

Student Orientation Checklist

Student name: _____ ID: _____

Course: _____ Date: _____

No	Item	Sign on Completion
1.	Introduction & Welcome Presentation	
2.	Student Handbook explanation <ul style="list-style-type: none"> • Student Code of Behaviour • Attendance requirements • Progress Reporting • Complaint & Appeal Process • Assessment policy • Privacy policy • Training plan – verify start & end date • Class schedule • Fee, refund and payment plan • Delivery locations and head office 	
3.	Guided tour around the premises	
4.	Testing (as required)	
5.	Student supports <ul style="list-style-type: none"> • Student Card • OSHC (For international students) • Current contact details • Student agreement • Academic File 	
6.	Payment arrangement with Finance	
7.	Resources <ul style="list-style-type: none"> • Uniforms/T-shirt (where applicable) • Text book (where applicable) • Course equipment (where applicable) 	

I have attended the Orientation session and have received:

- Student Handbook
- Training plan
- Class schedule
- Resource allocation

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: _____