Student Program Audit Journal

Instructions:
1. Staple to outside of student's file.
2. Use this as a checklist to confirm the contents of the file.
3. Inspect the student's file each quarter.

	1st Program	2nd Program	3rd Program
EFT Voucher	☐	☐	☐
EFT Check Copy	☐	☐	☐
Contract	☐	☐	☐
PIF	☐	☐	☐
Credit Card Draft	☐	☐	☐
PAYPAL	☐	☐	☐
Start Date	☐	☐	☐
Expires	☐	☐	☐
Party Responsible	☐	☐	☐
Injury Waiver	☐	☐	☐
Inspected by	☐	☐	☐

Inspection Dates and Comments: