



ORIENTATION FORM

Student ID photo	
Student ID payment	

1. Student Details Form

Please fill the form in BLOCK LETTERS only with black or blue pen

Campus Enrolled (Please Select):	Sydney <input type="checkbox"/>			
Date of Orientation:				
Student Full Name:				
Student ID Number:				
Date of Birth:				
Course Enrolled:				
Course Start Date:				
USI Number: www.usi.gov.au				
Student Contact Details In Australia	Home Address:	Unit No:	Street No:	Street Name:
		Suburb:	State:	Post Code:
	Mobile:			
	E-mail:			
Emergency Person to contact	1.Contact Australia	Name:		
		Mobile:	Relation to you:	
	2.Contact Home Country	Name:		
		Mobile:	Relation to you:	
Student Signature:		Date:		



2. Student Induction Checklist – Refer to the PowerPoint

I _____ acknowledge the receipt of my student handbook and that the following

INITIAL INFORMATION: (POLICIES)
<input type="checkbox"/> Enrolment and induction/orientation procedures
<input type="checkbox"/> Course information, including content and vocational outcomes as well as other course Specific Information
<input type="checkbox"/> Fees and charges, including refund policy and exemptions (where applicable)
<input type="checkbox"/> Provision for language, literacy and numeracy assessment and English language and study assistance programs
<input type="checkbox"/> Staff responsibilities for access and equity
<input type="checkbox"/> Change of Address; contact details to be informed to college within seven days
<input type="checkbox"/> Client support services, including any external support the RTO has arranged for students to help them adjust to study and life in Australia
<input type="checkbox"/> Support services available to assist students with general or personal circumstances that are adversely affecting their education in Australia
<input type="checkbox"/> Welfare, legal and guidance services
<input type="checkbox"/> Employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman
<input type="checkbox"/> Appeals, complaints and grievances procedures
<input type="checkbox"/> Appropriate Behaviour and Disciplinary procedures Students must be responsible for their attitudes and actions and treat their Trainers and peers with respect. Students are expected to comply with the Code of Conduct. Any student contravening the Code of Conduct commits a breach of discipline and may be subject to disciplinary measures.
<input type="checkbox"/> Alcohol and Drugs No alcohol or prohibited substances are to be brought onto Campus. Any student affected by drugs or alcohol will be asked to leave the premises or training venue.
<input type="checkbox"/> Safety On and OFF Campus including Beach Safety
ON-GOING INFORMATION
<input type="checkbox"/> Acceptable computer use policy
<input type="checkbox"/> Context and the purpose of assessment process and procedures including RPL arrangements
<input type="checkbox"/> Emergency Evacuation Procedure
<input type="checkbox"/> Campus Emergency Contacts
<input type="checkbox"/> Feedback to the applicant about the outcomes of the assessment process and guidance on future options;
<input type="checkbox"/> Award of qualification procedures
<input type="checkbox"/> Evidence to be collected for the assessment of this unit/course



3. Student Handbook Acknowledgement Declaration

I, _____ (Student name), Student ID No: _____
acknowledge that all of Universal Training Institute and Course Information, Enrolment Terms and Conditions, Registration and Course fees and Refund Policy and Visa terms and conditions have been provided and fully explained to me during my Orientation and that I understand and agree to abide by all of these terms and conditions.

I understand:

- That if I am in jeopardy of breaching any of these terms and conditions Universal Training Institute will initiate a Warning and Reporting Procedure;
- That if I am in breach of any of these terms and conditions, my enrolment from Universal Training Institute will be cancelled on PRISMS and if I will be reported to the Department of Home Affairs (DHA) with a recommendation for the cancellation of student (Temporary) visa;
- That while I am on a Student (Temporary) Visa in Australia, I am obligated to maintain an attendance of not less than 80% at any time;
- That I am required to maintain, as Universal Training Institute defines, a satisfactory rate of course progress at all times;
- That I must not plagiarise, collude or cheat in the development of submission for assessments tasks. This is a condition of ongoing enrolment and I understand that if I have been involved in plagiarism, collusion or cheating in the development of assessment tasks, penalties may apply which include recording of unsatisfactory outcome for assessment task, suspension or cancellation of enrolment.
- That I will notify Universal Training Institute of any change of contact details within 7 days;
- That I must remain 'financial' at all times and will pay all Fees including tuition fees and material fees on time;
- That I will maintain my Overseas Student Health Insurance at all times;
- That I have read and understood all Universal Training Institute rules, policies and procedures as detailed in the student handbook, all course and marketing information; and
- That I again understand and agree that if I am in breach of any of these conditions my enrolment will be cancelled and I be reported to DHA for breach of my student visa.
- That I understand that the availability of complaints and appeals processes, does not remove my right to take action under Australia's consumer protection laws.

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Student Signature

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Date



4. Acknowledgement

- I acknowledge that I have been informed of the RTO name, and confirm that I understand that I am studying with the Universal Training Institute Pty Ltd.
- I acknowledge that I have not been given or offered any incentive to enrol with the Universal Training Institute Pty Ltd.
- I acknowledge that, prior to enrolment and prior to starting my course, I have not been promised or guaranteed a job after complete my course with the Universal Training Institute Pty Ltd
- I acknowledge that, prior to enrolment and prior to starting my course, I have had the course duration explained to me.
- I acknowledge that, prior to enrolment and prior to starting my course, I have had the payment structure, refunds and my rights explained to me.
- I acknowledge that, prior to enrolment and prior to starting my course, I have discussed any learning needs with the Universal Training Institute.
- I acknowledge that, prior to enrolment and prior to starting my course, the Universal Training Institute has explained to me what to do if I have a problem with my studies.
- I acknowledge that, prior to enrolment and prior to starting my course, I have been advised on how to make a complaint if I am unhappy about my training or support services with the Universal Training Institute.

.....
Student Signature

.....
Date



4. Student Induction Declaration

(Understanding of Universal Training Institute Rules)

I Acknowledge that all UTI Course Information, Enrolment Terms and Conditions, Registration and Course fees and Refund Policy have been provided and fully explained to me during my Orientation and that I understand and agree to abide by all of these terms and conditions.

I understand:

- that if I am breaching any of these terms and conditions, UTI has a right to initiate a Warning Procedure;
- that if I am in breach of any of these terms and conditions, my enrolment from UTI will be cancelled;
- that while I am on a Student Visa, I am obligated to attend UTI for all supervised training on-site;
- that I am required to maintain, as UTI defines, a satisfactory rate of academic progress, doing all the required assignments, appearing in all the required assessments /examinations (written/oral), attending all the required seminars and being on time on all occasions;
- that I will notify UTI of any change of contact details;
- that I must pay all my Fees on time;
- that UTI can use my images/videos for marketing purposes;
- that UTI is able to use my information, such as name, course, quotes of my words, my work as many times and in as many ways as required for marketing purposes only;
- that UTI may reproduce my images in different color/black or white and may alter, distort, blur or design for marketing purposes only;
- that I have read and understood all UTI rules, policies and procedures as detailed in the student handbook, all course and marketing information and I have received a copy of Student Handbook Universal Training Institute.

Student Name:	Student Id:
Signature:	Date:

Office Use Only:	
Updated in LMS: Yes <input type="checkbox"/> No <input type="checkbox"/>	Updated in Prisms: Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff Name:	Staff Name:
Staff Signature:	Staff Signature:
Staff Position:	Staff Position:
Date:	Date: