

WELCOME TO GREENWICH COLLEGE

Orientation Content:

1. Meet your new Home
2. Campuses & Facilities
3. Meet our Support Teams
4. Timetable, Class, Attendance & Rules
5. Courses & Extra Activities
6. Completing your Orientation
7. Questions?



Meet your New Home



AUSTRALIA



Do's & Don'ts – General Information



The Sun is very strong

- Apply 50+ sunscreen, wear a hat, find some shade

Drinking water

- Stay hydrated, tap water is safe to drink



Be careful when you cross

- Look RIGHT and then LEFT
- Cross only on green light

Going for a walk?

- Walk on the left side



Understand the slang

- Get used to the aussie slang, a lot of words are shortened



Do's & Don'ts – General Information



Smoking / vaping

- DON'T smoke / vape within 4 metres of a pedestrian entrance / exit
- DON'T smoke / vape inside the buildings or balconies



Bushfire alert

- DON'T throw a cigarette butt or anything burning anywhere

Alcohol

- DON'T drink alcohol in public places & transport



Join the end of the line

- DON'T jump the queue



Are you going for a swim?

- DON'T swim outside the red and yellow flags at patrolled beach



Welcome to Sydney



Greenwich College Campuses & Facilities



ALL CAMPUS LOCATIONS



SYDNEY



MELBOURNE



BRISBANE



GOLD COAST

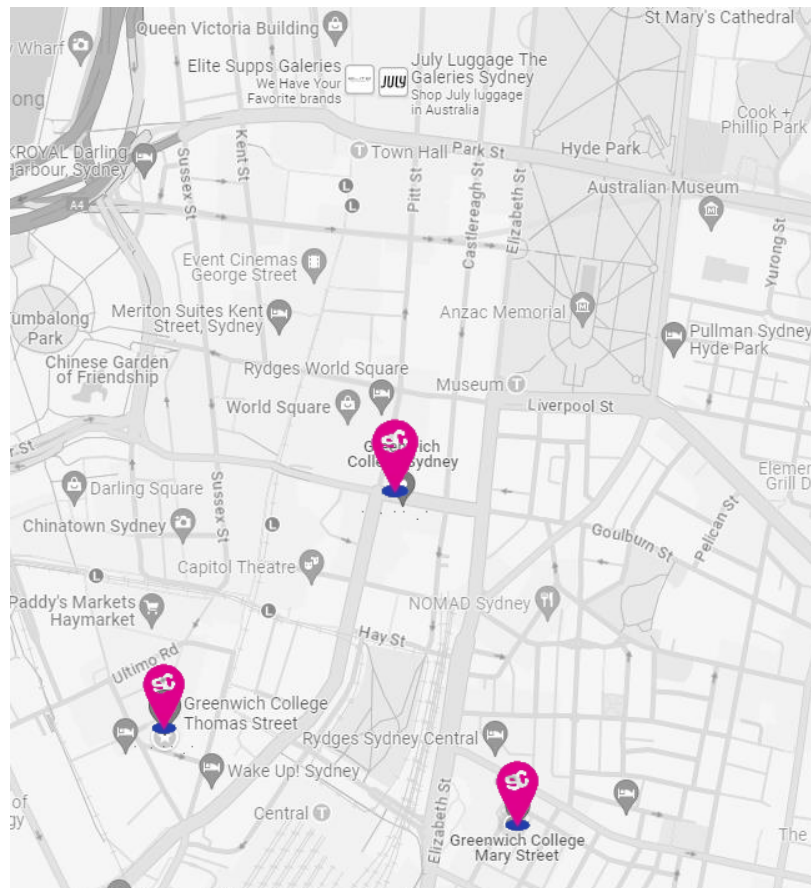


PERTH



ADELAIDE

Campus Locations – in the heart of Sydney



Pitt St Campus

Reception: Level 2

396 Pitt Street,
2000 NSW

8am – 9pm

Mary St Campus

Reception: Level 2

72 Mary Street,
2010 NSW

8am – 9pm

Thomas St Campus

Reception: Level 5

187 Thomas Street,
2000 NSW

**Access: 8am – 6:30pm (Students
must be back from break before 6:30
pm strictly)**

Services & Facilities

Student Breakout Area

- Study areas
- Computers
- Vending Machines
- Coffee Machine
- Kitchen
 - Fridges
 - Microwaves
 - **NO** – cups and cutlery

