

STUDENT ORIENTATION FEEDBACK FORM

Student Name:	Course:	
This form is to be provided to students during the orientation program. The student will be required to tick off the topics as they are covered and initial the Column confirming that all relevant information has been provided them.		
Was the following information discussed/provided to you:	Tick One	Student Initial
1. Chosen Qualification: <ul style="list-style-type: none"> • Modes of delivery • Learning • Assessment Requirements • Resources • Location of study 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment of Prior Skills and Knowledge and suitability of the course <ul style="list-style-type: none"> • Recognition of Prior Learning • Credit Transfer 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Additional fees and charges <ul style="list-style-type: none"> • Re-Issue of Testamurs / Statements of attainment - \$50 each copy • Reassessment Fee \$220.00 (after third attempt) • RPL Fee \$250.00 per unit • Re-Issue of Student Card \$20.00 • Late payment of fees - \$250.00 per instalment • Course Cancellation \$200.00 • Change to CoE \$200. Not applicable where support has been provided to achieve learning outcomes. • Unit re-enrolment fee \$500.00 (for students who exceed the maximum duration period) 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. The Student's options for paying tuition fees, including: <ul style="list-style-type: none"> • Payment by the student as fees become due and/or • An explanation that the tuition fees will be allocated across a specified number of study periods and the options for payment. Should anyone experience any difficulties, see student support officer. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Genuine Student - (student progression and engagement requirements). <ul style="list-style-type: none"> • Actively engaged in the course • Regular attendance, • Completion of set tasks, • Satisfying course requirements, • Participation in assessment activities and • Regular contact with Trainer is maintained 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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6. Student Visa Requirements <ul style="list-style-type: none"> Attend 20 hours of scheduled contact hours per week Advise the College of change of contact details for self and emergency within 7 days of the change. Maintain satisfactory course progress Maintain OSHC throughout your stay in Australia Been advised of the ESOS framework 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Support Services: <ul style="list-style-type: none"> Orientation Program Learning Support Additional Support Welfare Services –External Referral Accessing support and learning services – Contact details 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Policies and Procedures <ul style="list-style-type: none"> Student code of Conduct Completion within the expected duration of study Course Progress and Intervention Strategy Fees and Charges Refund Policy Grievance Procedures (Academic and Non–Academic) Training and Assessment Deferment/Suspension/Cancellation 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Accessing Information: You are aware that the following information can be accessed on the website: <ul style="list-style-type: none"> Procedure for withdrawal from the course and cancellation of enrolment. All relevant forms and policies available on the website. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. I have received a copy of the Orientation Notes	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. I have received a copy of the Student Handbook	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student Name:		
Student Signature:	Date:	