

UNIWORLD HIGH SCHOOL

2004 Handbook

Uniworld High School

ABN: 27 076 815 891 CRICOS Provider No.: 01668C NTIS Provider No.: 90594



Welcome to Uniworld High School

A message from the Principal...

I welcome you to Uniworld High School.

This handbook has some important information about the High School and student life.

You have come to study with us in order to achieve your academic goals. It is very difficult to study in a different country and culture and in a different language. At Uniworld we are committed to helping you reach your goals and to seeing that you are safe and happy in Australia. To do this, we need to know about anything that concerns you.

If you have a problem of any sort, please ask for help. Every single Uniworld staff member is interested in you and your progress. You can feel free to talk to any teacher or administrator about anything, and if they cannot help you they will find you someone who will.

If you give your best to your studies, actively learn English and engage in Australian life I am sure that you will achieve success and happiness at Uniworld High School.

Linda Turner

Principal
Uniworld High School

1. Uniworld High School

1.1. General Information

Address
Main Campus

Level 4, 350-360 Pitt Street, (entrance at 127 Liverpool Street) Sydney NSW 2000 Fax (02) 9264-4949 E-mail info@uniworld.com.au Internet http://www.uniworld.com.au

Hours Monday to Friday 8:00 am to 8:00 pm

Campus 2

Level 1, Anzac House

Phone (02) 9264-2887

Phone (02) 9264-5900

Hours Monday to Friday

245 Castlereagh Street Sydney NSW 2000 Fax (02) 9264-3788

8.30 am to 5.00pm

1.2. Academic Counsellors

Name	Position	Please talk to them about:
Gai Warner	Principal, Uniworld High	Academic inquiries
	Schools	Grievances, complaints
Linda Turner	High School Principal	Applications for High school
		High School preparation
Linda Turner	Academic Counsellor:	Academic inquiries
	High School	Your course and your progress
Leonie Rosielle	Academic Co-ordinator	Academic Counselling
	Academic Counsellor	Curriculum and program advice
	High School	Academic inquiries
		General information

Please make an appointment at Reception if you wish to see any staff members. Various people are available to assist you with academic and/or personal matters and if necessary, they can refer you to external counselling services.

Staff members also speak many languages, including the following: Japanese, Korean, Czech, Slovak, Croatian, German, Indonesian, Mandarin, Cantonese, Hindi, Urdu and Spanish. Ask at Reception if you wish to speak to someone in your own language and the Receptionists will make an appointment for you. Our staff members are available at all times to ensure you enjoy your time at Uniworld English High School.

1.3 Facilities

- Computer Rooms (6,8,9,10) Liverpool St/ Castlereagh St (1.8)
- Library Liverpool St campus
- Student Room (2.7)
- Student Kitchen (2.8)

