



## STUDENT CONTACT FORM

FILL UP THE FORM USING CAPITAL LETTERS ONLY

Title: Mr. /Ms. / Mrs./ Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Australian Address: \_\_\_\_\_

\_\_\_\_\_

### Contact Details:

Home Phone No.: \_\_\_\_\_ Mobile.: \* \_\_\_\_\_

Email Address: \* \_\_\_\_\_

USI No: \_\_\_\_\_

(If you do not have USI details please create via USI website [www.usi.gov.au/students](http://www.usi.gov.au/students) or Fill up ASIA -USI consent form)

### Emergency Contact Details: \*

Contact Name: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_

Phone No: \_\_\_\_\_ (Please do not put agent's contact number)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ASTRAL SKILLS INSTITUTE OF AUSTRALIA

ABN: 80 600 951 264

RTO: 41322

CRICOS: 03858C



Level-6, Suite 6.01/138 Queen Street,  
Campbelltown, NSW 2560



+61 403 143 543



info@asia.edu.au  
www.asia.edu.au

Version 1.0  
Release Date: September 2019  
Page No: 1



## STUDENT INDUCTION CHECKLIST

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

COURSE CODE & NAME: \_\_\_\_\_

INFORMATION TOPIC (please tick Yes/No depending upon the information provided to you during this induction session)	YES	NO
1. Course/module information <ul style="list-style-type: none"> <li>• Introduction of key teachings and support staff</li> <li>• Module outline and student certificates upon completion</li> <li>• Training and Assessment strategy like estimated duration of the course, location of the course, mode of study, requirements of the course, learning needs of overseas student cohorts</li> <li>• Timetables received</li> </ul>		
2. Facilities and resource available for students <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Kitchen and recreation areas</li> <li>• How to reach campus (public transport, taxi or by own car)</li> <li>• Class time and reception hours</li> <li>• IT labs, library</li> <li>• Internet access</li> </ul>		
3. Emergency and health services around campus and in Sydney		
4. Course materials/ textbooks required for your course.		
5. Materials and Equipment provided by the institute and required by the students.		
<b>Policies and Procedures</b>		
6. Fee payment and Refund Policy including procedures to apply for refund, fees that must be paid to ASIA, payment terms and conditions including deposits, refunds, learners rights as a consumer, student's right to obtain refund for services not provided by ASIA in the event the arrangement is terminated early or if ASIA fails to provide the agreed services.		
7. Deferment, Suspension and Cancellation Policy- student initiated and the institute initiated.		
8. Credit Transfer and RPL Policy		
9. Transfer between Providers Policy		
10. Fees and Charges including indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course,		
11. Attendance Monitoring Policy & procedures-requirements for monitoring attendance, recording attendance, reasons where student will be identified at risk,		

## ASTRAL SKILLS INSTITUTE OF AUSTRALIA

ABN: 80 600 951 264

RTO: 41322

CRICOS: 03858C



Level-6, Suite 6.01/138 Queen Street,  
Campbelltown, NSW 2560



+61 403 143 543



info@asia.edu.au  
www.asia.edu.au

Version 1.0  
Release Date: September 2019  
Page No: 2



warning letters, intervention strategies applied, linking attendance with course progress,		
12. Course Progress Policy and procedures-Requirements for course progress, information on how students will be identified as “at risk”, importance of maintaining satisfactory course progress, providing support, implementing interventions strategy, rights to make complaints or appeal, reporting the students to the Department of Home Affairs.		
13. Complaints and Appeals policy and procedures-learner/student’s rights to complain or appeal, detailed internal appeal process, information on how to lodge a complaint, timeframe of resolution, opportunity to present the case at minimal or no cost and be accompanied and assisted by a support person at any relevant meetings, external appeals process and external appeals handling authorities.		
14. Ethics and standards of ASIA <ul style="list-style-type: none"> <li>• Access and Equity</li> <li>• Student Code of Conduct</li> <li>• Duty of care</li> <li>• Plagiarism &amp; cheating</li> </ul>		
15. Occupational Health and Safety Procedures <ul style="list-style-type: none"> <li>• Evacuation procedures explained</li> <li>• Emergency exits clear</li> <li>• First Aid Kit</li> <li>• Emergency contact details</li> </ul>		
16. Student Support Services-Support services available for students at ASIA including academic support, Language Literacy and Numeracy (LLN) support, counselling support, accommodation support, assistance with medical and health services, personal issues, legal services, critical incident support, disability support, complaints and appeals, staff available to provide support, safety and security around campus. Support services available to assist you with general or personal circumstances that are adversely affecting their education in Australia		
17. Services that students can access for information on the employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.		
18. Student Visa Conditions		
19. Adjusting to study & life in Sydney; Safety & awareness relevant to life in Australia.		
<b>Any Comments:</b>		

**DECLARATION:**

I have attended the *Induction Program at Astral Skills Institute of Australia*. I acknowledge that I have been provided with the Student Handbook and I have understood the information mentioned above.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ASTRAL SKILLS INSTITUTE OF AUSTRALIA

ABN: 80 600 951 264

RTO: 41322

CRICOS: 03858C



Level-6, Suite 6.01/138 Queen Street,  
Campbelltown, NSW 2560



+61 403 143 543



info@asia.edu.au  
www.asia.edu.au

Version 1.0  
Release Date: September 2019  
Page No: 3