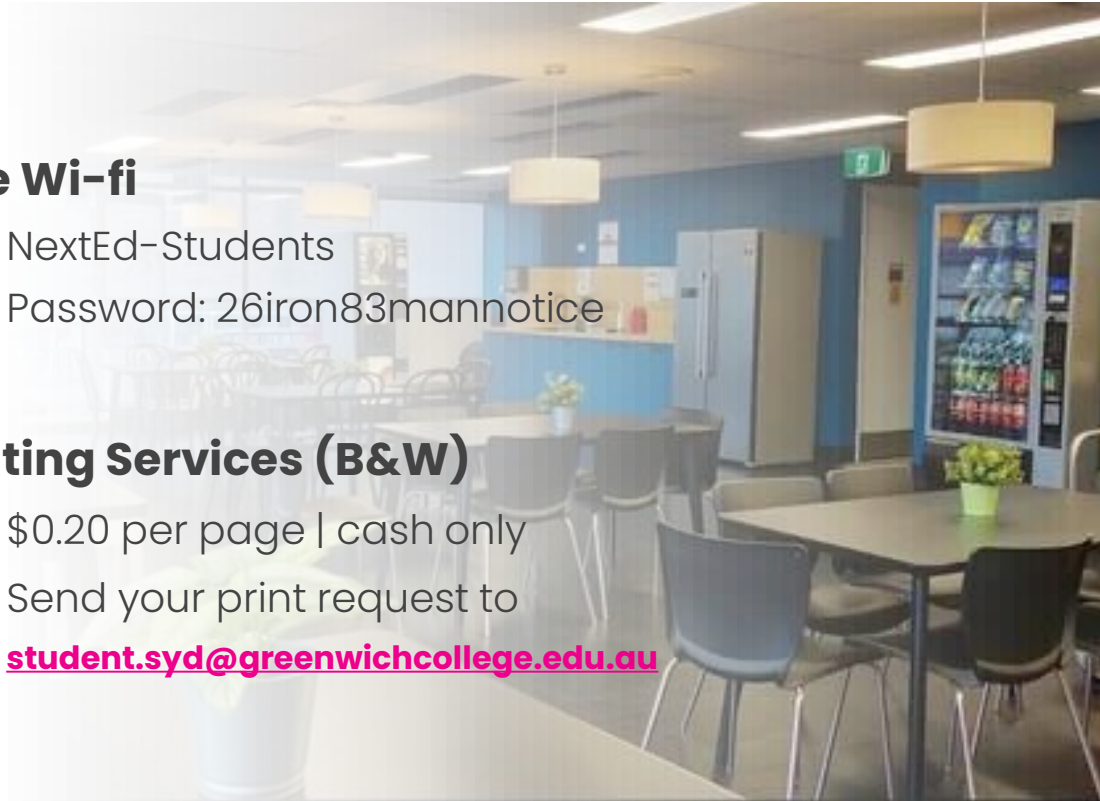


Free Wi-fi

- NextEd-Students
- Password: 26iron83mannotice

Printing Services (B&W)

- \$0.20 per page | cash only
- Send your print request to student.syd@greenwichcollege.edu.au



Health & Safety

Emergency Procedures & Rules

- BEEP BEEP BEEP: **PREPARE** to evacuate.
- WHOOP WHOOP WHOOP: **LEAVE** the building.
- Listen to your teacher's instructions.
- Follow any instructions by Greenwich staff.
- DO NOT use lifts in an emergency
- Do not gather at the main door – move to your Assembly area

IMPORTANT NOTICE

- Items below cannot be kept on campus for safety reasons



First Aid & Accidents / Incidents:

- First Aid kits available on each level
- Notify Student Services if you need help
- Medication: medication cannot be provided



Assembly Points:

Please refer to the diagrams on the back of your classroom door to locate your nearest assembly point.

Emergency – Triple Zero (000)

In an **emergency** call **000**

- Triple Zero (000) is the quickest way to get the right emergency service to help you.
 - Police
 - Fire
 - Ambulance



Meet our Support Teams



Student Services Team

We can assist you with:

- Change of contact details
- Timetable and course changes (10 day rule)
- Holiday requests (10 day rule)
- Payments
- Suspensions & Cancellations
- General Advices & Enquiries

RECEPTION HOURS

Monday to Friday from 8am to 7pm

Pitt Street: level 2

Mary Street: level 2

Thomas Street: level 5

We can help you in these languages:



