

NEW STUDENT REGISTRATION FORM

It is the student's responsibility to advise the Training Masters (TM) of any change in contact details. It is also important to provide accurate addresses and phone number(s).

PART A: STUDENT INFORMATION

Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of birth:
		Unspecified: <input type="checkbox"/>	
Country of origin:		City:	
Australian Residential address:			
Suburb:		Postcode:	
Telephone (including area code):		Mobile:	
Email:			
Unique student identifier (USI)			
Course Enrolled:			
Start Date:		End Date:	

*By providing my e-mail address, I give my consent to communicate with me electronically.

PART B: EMERGENCY CONTACT DETAILS

Full Name:	
Relationship with you:	
Australian Residential address:	
Suburb:	Postcode:
Telephone (including area code):	Mobile:
Email:	

PART C: ORIENTATION ACKNOWLEDGMENT

Description. Please note that each item will be explain to you during your orientation.

1. 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
2. Contact details of the Welfare Officer and other relevant staff
3. Work, Health and Safety & Emergency evacuation procedures
4. Notification of change of address process
5. TM code of practice and student life at Training Master
6. Operating hours
7. Facilities and resources
8. Training and assessment procedures
9. Assessment Result
10. Student eLearning (Student portal Link)

11. Computer Login System
12. Access to the TM library and local public library
13. Reporting of non-compliant students to DHA and internal and external appeals processes (International Students only)
14. Overseas student health cover
15. Student visa conditions (International Students only)
16. Student assessment, reassessment and repeating units of guidelines policy
17. Complaints and Appeals Policy & Procedure
18. Credit transfer and recognition of prior learning policy
19. Attendance policy
20. Course progress and completion within expected duration policy
21. Refund policy
22. Unique Student Identifier (USI) Policy
23. Plagiarism, Cheating & Academic Misconduct Policy & Procedures
24. Internet use policy
25. Critical incident policy
26. Fees and charges
27. Transfer between providers policy (International Students only)
28. Deferring, suspending and cancellation policy
29. Certificates and Statement of Attainments Issue Policy
30. ESOS Framework (International Students only)
31. Timetables
32. Agent evaluation
33. Tour of the college
34. Completion of orientation documentation

STUDENT DECLARATION

<p>I, _____ confirm that I have attended Training Master's Orientation program, and the above items have been described to me. I fully understand and accept Training Master's rules and policies and agree to be bound by these during my studies at the Institute.</p>	
<p>Student Signature:</p>	<p>Date:</p>