

LETTER OF ACCEPTANCE

Date of issue: [dd/mm/yyyy]

Dear [Student First Name],

Thank you for choosing PARAGON POLYTECHNIC as your training provider. We would like to confirm that you are enrolled as an international student in the following program of intake [dd/mm/yyyy]:

[Qualification Code] [Qualification Name]

[Qualification Code] [Qualification Name]

And your student ID is: [Student ID]

Your COE and signed Written Agreement have been attached with this Letter and please read carefully the information below for your Orientation:

- Orientation date: [dd/mm/yyyy]
- Orientation time: [from hh:mm am/pm to hh:mm am/pm]

Before your course starts:

1. Make payment for the balance of required initial fees is [\$...] (this payment needs to be paid before we send to you all the login and details of the course)
2. Induction slides will be sent to your student email, please read carefully to understand the procedure and policies while studying.
3. Student Portal details will be sent to your student email. This portal is where you can see all the details of your enrolment, your attendance record, and interaction with your trainer.
4. Learning Management System (LMS) account will be sent to your student email. This is where you take part
5. in learning activities, access to learning resources, assessment requirements and assessment uploads.

You are required to:

1. Inform us your USI number or create if you haven't got one (when you arrive in Australia). It is compulsory for VET course students to have a valid USI to be issued a VET qualification.
2. Update us with your contact details when you change the new address, phone number or email.

Further requirements:

If you have any further assistant, please do not hesitate to contact us via:

- Email: info@paragon.edu.au
- Phone Number: 03 7068 0005
- Postal Address: Level 6, 250 Collins Street, Melbourne, VIC. 3000, Australia

We look forward to welcoming you at the PARAGON POLYTECHNIC Orientation!

PARAGON POLYTECHNIC TEAM