2. 2004 Yearly Planner

Term 1

Wednesday 28 January 2004 to Thursday 8 April 2004

Autumn Vacation

Friday 9 April 2004 to Tuesday 27 April 2004

Term 2

Wednesday 28 April 2004 to Friday 2 July 2004

Winter Vacation

Monday 5 July 2004 to Monday 19 July 2004

Term 3

Tuesday 20 July 2004 to Friday 24 September 2004

Spring Vacation

Monday 27 September 2004 to Monday 11 October 2004

Term 4

Tuesday 12 October 2004 to Friday 17 December 2004

Summer Vacation 2004-2005

Monday 20 December 2004 to Tuesday 31 January 2005

2.1. Weekly timetable (example)

Times	Monday	Tuesday	Wednesday	Thursday	Friday
	12E2 JH 2.2	12BS1 VS 4.3	12MX1 DM 4.3	12BJ1 YY 1.8	12BJ1 YY 4.4
	12M1 DM 4.3	12M2 DM 2.2	11E2 JH 1.8	11E2 JH 2.2 11M1 DM 4.3	12BS2 VS 2.5
9.00am	11BS1 VS 4.4	11E1 JW 4.4	11C3 RJ 1.6	11BS2 VS 4.4	11JB4 TJ 4.2
10.00am	11C3 RJ 1.6	11JB3 TJ 4.2	11BS VS 4.4	11M4 BCH 2.5	11F2 JW 1.8
TO.OOMIII	11E4 JW 4.2	11M4 BCH 1.8	11E4 JW 2.2	11C6 RJ 1.6	11C1 RJ 1.6
	11CH5 JS 1.8	11CH5 JS 2.5	11CH6 JS 2.5	11F5 GF 4.2	11BS JP 4.3
	11M6 BCH 2.5	11C6 RJ 1.6	11BS5 JP 4.2	11C3 MS 4.1	11F6 GF 2.6
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	12IPT MS 4.1	12E1 JH 2.2.	12BS1 VS 4.4	12JB1 YY 1.8	12 Meeting JH 1.8
	12BS2 VS 2.2 11C1 RJ 1.6	12IPT2 MS 4.1 11JB2 TJ 4.3	12M2 DM 2.2	12M2 DM 4.2	11BS2 VS 4.4
10.00am	11E2 JH 1.8	11E3 JW 4.4.	11M3 BCH 4.3	11F1 JW 4.4	11E1 JW 4.3
11.00am	11JB4 TJ 4.4.	11BS4 VS 1.8	11M2 MS 2.5	11E2 JH 2.5	11JB4 TJ 4.2
11.00am	11CH6 JS 4.2	11MX1 DM 2.5	11F1 JW 4.2	11C5 RJ 1.6	11M3 BCH 2.6
	11E5 GF 2.5	11CH6 JS 2.7	11CH5 JS 4.1	11C4 MS 4.1	11C5 RJ 1.6
	11M3 BCH 2.7	11E5 GF 4.2	11BS6 JP 1.8	11M6 BCH 4.3	11BS6 JP 2.5
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	12E1 JH 1.8	101000 1 50 0 5	12IPT MS 4.1	12JB1 YY 1.8	12E1 JH 1.8
	12BS2 VS 2.2	12IPT2 MS 2.2	12BS2 VS 2.2	12M2 DM 2.2	12JB2 YY 2.2
11.00am	11C1 RJ 1.6	11JB1 TJ 4.2	11M1 DM 4.3	11BS1 VS 4.4	11BS3 VS 4.4
1	11M2 MS 4.4	11C2 RJ 1.6 11F3 JH 4.3	11F3 JH 1.8 11F4 JW 4.2	11F3 JH 4.2	11F2 JW 4.3
12.00pm	11F4 JW 4.3	11CH5 JS 4.4	11CH6 JS 2.5	11M5 BCH 4.3	11JB4 TJ 4.2
	11CB6 JS 2.5	11E6 GF 2.5	11BS5 JP 4.4	11E6 GF 2.5	11C6 RJ 1.6
	11M5 BCH 4.2		11C2 RJ 1.6	11C4 MS 4.1	11BS5 JP 2.6
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	12E2 JH 2.2	12E2 JH 2.2	12E1 JH 1.8	12E1 JH 1.8	12BS1 VS 4.4 12JB2 YY 2.2
1.00pm	12E2 JH 2.2 11C2 RJ 1.6	12E2 JH 2.2 11E3 JW 1.8	12IPT2 MS 2.6	12JB2 YY 2.2	
1.00pm	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5	12IPT2 MS 2.6 11F2 JW 4.3	12JB2 YY 2.2 11E1 JW 4.4	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3
1.00pm 2.00pm	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2 11M1 DM 4.3	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5 11MX1 DM 4.4	12IPT2 MS 2.6	12JB2 YY 2.2	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3 11F3 JH 1.8
	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5	12IPT2 MS 2.6 11F2 JW 4.3 11C3 RJ 1.6	12JB2 YY 2.2 11E1 JW 4.4 11BS4 VS 4.3	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3 11F3 JH 1.8 11C5 RJ 1.6
	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2 11M1 DM 4.3 11E4 JW 4.4	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5 11MX1 DM 4.4 11C4 RJ 1.6	12IPT2 MS 2.6 11F2 JW 4.3 11C3 RJ 1.6 11BS6 JP 4.2	12JB2 YY 2.2 11E1 JW 4.4 11BS4 VS 4.3 11F6 GF 4.2	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3 11F3 JH 1.8
	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2 11M1 DM 4.3 11E4 JW 4.4 11CH5 JS 2.5 11F6 GF 1.8	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5 11MX1 DM 4.4 11C4 RJ 1.6 11M5 BCH 4.2	12IPT2 MS 2.6 11F2 JW 4.3 11C3 RJ 1.6 11BS6 JP 4.2	12JB2 YY 2.2 11E1 JW 4.4 11BS4 VS 4.3 11F6 GF 4.2	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3 11F3 JH 1.8 11C5 RJ 1.6
	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2 11M1 DM 4.3 11E4 JW 4.4 11CH5 JS 2.5 11F6 GF 1.8	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5 11MXI DM 4.4 11C4 RJ 1.6 11M5 BCH 4.2 11F6 GF 2.6	12IPT2 MS 2.6 11F2 JW 4.3 11C3 RJ 1.6 11BS6 JP 4.2	12JB2 YY 2.2 11E1 JW 4.4 11BS4 VS 4.3 11F6 GF 4.2 11C5 RJ 1.6	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3 11F3 JH 1.8 11C5 RJ 1.6 11BS6 JP 4.2
	12E2 JH 2.2 11C2 RJ 1.6 11JB3 TJ 4.2 11M1 DM 4.3 11E4 JW 4.4 11CH5 JS 2.5 11F6 GF 1.8 12M1 DM 4.4 12E2 JH 2.2	12E2 JH 2.2 11E3 JW 1.8 11JB2 TJ 2.5 11MX1 DM 4.4 11C4 RJ 1.6 11M5 BCH 4.2	12IPT2 MS 2.6 11F2 JW 4.3 11C3 RJ 1.6 11BS6 JP 4.2 11M5 BCH 4.4	12JB2 YY 2.2 11E1 JW 4.4 11BS4 VS 4.3 11F6 GF 4.2 11C5 RJ 1.6	12JB2 YY 2.2 11JB1 TJ 2.6 11F4 JW 4.3 11F3 JH 1.8 11C5 RJ 1.6 11BS6 JP 4.2
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3. Attendance

