Data in Class

<u>Individual student</u>

a) <u>Emergency contact -></u> Student- contact- (name, surname, gender, telephone number, relationship, language, English level, contact type – always 'Student - Emergency Contact ab')

b) <u>Visa letter</u> -> save it

c) <u>Visa refusal letter</u> -> student's enrolment -> docs -> external tab

d) <u>121 students</u> -> student's enrolment -> Academic's notes (schedule, teacher)

e) <u>Admission status</u> -> add always when you change course dates/cancelations/refund

f) <u>PC form & confirmation of advice</u> -> student's document->external tab

g) <u>Passport</u> -> student's document -> official tab -> Passport Visa2 – All pages

h) <u>Useful information about the student</u> – student's enrolment, very important information student's note.

i) <u>Accommodation/other services</u> (family profile, invoice, booking confirmation) - student's enrolment -> docs -> external tab + status change into booked

<u>Groups</u>

1. Adult Integrated students – the same procedure as Individual student (see above).

a) London address, personal email address, phone number, emergency contact needed

b) <u>Passport</u> -> student's document -> official tab -> Passport Visa2 – All pages (until further notice)

c) <u>Accommodation/other services</u> (family profile, invoice, booking confirmation) – student's enrolment + status change into booked

2. Adult Closed group

a) <u>Passports –></u> one document – group's document external tab

b) <u>Add group schedule</u>-> Group's notes

c) <u>First student –></u> Master student - all details (London Address, agency email address, agency phone number, emergency contact)

d) <u>All students -></u> Nationality, age, gender, name, surname

e) <u>Accommodation/other services –></u> family profiles, invoice, booking confirmations – group's document external tab + status changed into booked + add a code MS to the student

3. Under 18 group

a) <u>Passports (students & GL)–></u> one document – group's document external tab

b) <u>GL form, GL agreement, GL check list</u> (documents must be done and checked in advance) - group's document, external tab

c) <u>PC forms</u> (must be done and checked in advance) - one document – group's document, external tab

d) <u>GL added as student with code GL</u> –> full details (name, surname, email address, phone number)

e) <u>Add group schedule</u>-> Group's notes

f) Nationality, age, gender, name, surname

g) <u>Accommodation/other services</u> –> family profiles, invoice, booking confirmations – group's document external tab + status change into booked + excel spreadsheet which students are which host families. Add London Address or short information under Group's notes

h) <u>Allergies –></u> add MED code to the student and fill in the field Disab/Med condition