

# TRACS SCHOOL – WITHDRAWAL FILE DOCUMENTS

## Bayside Projects Consulting Free Download Reference Guide

Suggested student withdrawal file documents. The list may vary depending on the program of enrollment, delivery mode, and regulatory entities overseeing the institution. We recommend confirming your student files comply with best practices, licensing, TRACS, and any additional regulatory standards that may apply.

WITHDRAWAL FILE	
1	File Checklist
ADMISSIONS SECTION	
2	Enrollment Agreement
3	High School Diploma, GED, Higher Education Proof, or ATB Test
4	Transfer of Hours/Credits form & Official Transcripts for Transfer Request
5	Valid Picture ID
6	Program Schedule
7	Enrollment Acknowledgment and Disclosure Forms
8	Documentation Showing Compliance with Admission Requirements
9	Scholarship Application
10	Admissions Process Checklist
11	Miscellaneous Documents
PROGRESS & WITHDRAWAL	
12	Transcript
13	Satisfactory Academic Progress (SAP) Reports
14	Student Advising Forms (when applicable)
15	Leave of Absence (when applicable)
16	Attendance Record
17	Miscellaneous Documents

FINANCIAL FILE	
1	Enrollment Agreement - Payment Plan
2	Student Ledger Card
3	Refund Calculation Worksheet
4	Copy of Official Communication to Student Regarding the Refund Calculation
5	Copy of Refund Check (when a refund by the school was due). Printed Confirmation Check Was Cleared.
6	Payment Receipts
7	Miscellaneous Documents
<p><b>Important Notices</b></p> <ul style="list-style-type: none"> <li>The files for students receiving Federal Financial Aid are to comply with additional procedures and documentation. Make sure to document and follow the process as expected.</li> <li>Consult with your institution’s CPA regarding the student financial file documentation, best practices, and additional applicable regulations.</li> </ul>	

Need assistance with your institution’s TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).