Sydney Student Services

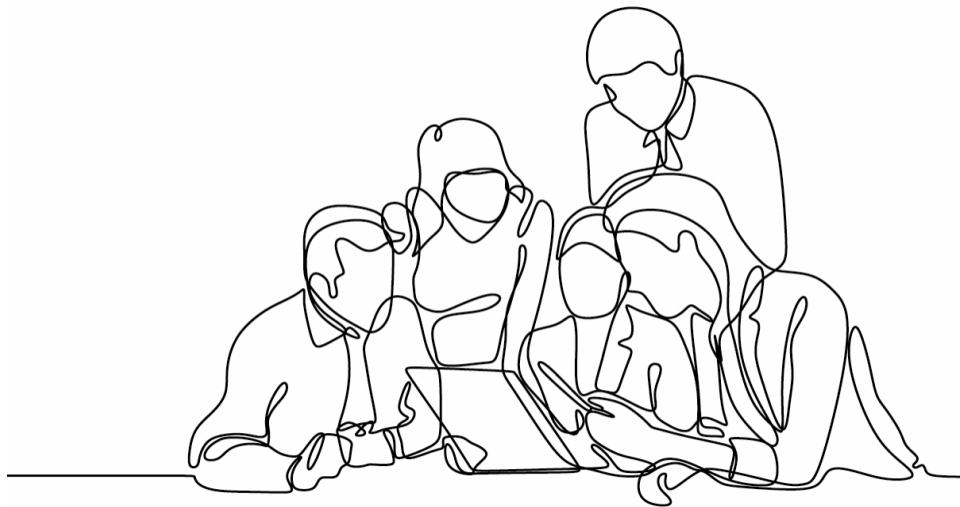
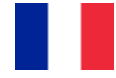
student.syd@greenwichcollege.edu.au

Academic Team

We can assist you with:

- Study Plans
- Course Changes
- Any problems with Class/ Teacher

We can help you in these languages:



Make an appointment with our
[GEC Academic Team](#)

Mental health & well-being program

It's OK not to be OK!

Our **Student Counselling Program** helps you:

- Feel connected and engaged
- Feel good with yourself and others
- Reach your personal and academic potential

Attention: our **Student Counselling Program** is **NOT** a psychological treatment

Wish to make an appointment? Meet our Mental Health & Well-being Counsellor

Our **Student Counsellor** can assist you with:

- *Academic and personal needs*
- *Social needs*
- *Career Development*



**Mental
Health
Matters**

UPRISE: Student Assistance Program

Improve your personal wellbeing through the

UPRISE Student Assistance Program

- FREE | 2 x 1 hour therapy or coaching sessions
- Confidential sessions
- Click [here](#) to contact [Uprise](#)

UPRISE Counsellors can help you with:

- Decision Making & Goals Setting
- Depression & Anxiety
- Relationship
- Alcohol & Addiction



UPRISE STUDENT ASSISTANCE PROGRAM (SAP)

**Positive steps to being
healthy, comfortable
and happy!**

Greenwich College is pleased to provide you with the opportunity to speak confidentially with dedicated counsellors who can help you improve your personal wellbeing through the Uprise Student Assistance Program

Counsellors can assist you with:

- Depression
- Anxiety
- Addiction
- Relationships
- Study life effectiveness
- Exam Stress
- Decision making

Counselling sessions are available for all students.



1300 209 371

Call to speak with the Uprise team if you need support now.

Otherwise, visit:

<https://uprise.co.nexted-student>

Or scan the QR Code



Emergency: 000
for ambulance, fire or
police services

Lifeline: 13 11 14
for urgent counselling or
suicide support

Suicidal Call Back Service:
1300 659 467 for support
for people feeling suicidal

Your Timetable, Class & Attendance



Your timetable

Timetable

We offer **2 timetables**:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Classes 9:00am – 3:00pm (Monday to Thursday) Breaks: 10m/ 40m/ 10m	<ul style="list-style-type: none">• Review• New Unit	<ul style="list-style-type: none">• Grammar 1	<ul style="list-style-type: none">• Grammar 2• Writing	<ul style="list-style-type: none">• Revision• Unit Test• Teacher Check in	
Evening Classes 4:30pm – 9:00pm (Monday to Friday) Break: 30m	<ul style="list-style-type: none">• Review• New Unit	<ul style="list-style-type: none">• Grammar 1	<ul style="list-style-type: none">• Grammar 2• Writing	<ul style="list-style-type: none">• Communicative activities	<ul style="list-style-type: none">• Revision• Unit Test• Teacher Check in

Has your room changed?

Your class will be at a specific campus with a regular classroom and teacher, but this can sometimes change.

Please **look out for signs on arrival** to see if there are any changes to your classroom.

