

PROSPECTIVE / NEW STUDENT CHECKLIST

LATROBE COLLEGE OF ART & DESIGN

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NAME	
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Course _____

Term / Year Start _____

Load _____

	Application Form received
	Interview Form completed
	Letter of Offer sent
	Acceptance Agreement received
	Deposit Received
	Enrolment Details Form received

DOMESTIC STUDENT		INTERNATIONAL STUDENT	
	Full Fees		Passport photo page
	or VSL		Country of birth
	If VSL:		COE/s issued
	Passport / Birth Cert /Citizenship provided		Visa Approved / received
	plus Changed of Name document proof		S23 Young O'seas Stud Approv Form if U18?
	TFN		Confirmation of Appropriate Accommodation and Welfare letter (CAAW) through PRISMS?
	ECaf		
	STATEMENT OF COVERED FEES given before Census		Overseas Student Health Cover
	CAN given under 28 days after Census		IELTS if English is second language
	Entered in TCSI?		Agent used/name
ALL STUDENTS			
	Attended Orientation		
	USI		
	Dropbox		
	Photo		
	Additional Info Form		
	S26 VSL Parent consent form if U18?		
	VCE or equivalent HSC completion		
	Or post high school CIV or higher		
	Or CSPA test results		
NOTES			

	Profile created in Database
	Master File created - computer
	Master File created - manila folder
	Entered in Xero

NOTE: All documents must be retained by LCAD for 5 years after the student finishes their studies with the college.