

PRE-DEPARTURE CHECKLIST

- ✓ I have provided the student with a current copy of the Holmesglen International Student Prospectus.
- ✓ I have shown Holmesglen's website to the student.
- ✓ I have shown and explained Holmesglen's refund policy to the student.
- ✓ I have provided the student with a copy of his/her Letter of Offer.
- ✓ I have provided the student with a copy of his/her Letter of Confirmation.
- ✓ I have provided the student with a copy of his/her eCoE.
- ✓ I have provided the student with information about DIAC regulations/policy such as attendance, satisfactory course progress and change of address.
- ✓ I have advised the student of how many hours he/she can work.
- ✓ I have advised the student on Welfare Carer arrangements (if applicable).
- ✓ I have advised the student of airport pick up details (if applicable) and emergency numbers to call.
- ✓ I have advised the student of student accommodation arrangements (if applicable).
- ✓ I have informed Holmesglen Accommodation Services of the student's arrival times.
- ✓ I have advised the student of their orientation program details i.e. date, time, location – as per their confirmation letter.

The logo for Holmesglen, featuring the word "holmesglen" in a lowercase, sans-serif font. The letter "h" is significantly larger and positioned to the left of the rest of the word. The logo is set against a solid blue background.

- ✓ I have provided the student with a copy of Holmesglen's Survival Guide (Living in Melbourne Booklet).

- ✓ I have explained and given the student information on how to reach Holmesglen's campus via public transport.

(You may wish to direct the student our MELBOURNE public transport system website - <http://www.metlinkmelbourne.com.au>).

- ✓ I have notified Holmesglen of any changes regarding accommodation, welfare and student arrival dates (if they are due to arrive after the first day of orientation).

The ESOS Act requires education providers to ensure that certain information is provided to students prior to their departure from their home country. I, the agent, confirm that the information listed above has been provided to the student.

Signed:

(Agent)

Signed:

(Student)