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**KINDLY NOTE THAT ALL OUR POLICIES CAN BE DOWNLOADED DIRECTLY FROM OUR WEBSITE:
(<http://www.aipah.nsw.edu.au/Pages/policies.html>).**

About AIPAH

Q: Where is AIPAH located?

A: Our campus is located in the serene, attractive site in Harris Park with a heritage building historically associated with music. AIPAH is easily accessible by public transport, located within 2 minutes walk of Harris Park railway station and 15 minutes from Parramatta station.

Q: Where can I view a list of staff members?

A: An up-to-date list of staff can be found by logging onto:
<http://www.aipah.nsw.edu.au/Pages/aboutus-staff.html>

Q: Are there opportunities to perform at AIPAH?

A: Yes. AIPAH is proud of its extensive list of curricular and professional events held throughout the year. Along with regular performances students are provided opportunities to gain professional experience at a host of major industry, corporate and Government events. These events are sent to students electronically on a regular basis and students are encouraged to apply or participate.

Academic Program Info

Q: Does AIPAH offer any courses by distance education?

A: AIPAH accepts students from Years 7 to 11, who undertake studies across the curriculum to meet all NSW Board of Studies School Certificate and Higher School Certificate requirements.

All programs at AIPAH are offered F2F. However, students have the option to study subjects approved and tested by the Board of Studies, not offered at AIPAH, at the Open High School (www.theopens-d.schools.nsw.edu.au) or Sydney Distance Education High School (www.sydneyh-d.schools.nsw.edu.au).

Q: How do I get in to AIPAH?

A: To gain admission to AIPAH, you will need to apply through AIPAH's website. An AIPAH Prospectus will be mailed out to you and within it, contains a wealth of information about what you will need to do to apply. You can also obtain further information from the [AIPAH website](#).

Q: Is there a tertiary institution in partnership with AIPAH?

A: Yes. AIPAH graduates can transition to our tertiary courses at the AICM Rozelle campus.

Q: What can I study at the AIPAH?

A: Students are accepted for Years 7 to 11, and undertake studies across the curriculum to meet all NSW Board of Studies School Certificate and Higher School of Certificate requirements.

Further information about AIPAH's subjects and electives can be found on <http://www.aipah.nsw.edu.au/Pages/studies-subjects.html>.

Assessment & Exams

Q: I missed my exam. What do I do?

A: Contact AIPAH's Principal as soon as possible – principal@aipah.nsw.edu.au

Q: I missed my exam for medical reasons and need to apply for a supplementary exam. What do I do?

A: Contact AIPAH's Principal as soon as possible – principal@aipah.nsw.edu.au.
A supplementary exam may be arranged for a later time depending on the circumstances.

Q: What if I need to apply for a supplementary exam, but not for medical reasons?

A: You will need to make a written request to the Principal – principal@aipah.nsw.edu.au, and you will receive a confirmation via email as to what has been allowed and what will be arranged.

Q: What if I can't make it to my exam, but it's not for medical reasons?

A: You will need to inform the AIPAH's Principal – principal@aipah.nsw.edu.au - as soon as you are aware of this and further arrangements can be made.

Q: What if my exams clash?

A: You will need to make the Principal/Academic Coordinator aware of this immediately in order for the suitable arrangements to be made. This is a very rare occurrence.

Q: When will the exam timetable be available?

A: The exam timetable is generally available approximately 3 weeks before they are held. The exams for School Certificate and Higher School Certificate can be found on the [Board of Studies website](#). They will be posted on ePAL, the web portal for students, families and the school.

Q: Where can I get my results?

A: Your results will be mailed to you by AIPAH, usually 2-3 weeks after the exams are completed.

Q: Where will my exam be held?

A: Your exam will be held at the Harris Park Campus – usually in the Main Hall, the Carlson Hall (The Barn) or your respective classrooms. Refer to your exam timetable for further information.

Enrolling

Q: Can I study part-time?

A: This is not an option for high school students. All students currently at AIPAH are full time students.

Q: Do I choose all of my classes?

A: The core academic program is compulsory. However, students are able to choose from 8 electives.