Class
name and
teacher



DAY ROOM CHANGES

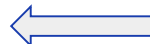
Monday 28 August - Mary Street

COURSE	ROOM
UPPER 5 (Maja)	> 305

EVENING ROOM CHANGES

Friday 1st December - Pitt St

COURSE	ROOM:
ELEM 2E + ELEM 4E (Howard + Kylie)	> 510/ 511
PRE INT 9E (Luke / Ricardo)	> 401



Classroom
for **one**
day only

Your Attendance

Attendance

Checked **4 times** a day:

- **If arrive 15 minutes late** - absent
- **If arrive 5 minutes late after the break** - absent
- **Leave early** - absent

Check your attendance using the QR codes around campus.

Student Visa Holder :

Must have at least 80% attendance



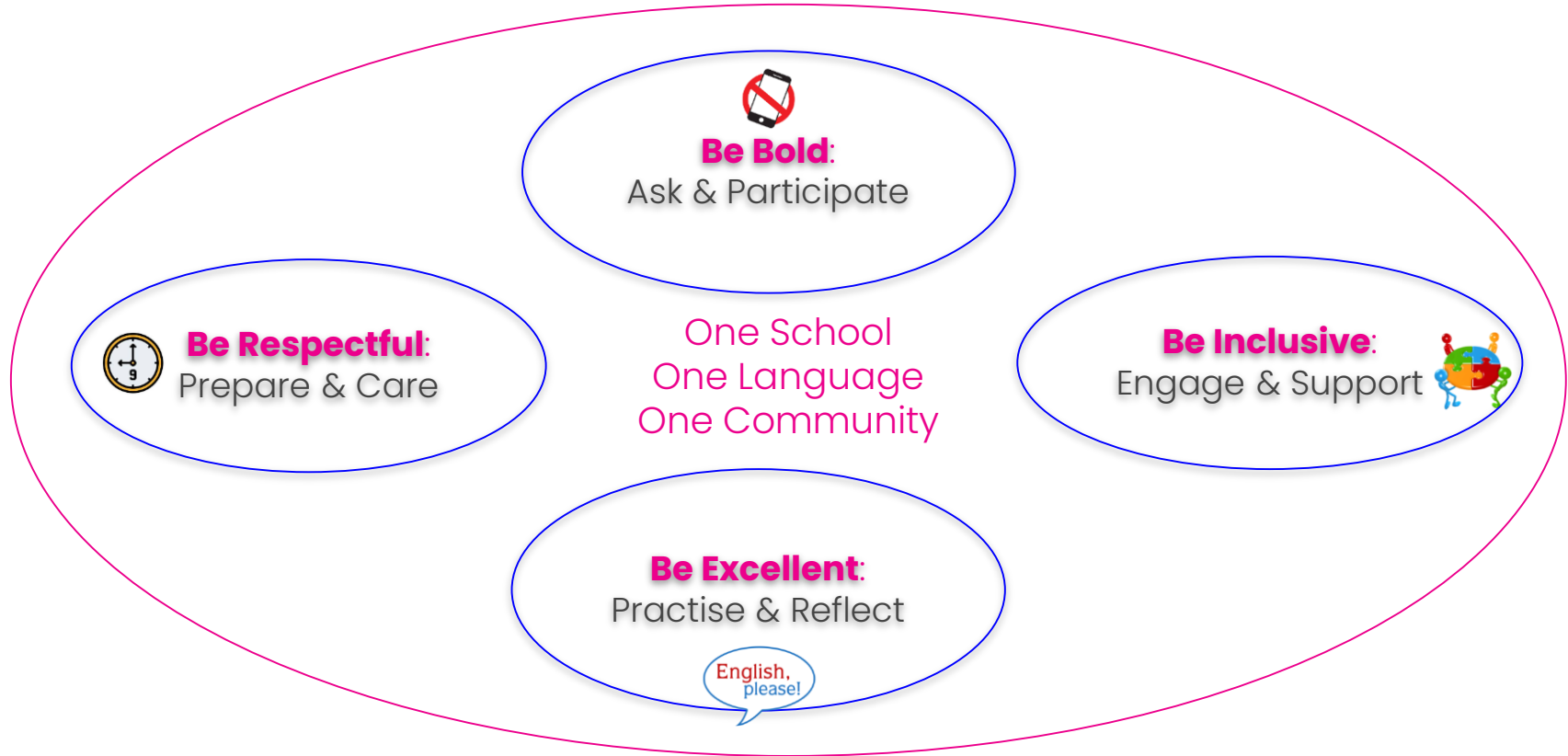
Absence in case of sickness



Absence from class

- If you are sick and too unwell to attend class, you might want to see a GP (doctor)
- GPs can provide you with a **Medical Certificate**
- Please send a copy to Student Services
- Keep the original Medical Certificates as evidence for the immigration department
- A Medical Certificate **cannot excuse your absence** from class. You must be marked absent any time you are not in the class.

Create a great learning experience



AND DON'T FORGET TO HAVE FUN!

