O WEEK CHECKLIST 02/15

WHAT’S HAPPENING?
Your O-Week Schedule is in this pack! Make sure you arrive on Monday 9 February.

STAYING ON CAMPUS?
If you have booked to stay on campus, you can arrive on Saturday 7 or Sunday 8 February.

WHAT TO WEAR?
The O-Week dress code is smart casual. In your pack is an ICMS t-shirt for you to wear on Campus Day (Friday 13 February).

MALES
☐ Open collar business shirt or polo shirt (no singlets)
☐ Chinos, jeans or shorts

FEMALES
☐ Blouse shirt (no singlet tops)
☐ Smart sundress, skirt, chinos, jeans or shorts
☐ Enclosed shoes

WHAT TO BRING?

1. IF YOU ARE APPLYING FOR GOVERNMENT ASSISTANCE FOR YOUR TUITION FEES
Are you an Australian citizen applying for Government FEE-HELP? All the forms will be ready for you in O-week.
☐ Your 9 digit Australian Tax File Number (TFN)
☐ Copy of your passport or Australian citizenship documentation

2. IF YOU HAVE ALREADY PAID YOUR TUITION FEES
Planning to pay your term fees upfront? Remember to bring your remittance advice to provide to our finance team.
☐ Remittance Advice as proof of payment for deposit and tuition fees

3. COCKTAIL PARTY RSVP
☐ RSVP for you and your family and friends to come to the cocktail party on Tuesday night (10 February) at info@icms.edu.au
☐ Register for O-Week at icms.edu.au/oweek

STILL TO DO!

WEEK 1 CHECKLIST
You will start classes on Monday 16 February according to your ICMS student timetable. A few things to prepare for the first week:

MALES
☐ Full business suit jacket and trousers.
☐ Business shirt – collared, long or short sleeved
☐ Tie
☐ Enclosed business shoes
☐ Leather belt

FEMALES
☐ Business jacket with a coordinated business skirt, pants or dress.
☐ Professional business shirt or top
☐ Makeup – should be professional, minimal and natural
☐ Business leather shoes
In addition to your accommodation your meals are provided in our Market Place. Breakfast is served from 7:20am, lunch from 11:30am and dinner from 5:30pm. Check with your Resident Assistant when you arrive for meal times during O-Week.

More information will be provided to you when you check in such as the ICMS house rules, security codes and policies.

BUYING YOUR TEXT BOOKS
- Your textbooks will be available from Wildfire Textbooks during O-Week, Week 1 and Week 2. You will purchase these according to the subjects you are taking. These are also available at www.wildfiretextbooks.com.au
- Our Rotaract Club will be running a second hand book sale in Week 1. You can see if your books are for sale by attending one of the sale days. More information will be available during O-Week.

DO I BRING MY COMPUTER?
You can use a laptop, tablet or old fashioned pen and paper to take notes. This is up to you. The campus is fully Wi-Fi’ed and you will be able to access your lessons online from day 1. More information will be available at the computer induction sessions in O-Week.

CAMPUS MAP AND TIMETABLE
- Campus map with classroom locations will be given to you during O-Week.
- You will create your own timetable during O-Week.

LIVING ON CAMPUS?
When you arrive you will check in with our receptionist who will have one of our friendly Resident Assistants show you to your room. Family members are welcome to come to help you.

Provided for you will be:
- Desk with chair
- Bookshelf
- Lamp
- Land line (which you can connect to make local calls and people can call you on this number)
- Closet to keep your clothing
- Linen (including pillow, bath towel, sheets, doona)
- Wi-Fi internet (you will get your log-in details in O-Week)
- Mirror

You will need to bring:
- Clothing hangers
- Beach towel
- Personal items (toiletries, medications etc.)
- Business attire
- Casual clothes
- Chargers and power adaptors
- Fan
- Laptop or tablet
- Extra pillow or blanket

Things that are not permitted:
- Television (there are tvs in common areas)
- Refrigerator (there is a kitchenette on each accommodation floor, some with multiple)
- Pets
- Cooking utensils
- Candles or burning incense

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FIND OUT MORE ABOUT ICMS O-WEEK: ICMS.EDU.AU/OWEEK