Q: How do I change my enrolment?

A: In consultation with The Principal – principal@aipah.nsw.edu.au who will inform student services.

Q: How do I choose my payment option?

A: This would need to be discussed with the Finance Department.

Q: How many hours should I study when I'm not in classes?

A: The recognised formula in Australian schools is that for every 1 hour of F2F contact you should commit to 2 hours of follow up/study work.

Q: I accepted my offer via AIPAH and enrolled but have now decided that I want to defer for a year. What should I do?

A: Contact Student Services promptly and let them know of your change of circumstances or situation. Best contact Student Services at studentservices@aipah.nsw.edu.au in the first instance.

Q: I want to change my Payment Option?

A: Consult directly with the Student Services office. Best contact meeja.yoo@arceducationgroup.com

Q: I've forgotten my password and I can't log in to ePAL.

A: Contact reception at AIPAH – best contact Student Services at studentservices@aipah.nsw.edu.au

Q: What courses do I enrol in?

- A: AIPAH accepts students for Years 7 to 11 with a selection of performing arts streams, namely Drama, Music, Dance and Art.
- Q: What happens if I enrol late?
- A: AIPAH has three entry times – February, April and September each year.
- Q: What if I can't enrol on the day specified by AIPAH?
- A: Consult directly with Student Services – studentservices@aipah.nsw.edu.au
- Q: What will my personal information be used for?
- A: See our Privacy Statement located at <http://www.aipah.nsw.edu.au/Pages/privacy.html>
- Q: When does online enrolment open?
- A: You are able to submit your online application to enrol at anytime at www.aipah.nsw.edu.au. You are encouraged to submit your online application as early as possible.

Fees & Charges

- Q: Do I need to provide my Tax File Number (TFN)?
- A: No, it is not compulsory that you provide your TFN.
- Q: I don't have an invoice. How can I pay my fees?
- Contact the Registrar to get a copy of your invoice. Tel: +61 2 9637 0777 or email to meeja.yoo@arceducationgroup.com
- Q: I would like to commence studies at The Australian International Performing Arts High School in 2011, but I may not be able to afford it. Is there anything I can do?
- A: You can apply for the Director's Assistance Program. You can [download the form](#) from our APPLY webpage.
- Q: Invoice - Why didn't I get an invoice?
- It could be that the address AIPAH has for you is incorrect or that you might have not updated your contact details/records to the Student Services office.

Getting started / Orientation

- Q: Do I have to go to Orientation Day?
- A: Orientation is compulsory for all new students.

Q: Where do I get my Student ID card (updated)?

A: Student cards are issued (re-issued) during orientation day.

IT Services

Q: Does AIPAH provide access to the Internet and computing facilities on campus?

A: Yes. AIPAH has computers for use in its Computer Lab. All computers are internet enabled, and the majority of them have quality music software to aid in learning.

Q: What is my printing quota?

A: Unlimited quota – using a purchased photocopying credit.

Q: Where can I pay for printing quota?

A: Payment can be made to Administration staff at the front office.

Q: Where can I use a printer?

A: Print jobs can be submitted from any of the AIPAH workstations, the photocopier/printer is located on the Ground level near the kitchen, and once you logon with your personal PAN and PIN, you can release your print job.

Important Dates

Q: What are the term dates for this year?

A: Dates vary from year to year. The Calendar for each year is available on the AIPAH public website – www.aipah.nsw.edu.au – behind 'Resources'.

Q: When do classes finish for the year?

A: Dates vary from year to year. The Calendar for each year is available on the AIPAH public website – www.aipah.nsw.edu.au – behind 'Resources'.

Q: When do classes start?

A: Dates vary from year to year. The Calendar for each year is available on the AIPAH public website – www.aipah.nsw.edu.au – behind 'Resources'.

Q: When is the last day of school for 2010?

A: Dates vary from year to year. The Calendar for each year is available on the AIPAH public website – www.aipah.nsw.edu.au – behind 'Resources'.

Q: Will AIPAH be closed over the holidays?

A: AIPAH remains open for 11 months of the year. Harris Park campus closes over the Christmas break for 4 weeks only. Students have access to the facilities between 8.30am and 7pm during term time and 9am – 6pm in non term time. Practice room bookings are recommended all year round.

