

JAA STUDENT DEPARTURE PROCEDURES CHECKLIST

Student Name: _____

Date: _____

ATTENTION:

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

Step 1	Syllabus sheets must be signed by FI and student	FI sign-off
Step 2	Syllabus overview sheet must be completed	Student sign-off
Step 3	Meet with Chief Instructor or Training Manager for audit of training record/logbook signature	CFI/TM sign-off
Step 4	Notify student administration of tentative departure date	Student Admin. sign-off
Step 5	Make an appointment with Apartment Coordinator for apartment inspection	Date and Time of Inspection
Step 6	Complete and return Move Out Checklist	Apt. Coordinator sign-off
Step 7	Return all training material to Tech Pubs Librarian	Tech Pubs Librarian sign-off
Step 8	Return access badge and apartment key to Student Administration	Student Admin. sign-off
Step 9	Meet with Finance to check for outstanding balance	Finance sign-off