3.1 What does the law say?

The law about student attendance is "students must attend at least 80% of the contact hours." This means that DIMIA allows you 20% for all illness and leave. A student must have over 80% attendance in **each subject** for the satisfactory completion of the Year 11 and Year 12 courses. No holiday leave is granted in the High School as you have 10 weeks holiday leave per year.

3.2 What should I do if I am ill, or cannot attend Uniworld High School?

If you are unable to attend class you must phone 9264 2887 between 8.30am and 9.00am and explain why you are absent. If you are ill, you must bring a Doctor's Certificate to reception on your return to school. You will be marked absent and the Doctor's Certificate will be placed in your file for future consideration.

3.3 What happens if I don't attend?

Step 1 - Attendance falls below 80%

You will be asked to see the Principal, who will give you a warning letter, and send a copy to your agent, parents and/or guardian to let them know of your unsatisfactory attendance and to inform them that you are breaking your student visa conditions. A copy of the warning letter will be placed in your student file.

Step 2 - Attendance continues below 80%

The Principal will interview you again and give you a second warning letter and send a copy to your agent, parents and/or guardian to let them know we are still concerned that your unsatisfactory attendance has not improved and this may effect your academic progress and that you may be in danger of not satisfactorily completing the course.

Step 3 - Attendance still does not improve

The Principal will interview you again We will also write to your parents and/or guardian, telling them that if your attendance does not improve, we will cancel your enrolment. If your do not meet the terms of your visa, the Principal of Uniworld High Schools will see you and cancel your enrolment. The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) will then cancel your visa. You will have to leave Australia and will not be able to return.

Punctuality: Lateness Policy

Punctuality is very important at Uniworld High School. Please be on time for all your classes. Students who arrive more than 5 minutes late to any class will be marked absent.