Leave of Absence

Q: Can I apply for an extension to approved leave of absence?

A: Yes you can. This is to be done through the Principal – principal@aipah.nsw.edu.au – and must be approved by the Executive Management team.

Q: Can I interrupt my studies and take Leave of Absence?

A: Yes you can. This is to be done through the Principal – principal@aipah.nsw.edu.au – and must be approved by the Executive Management team.

Q: How do I make an application for leave of absence?

A: Download the Leave Application Form from the AIPAH website: www.aipah.nsw.edu.au, behind 'Resources'. Then email your completed form to the Principal – principal@aipah.nsw.edu.au.

Q: How much leave of absence can I apply for?

A: This varies from case to case – and is best discussed with the principal – principal@aipah.nsw.edu.au.

Q: How will I know if my leave of absence has been approved?

A: You will receive a written electronic communication from The Principal.

Q: I decided not to study this year and was told I didn't need to do anything. Now it looks as though I should have applied for leave of absence. What should I do?

A: If you decide to defer, you must notify the Principal – principal@aipah.nsw.edu.au – by email using the Leave Application Form. If there is confusion, it is best taken up with the Principal directly.

Q: International - I'm an international student and am receiving a scholarship/am sponsored. Can I defer this whilst I'm on leave of absence?

A: This varies from student to student and is best discussed directly with the principal – principal@aipah.nsw.edu.au

Q: International - I'm an international student and want to apply for Leave of Absence. How will this affect my student visa?

- A: This is best discussed with the International Office – best contact - meeja.yoo@arceducationgroup.com
- Q: I'm receiving a scholarship. Can I defer this whilst I'm on Leave of Absence?
- A: Director's Awards can be deferred.
- Q: What do I do when I want to return from Leave of Absence?
- A: Contact the Principal – principal@aipah.nsw.edu.au – directly by email requesting permission to return. This is usually a formality.
- Q: Why must I apply for Leave of Absence?
- A: A leave request is mandatory. If you forget to apply for leave you will breach the 80% attendance requirement.
- Q: Will I lose my place in the program if I discontinue my studies?
- A: Your place will be held on receipt and acknowledgement of a request to defer – sent directly to the Principal – principal@aipah.nsw.edu.au.
- Q: Will I lose my place in the program if I go on Leave of Absence?
- A: Your place will be held on receipt and acknowledgement of a request for leave of absence – sent directly to the Principal – principal@aipah.nsw.edu.au.

Library/eLibrary Services

- Q: Does AIPAH have a library on campus?
- A: As AIPAH does not have an onsite library, the school utilises the Parramatta City Library.

On-Campus Facilities

- Q: Where can I find a public telephone on campus?
- A: There are no public telephones on the Harris Park campus – but in an emergency you can get assistance from the Reception staff. Most students and staff use a mobile phone.
- Q: Where is security?
- A: Security is ever present through surveillance and the presence of staff
- Q: Where is the Lost and Found office?
- A: The Lost and Found office is located with the Front Reception.

Q: Who do I call if there is an emergency on campus?

A: First point of contact in an emergency is the AIPAH Reception.

Director's Award/Assistance Program

Q: How do I apply for a scholarship?

A: AIPAH can offer assistance to students in difficult financial circumstances and/or to recognise exceptional talent and artistic ability through the Director's Award program.

This Award is limited and reviewed annually. Please download the application here.

Support Services

The detailed policy can be downloaded from our AIPAH website (<http://www.aipah.nsw.edu.au/Pages/policies.html>).

Q: I'm not sure that my study skills are going to be good enough at AIPAH. Can someone give me some help to improve?

A: The faculty are always on hand to provide study skill tips and advice.

Q: What's the best way to prepare for exams?

A: Advice is provided each semester by faculty staff.

Q: Writing Assignments: Can I get help with writing my assignments at AIPAH?

A: Faculty staff are very generous with their time and attention. If you need help – ask!

Q: Help! I need to talk to a counsellor.

