

Follow Up Form for Unpaid Students

Student details						
Name					Age	
Student ID		Semester	One	Two	Year	
Programme			Summer school			

Programme administration: courses student is enrolled into			
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	No documentation attached		
Moodle verification	Other		
Comments			
Initiated by			Date
Senior programme administrator sign off			Date

Send to team captain, student administration			
student file and enrolment checked	Yes	No	
Comments			
Student admin team captain sign off			Date

Send to team leader, student finance					
Communication from student received via CRM	Yes	No	Attach any correspondence		
Payment plan approved	Yes	No			
Comments					
Send 7 day letter	Yes	No	Sent date		Initial
Reply received	Yes	No	-if yes by	Phone	Email
Student finance team leader sign off					Date

Send to finance manager			
Debt to be sent to Baycorp	Yes	No	Date
Amount	\$		Date
Finance manager sign off			Date