4. Additional Information

4.1 Satisfactory Academic Progress

It is a condition of your student visa condition that you show satisfactory academic progress. This means that you must complete all class and homework to the best of your ability and achieve a satisfactory result in your Assessment tasks for each subject in the Assessment week each term. Students who fail to show progress will be issued with warning letters by the Principal and copies will be sent to your parents, guardian and agent warning them that you are in danger of not satisfactorily completing the course.

4.2 Change of Address

The law says that if you change your address that you must tell us within seven (7) days. If you do change your address and phone numbers, please do so at the Change of Address book at Reception on Level 1.

4.3 Guardians

Students under 18 MUST have a guardian in Australia. See Administration, as above, if you do not have a guardian.

4.4 Changing Schools

The DIMIA law says that you must complete the main course of your visa before you can change schools or sector. You may not change schools unless you have attended Uniworld High School for one year.

4.5 Employment

The document you need to obtain your permission to work is called a 'Confirmation of Course Commencement' and is available from Reception after Orientation. You cannot receive this document unless you have given a copy of your passport to Reception. You are permitted to work up to 20 hours per week. If you decide to work, make sure that your employment does not interfere with your studies.

5. Sydney

5.1. Transport

Overseas students have to pay the full fare. Weekly tickets and Travelten tickets for buses or ferries are cheaper (per ride) than single tickets.

5.1.1. Trains

There are frequent suburban train services leaving from Town Hall Station, Museum Station (which are both a few minutes walk from the High School) and all other city stations. Return (two-way) train tickets are cheaper after 9:00 am. Weekly tickets are cheaper (per ride) than buying a ticket every day.

5.1.2. Buses and Ferries

Sydney also has many bus services between the suburbs and the centre of the city. Many bus services travel very close to the High School. Fares start from A\$1.60 and rise depending on the distance you travel. Ask the bus driver how much it will cost. There are many ferry services from Circular Quay to suburbs around Sydney. The cost of a fare for the ferries start from A\$4.50

5.1.3. Taxis

It is usually easy to find a taxi in Sydney. Taxis charge a flagfall of A\$2.56 for the service and from A\$1.53 per kilometre travelled. This price also increases depending on the amount of time taken to travel. If you take a taxi on a toll-way you will have to pay the toll for the forward and return journey. You can take a taxi from a taxi rank, book one over the telephone, or you can 'hail' a taxi from a street corner.

5.2. Weather

Sydney has a mild climate but the weather can change quickly. Be prepared!

5.3. Trading hours

Shops:

9:00am to 5:30pm during the week and 9:00pm on Thursdays.

Post Offices:

9:00am to 5:00pm, Mondays to Fridays. The nearest Post Office is in Castlereagh Street

about 5 minutes walk from our High School.

Banks:

9:30am to 4:00pm, Monday to Thursday and 9:30am to 5:00pm on Friday.

DIMIA (Immigration):

9:00am to 4:30pm

6. Medical Problems

If you get sick, you may have to go and see a doctor. In Australia, you do not go to a hospital unless you are seriously ill. You go to your local doctor who will have a surgery near your house. Surgery hours usually start from 9:00 am in the morning and the surgery may be open all day. When you arrive, the Receptionist will ask you for your Medibank Private membership card or book. Don't forget to take your Medibank Private membership card when you go to the doctor's surgery. If you cannot leave the house, you can ring the doctor's Receptionist and make an appointment for the doctor to visit you. In this case, the cost will be more.

If you cannot come to school, the doctor will give you a medical certificate that describes what is wrong with you and says how many days you may stay at hor , It is important to keep these medical certificates to show MM:QA-(Afolderhand)-GW-V2-30/12/03

DIMIA if they ask for them. Don't forget to give a copy of your certificate to your teacher when you return to the High School for our files. However, please note that the High School can not change your attendance because of sickness, even if you give us a medical certificate.

In Australia, you only have to pay 15% of the cost of a visit to your local doctor, and if you are in a public hospital you do not have to pay at all. However, not all doctors 'bulk bill' under the Medibank system and you may have to pay their private fee. You may also have to pay more to see a specialist or if you are in a private hospital. When you get a bill or a receipt for medical service, take it with your medical card to the Medibank Private office and apply for a refund.

