AUSTRALIA INTERNATIONAL CONSTRUCTION COLLEGE

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STUDENT INDUCTION CHECKLIST

The following checklist of new student orientation program is to be shown to all new students upon commencement of their course at Australia International Construction College. This checklist has been designed to ensure that all students have a thorough understanding of all policies and procedures.

It is very important for new students to carry out the following activities listed below or to ensure that they have been completed. Once the student induction checklist has been completed, the new students are required to check their class timetable and commence studies immediately.

Step	Description ** Please Tick (✓) Once Completed*
1.	○ **Student Handbook** Student has been issued the handbook which has been read, understood and signed the appropriate documents.
2.	○ **Refund Policy** Has been issued and the content has been read, explained and signed by the student.
3.	○ **Support and Legal services explained** Orientation has been completed – student has been shown around premises
4.	○ **Enrolment Form & Student Agreement** Has been read and signed by the student
5.	○ **Letter of Offer** (Fee Schedule and Course Information Explained)
6.	○ **Student Photograph** Has been taken by the Staff to be given as the Student ID
7.	○ **Confirmation of Enrolment** To be signed for registration.
8.	○ **Student ID Card** Issued to the student at the reception.
9.	○ **Lanyard** *(including student handbook, Orientation Slides, student-related forms, etc)* Given to the student at the reception and all missed information is explained to the student.
10.	○ **Orientation Pack** *(Student Contact Detail Form & Acknowledgement Declaration of Student Handbook)* Completed and signed by the student at the reception.
11.	○ **Attendance Sheet** Student has been added to the attendance sheet.
12.	○ **Class Timetable** Student has received timetable with units all highlighted and explained.

Student Name:			
Student Signature:		**Date**	