

## **Financial File List – SURG TECH**

- Student ID # (on file)
- QuickBooks Invoice
- Enrollment Agreement
- Performance Fact Sheet
- Externship Agreement (*also in EA but will do another form before extern*)
- Admissions Form (SSN is legible)
- State ID/Driver's License
- High School Diploma or Transcripts- must be translated to English  
(SPD Cert.)
- SVSTI Catalog Sign off Sheet
- Surg Tech Attendance Policy
- CST Certification Prep Class Policy
- Lab Safety
- Lab Rules
- Additional Charge
- Payment Plan
- Needlestick Protocols
- Candidate Evaluation Forms (for future classes)
- Essays (for future classes)
- Two – Reference Letters (for future classes)

***(ALL FORMS MUST BE SIGNED, INITIALED, AND DATED)***