**Surgical Technology – Financial File Checklist**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(ALL FORMS / EACH PAGE MUST BE SIGNED, INITIALED, AND DATED)*

* QuickBooks Invoice
* Enrollment Agreement - Grad date \_\_\_\_\_\_\_\_\_
* Performance Fact Sheet
* Externship Agreement
* Admissions Form (SSN is legible)
* Personal Identifiable Information (now in EA)
* Immunization. Drug & Background Acknowledgement (now in EA)
* State ID/Driver’s License
* High School Diploma or Transcripts- must be translated to English
* SVSTI Catalog Sign off Sheet
* Surg Tech Attendance Policy CST
* Lab Safety
* Lab Rules
* Additional Charge
* Payment Plan
* Needlestick Protocols
* Candidate Evaluation Forms
* Essay
* Two – Professional References
* Entrance Exam
* Technology Attestation *(Financial File)*
* EEO Policy *(Financial File)*
* High School Attestation *(Financial File)*
* *Entered on Spreadsheet*