A: A support person is provided in the person of Papa Joe, the school chaplain. The Principal principal@aipah.nsw.edu.au is the prime carer for all students at AIPAH.

Q: How do I make an appointment to see a counsellor?

A: By email – via principal@aipah.nsw.edu.au.

Q: How many times can I see a counsellor?

A: As many times as you need.

Q: How much does it cost to see a counsellor?

A: Support at AIPAH is free.

Extract from our student support and welfare policy:

3.8 *All welfare-related services are provided by AIPAH are at no cost to the student. This includes referrals to external support services and includes assistance with issues that may involve:*

- i. *Course progress/academic issues [academic staff]*
- ii. *Attendance issues [Welfare officers & Principal]*
- iii. *Accommodation and/or guardianship issues [Welfare officers/Principal/Global Experience representative]*
- iv. *Personal issues [Welfare officers/Principal]*

3.9 *The student will be referred to external support services where legal, medical or psychological advice is sought and professional expertise is required. Staff may not provide any such advice, which requires professional expertise and/or opinion.*

Q: I would like to see a counsellor, but I don't want anyone to know...

A: Confidentiality is respected at AIPAH.

Q: What sort of qualifications and experience do the counsellors have?

A: Both personnel are experienced and qualified to assist you.

Q: Are there any services for people with a disability at AIPAH?

A: AIPAH attempts to service all students with special needs.

Q: I have a medical condition that makes it difficult for me to study. Can I get special consideration so that I am not disadvantaged?

A: Special consideration is available and needs to be discussed with The Principal - principal@aipah.nsw.edu.au.

Q: I have a psychiatric disability and I don't want anyone to know. Can I still get special consideration?

A: Special consideration is available and needs to be discussed with The Principal - principal@aipah.nsw.edu.au. Confidentiality is respected at AIPAH.

For International Students:

Applying to AIPAH

Q: Can I bring a computer into Australia?

A: Australian customs allows the temporary importation of certain goods without the payment of duty or GST via Section 162A of the Customs Act 1901 (Cth). The temporary importation of computers by international students is one example, but please be aware that conditions apply.

For more information, please refer to the [Australian Customs Services](#).

Q: Do I need a visa to study in Australia?

A: Yes, you need to have a student visa which covers you for the duration of your study in Australia.

Visit the [Department of Immigration and Citizenship website](#) for further information.

Q: How do I apply for admission to AIPAH?

A: Abridged version of admission requirements:
For all international students, you apply directly to AIPAH for admission. Contact Student Services with your postal address and what you would like to study and they will post you the AIPAH Prospectus. The prospectus contains information about the AIPAH and the programs we offer, as well as information about fees and the application process for admission and Director's Award and/or Assistance Programs.

You can download the same information on our [International Students](#) website.

Q: How do I apply for my student visa?

A: When you accept your offer of admission to AIPAH, you will need to arrange payment of the tuition fee deposit, along with the program length International Student Health Cover (OSHC) premium. When the payment is received, AIPAH will then send you all the necessary documents to enable you to apply for a student visa. You will need to contact the Australian Embassy, Diplomatic Mission or High Commission in your country to obtain your visa.

Within Australia:

You can lodge your visa application at any Department of Immigration and Citizenship (DIAC) office, or online through the [DIAC website](#).

Outside Australia:

After receiving your offer letter from AIPAH, you will need to formally accept your offer in writing by the deadline specified in the letter of offer, or the offer will lapse. Please note that the programs have limited places and AIPAH reserves the right to decline acceptances once the quotas have been filled.

For private students and students sponsored by home governments and other external agencies, you will be required to arrange for your tuition fee deposit and your International Student Health Cover. You will also need to indicate on the form where you will be lodging your visa application. You will need to locate the Australian Embassy, Consulate or Diplomatic Mission nearest you. AIPAH will then issue the Australian Diplomatic Mission with your International Student Confirmation-of-Enrolment (COE).

It is then your responsibility to liaise with the Australian Diplomatic Mission about your visa application. For a listing of Australian diplomatic missions worldwide please visit the [Department of Foreign Affairs and Trade website](#).

