



Department of  
Education



International  
Western Australia

# START PLANNING GUIDE

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2023



On behalf of the Department of Education, TAFE International Western Australia (TIWA) manages the placement; fee collection; and welfare of international students. All offers are made in accordance with the Department of Education's *Enrolment of Overseas Students Schedule*.



## Congratulations and welcome

Congratulations on receiving an offer to study at a Western Australian public school. We look forward to receiving your acceptance of our offer and welcoming you to Western Australia.

The Letter of Offer that accompanies this guide contains essential information relating to your offer.

This guide provides some additional, useful information to help you start planning for your studies.

## Why study in Western Australia?

Western Australia is in the same time zone as many Asian regions and is a direct flight away from a number of capital cities in Asia, Africa and the Gulf States. This is important if you would like your child to return home during term breaks or if family would like to visit them.

Perth provides international students with a safe environment to study, as well as clear blue skies, white beaches and beautiful parklands. Choosing a public school in Western Australia can help your child reach their potential and achieve academic success.

Find out more at [tafeinternational.wa.edu.au/why-study-in-wa](https://tafeinternational.wa.edu.au/why-study-in-wa) 



## Your offer

### Letter of Offer

Your Letter of Offer is your official notification that you have been offered a place in a Western Australian public school. Please note that your place is not confirmed until payment has been made to TAFE International Western Australia (TIWA) and your official acceptance is received.

A Letter of Acceptance is included with the Letter of Offer and should be completed, signed and returned to TIWA with full payment of your required tuition and Overseas Student Health Cover (OSHC) fees. Signing the Letter of Acceptance shows that you have read and fully understood the Enrolment and Refund Conditions included in your Letter of Offer package.

### How to accept your offer

1. Parent/legal guardian must complete, sign and return the attached Letter of Acceptance
2. To guarantee your place in the course, you must pay the tuition fees as listed on the Schedule of Fees, attached to your Letter of Offer.


### File Reference Number


Your Letter of Offer contains a unique number that must be quoted in all correspondence with TIWA, including bank transfers. Please keep this letter in a safe place for future reference.

## Fees

The tuition fees for international students studying at Western Australian public schools are reviewed annually and may vary depending upon your visa sub-class.

If new fees are increased, you will be required to pay the new fees as they are introduced.


Additional fees apply for English language support, for further information visit [tafeinternational.wa.edu.au/your-study-options/study-at-school/english-language-requirements](https://tafeinternational.wa.edu.au/your-study-options/study-at-school/english-language-requirements) 

For current fees please refer to the TAFE International Western Australia (TIWA) website: [tafeinternational.wa.edu.au/school-tuition-fees](https://tafeinternational.wa.edu.au/school-tuition-fees) 

## Making payment

There are several different ways that you can pay your fees to TIWA.

The Western Union option is the most reliable method of ensuring your payment is correct and will also provide you with a clear process to pay using an overseas currency.

Payment option	Instruction
Convera GlobalPay (formerly known as Western Union)	Visit <a href="http://tafeinternational.wa.edu.au/current-students/pay-fees">tafeinternational.wa.edu.au/current-students/pay-fees</a> and follow simple instructions on how to complete payment using your choice of currency.
Credit card on the Internet	Pay now  by Visa or Mastercard.
EFTPOS cards	Please note that in general, EFTPOS accounts have a withdrawal limit of \$1,000 per day. This may prevent you paying the full amount of your fees using this method.
BPAY	Please contact your participating financial institution to make a payment from your cheque or savings account. Biller Code: 656835, BPAY Reference Number: (will be located on your statement of account).
Pay in person	Present your statement of account with your credit card at our office located at: East Perth TAFE Campus, Building B, Level 2 140 Royal Street, East Perth WA 6004  <b>Please note: TIWA can no longer accept cash payments at our office.</b>
Overseas Bankdraft or Cheque	Payable to TAFE Western Australia (postal address: Locked 16, Osborne Park DC WA 6916)

## Living expenses

The cost of living in will depend on your lifestyle. A starting point is about \$1,500 AUD to \$2,000 per month.

It is useful to develop a budget that will allow you to live within your means and make sure that you will have enough money to meet payments and pay bills such as electricity and water. Keep your budget flexible to allow for any changes and unexpected events.

Your accommodation costs will depend on whether you live with a local guardian or with a homestay family - please see below for more information about accommodation options.

If you are planning to buy a car you should account for additional expenses such as petrol, insurance and licence costs.

