

## COMMERCE WELCOME LETTER

### Thank you for choosing to study at CTIC Commerce.

Welcome to CTIC Commerce and thank you for considering us for this exciting educational opportunity. Your application to study at CTIC Commerce has been accepted. Orientation occurs the **Friday** BEFORE your intake date (Exclusion: Orientation for **January** intake occurs on **Monday** of your intake date).

**\*Please note that this entry test and orientation session is compulsory for all students. If you cannot attend please contact us at the above displayed e-mail/phone number.**

### ORIENTATION TIMES

Friday (or Monday for January intake)	Time
Arrival	<b>2:00pm</b>
Photo for Student's ID taken	2:05pm
Fill out Registration Forms	2:15pm
Learners Needs Interview	2:30pm
Compulsory Orientation Session PLUS registration into Learning Management System (Whiteboard)	3:00pm
Campus tour	3:40pm

### CAMPUS LOCATION

Address	Ground Floor, 48 Lime Street (King St Wharf), Sydney NSW 2000, Australia		
Direction	Option 1: 5-7 minute walk from Wynyard Station Option 2: 10 minute walk from Town Hall Station Option 3: There are many bus stops near this location, please check transport NSW website <a href="https://transportnsw.info/trip#/">https://transportnsw.info/trip#/</a>  For more detailed information, here are some useful websites: <a href="http://kingstreetwharf.com.au/getting-here/">http://kingstreetwharf.com.au/getting-here/</a> <a href="https://transitfeeds.com/p/transport-for-nsw/237/latest/stop/200038">https://transitfeeds.com/p/transport-for-nsw/237/latest/stop/200038</a>		
Phone number	+61 2 9279 2400	E-mail Address	<a href="mailto:student.services@casstraining.com.au">student.services@casstraining.com.au</a>

Your first day at CTIC Commerce is an exciting time and we would like to make sure that you are warmly welcomed by all of us and get all the information you need to proceed with your future study here.

Orientation time is **compulsory** for all new students. Orientation includes all relevant information about your first days in Australia and at the college. We will discuss a range of student services; our staff; student card; health cover; homestay; school facilities (computers and wireless internet); optional classes; timetables; exam week schedule; attendance and academic requirements; other CTIC policies and procedures; event calendar and using our social media.

#### WHAT TO BRING ON YOUR FIRST DAY

- Copy of your Letter of Offer or Student Orientation and CoE (Confirmation of Enrolment)
- Passport and Visa
- Writing materials (pen and paper)
- Australian residential address

We look forward to seeing you at CTIC Commerce soon.