Please ensure that the following items have been received and/or completed prior to sending the student their WELCOME EMAIL or admitting them into the classroom. This checklist is to be used for all full qualification courses.

Student Name: **Enter Students Name Here**

**Has the student provided the following items:**

|  |  |
| --- | --- |
| A courtesy text message sent to the student  **This text message should be sent as soon as we receive the students enrolment form** |  |
| Check that the enrolment form, ensure that it is signed and dated by the student |  |
| Check that we have received an agreed program delivery form, signed and dated by the student |  |
| Is the Photo ID clear and easy to read.  **At minimum, we need a copy of the students Australian Drivers Licence and Medicare Card. Also check the terms and conditions form to see if the student will be providing a valid concession card** |  |
| Do we have the student’s enrolment terms and conditions – signed and dated |  |
| Has the student provided us with their USI OR do we have enough information to get their USI |  |
| Has the student completed their LLN assessment and has this report been downloaded to the students folder. |  |
| Have you invited the student to the ITS Student Life Facebook Page?  **You can do this by using the ‘Add members’ block within the ITS Student Life Facebook Page.** |  |
| Have you created the students Moodle login details (Username and Password) and enrolled them into the appropriate courses/units. |  |
| Have you sent the final text message sent to the student informing them that their enrolment is complete? |  |

**Has the following been completed / processed?**

|  |  |
| --- | --- |
| Enrolment form been uploaded on the servers (Copied to appropriate folders) |  |
| Student invoice been created and sent, includes adding funding information to appropriate documents and setting up direct debit applications |  |
| Has the student made first payment? |  |
| If the student has supplied us with a valid concession card, have you sent, or arranged the text course text book to be sent to the student?  **Standard postage should be used for this process. A listed of the REQUIRED text books will be available on the course information page on the ITS Website** |  |
| Has a welcome email sent to the student? |  |

Last monitored or updated: **26/06/2018** by **SM**

OR;

Enrolment completed by: **Click or tap here to enter text.** on **Click or tap to enter a date.**