

# STUDENT FILE REVIEW

## B1. RBS JOB AID

Date of Review			
Facility Name		Facility Code	
Student Name		Last Four #SSN	
Program of Study		Current GPA	

**i** Please review the questions below in each subsection and use the drop-down list to answer accordingly. Use the space to the right of every question to add any notes, as applicable. Following each subsection of questions is a space to summarize the information reviewed for the respective subsection.

### I. Enrollment Agreement/Admissions

Was the record organized and inclusive of all required documents?	Select	
Does the student have proof of high school (or equivalent) completion?	Select	
Have the minimum requirements for admission been met (test score, GPA, etc.)?		
Has the enrollment agreement/application been signed?	Select	
Was the student admitted into the program appropriately per the catalog?	Select	
Does the degree evaluation verify that all courses/hours certified are required for the enrolled program of study?	Select	
Has the student been required to repeat courses or program hours?	Select	
<i>If Applicable:</i>		
Remedial: Was any remedial coursework certified appropriately?	Select	
Licensure Programs: Does the program meet all applicable licensure requirements?	Select	

Enrollment Agreement/Admissions Summary:

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## II. Prior Credit

If Applicable: Are military transcripts on file?		
Are all transcripts on file?		
Have all transcripts been evaluated and have credits/clock hours been converted correctly?		
Was transfer credit awarded?		
Has the student taken courses in which transfer credit should have been awarded but was not?		

Prior Credit Summary:

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Do the term dates match the school's published schedule?		
Is the student's per term in compliance with the school's published attendance policy?		
Were the student's enrollment accurately reported to VA (tuition and fees, training hours, graduation)		
Were changes to the student's schedule documented and reported to VA? (withdrawal, add/drop/Leave of Absent (LOA).		
Were actions taken due to attendance violations in compliance with the school's published attendance policy?		
Were violations to the attendance policy reported to VA (probation/suspension)? Is this still applicable?		

Attendance Records Summary:	

#### IV. Satisfactory Academic Progress (SAP)/Conduct

Did the student complete each term in accordance with SAP policies?	Select	
If no, did the school take the appropriate action as outlined in the catalog?		
Are progress records provided to the student?		
Are any SAP appeals properly documented?		

Satisfactory Academic Progress/Conduct Summary:

**V. Financial Ledger**

Do the tuition and fees charged match the school's published catalog for that award year?	Select	
Is the student receiving any "tuition only" discounts or scholarships?	Select	
Refunds (if applicable): Do any refunds meet the approved refund policy?	Select	
Was the student receiving federal student aid during their enrollment?	Select	
Was the student tuition and fees the same, more or less than non-VA student?	Select	

Financial Ledger Summary:

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## Overall Student File Review Summary: *(Last, First M)*

**i** Below each subsection is an area for a summary. This information will be helpful in planning for further discussion with the facility and to request additional information on your site visit.

### I. Enrollment Agreement/Admissions

### II. Prior Credit

### III. Attendance Records

### IV. Satisfactory Academic Progress/Conduct

**V. Financial Ledger**

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