### Sample weekly budget (AUD)\*

Food	\$60 - \$100
Public transport	\$30 - \$60
Entertainment	\$80 - \$150
Phone and internet	\$15 - \$30

\* Excludes accommodation and books may need to be purchased for \$200 - \$500 each semester depending upon the study program.



## Accommodation during your studies

Western Australian public schools do not offer residential accommodation to students.

Students under 18 years old are required to have local guardians. If a student intends to live with a relative in Perth, the relative will need to apply and be approved by the Department of Immigration and Border Protection (DIBP) to be the guardian. For further information about nominating a guardian, please visit the DIBP website [border.gov.au](http://border.gov.au)

If the student does not nominate a relative, then TIWA requires the student to live in Homestay accommodation organised by Australian Homestay Network (AHN). AHN is the accommodation provider in Western Australia. For more information about AHN, visit its website: [homestaynetwork.org](http://homestaynetwork.org)

Homestay is where students live with an Australian family. This is very popular, even with students over 18 years old, as the student can make Australian friends, embrace the Australian lifestyle and improve their English.

An AHN Homestay student is provided with:

- > a clean, fully furnished room
- > a supportive family environment
- > meals (see below options)
- > utilities (however, overseas telephone calls and internet usage can be negotiated)
- > AHN 24/7 professional telephone support
- > AHN Contents Insurance for students and hosts (as per AHN Insurance Policy)

### Costs associated with Homestay

Placement fee	\$290
Airport transfer (mandatory for minors)	\$140*
Full service (3 meals per day)	\$325 a week
Half service (2 meals per day)	\$290 a week

\* Perth metropolitan area only

Please note: Homestay accommodation is only available in the metropolitan area. Regional placements will only be considered where a parent nominated homestay can be arranged.




## Overseas Student Health Cover (OHSC) fee

All international students studying in Australia are required to pay Overseas Student Health Cover (OSHC) for the entire duration of their student visa.

TIWA will only process payments for Bupa. If you wish to use another provider, you will need to make your own payment arrangements and show evidence of the payment to the Department of Immigration and Border Protection when you apply for your visa.

### Health cover costs

The following table gives you a guide as to the current cost of this cover and is subject to change.

Months/duration	
6	\$396
12	\$791
18	\$1,185
24	\$1,579
30	\$1,974
36	\$2,369

 Covers only the valid visa holder


## International student visas


International students require a student visa to study in Australia. You should apply for your visa after receiving your Confirmation of Enrolment (CoE) from TIWA. A student visa will only be issued to students who undertake a CRICOS registered course.

### Your student visa will:

- > be sent to you once it has been granted by the Department of Home Affairs.
- > be issued for the duration of your course of study or study pathway.


### Applying for your visa

To lodge an application for your student visa, contact your nearest Australian Embassy, high commission or TIWA Education Agent. You can find a list of Australian Embassies or high commissions at [dfat.gov.au/missions](https://dfat.gov.au/missions) 

Visit [www.tafeinternational.wa.edu.au/education-agents/find-an-education-agent](https://www.tafeinternational.wa.edu.au/education-agents/find-an-education-agent)  for details of TIWA's appointed Education Agents.

The documentation you will be required to present for your Student Visa will depend on the country you are from. Some of the documentation will include:

- > a copy of your Confirmation of Enrolment (CoE)
- > your passport
- > four passport-size photographs
- > an initial visa application payment of A\$560 (subject to change). This figure can vary according to your circumstances.
- > a copy of your Letter of Offer from TIWA

Visit the Department of Home Affairs website [immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study)  to find out more information on student visas, how to apply and the documentation you are required to submit.


Please ensure that you allow enough time for your visa application to be processed so that you can arrive in time to commence studies.

### Students with disabilities

The Department of Home Affairs will assess student disability or medical conditions when student visa applications are processed.

To ensure a suitable education program can be provided you must disclose any disability to TIWA prior to accepting your offer. Non-disclosure may result in your visa and /or enrolment being cancelled.

### Travelling on a student visa

If you return home during the semester break, you must check the visa expiry date stamped in your passport. If your student visa expires while you are outside Australia, you will need to apply for an extension of your student visa. If you are unsure, please contact the Department of Home Affairs [immi.homeaffairs.gov.au](https://immi.homeaffairs.gov.au) 





## Flights and arrival in Perth

### Booking your flight

Once you decide to accept your offer, you should try to book your flight as early as possible. Flights for arrival into Perth by the beginning of each semester, i.e. December–February and June–July can be heavily booked. When booking your ticket, check the visa entry requirements which may restrict your date of entry into Australia.

