



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY

Dynamic Management Group Pty. Ltd. T/A Royal Brisbane Institute of Technology
A.C.N. 095 915 012 A.B.N. 74 095 915 012 National Organisation Number. 30807 CRICOS Provider Code: 02370B

Office Use Only

HELPDESK/ADMINISTRATIVE COMPLIANCE OFFICER - MARKETING

Student Details Completed Yes, complete with evidence No, Not sufficient evidence
 Under 18 years age Students Yes, complete with evidence No, Not sufficient evidence
 SMS Data / Authentic rectify? Yes No N/A Date: ____/____/____
 PRISMS Data rectify? Yes No N/A Date: ____/____/____
 OSHC cancelled? Yes No N/A Date: ____/____/____
 Re-issue LoO/CoE? Yes No N/A Date: ____/____/____
 Invoices paid? Yes No N/A Date: ____/____/____

Received by: _____ Signature: _____ Date: ____/____/____

TRAINER - Assessment Extension

Approve, I have received sufficient evidence. Note: _____
 Not approve, reason _____

Received by: _____ Signature: _____ Date: ____/____/____

ADMINISTRATIVE COMPLIANCE OFFICER - REGISTRAR

Issued? Course Progress Record / Attendance Record Assessment Extension / Letter of Attendance
 Sick Leave / Sick / Deferral / Withdraw / Transfer Testamur / Transcript / Re-issue Certificates
 CoE cancelled CoE deferred SMS course status updated
 Yes, received sufficient evidence with PAO approval
 No, reason _____
 Outstanding fees paid in full Letter from other provider
 Welfare confirmation from other provider/parents/legal guardian

Date issued: ____/____/____ If approved by PAO then update -
 Enrolment updated on JobReady? Yes No N/A Date: ____/____/____
 Notify PRISMS? Yes No N/A Date: ____/____/____
 Files Archived? Yes No N/A Date: ____/____/____

Processed by : _____ Signature: _____ Date: ____/____/____

ADMINISTRATIVE COMPLIANCE OFFICER - ACCOUNT

For course cancellation, deferral and withdrawal

Any outstanding fee? Yes, Receive warning 1 & 2 No, provide paid evidence

For refund request

Eligible for Refund? Yes, Approve Amount: _____ No, reason _____

If approved by PAO then update -

SMS Data rectify? Yes No N/A Date: ____/____/____
 MYOB Data rectify? Yes No N/A Date: ____/____/____
 PRISMS – TPS Compliance? Yes No N/A Date: ____/____/____
 Files Archived? Yes No N/A Date: ____/____/____

Processed by : _____ Signature: _____ Date: ____/____/____

PRINCIPAL ADMINISTRATION OFFICER/DIRECTOR OF STUDY

Approved Yes, I received sufficient evidence No, reason _____

Further Recommendation/s (if applicable)

SMS Data rectify? Yes, Checked No Date: ____/____/____

PRISMS Data rectify? Yes, Reported No Date: ____/____/____

Approved by : _____ Signature: _____ Date: ____/____/____