Student File Checklist

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| **Student ID:** | **Student Name:** |
| **Course:** | **Date of Enrolment:** |
| Tab | Document |
| **Enrolment Paperwork** | * Enrolment / Application Forms |
| * Entry/admission documents |
| * Student Agreement |
| * Confirmation of Enrolment Letter |
| **Fees and Charges** | * Copies of invoices |
| * Refund applications |
| * Copy of concession card where applicable |
| * Notice of refund assessment |
| **Credits** | * Certified copies of previous qualifications/ statements of attainment |
| * Credit Application |
| * Credit mapping/records |
| **Correspondence** | * Letters to the student |
| * Change of details form |
| * File notes |
| * Contact records |
| * Letters to the workplace or other involved parties |
| **Training and Assessment Evidence** | * Assessment Records and Evidence |
| **Course Completion or Withdrawal** | * Withdrawal form |
| * Correspondence about withdrawal |
| * Issued statements of attainment |
| * Issued qualifications, record of results |

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| **Office Use Only:** | | | |
| **Staff Name** |  | **Date** |  |
| **Signature** |  | | |