It is a good idea to arrive in Perth a couple of weeks before you start your course. You will need time to find get to know your new neighbourhood and finalise your enrolment with the school. If you are travelling a long way you may need time to overcome jet lag and adjust to the climate.

### Arriving in Australia

When you land in Australia, you will be given an Incoming Passenger Card to complete. This is a legal document that must be completed in English. If you are carrying any food, plant, wood, animal items or products you must answer 'Yes'. This also includes food given to you during your flight. If you have any items that you do not want to declare, you can put them in the quarantine bins provided at the airport.

If you have more than A\$10,000 in cash in your luggage, you must answer 'Yes' on your Incoming Passenger Card. It is suggested that you arrange for an electronic transfer of funds into your Australian bank account

once it has been opened. View the Commonwealth Government's guide for students travelling to Australia to see what you can and can't bring into the country.

### Airport pickup

Airport pickup can be arranged at a cost of \$130. You will be taken directly to your Homestay family. Please contact AHN at [homestaynetwork.org](http://homestaynetwork.org) to organise this service. Please note, this is mandatory for students under 18 years old.

### Getting started

Schools are very busy at the beginning of each school term, so please contact the school prior to your commencement to make an appointment to enrol.



## Document checklist

There are a number of official documents that you should bring to Australia with you including:

- > valid passport with student visa;
- > Letter of Offer from TIWA;
- > Confirmation of Enrolment (CoE) issued by TIWA;
- > all receipts of fees paid (e.g. course fees, OSHC, bank statements etc.);
- > OSHC insurance certificate/policy details;
- > copies of your academic transcripts and qualifications (original or certified\*);
- > personal identification documents, including birth certificate, identification card, driver's licence or international drivers licence; and
- > medical records and/or prescriptions (if appropriate).

\* Certified documents are witnessed by signature as being true copies of the original document.

Please note if you are travelling with your family, you should make sure you have their documents too. Documents should be kept in your carry-on hand luggage. It is a good idea to make copies that are scanned and stored securely online, or left behind with family to be sent to you if lost.

## Safety

International students in Perth enjoy a safe and secure study environment. However you should always take care particularly when out and about at night.

Here are some simple steps and practical information to help make your stay a safe and enjoyable one.

- > **Police assistance** [📍](#) is available 24 hours a day in Australia. You can always approach police officers in the street or walk into any police station.
- > For life threatening emergencies (police, fire and ambulance) call 000 and request an interpreter if you need one. 000 is a free call. Dial 112 from mobile phones.
- > When to call 000:
  - If someone is seriously injured or in need of urgent medical help.
  - If your life or property is being threatened.
  - If you have witnessed a serious accident or crime.
- > If the situation is not urgent and you would like to contact the police call 131 444.
- > If you are walking, cycling or taking public transport, keep to well-lit areas.
- > In Australia, the driver sits on the right side of the car, and cars drive on the left side of the road. Seat belts must be worn by the driver and all passengers at all times.

- > **Read the Safe Driving Guide** [📄](#) to help you stay safe on Western Australian roads.
- > Take care when crossing roads, look left, right and left again for cars, trams, cyclists and other pedestrians.
- > Always buy a ticket when travelling on public transport, such as trains, trams and buses. If you are unsure, ask one of the station attendants or drivers.
- > When travelling on public transport at night, sit in the carriage closest to the driver or with other passengers.
- > Download the **How Are You Travelling?** [📄](#) safety tips
- > Keep your wallet, bag, mobile phone and other personal belongings secure at all times.
- > When you withdraw money at an ATM, put your money in your bag before walking away.

## About TAFE International Western Australia (TIWA)

TAFE International Western Australia is the unit within the Western Australian Department of Training and Workforce Development that manages the placement; fee collection; and welfare of international students on behalf of the Department of Education.

### Contact details

TAFE International Western Australia

- [📍](#) East Perth TAFE Campus, Building B, Level 2  
140 Royal Street, East Perth WA 6004
- [📞](#) +61 8 9218 2100
- [@](#) admissions.tiwa@dtwd.wa.gov.au
- [🌐](#) [schoolsinternational.wa.edu.au](http://schoolsinternational.wa.edu.au)

Thank you for your application to study with us, we look forward to welcoming you to Western Australia.





More information can be found on the web  
**[schoolsinternational.wa.edu.au](https://schoolsinternational.wa.edu.au)**

East Perth TAFE Campus, Building B, Level 2

140 Royal Street, East Perth WA 6004

Telephone: +61 8 9218 2100

Email: [admissions.tiwa@dtwd.wa.gov.au](mailto:admissions.tiwa@dtwd.wa.gov.au)

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