Captain Cook Institute Pty Ltd trading as
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ELICOS ORIENTATION AGENDA FOR OVERSEAS STUDENTS

Presenter: Student Services Officer

When: The first day of the student/s course – 8:30am for morning sessions and 3:00pm for evening sessions

Orientation Session to include:

- Completion of all forms (Student Personal Details Form & Induction Checklist, Student Enrolment and Orientation Survey Form, New Statement of Authenticity, Application for USI Identifier)
- Campus tour
- Explanation of College rules:
  - Class timetable
  - How to progress to a higher level and how to change class session
  - Attendance and visa conditions
  - Appeals and complaints
  - Leave – medical and other leave
  - WH&S procedures, evacuation procedures, fire exits
  - Counseling services
  - Importance of updating personal details
- Introduction of George Brown College (GBC) staff and explanation of their roles
- Student support
- Placement test