

## Record Keeping - Overseas Student Files:

<i>Document Type</i>	<i>Comments</i>
<b>Application Phase:</b>	
<b>Enrolment Application Form (including request for boarding/homestay, if relevant)</b>	<i>It should be evident that the application for enrolment has been assessed for suitability.</i>
<b>Academic History (e.g. report cards)</b>	
<b>Evidence of English Proficiency (e.g. test results or other accepted evidence)</b>	
<b>Letter of Release (if applicable)</b>	
<b>Enrolment Phase:</b>	
<b>Letter of Offer</b>	
<b>Written Agreement</b>	<i>Must be signed by the parent and PEO (or delegate)</i>
<b>Copy of the CoE</b>	<i>Please also retain a copy of any previously issued CoE's.</i>
<b>Copy of CAAW letter (if applicable)</b>	
<b>Copy of passport/student visa</b>	<i>Relevant information pages only</i>
<b>Evidence of OSHC</b>	
<b>Pre-paid fee information</b>	
<b>Agent details (if applicable)</b>	
<b>Post-enrolment Phase:</b>	
<b>Academic History – Previous</b>	
<b>Evidence of orientation</b>	
<b>Attendance Records*</b>	<i>* These records do not need to be kept in hard-copy on the student's file. If the information is stored within a school database, then simply advise the IQ(S) team of this, and offer to view these electronically.</i>
<b>Academic Progress*</b>	
<b>Receipts or other financial records*</b>	
<b>Evidence that contact details have been updated</b>	<i>Required every 6 months</i>
<b>General Correspondence</b>	<i>For example: medical certificates to support an absence; any requests for student initiated suspension of study; any refund requests; general correspondence in relation to accommodation or welfare; any complaints &amp; appeals correspondence.</i>

## **Record Keeping - Overseas Student Files:**

Student files can include electronic (scanned copies) of documents and information kept within the school's enrolment or finance data-base.

If you receive a request to view student files from either a Commonwealth or State department representative (IQ(S) Unit), and you maintain primarily electronic records, simply notify the auditor that all files are electronic and offer to allow the auditor to view these electronically. There is no need to print this material, unless instructed to by your auditor.