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**  |  |