



The Tech Academy

(503) 206-6915

310 SW 4th Ave

Portland OR. 97204

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TECH ACADEMY STUDENT FILE CHECKLIST

STATEMENT OF ACKNOWLEDGEMENT AND CERTIFICATION OF DELIVERY

Students are to place their initials and date beside each item that they have received. Any item not received must be left blank until that item is in their possession. Upon delivery of the item the student will sign and date an acknowledgement of receipt.

ITEM	STUDENT received DATE	STUDENT INITIAL	SCHOOL received DATE	STAFF INITIAL
Copy of signed Enrollment Agreement with signature of school official (Original is maintained by the school and placed in student file)	02/06/2020	an		
Copy of signed Cancellation Policy (Original is maintained by the school and placed in student file)	02/06/2020	an		
Copy of the school's most recent catalog that complies with OAR 581-045-0019 and when applicable any supplements or correction sheets.	02/06/2020	an		
Copy of document signed by the student acknowledging receipt of book, supplies, kits, & other substantial materials required to participate in the instructional program.	02/06/2020	an		
Student signature acknowledging attendance Orientation session/day.	02/06/2020	an		
Copy of student's signed payment plan if separate from the enrollment agreement.	02/06/2020	an		
Payment schedule and record of payments received	02/06/2020	an		
Copy of all documents related to third party training contracts, e.g. NAFTA, Vocational Rehabilitation, etc	02/06/2020	an		
Progress Reports	02/06/2020	an		



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Copies of any documentation required for admission (i.e. age verification, school transcripts, physical exam, criminal history. If any evaluation/exam is conducted, copy of results must be in file)	02/06/2020	an		
Evaluation of transfer credit and competencies	02/06/2020	an		