

Office Use Only

Student Services Officer

Approved Not Approved

Comment: _____

Contact Student via:

- Email
 Telephone
 Trainer

Signature: _____

Date Completed: / /

New Class Allocation

Morning Evening

Certificate III in Business	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Certificate IV in Business	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Diploma of Management	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>

Entered notes in SMS

Student Services Officer

- Administration fee
Amount: \$ _____
 Fee waived

Signature: _____

Date Completed: / /

Accounts

Course fee
 Paid N/A

Administration fee
 Paid N/A

Forms Collected and Placed in SPD Tray

Signature: _____

Date Completed: / /

SSO

- Allocate new class
 Enrolled student in SMS
 Entered notes in SMS

Signature: _____

Date Completed: / /