



Student Orientation Attendance Confirmation Form

As an enrolled student at Prisma Education Institute Australia (PEIA), I _____ confirm that I have attended the

(Write your First Name and Surname above)

The Student Orientation / Induction Session held at PEIA's Campus on _____ and acknowledge that I was

(Insert the date you attended)

emailed a copy of the PEIA's Student Orientation Session Power Point containing relevant information and guidance on relevant PEIA policies and procedures specifically for International students studying in Australia and enrolled with PEIA – this included being provided with copies of relevant policies and procedures, PEIA International Student Handbook, relevant PEIA Course Flyers, and relevant forms.

At this Orientation/Induction session, I was also shown how to access PEIA's website at: www.peia.edu.au and where to locate the relevant policies, procedures, forms and the International Student Handbook. I confirm that on the day I attended this PEIA - Orientation/Induction session, I:

- ✓ was able to access and read the PEIA International Student Handbook, and
- ✓ I accessed and reviewed relevant PEIA policies and procedures as guided by the Student Services Staff, and
- ✓ I have gained a clear understanding of PEIA's policies and procedures for Student Progress Monitoring, the Intervention process/Strategies, the Participation and Attendance requirements, and the processes of RPL, Credit Transfers and the Complaints and Appeals process.

Students Name

Students Signature

Date

| | | |
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| Document Name: Student Orientation Attendance Confirmation Form | RTO Code: 46265 | CRICOS Code: 04277E |
| Version: 2.1 | Approved: Date: Nov 2024 | Review Date: Nov 2025 |
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