Information about visa requirements can be found at the [Department of Immigration and Citizenship \(DIAC\) website](#).

Q: How much does it cost to apply for admission to AIPAH?

A: You will be required to pay an Audition Fee of \$250 for international student which is payable before or on the day of audition. International students will need to click on the "[International Students](#)" menu option on the left of this page to download the International Student Fee Schedule.

Q: I have just received my offer for a place at AIPAH. What should I do next?

A: You will need to return your acceptance form, together with tuition fee payment and International Student Health Cover (OSHC) to the International Student Services Office at AIPAH. You must meet all of the conditions of your offer. This will allow the AIPAH to release your Confirmation of Enrolment (COE) documents that will allow you to apply for your student visa.

Q: What are the language requirements to get into the Australian International AIPAH of Music?

A: As English is the language of instruction at AIPAH, proficiency in speaking, listening to, reading and writing English is essential. The IELTS (International English Language Testing System) is the preferred English language proficiency qualification but AIPAH may accept other evidence of proficiency in English in certain circumstances. Proof of competence in English :

Years 7 – 10

(IELTS 3.5 – ISLPR Band 2 or equivalent).

Years 11-12 (and students over 16 years of age)

(IELTS test overall band score of 4.0 – ISLPR Band 3; if undertaking preliminary English tuition (30 weeks maximum), or

An IELTS test overall band score of 5.0 – ISLPR Band 4; with no preliminary English tuition.

While AIPAH accepts both IELTS and TOEFL, in some countries, the [Department of Immigration and Citizenship \(DIAC\)](#) may accept only IELTS to determine English language proficiency. Please check the website to ensure that you are taking the appropriate test.

For current requirements for admission to AIPAH, please refer to the [website](#).

Students without an acceptable level of English will be required to satisfactorily complete an intensive course of English language before being allowed to study AIPAH. AIPAH can arrange an appropriate English language program (the Pre-Enrolment English program (PEP) in Sydney at the English Language Centre.

On successful completion of the PEP, students are granted direct entry into the AIPAH.

Q: What clothing should I bring with me to Sydney?

A: You will need a range of casual summer clothes (shirts, t-shirts, shorts, skirts/dresses, light-weight trousers) and some warmer clothes for winter, including jeans, jumpers/sweaters and a winter coat. You may also like to bring a suit or dress for formal occasions. You will be able to buy any extra clothing you may need at a reasonable price in Sydney.

Q: What conditions are attached to the visa?

A: Most students will receive a multiple entry visa that is valid for the duration of the course of study. A multiple entry visa allows you to enter Australia any number of times before the expiry date of the visa.

There are numerous conditions attached to the student visa. You can find comprehensive information on student visa conditions at the [Department of Immigration and Citizenship](#) website.

Below is a brief outline of key student visa conditions as an international student:

- All international students and their dependents must maintain International Health Cover for the duration of their studies with a registered insurer approved by the Australian Government.
- There are attendance and progress requirements attached to your visa. You must remain a full time student and satisfy the 80% attendance requirement.
- As an international student, you and your dependents may apply to the Department of Immigration for limited work rights during your stay in Australia. This application for work rights can be made only after you have commenced formal study and can produce evidence of this. Rules on work rights vary according to your student status, but usually students can work up to a maximum of 20 hours per week during the teaching term and up to 40 hours per week during vacation.

Employment is often difficult to find and it may take you some time to secure a job. AIPAH strongly recommends that you do not rely on part-time employment to supplement your income during your stay in Australia.

Q: What is the climate like in Sydney?

A: Sydney is in a temperate region with typically four seasons; although not as clearly defined as those of the Northern Hemisphere. Summer temperatures range from 18°C to 32°C with humidity of 60 to 70 per cent (ideal beach weather). The winter is mild with temperatures dropping below 10°C overnight but warming up to near summer weather by midday. Rainfall in Sydney is usually spread fairly evenly through the year.

For the current weather conditions in Sydney, check: <http://weather.smh.com.au/>

Q: What is the cost of living in Sydney?

