REFERENCES

Forms and appendices
# Overseas funds transfer form

## NATIONAL AUSTRALIA BANK LTD

### DETAILS REQUIRED TO TRANSFER FUNDS FROM OVERSEAS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BENEFICIARY</strong></td>
<td></td>
</tr>
<tr>
<td>GIVEN NAMES</td>
<td></td>
</tr>
<tr>
<td>FAMILY NAME</td>
<td></td>
</tr>
<tr>
<td><strong>GENDER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ADDRESS IN HOME COUNTRY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ADDRESS IN AUSTRALIA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ACCOUNT NAME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BANK</strong></td>
<td>National Australia Bank Ltd</td>
</tr>
</tbody>
</table>
| **ADDRESS**      | Flinders University  
Sturt Road  
Bedford Park SA 5042 |
| **ACCOUNT NUMBER** |              |
| **BSB**          | 085–330        |
| **SWIFT CODE**   | NATAAL3305A    |

Please fax this form to: +618 8277 1743
Meet and greet request form 2011

If you need ISSU free airport reception, please complete this form. This reception service will be available from four weeks before your course commences.

We strongly recommend you use our online booking system. Use the following link: www.flinders.edu.au/internationalarrival

If you are experiencing difficulty in accessing our online service, please complete this form and fax it to ISSU on +618 8201 3261.

Please print clearly when completing this form.

PERSONAL DETAILS:
Student ID Number (Top left-hand corner of your admission letter):
Family Name:
Given Names:
Gender: □ Male □ Female
Home Country:
Email Address:

TRAVEL DETAILS:
Date of arrival (day/month/year):
Time of arrival (24 hour format):
Flight Number: __________________________ Name of Airline: __________________________
Direct Flight into Adelaide from (please name city):
Additional information (e.g. accompanying family members, age of children):

CONTACT DETAILS:
My contact details in Adelaide are, from (day/month/year):
Address:

Telephone Number:
These contact details are: □ Permanent □ Temporary

We will email you to let you know that your request for airport reception has been received and processed.
Please contact ISSU if you have not heard from us within five working days of sending your request.
Please let us know if there are any changes in your flight plans, as airlines will not give us passenger information. If there is nobody at the airport to meet you, please call ISSU during work hours (8201 2717) or Flinders Security (8201 2880) after hours for help with transport to your accommodation, or go to the Information and Tourist Bookings booth on the ground floor opposite international arrivals and ask for assistance.
# Student property inspection checklist

<table>
<thead>
<tr>
<th>Agent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent Phone Number:</td>
</tr>
<tr>
<td>Property Address:</td>
</tr>
<tr>
<td>Rent: $</td>
</tr>
</tbody>
</table>

## PROPERTY LOCATION:

- [ ] Is the property close to transport, shops and campus?
- [ ] Is the area noisy? Is the property on a busy road?

## PROPERTY FEATURES:

- [ ] Do the oven and stove operate correctly?
- [ ] Do the toilet and shower operate correctly?
- [ ] Are there laundry facilities?
- [ ] Do the light fittings work?
- [ ] Is there a telephone line already connected?
- [ ] Is the place furnished? What kind of furniture?
- [ ] Is there good security?
- [ ] Where locks are fitted on doors, can they be opened from the inside without a key?
- [ ] Do front and back doors open easily from the inside to allow escape in case of fire?
- [ ] Is a smoke alarm fitted outside your bedroom? (by law smoke alarms must be fitted and maintained)
- [ ] If you are living in campus accommodation or a rooming house, are there smoke alarms in your room?
- [ ] Test the smoke alarm by pressing the test button. Did the smoke alarm operate correctly?
- [ ] Is there damp or mould on the walls?
- [ ] Is there painting required?
- [ ] Is there an insect/pest problem?
- [ ] Will the landlord carry out any repairs before you move in?

