Enrolment Advice – New Students
Certificate IV in Frontline Management
Certificate IV in Accounting
Diploma of Management
Diploma of Accounting
Diploma of Information Technology
Advanced Diploma of Management
Advanced Diploma of Accounting
Advanced Diploma of Information Technology

Compulsory Enrolment: 05/01/2015 – 09/01/2015
Orientation:
WHEN: TBA
TIME: 10:00am
WHERE: Level 8, Room 8.15

Location: Level 7, 628 Bourke Street, Melbourne

Please bring the following with you to enrolment:

1. 1 passport photo (for student ID card)
2. Your electronic Confirmation of Enrolment (eCOE)
3. Passport and Visa
4. OSHC Card (if applicable)
5. Refundable deposit of AUD$100 for an access card
6. Proof of payment or readiness to pay, as per your Letter of Offer
7. If your Letter of Offer is conditional, please bring all of the documents required as per the offer.

KEY DATES FOR January 2015 Intake:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Enrolment dates</td>
<td>5 January – 9 January 2015</td>
<td>Monday to Friday, 10am – 4pm</td>
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<tr>
<td>Orientation</td>
<td>TBA</td>
<td>10.00am</td>
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<tr>
<td>Class commences</td>
<td>12 January 2015</td>
<td>9am - 4pm</td>
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<tr>
<td>Last day to enrol</td>
<td>23 January 2015</td>
<td>End of 2nd week</td>
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<tr>
<td>Study Term</td>
<td>12 January – 20 March 2015</td>
<td>10 weeks</td>
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<td>Final Assessment week</td>
<td>23 – 26 March 2015</td>
<td>Final Assessment Times to be Announced</td>
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<tr>
<td>Next Term starts</td>
<td>13 April 2015</td>
<td>10 weeks</td>
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PLEASE NOTE:
- Enrolment will take approximately 1 hour.
- If you are unable to attend the scheduled enrolment / orientation, or if you require further information about the, please contact us on 8610-4100.
- As a student, you are required to attend the classes. Please be on time for ALL classes.