A: AIPAH estimates that a single international student requires a minimum of AUD\$16,000 – \$18,000 to cover living expenses in each year of study. However, students should have a minimum of AUD\$2,000 in addition to the monthly average when they arrive to cover the initial cost of books and establishment expenses such as rental bond payment and basic furniture items.

Recreation and entertainment are matters of personal taste. The amount spent depends on your tastes, interests, budget and where you live. The figures given do not include the costs of large non-essential items such as household equipment or a car. AIPAH is well serviced by public transport.

A guide to cost of living in a shared housing situation:

Guide to individual approximate costs involved in establishing a shared house	Studio AUD\$	1brm AUD\$	2brm AUD\$	3brm AUD\$
Rent per person/week	240–290	110–170	120–190	110–180
Bond – one month rent in advance;	960–1160	440–680	480–760	440–720
refunded on leaving provided there is no damage	960–1160	440–680	480–760	440–720
2 weeks rent in advance	480–580	220–340	240–380	220–360
Electricity, gas (\$20) and telephone (\$50) connection fees	70	70	70	70
Electricity (\$120), gas (\$100) and telephone bonds (\$0-\$500)	720	720	720	720
Household items (furniture, linen, kitchen utensils)	600	600	600	600
TOTAL	3,070–3,420	2,160–2,580	2,230–2,720	2,160–2,650

Q: What requirements are there for obtaining a student visa?

A: You may be required to fulfil language requirements as well as health checks. All students will need to satisfy AIPAH’s academic entry requirements to be offered a place at the Australian International Performing Arts High School.

Please visit the [Department of Immigration and Citizenship website](#) for detailed information.

Q: When is the deadline for applying to the AIPAH?

A: As places are limited at AIPAH, applications forms should be submitted as soon as possible to avoid losing your place. Once our staff have received your application form you will be placed on the waiting list and then be contacted to schedule an audition. If there is an exceptional circumstance and you need to enroll into AIPAH mid-term or mid-year, please contact our staff to find out what your options are.

Q: Where do I submit my application?

A: If you are applying for admission to the Australian International Performing Arts High School as an international student, submit your application to:

International Student Services
Australian International Performing Arts High School
31-33 Allen Street, Harris Park
NSW 2150, Australia

Applications can be submitted by post/mail to the International Student Services office by fax on +61 2 9637 0222, or online through the relevant [International Student Application Form](#).

Please note that if you wish to fax your application or lodge it online you will need to make your application fee payment by credit card and send your original documentation by mail.

All details are listed in the "Apply" section of the website for [International Students](#).

Enrolling

Q: Can I enrol from international?

A: Enrolment can be achieved from international using electronic application and enrolment system. Best contact studentservices@aipah.nsw.edu.au

Q: Can I study part-time?

A: This is not an option for international students.

Q: What courses do I enrol in?

A: AIPAH accepts students for Years 7 to 11 with a selection of performing arts streams, namely Drama, Music, Dance and Art.

Q: What happens if I enrol late?

A: AIPAH has three entry times – February, April and September each year.

Q: What if I can't enrol on the day specified by AIPAH?

A: Consult directly with Student Services – studentservices@aipah.nsw.edu.au

Q: What will my personal information be used for?

A: See our Privacy Statement located at <http://www.aipah.nsw.edu.au/Pages/privacy.html>

Q: When does online enrolment open?

A: You are able to submit your online application to enrol at anytime at www.aipah.nsw.edu.au. You are encouraged to submit your online application as early as possible.

Fees & Charges

Q: Change in residency – I have had a change in residency, will this effect the amount of fees I am charged or my entitlements?