## COMMENTS:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
### Housing abbreviations and terms

- **+ exp**: Plus expenses (such as phone, electricity, gas and food)
- **3 br**: 3 bedroom flat or house
- **A.c/air cond**: Airconditioning
- **Adj**: Adjacent
- **B-ins/Bic/Bir**: Built-in—wardrobe/cupboards/robes (wardrobes)
- **Bedsit**: Bed-sitter (small flat, usually one room)
- **Bond**: A security deposit that you pay to the real estate agent/landlord against damage done to the property during your tenancy. The bond is returned to you at the end of the tenancy and is usually the equivalent of a month’s rent. The bond is sometimes referred to as a guarantee.
- **Bv**: Brick veneer
- **Carp.**: Carpet
- **Cl./Close facs**: Close/close to shops, transport, public services
- **Cond.**: Condition
- **Condition report**: Inventory of condition of house/flat before you move in. The condition report is a guarantee for your bond money. Fill it in carefully, making sure you note any cracks or defects on the inventory sheet.
- **D/washer**: Dishwasher
- **Dbi**: Double
- **Dine**: Dining room
- **Encl. Yard**: Enclosed yard
- **Ensuite bathroom**: Bathroom attached to bedroom
- **Ent**: Entrance
- **Exc/Excell/Exc loc**: Excellent/excellent location
- **Exp**: Expenses
- **Ext**: External
- **F.furn/F/f**: Fully furnished
- **Facs**: Facilities
- **Flat**: Apartment building, unit
- **Fully renov**: Fully renovated (recently painted, repaired)
- **Gas htr**: Gas operated heater
- **Gge**: Garage
- **Hse**: House
- **Hws**: Hot water service
- **Include**: Including
- **Insp**: Inspect
- **Int**: Internal
- **Kit/kitch**: Kitchen
- **Kitty**: The money that household members in a share house contribute towards shopping and household expenses
- **Landlord/lady**: Person who owns the flat/house
- **Lease**: A written or verbal tenancy agreement made between the tenant and landlord/lady. A lease is a legally binding contract.
Lge/Lrg  Large
Lnge   Lounge
LJ gge  Lock up garage
Mais/maisonette  Small cottage or one house split into two separate houses
Neg    Negotiable
Ono    Or nearest offer
Opf/Open fire  Open fire place
Osp    Off street parking (car parking space available on the premises)
Pw     Per week
Pref   Prefer
Priv c/yd   Private courtyard
R/c or rev cycle  Reverse cycle airconditioning
Real estate agent  Agent acting on behalf of owner of house or flat
Refs/Refs req  References/references required
Rent pcm  Rent per calendar month
Rent pw  Rent per week
Req    Required
Res    Residence
Rm/Rms  Room/s
Sc     Self contained
Sep    Separate
Sgl    Single
Sleepout  Usually separated from the main house, or an outdoor veranda area that has been converted into an enclosed room. Sleepouts are usually narrow rooms.
Spac   Spacious
Sunroom  Usually means something similar to a sleepout or that the room is mostly windows so that it is very light, or overlooks the garden.
T/out  Throughout
T/shed  Toolshed
Tenancy app form  When you have found a house/flat that you like, the next step is to apply to the real estate agent/landlord/lady by filling out a tenancy application form. This may be legally binding. The types of information required are details of your income and previous real estate agents’ personal references.
Tenants  Person occupying rented house/flat
Ter. Hse  Terrace house
U/Ucp undercover  Undercover parking
U/f/Unfurn  Unfurnished
Vgc    Very good condition
W I robe  With in-built wardrobes/walk-in robes
Wm    Washing machine
Wb    Weatherboard
Wc    Toilet
Wwc  Wall-to-wall carpet
This handbook was developed using the guidelines of the “Rainbow Guide” created by ISANA: International Education Association as a template for the support of international students intending to study in Australia. The initiative for the “Rainbow Guide” was first created and funded by the Australian Government through the Department of Education, Employment and Workplace Relations (DEEWR), International Quality Branch and is made available by ISANA as a suggested “best practice” template for all education providers offering services in Australia.

While every effort has been made to ensure the accuracy of information in this handbook, the International Student Services Unit is not responsible for any changes made by other sections either in the University or outside organisations. This edition of the Handbook was collated in December 2010.

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