Normally, you have to pay for medicine at the pharmacy. This money is not usually refunded. Please note that **Medibank Private does not cover costs of medication at all.** If you are hurt in an accident, or need urgent medical attention in an emergency, go to the Casualty Department of a hospital.

7. Valuables

Please be very careful of your possessions. Do not leave any of your valuables unattended. The High School can take no responsibility for theft or lost property.

8. Phone

The minimum cost of local calls is currently 40 cents. Coins to use: 10c, 20c, 50c and \$1 coins only. You can buy phone cards that cost from \$2 up to \$50 at any newsagent or chemist.

8.1. Emergency and International calls

Police, Fire, Ambulance 000 (24 hours) Telephone Interpreter Service 13 1450 (24 hours)

International calls 0011+ country code + area code + number

8.2. Reverse charges

Call 12550 to use an Australian operator. If you want to use an operator from your own country you can call 1800 801 800.

9. Banking

There are many different types of bank accounts. Ask about the different types before you decide which one to open. A Savings Account is probably the most suitable for students. When you open an account, you will normally receive an ATM (Automatic Teller Machine) Card. Many shops in Australia will not accept cheques, but most will take credit cards. An ATM Card cannot be used as credit, but it can be used as a payment method where EFTPOS (Electronic Funds Transfer at Point of Sale) is available or to withdraw money from the ATM outside banks.

10. Living Expenses

Remember that Sydney is a leading international city and can be more expensive than some cities in other countries. If you are in a full board homestay with a guardian, you will probably need an extra A\$150 per week for expenses such as personal items, stationery, transport and High School excursions.

11. Additional Information

Medical Insurance

You can usually obtain your Medibank Insurance Number or card one-week after commencing class at the High School. Before you receive your actual number you are still covered by insurance but you should make sure to keep all receipts for reimbursement from Medibank.

Student Cards

Student cards are available on the Tuesday of the first week of your course. Please carry your student card with you at all times and be prepared to quote your student number when needed. Lost cards cost \$3.00 to replace.

Requests for Documents

You need to request documents such as Attendance Certificates, Academic Transcripts, Holiday Letters and Diplomas one week in advance. These will be prepared for Friday morning. Where possible you should also request Administration documents such as Confirmation of Enrolment, or Confirmation of Course Commencement one week in advance. **Documents can only be picked up from 9:00 am to 5:00 pm**. Students who are finishing their course on an official graduation day will automatically have their certificates printed. If you are finishing on any other day you will need to request your certificate.

Payments

You must pay outstanding course fees by the due date. A reminder notice will be sent to your house, and therefore if you move you must tell the High School within 7 days. Delays in payment are the most common cause of visa cancellation. Please understand that no documents can be released while you have a debt to the High School.

Package Courses

If you are enrolled in a package course you must obtain Upper Intermediate level of English proficiency. If you are on a package course and have a level lower then Upper Intermediate, you are required to take the English for Business option class before the end of your course. You will also need to attend the UBC Orientation session at the start of your business or IT course

Refund Policy

The Refund Policy is such that you should follow these steps:

- 1. Read the back of your enrolment form. Copies are available at reception. If you feel you have a case for a refund, you should put your request in writing. Gather all relevant and/or supporting documents that may help your case.
- 2. Fill in an office request form available at reception.
- 3. Reception will advise you of your appointment time with the Registrar to discuss your case. Make sure you bring all your documentation.

Change of Address / Contacts

If you change any of your contact details, by law you must notify Uniworld High Schools within 7 days. You can do this at reception.

Tabled 2012/194

ARC College of Experts

Question:

On 18 February 2004 Senator Carr asked for details of "end users" within the ARC College of Experts.

Answer:

The information requested by Senator Carr is at Attachment A.

The ARC is also providing, at <u>Attachment B</u>, a replacement list of all members of the ARC College of Experts for 2004 (functional details for two members of the College of Experts were not included in an earlier tabled document).

2004 ARC College of Experts Membership - "End Users"

Inter-disciplinary program clusters:

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HCA Humanities and Creative Arts

MIC Mathematics, Information and Communications

PCG Physics, Chemistry and Geosciences

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