SCHOOL RULES AND GENERAL INFORMATION

Change of address
If you change your address you must notify the College immediately. Speak to Reception.

Emergency procedures
When you hear the emergency bell it may be necessary to evacuate. Please move as quickly and as calmly as possible and do not take any of your books or belongings with you. Do not go to your locker. Carefully follow the instructions given by your teacher.

Classrooms and laboratories
Do not rearrange or interfere with furnishings, fittings or equipment.

Out of bounds (to all students)
(i) the car parking area within the building
(ii) buildings in the vicinity of the College
(iii) the staff rooms
(iv) emergency exits except in the case of an emergency

Sickness
Should you become ill during the day, you must report to the the health centre on level 6 or reception. You may not go home unless permission has been given.

Valuables and money (large amounts)
You are advised not to bring these into the College. If occasionally you must bring valuables to school, please leave them at reception (ground floor).

Mobile phones
Mobile phones should be turned off before you enter the building. If a mobile phone rings in class or in the Library it will be taken from you immediately by staff.

Smoking/chewing gum
Neither smoking nor chewing gum is permitted in the building. Smoking is not permitted within sight of the building. Students who persistently disobey this rule will be given detention may have their enrolment cancelled

Use of the lifts
The lift displaying a disabled sign is for the use of disabled students and staff members. Students are able to use all other lifts. The lifts should only be used when you need to travel more than four levels.

Medibank – student health cover
If you are unwell and need medical treatment you will need to pay for the doctor. Make sure you keep the receipt and you will be able to make a claim for part of the fee to be paid to you.

International student visa
Any concerns regarding visas should be raised with Ms McArthur on the sixth Floor.

**Lost property**
If you have found or lost any personal property please speak to staff at reception on the Ground Floor.

**Student mail**
You may have your personal mail delivered to the College. Collect this mail from Reception. The College postal address is:

Taylors College  
PO Box 14668  
Melbourne  
Victoria 8001, Australia

**Tax file numbers**
We recommend that you apply for a Tax File number. Application forms are available from Ms McArthur. Completed forms together with your passport should be taken to Ms McArthur on any Thursday between the hours of 7.30am and 10.00am.

**Accommodation**
1. Are you looking for a place to live?  
2. Are you unhappy with your homestay?  
3. Do you need to find someone to share your flat/apartment?  
4. Would you like to find someone with whom you can share accommodation?  
5. Any other housing/accommodation matters?  
6. Need information on buying furniture and/or other things for your flat?  
7. Need information on gas/electricity/telephone supplies to your flat?

Students who are under 18 cannot change their accommodation without the approval of the school.

**Personal property household effects insurance**
We recommend that you buy Household Contents Insurance (especially if you own a computer).
Speak to Ms McArthur.