

**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.

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