

## Student Orientation Acknowledgement Form

<b>Student Name:</b>	<b>Phone:</b>
<b>Student Number:</b>	<b>Email:</b>
<b>Course Name:</b>	<b>Date:</b>
<b>Address:</b>	

Description. Please tick 'YES' once each item has been explained to you.	YES	NO
Student support services available to assist with transitioning to life and study in a new environment, as well as student support services available throughout enrolment, including LLN support		
Contact details of the Welfare Officer and other relevant staff (Who can help me document)		
Legal services		
Emergency and health services		
Work, Health and Safety procedures		
Emergency evacuation procedures and meeting points		
Critical incident policy		
Notification of change of address process		
AELI code of practice and student life at Ashley English Language Institute		
Organisational chart		
Operating hours		
Facilities and resources		
Training and assessment procedures		
AELI Student Management System (RTO Manager)		
AELI Learning Management System (E-Learning)		
AELI Computer Login System		
Access to the AELI library and local public library		
Tour of the college		
Reporting of non-compliant students to Department of Home Affairs and internal and external appeals processes (International Students only)		
Overseas student health cover (International Students only)		
Student visa conditions (International Students only)		
Student assessment, reassessment and repeating units of guidelines policy		
Complaints and appeals processes		
Credit transfer and recognition of prior learning policy		
Attendance policy		
Course progress and completion within expected duration policy		

Refund policy		
Student misconduct policy		
Internet use policy		
Fees and charges		
Transfer between providers policy (International Students only)		
Deferring, suspending and cancellation policy		
Certificates and Statement of Attainments Issue Policy		
ESOS Framework (International Students only)		
Timetables		
Agent evaluation		
Unique Student Identifier		

**Student Declaration**

I, \_\_\_\_\_ confirm that I have attended Ashley English Language Institute’s Orientation program on \_\_\_\_\_

(Date) \_\_\_\_\_ and the above items have been described to me. My signature below confirms

that I fully understand and accept Ashley English Language Institute’s rules and policies and agree to be bound by these

during my studies at the Institute.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR APPLICANTS UNDER THE AGE OF 18**

Name of Parent/Person with Custody: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

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Address:

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