



NEH INTERNATIONAL COLLEGE

RTO 41355 CRICOS 04088K

STUDENT FILE CHECKLIST



Student File Checklist

Student ID:	Student Name:
Course:	Date of Enrolment:
Tab	Document
Enrolment Paperwork	<input type="checkbox"/> Enrolment / Application Forms
	<input type="checkbox"/> Entry/admission documents
	<input type="checkbox"/> Student Agreement
	<input type="checkbox"/> Confirmation of Enrolment Letter
Fees and Charges	<input type="checkbox"/> Copies of invoices
	<input type="checkbox"/> Refund applications
	<input type="checkbox"/> Copy of concession card where applicable
	<input type="checkbox"/> Notice of refund assessment
Credits	<input type="checkbox"/> Certified copies of previous qualifications/ statements of attainment
	<input type="checkbox"/> Credit Application
	<input type="checkbox"/> Credit mapping/records
Correspondence	<input type="checkbox"/> Letters to the student
	<input type="checkbox"/> Change of details form
	<input type="checkbox"/> File notes
	<input type="checkbox"/> Contact records

	<input type="checkbox"/> Letters to the workplace or other involved parties
Training and Assessment Evidence	<input type="checkbox"/> Assessment Records and Evidence
Course Completion or Withdrawal	<input type="checkbox"/> Withdrawal form
	<input type="checkbox"/> Correspondence about withdrawal
	<input type="checkbox"/> Issued statements of attainment
	<input type="checkbox"/> Issued qualifications, record of results

Office Use Only:			
Staff Name		Date	
Signature			