

STUDENT HANDBOOK INDUCTION DECLARATION FORM

| No | Item | Please Tick |
|----|---|--------------------------|
| 1 | JCU Singapore at a Glance - Message from the Vice Chancellor - Strategic Intent - Message from the Deputy Vice Chancellor - JCU Singapore is EduTrust certified | <input type="checkbox"/> |
| 2 | Course Information - Course Prerequisites - Pre-Departure Information - Student Code of Conduct - Admission Procedures - Student Fees | <input type="checkbox"/> |
| 3 | Campus Location | <input type="checkbox"/> |
| 4 | Student Services - Message from Associate Director - Important Phone Numbers - JCU Identification Card & Email Account | <input type="checkbox"/> |
| 5 | Student Support - Career Counselling Centre - Psychology Clinic - Counselling Services - Campus Life | <input type="checkbox"/> |
| 6 | Student Activities & Organisations - Campus Activities - Student Organisations | <input type="checkbox"/> |
| 7 | Registrar's Office - Study Plan Information - Graduation - Examination Office - Absence from Exam - Withdrawal & Transfer Course - JCU Enrolment Terminology - Contacts & General Course Enquiries | <input type="checkbox"/> |
| 8 | Support Services - LearnJCU - Library Services - Semester Leave Flowchart - Student Contract - Withdrawal Process Flowchart - Refund Procedure - Learning Support - Attendance - Fee Protection Scheme - Withdrawal and Refund Policy - Complaint Process - Feedback | <input type="checkbox"/> |

I declare that the information I have supplied on this form is to the best of my knowledge, accurate and correct. I understand that the information contained in this form is collected for administrative purposes, and personal information will not be passed on to any other external bodies without my authorization, other than in accord with the university's confidentiality policy.

| Organisation Name | Counsellor Name | Counsellor Signature | Date |
|-------------------|-----------------|----------------------|------|
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I acknowledge that I have been provided with a copy of the student handbook and have been counselled and understand the issues listed above.

| Student Name | Student Signature | Date |
|--------------|-------------------|------|
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Updated 18 July 2014