

International Melbourne Polytechnic,
Building A, 77 St Georges Road,
Preston 3072

Tel: +61 3 9269 1666
Fax: +61 3 9269 1669








Internationalunder18s@melbournepolytechnic.edu.au

1. These guidelines are for international students under the age of 18..
2. A copy of the last page must be sent to internationalunder18s@melbournepolytechnic.edu.au

Welcome to Melbourne Polytechnic!

Congratulations, you are embarking on a very exciting and interesting time in your study career. Studying at Melbourne Polytechnic offers you many great opportunities.

This is also a time of great change for you. You need to adjust to living and studying in Australia, and Melbourne Polytechnic have many people and services which are available to help you now and at any time throughout your studies.

	Who can help me at Melbourne Polytechnic?
	What services are available at Melbourne Polytechnic?
	What do I do if I am sick?
	I need to ask a question about Homestay
	How do I gain approval to go on a holiday away from Homestay?
	If I want to go home to my country, who do I tell?
	Who gives me permission to go on an excursion?

Who can help me at Melbourne Polytechnic?

Compliance/Welfare Officer - International office

Melbourne Polytechnic's Compliance/Welfare Officer is the person you can contact if you require assistance with any issue relating to your Guardianship or Homestay while you are studying at Melbourne Polytechnic.

Melbourne Polytechnic's Compliance/Welfare Officer can help you with questions you have about your visa, your attendance/academic progress, and, where required, refer you to other Melbourne Polytechnic staff who will be able to help you.

Melbourne Polytechnic's Compliance/Welfare Officer is located in the International Office on the ground floor of Building A at Preston Campus.

You may contact the Compliance/Welfare Officer in the International Office to organise meetings with you during your time at Melbourne Polytechnic

Phone number (calling from overseas): +61 3 9269 1666

Phone number (calling from within Victoria): 03 9269 1666

Email address: internationalunder18s@melbournepolytechnic.edu.au

In case of an emergency, please phone: 1800 462 090

INTERNATIONAL STUDENTS UNDER 18 GUIDELINES



What services are available at Melbourne Polytechnic?

Melbourne Polytechnic's network of student support services is available to all students. Learning and Support Services aim to make your time at Melbourne Polytechnic as enjoyable as possible.

Student Services offer a range of support services to students, teachers, and Program Leaders, providing practical assistance as well as professional advice and general institute information

You can Contact the Student Services Team: Preston Campus Building C, phone 03 9269 1314

Melbourne Polytechnic's libraries provide you with access to books, magazines, journals, CD's, DVD's and online databases. Recreational items such as music CD's and films are also available.

Prayer rooms are available on each campus.



What do I do if I am sick?

Please inform your Homestay Host if you are sick. If you are unable to attend classes for more than two days in a row you need to contact your Guardian and Melbourne Polytechnic's Compliance/ Welfare Officer.



I need to ask a question about Homestay

What are the Homestay rules?

Your Guardian will go through Homestay provider's set of rules which you must follow. If you need a copy of these rules, please you're your Guardian.

You should always feel comfortable to speak with your Homestay Host if you have a question about your Homestay.

Can I move to a different Homestay?

Discuss any intention to change Homestay address with your Guardian. Your Guardian will assist you with the change/move. You must inform Melbourne Polytechnic's Compliance/Welfare Officer about the change of Homestay address.



How do I gain approval to go on a holiday away from Homestay?

You need to speak to your Homestay Host and appointed Guardian if you plan to stay overnight at an address other than your Homestay address.

If you are going on a holiday or plan to be away from your Homestay for more than two days in a row, you must inform your Guardian and Melbourne Polytechnic's Compliance /Welfare Officer.



If I want to go home to my country, who do I tell?

If you want to go home for a short holiday you need to discuss this with your Homestay Host, your Guardian and Melbourne Polytechnic's Compliance/Welfare Officer. You are required to apply for either an Application for Deferment or an Application for Leave if you need to return home during the period of your CoE.

If you wish to return home and not return to Australia you need to discuss this with your Guardian, Homestay Host and Melbourne Polytechnic's Compliance/Welfare officer.



Who gives me permission to go on an excursion?

Your Guardian and Homestay Host must sign your excursion form every time you need to attend an excursion. As soon as you are told about an excursion, you need to contact your Guardian and homestay Host to organise your excursion permission.

INTERNATIONAL STUDENTS UNDER 18 GUIDELINES

UNDER 18 STUDENT DECLARATION

Please complete this form and give it to a representative from the International Office.

Student name: _____

ID number: _____

I declare the following:

1. I have read this document 'Welcome to Melbourne Polytechnic – Guidelines for Under 18's'
2. I know how to contact my Guardian and Melbourne Polytechnic Compliance/Welfare Officer
3. I will attend meetings scheduled by my Guardian
4. I understand that I must abide by the Homestay rules
5. I understand I need to meet attendance and progression requirements to satisfy my visa conditions
6. I will inform my Guardian and Compliance /Welfare officer if I will be away from classes for more than one day
7. I understand that my Guardian must sign an excursion form for each excursion I attend
8. I understand that I can speak with my Guardian at any time if I need to.

Student signature: _____

Date: _____

Mobile Number: _____