- A: Yes, any change to your residency status does affect the amount of fees paid.
- Q: Change in residency – What documentation do I need to provide when I gain Australian Citizenship status?
- A: You will need to provide proof of your citizenship. Either provide the original or certified true copy of your Australian citizenship certificate; show an Australian passport.
- Q: Change in residency – What documentation do I need to provide when I gain Permanent Residency status?
- A: Visa in the passport
- Q: Do I need to provide my Tax File Number (TFN)?
- A: No, it is not compulsory that you provide your TFN.
- Q: I don't have an invoice. How can I pay my fees?
- A: Contact the Registrar to get a copy of your invoice. Tel: +61 2 9637 0777 or email to meeja.yoo@arceducationgroup.com
- Q: I would like to commence studies at The Australian International Performing Arts High School in 2011, but I may not be able to afford it. Is there anything I can do?
- A: You can apply for the Director's Award Program. You can [download the form](#) from our APPLY webpage.
- Q: What will my tuition fees be?
- A: Please refer to the fee schedule for International Students located on the AIPAH website: <http://www.aipah.nsw.edu.au/Forms/AIPAH-Fees-International.pdf>
- Q: Invoice - Why didn't I get an invoice?
- A: It could be that the address AIPAH has for you is incorrect or that you might have not updated your contact details/records to the Student Services office.
- Q: OSHC - How much is International Student Health Cover (OSHC)?
- A: For 2011, the OSHC premium for single cover is \$429.00 per year. As per the new regulation, all new international students are required to pay the premium for the entire course.
- Q: OSHC - What is OSHC?
- A: OSHC stands for International Students Health Cover.
- Q: OSHC - Where can I pay for my International Student Health Cover (OSHC)?
- A: You can pay the OSHC premium either to AIPAH or directly to your OSHC provider.

Q: OSHC - Who provides International Student Health Cover (OSHC)?

A: AIPAH's OSHC provider is Medibank Private. However, you are allowed to organise for your own OSHC cover with other providers. Refer to page 41 of the AIPAH International Students Handbook for further information.

Q: OSHC - Why do I have to have International Student Health Cover (OSHC)?

A: As an International Student, it is a condition of your student visa that you have International Student Health Cover (OSHC) for the entire duration of your stay in Australia

OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health

Getting started / Orientation

Q: Do I have to go to Orientation Day?

A: Orientation is compulsory for all new students.

Q: Are there any restrictions to bringing items into Australia such as food, drinks, medication etc?

Refer to Page 18 of the AIPAH International Student Handbook for further information.

Q: Can I study part-time?

A: Part time study is not an option for international students.

Q: Can I work while I am studying?

A: You are permitted to work in Australia on a student Visa – a maximum of 20 hours per week is permitted by the Australian Government.

Q: Do I need to have health insurance while in Australia?

As an International Student, it is a condition of your student visa that you have International Student Health Cover (OSHC) for the entire duration of your stay in Australia

Q: Does AIPAH provide short or long-term accommodation?

No, AIPAH does not provide short or long term accommodation facilities. Please refer to Page 25 of the AIPAH International Student Handbook for further information. However, we work with partner associations that cater for accommodation and guardianship for under 18s. Kindly contact us directly for further information.

Q: What if I can't arrive in Sydney before my enrolment day?

- A: There is some flexibility here – but you must ensure you discuss this with the principal – principal@aipah.nsw.edu.au
- Q: When do I have to arrive in Sydney?
- A: Ideally 2 days before Orientation Day. Refer to page 72 of the AIPAH International Student Handbook for further information.
- Q: Where can I find information on courses before arriving in Australia?
- A: The best source of information is the AIPAH website – www.aipah.nsw.edu.au – you can view timetables and the like. If you would like more information on specific subjects, contact the Principal directly – principal@aipah.nsw.edu.au
- Q: Where can I live?
- A: Please refer to Page 26 of the AIPAH International Student Handbook for further information.
- Q: Where do I get my Student ID card (updated)?
- A: Student cards are issued (re-issued) during orientation day.

Leave of Absence

- Q: International - I'm an international student and am receiving a scholarship/am sponsored. Can I defer this whilst I'm on leave of absence?
- A: This varies from student to student and is best discussed directly with the principal – principal@aipah.nsw.edu.au
- Q: International - I'm an international student and want to apply for Leave of Absence. How will this affect my student visa?
- A: This is best discussed with the International Office – best contact - meeja.yoo@arceducationgroup.com
- Q: I'm receiving a scholarship. Can I defer this whilst I'm on Leave of Absence?
- A: Director's Awards can be deferred.
- Q: What do I do when I want to return from Leave of Absence?
- A: Contact the Principal – principal@aipah.nsw.edu.au – directly by email requesting permission to return. This is usually a formality.
- Q: Why must I apply for Leave of Absence?

