	74
University Orientation (see Orientation)	
University services (see International Student Services)	
username and password	53
US Financial Aid	20, 21

## V

visa application	3, 10
visa conditions	8, 9, 60, 61
voltage (electricity)	42, 45
Volunteering Award	65

## W

water use	84, 85
weather	41
wildlife	92
work (see employment)	
Working with Children (WWC) Check	58



# GLOSSARY

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## Academic Colleges

The University has two colleges that own all of our various courses and programs: Arts, Social Sciences and Commerce (ASSC) and Science, Health and Engineering (SHE).

---

## Assessment

This is a measurement of a student's skills and knowledge. Assessment for learning at La Trobe University is central to subject and course design, to promote, reinforce and reward student learning. It is a systematic approach that builds and enhances graduate capabilities through tasks that are diverse, complementary and embedded strategically throughout a program of study. See:

[latrobe.edu.au/policy](http://latrobe.edu.au/policy)

---

## Australia Awards

The Australia Awards Scholarships program aims to promote knowledge and linkages between Australia, our regional neighbours and the broader international community. The awards offer the next generation of global leaders an opportunity to undertake study in Australia and for high-achieving Australians to do the same overseas.

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## Bond

In Australia, when renting a property you will need to pay a security deposit or 'bond', plus rent in advance (usually four weeks' worth).

When you pay a bond, the landlord or representative must give you a receipt – no later than when the payment is received. The bond is held to repair any damage that you, your housemates or house guests may cause to the property while you are renting. If there is no damage to the property when you move out, you should receive your bond back. Some private student accommodation providers will deduct a cleaning charge from your bond.

---

## Census Date

The date within each study period when your enrolment for a subject must be finalised, otherwise you will incur fees and charges. It is the last day that you can withdraw from a subject without financial penalty.

---

## CoE – Confirmation of Enrolment

A form issued by the University to international students studying in Australia on a student visa, for student visa purposes..

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## Credit points

The value of the contribution each unit of study provides towards your course completion. Each subject is normally worth 15 or 30 credit points.

---

## Deferral

When you wish to delay the commencement of your course for one or two semesters (a maximum of two semesters or up to one year is permitted). Students must first contact La Trobe International before deferring any studies.

---

## DIBP

Department of Immigration and Border Protection

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## Framework

A legislative framework that includes the *Education Services for Overseas Students (ESOS) Act 2000*, regulations and related legislation, and the *National Code 2007*.

---

## ELICOS

English Language Intensive Courses for Overseas Students.

---

## Enrolment

The process of formally registering into a university program, as either a commencing or continuing student.

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## ISA

International Students Association.

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## ISS

International Student Services at La Trobe International.

---

## Leave of Absence/Intermission/Suspension of Candidature

A Leave of Absence is a period of time when a student is approved to suspend their enrolment in a course. International students may intermit only on the grounds of compassionate or compelling circumstances.

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## LTI

La Trobe International

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## Residential Colleges

These are halls of residence for on-campus accommodation: Chisholm, Glenn and Menzies (Melbourne Campus).

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## SoA – Statement of Account

The Statement of Account (SoA) is an official record of a student's fees. The SoA details the subjects that a student is enrolled in and the Census Dates, total fees payable, the due date and methods of payment.

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## Special Consideration

Students whose performance at an examination or assessment is seriously affected by illness or other special causes may apply for a Special Consideration. See page 72.



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Published by La Trobe University, December 2015.



# CONTACT US

## FUTURE STUDENTS

T +61 3 9627 4805

T 1800 619 768 Freecall (within Australia)

Online enquiry

[latrobe.edu.au/study/contact/international/ask-a-question](http://latrobe.edu.au/study/contact/international/ask-a-question)

## CURRENT STUDENTS

### ASK La Trobe

For enquiries related to enrolment, exams, timetables, etc. You can also find answers to frequently asked questions online.

T 1300 La Trobe (1300 52 87623)

W [latrobe-current.custhelp.com/app/ask](http://latrobe-current.custhelp.com/app/ask)

### Melbourne, City and Franklin Street campuses

La Trobe International (LTI)  
Level 3, Sylvia Walton Building  
La Trobe University Bundoora  
Victoria 3086 Australia

T +61 3 9479 1199

F +61 3 9479 3660

E [international@latrobe.edu.au](mailto:international@latrobe.edu.au)

### Bendigo, Albury-Wodonga, Mildura and Shepparton campuses

La Trobe International (Regional Campuses)  
La Trobe University Bendigo  
Victoria 3550 Australia

LTI (Regional Campuses) Reception  
is located in the Engineering Building

T +61 3 5444 7924

F +61 3 5444 7926

E [campussupport@latrobe.edu.au](mailto:campussupport@latrobe.edu.au)

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