

STUDENT DEPARTURE PROCEDURES CHECKLIST

Student Name/Code: _____ Apt. #: _____

Class Number: _____ Departure Date: _____

ATTENTION:

- You will not be able to depart COAAP until all items on this checklist are completed.
- Upon completion, please return checklist to Customer Service, and your sponsor will be informed that you are cleared for departure.
- Please arrange appointments for audits/signatures Monday - Friday between 9am - 5pm.

Step 1	Meet with Senior Flight Instructor/Training Manager for records review and copy of logbook.	
		SFI/TM sign-off
Step 2	Return training materials to Tech Pubs Librarian.	
		Tech Pubs Librarian
Step 3	Meet with Finance Department to settle any outstanding balances and/or arrange for refunds on deposits, etc.	
		Finance sign-off
Step 4	See Customer Service for travel arrangements and/or airport van ride.	
		Customer Service sign-off
Step 5	See Apartment Coordinator to make move-out inspection appointment.	
		Apt. Coordinator sign-off
Step 6	Return access badge, apartment keys and this form to Customer Service or Driver.	
		Customer Service sign-off

Notes