- A: A leave request is mandatory. If you forget to apply for leave you will breach the 80% attendance requirement.
- Q: Will I lose my place in the program if I discontinue my studies?
- A: Your place will be held on receipt and acknowledgement of a request to defer – sent directly to the Principal – principal@aipah.nsw.edu.au.
- Q: Will I lose my place in the program if I go on Leave of Absence?
- A: Your place will be held on receipt and acknowledgement of a request for leave of absence – sent directly to the Principal – principal@aipah.nsw.edu.au.

On-Campus Facilities

- Q: I am homesick. Who can I talk to?
- A: First contact point would be a member of the administration team – and we would suggest an appointment be made with the Principal or the Emergency Contact for International Students – Ms MeeJa Yoo.
- Q: Where can I find a public telephone on campus?
- A: There are no public telephones on the Harris Park campus – but in an emergency you can get assistance from the Reception staff. Most students and staff use a mobile phone. Also refer to Page 4 of the International Student Handbook for the nearest public telephone to AIPAH.

Director's Award Program

- Q: Can I defer my scholarship?
- A: Director's Awards can be deferred.
- Q: Can I extend my scholarship?
- A: This Award is limited and reviewed annually. You will be required to write to the Director via the Student Services Office requesting for a special extension of the Director's Award.
- Q: How do I apply for a scholarship?
- A: AIPAH only offers the Director's Award to students to recognise exceptional talent and artistic ability through the Director's Award program.
- This Award is limited and reviewed annually. [Please download the application here.](#)
- Q: I have been awarded a scholarship. How do I collect the money?

A: All Director's Award funds are put towards AIPAH fees. No cash awards will be made.

Support Services:

The detailed policy can be downloaded from our AIPAH website (<http://www.aipah.nsw.edu.au/Pages/policies.html>).

Q: Help! I need to talk to a counsellor.

A: A support person is provided in the person of Mee Ja Yoo meeja.yoo@arceducationgroup.com. The Principal principal@aipah.nsw.edu.au is the prime carer for all students at AIPAH.

Q: How do I make an appointment to see a counsellor?

A: By email - meeja.yoo@arceducationgroup.com and/or principal@aipah.nsw.edu.au.

Q: How many times can I see a counsellor?

A: As many times as you need.

Q: How much does it cost to see a counsellor?

A: Support at AIPAH is free.

Extract from our student support and welfare policy:

3.8 *All welfare-related services are provided by AIPAH are at no cost to the student. This includes referrals to external support services and includes assistance with issues that may involve:*

- i. Course progress/academic issues [academic staff]*
- ii. Attendance issues [Welfare officers & Principal]*
- iii. Accommodation and/or guardianship issues [Welfare officers/Principal/Global Experience representative]*
- iv. Personal issues [Welfare officers/Principal]*

3.10 *The student will be referred to external support services where legal, medical or psychological advice is sought and professional expertise is required. Staff may not provide any such advice, which requires professional expertise and/or opinion.*

Q: I would like to see a counsellor, but I don't want anyone to know...

A: Confidentiality is respected at AIPAH.

Q: What sort of qualifications and experience do the counsellors have?

A: Both personnel are experienced and qualified to assist you.

Q: Are there any services for people with a disability at AIPAH?

A: AIPAH attempts to service all students with special needs.

Q: I have a medical condition that makes it difficult for me to study. Can I get special consideration so that I am not disadvantaged?

A: Special consideration is available and needs to be discussed with The Principal - principal@aipah.nsw.edu.au.

Q: I have a psychiatric disability and I don't want anyone to know. Can I still get special consideration?

A: Special consideration is available and needs to be discussed with The Principal - principal@aipah.nsw.edu.au. Confidentiality is respected at AIPAH.

Any further enquiries

Please contact AIPAH directly on:

Phone: +61 (0)2 9637 0777

Fax: +61 (0)2 9637 0222

Email: admin@aipah.nsw.edu.au

Website: www.aipah.nsw.edu.au

Address: 31-33 Allen Street, Harris Park, Sydney, NSW 2150