

## COMMERCE WELCOME LETTER

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

Your application to study at CTIC Commerce has been accepted. Congratulations and welcome to CTIC Commerce.

Your first day at CTIC Commerce is an exciting time! To ensure that you are warmly welcomed by all of us, we organise an Orientation Session, which occurs the Tuesday BEFORE your intake date. The Orientation Session is **compulsory** for all new students and it includes all relevant information about your first day and your future studies at the college.

Next, you would receive log in to CTIC Whiteboard, our Learning Management System. This has all the information about orientation and includes forms that needs to be completed prior to the orientation. Please access the CTIC Whiteboard and complete all the forms.

**\*Please note that the Orientation Session can be delivered online or face-to-face. Our academic team will contact you by email with further details, please ensure you have provided your correct email address.**

### ON THE ORIENTATION DAY:

1. Arrival – Please provide your passport or photo ID and update your contact details in Australia.
2. Photo for Student’s ID taken
3. Complete Orientation Forms
4. Learners Needs Interview
5. Presentation of the Academic Team
6. Campus Tour

### THE ORIENTATIONS SESSION INCLUDES INFORMATION ABOUT:

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| <ul style="list-style-type: none"> <li>✓ Our Campus</li> <li>✓ The CTIC Team</li> <li>✓ Useful information about life in Sydney</li> <li>✓ Student support system</li> <li>✓ Learner needs</li> <li>✓ Student visa requirements</li> </ul> | <ul style="list-style-type: none"> <li>✓ Necessary documents for your course start</li> <li>✓ Attendance and Assessments</li> <li>✓ Intervention strategies</li> <li>✓ CTIC “Whiteboard” learning management system</li> <li>✓ Timetables</li> <li>✓ Complaints and appeals</li> </ul> |
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### CTIC COMMERCE LOCATION AND CONTACT:

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>		
Phone number	+61 2 9279 2400	E-mail Address	<a href="mailto:student.support@casstraining.com.au">student.support@casstraining.com.au</a>

***We look forward to seeing you at CTIC Commerce soon.***