

Student Orientation Checklist

Student name: _____ ID: _____

Course: _____ Date: _____

1. Payment arranged with Finance department
2. Letter of Acceptance – verify start & end date
3. Introduction & Welcome Video Presentation
4. Current contact details
5. Progress Reporting & Attendance requirements
6. Complaint & Appeal Process
7. Student Card
8. Medibank
9. Student Agreement – sign all pages
10. Academic File
11. Uniforms/T-shirt (where applicable)
12. Text book (where applicable)
13. Issue Course equipment (where applicable)
14. Personal hygiene, neat and pleasant disposition
15. Guided tour around the premises

I have gone through and understood the above matters in the Orientation presentation.

I have acknowledged that policies and procedures are subject to change, therefore it is my responsibility to always check for updates on Baxter Institute’s website or visit our office for important notifications.

Student Signature: _____

Student Admin. Officer’s name: _____

Student Admin. Officer’s signature: _____