

Welcome to Sydney  
and  
Sydney College of English!





# Sydney College of English

General information for new students

Sydney College of English  
is a non-smoking college



Please do not block the  
footpath or street outside

Mountain Street is a  
Busy street - allow people to  
walk freely



# English Only Policy

- Here at SCE we have an 'English only policy'
- Students are to speak only English in common areas and classrooms
- Teachers and staff will closely monitor this policy
- This will help you improve your English speaking skills

# No food or drink allowed in classrooms

- No



in the



Bottled water only!

# If you have any questions about....

- Problem resolution procedures
- Accommodation / homestay
- Timetables
- Holidays
- Health Issues
- Travel Passes/Student cards
- Textbooks
- Bank accounts/money changing/Phone cards
- Activities
- Security
- Financial questions
- Email/Internet access

...please contact Student Services before class,  
breaktime, lunchtime or after class

What if you have a problem with your class?



...please see your teacher or the Director of Studies

Students can not choose their class or their teacher. Students can only change their classes if there is a good teaching reason.

# Problem resolution procedure

- If you have any issues with your class speak to your teacher
- If you are not happy with the result speak with the Head Teacher or the Director of Studies
- If you are still not happy speak with the College management
- If you continue to be unhappy please contact the Australian government

# Accommodation

- SCE Homestay - live with an Australian family
- Student Hostels - single/ shared rooms with shared bathroom and kitchen
- Share accommodation - read the college notice board or check the internet/newspapers



Always feel free to come and discuss your accommodation with Student Services

# Timetables

- Super Intensive

Session	MON	TUE	WED	THU	FRI
8:30 - 10:00	Morning Session 1: Elementary to Advanced				
10:15 - 11:45	Morning Session 2 : Elementary to Advanced				
12:45 - 13:45	Super Intensive Option	Super Intensive Option	Super Intensive Option	Super Intensive Option	
13:50 - 14:50	Super Intensive Option	Super Intensive Option	Super Intensive Option	Super Intensive Option	
14:50 - 15:50	Self Access				

# Timetables

- Intensive

Session	MON	TUE	WED	THU	FRI
8:30 - 10:00	Morning Session 1: Elementary to Advanced				
10:15 - 11:45	Morning Session 2 : Elementary to Advanced				
12:45 - 13:45	Intensive Option	Intensive Option	Intensive Option	Intensive Option	
13:50 - 14:50	Intensive Option				

# Timetables

- Part-time

Session	MON	TUE	WED	THU	FRI
8:30 - 10:00	Morning Session 1: Elementary to Advanced				
10:15 - 11:45	Morning Session 2 : Elementary to Advanced				

# Taking a holiday...



- There are no official holidays at SCE
- If you want a holiday please come to Student Services and collect a holiday application form
- Please be aware - some rules apply!
- You **MUST** inform the College at least 2 WEEKS in advance
- You must notify your homestay family

# Health issues

- If you need to see a doctor, come and tell us at Student Services - we can help



- We have information about doctors who speak your language
- The nearest medical centre is only 150m away in the Broadway Shopping Centre (Bay Street)

# Travel Passes and Student cards

- Overseas students must pay full price for all Travel passes!
- There is fine of \$200 if students do not pay full price
- Student cards can be used to get discounts for entry into such places as Sydney Aquarium, Taronga Zoo and the cinema
- Student cards are stamped 'Full Time' so that you may receive student discounts - please ask if you are unsure if you fulltime or part-time
- Buy tickets from train stations and newsagents (there are 3 located on Broadway at the end of Mountain Street)



# Textbooks

- Available at reception
- Text books will be included with Book & Material Fee
- Books will be given on Monday and Tuesdays
- You may find second hand books for sale on the student noticeboard

# Textbooks

## General English Books

- 2-8 weeks: \$80
- 9-17 weeks: \$140
- 18-30 weeks: \$210
- 31 or more weeks: \$280

# Textbooks

## IELTS BOOKS

- 1-4 weeks: \$70
- 5-8 weeks: \$140
- 9-12 weeks: \$210

IELTS Rental Option available at Reception

# Banks and Phones



- To open a bank account you will need
  - A letter from the college
  - Your passport/student card
- Phone cards are available from newsagents and can be used on the SCE telephone
- You can buy a new phone and sim from Broadway Shopping centre

# Activities



- SCE arranges free activities for all students to do in the college every afternoon
- We can arrange trips to visit Sydney at the weekend
- Always check the activities board or ask at Students Services for the current activities or for things to do in Sydney

# Security

- Please keep your bag and belongings with you at all times
- Do not leave valuables unattended in the classroom at any time
- The college can not take responsibility for the loss of personal property

# Financial Questions

- Come and see us at Student Services if you want to pay:
  - your tuition fees
  - your textbook fees
  - activity fees
  - Accommodation fees
- If you are unsure about your fees or have any questions about making a payment, come and talk with us

# Confused....?

- Don't be!
- There are lots of new students like you every week - you are not alone
- Come and see us at Student Services if you have any questions about your studies or any other general questions
- At Student Services we speak several languages and we will always try to help you





We hope you enjoy your time with us  
at Sydney College of English.