

**STUDENT ORIENTATION DECLARATION CHECKLIST**

Items	Tick
I am aware that as per my student visa condition I require to inform Pakenham Institute Pty Ltd about change in my Contact Details within 7 days.	
Completed the Student Feedback on Education Agent Form	
Provided my USI to Pakenham Institute Pty Ltd and given them permission to verify in the USI registry	
Student Handbook was provided by Pakenham Institute Pty Ltd	
I have received course timetable from Pakenham Institute Pty Ltd	
I am aware that I have to keep a copy of my assessment when I am submitting the completed Assessment to Academic Department during my course.	
Following were items explained during orientation: <ul style="list-style-type: none"> <li>• Student deferral, suspension, cancellation and withdrawal policy and procedures</li> <li>• Student Code of Conduct</li> <li>• Transfer between registered providers' policy Course Progress Policy and Procedures</li> <li>• Complaints and appeals policy and procedures Course Credit Policy and procedure</li> <li>• Information on settling in Australia</li> <li>• Academic Misconduct</li> <li>• Refund Policy</li> <li>• Use of personal information</li> <li>• Student support</li> <li>• On campus and off campus support</li> <li>• Accommodation</li> <li>• Pakenham Institute Pty Ltd Facilities</li> <li>• Essential Links - Legal, Medical, External Counselling Services Access to student results</li> <li>• Other charges and fines</li> </ul>	

**STUDENT DECLARATION**

I hereby acknowledge that all the above information is correct, and I understand that it is my responsibility to inform Pakenham Institute Pty Ltd if there are any changes to this information within 7 days of the change during my course of studies.

I also provide authorisation to Pakenham Institute Pty Ltd to access and verify my USI details on the USI registry.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_