

## Follow Up Form for Unpaid Students

Name	Student details									
Programme Semester Summer school Vear Summer school Summer school Subject area Catalog number Class number Description  Documentation attached to verify attendance (tick relevant boxes)  Signed class registers No show, the VOE was sent to Student Admin Academic verification Other Other Senior programme administrator sign off Date  Senior programme administrator sign off Date  Send to team captain, student administration student Admin Latendary Student administrator sign off Date  Send to team captain, student administration student administrator sign off Date  Send to team captain, student administration student administrator Student administrator sign off Date  Send to team captain, student administration student administrator Student plan and enrollment checked Yes No Date  Send to team leader, student finance  Communication from student received via CRM Payment plan approved Yes No Attach any correspondence Via CRM Payment plan approved Yes No Sent date Initial Replyreceived Yes No Initial Replyreceived Yes No Initial Send Total Phone Email Attach any written correspondence Student finance Emaileader sign off Date  Send to finance manager	Name							Age		
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via CRM  Payment plan approved  Yes  No  Comments  Send 7 day letter  Yes  No  Sent date  Initial  Reply received  Yes  No  -if yes by  Phone  Email  Attach any written correspondence  Date  Send to finance manager										
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