Our Courses & Extra Activities



Our courses – Your journey

- **Same price for all courses**

General English

Pronunciation

Official Exam Preparation:

- Cambridge Preparation
- IELTS Preparation

English for Specific Purposes:

- English for Vocational Studies
- English for Academic Purposes
- English for Business
- English + Creative Technology



Extra classes

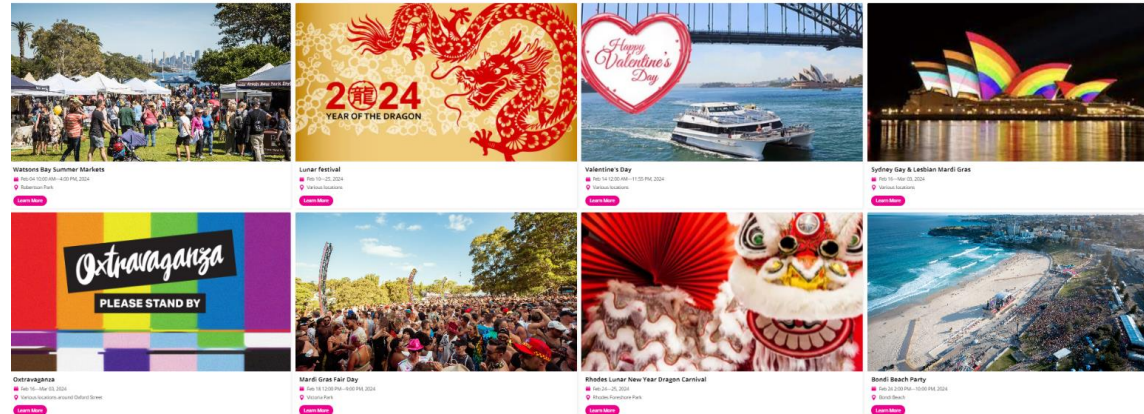
- **Help Club** (Help with grammar)
- **Speaking Club** (Speaking practice)
- **Professional Speaking Club** (Work communication)
- **Friday Day Electives** (Fluency & Pronunciation / Excursion)
- **Career Hub** (CV & interview preparation)
 - first Friday of the month, register at the end of your orientation



Monthly Activities Calendar

Keep an eye on your inbox for our monthly emails with:

- useful information
- our monthly student activity calendar
- important events



Your vocational journey beyond English

I want to stay longer in Australia.

I would like to study a vocational course (VET).

I want to ready myself for the future job market.

If this is you, our GREENWICH VET COURSES could be your answer:

- > direct entry
- > future career oriented recognised qualifications
- > special price for Greenwich English students



Management Courses

Hospitality Courses

Aged Care Courses

Start planning your future now.

Completing your Orientation



Final Checklist

1. Check your Letter of Offer for your course duration, holidays and fee due dates



LETTER OF OFFER AND STUDENT INVOICE

Date: 26 May 2022

Document Number:

YOUR DETAILS

Student Number:

Student Name:

Date of Birth:

COURSE DETAILS

Course Details:

General English Day (Campus: Sydney - English) (CRICOS Code: 0101351) (25.00 hours/week) From **5 September 2022 To 2 December 2022**, Duration: **13** week/s
General English Day (Campus: Sydney - English) (CRICOS Code: 0101351) (25.00 hours/week) From **2 January 2023 To 31 March 2023**, Duration: **13** week/s

Representative:

FEE DETAILS

General English Day

\$4,095.00

Material Fee

\$260.00

General English Day

\$3,465.00

Fees/Subtotal inclusive of Discount/Scholarship

\$630.00

TOTAL FEES DUE *(includes GST)

\$7,820.00

INSTALMENT PLAN

FEE NAME	DUE DATE	AMOUNT
General English Day	19/08/2022	\$3,780.00
Material Fee	Deposit payable upon acceptance	\$260.00
General English Day	18/11/2022	\$315.00
General English Day		\$3,465.00

2. Inform us of your Australian address and phone number within 7 days of arrival or any changes



3. Complete the English Online Registration Form



Final Checklist

4. Request your digital student card:
Email us your photo to
student.syd@greenwichcollege.edu.au



*Your photo must be clear, have a plain, light or white-coloured wall in the background, and your eyes must be open and visible (not obstructed by hair or glasses, no red eyes)

5. Pick up your Circles.Life sim card



CIRCLES.LIFE



Final Checklist

6. Keep an eye on your upcoming welcome sessions.



7. Have Fun 🍷

And if you have any problems, speak with your teacher first.

Remember to be patient and allow time to settle in.



Questions?





Thank you!