

OFFICE USE ONLY

Student Support Officer

- Document Attached
 Updated Registry

Signature: _____

Date Completed: / /

Student Support Officer

College Fees

- Email sent to Accounts Department
 Responded Email attached to the Leave of Absence

Signature: _____

Date Completed / /

Academic Manager

- Approved Not Approved

Comment:

Contact Student via:

- Email
 Telephone
 Trainer
 Letter Attached
 Add notes on SMS

Signature: _____

Date Completed: / /

Refer to (Optional) Principal Executive Officer Counsellor

Counsellor

Comment:

Student Services Officer Checklist

- Update VET Track
 Add variation on PRISMS (only if applicable)
 Suspension of CoE (only if applicable)
 Email Academic Manager and SSO
 File form in student file

Name: _____

Signature: _____

Date Completed: / /