



JAMAICA THEOLOGICAL SEMINARY

CLEARANCE FORM

STUDENT: _____ DATE: _____

ID # _____ PROGRAMME: _____

This clearance form is to be signed with the appropriate signatures, and returned to the Office of Student Affairs/Director of Student Affairs.

1. LIBRARY: All books borrowed have been returned, and outstanding fees paid.

Head Librarian/Librarians Signature: _____

2. STUDENT RESIDENCE: All outstanding fees paid.

Director of Student Affairs Signature: _____

3. COMMUNITY SERVICE: All hours completed and forms submitted.

Director of Student Affairs Signature: _____

4. CAMPUS COUNSELLOR REVIEW: Interviewed and scheduled session(s) completed

Campus Counsellor Signature: _____

5. DEPARTMENT HEAD/ COURSE COORDINATORS: Interviewed and scheduled session(s) completed.

Department Head/Coordinator Signature: _____

6. SCHOOL FEES: All fees paid.

Chief Accountant: _____

7. STUDENT
COUNCIL FEES: All fees paid.

Student Council President/ Executive Member: _____

8. EXIT INTERVIEW: Exit interview completed.

Director of Student Affairs Signature: _____

Please see reverse for individuals authorized to sign this form.

This form must be returned to the Office of Student Affairs by the end of the Reading Week, Friday April 30, 2010. Failure to complete and return this form by the specified date is liable to jeopardize the completion of your graduation process.

Student Affairs January 2010

Authorized Signatures

Library:	Mrs. Spencer Mrs. Palmer Ms. Harrison
School Fees:	Mrs. Balfour Ms. Rowe Ms. Mullings Mr. Cole
Student Residents & Exit interview:	Mrs. Millicent Peart Mrs. Cheryl Gibson Mrs. Claudia Williams
Campus Counsellor:	Mrs. Marcia Hamilton (Bath G&C & BAG&C) Mrs. Cheryl Gibson Mrs. Claudia Williams
Department Head/ Course Coordinator	Tamara Vassel (Social Work) Mr. David Pearson (Leadership & Ministry) Mr. Barry Hall (Leadership & Ministry)
Community Service:	Mrs. Millicent Peart Mrs. Claudia Williams Mrs. Cheryl Gibson
Student Council Fees:	Mr. Anslem Charles Ms. Sheina Stewart Mr. Dominie Dwyer Ms. Avin Wallen Mrs. Shawn Shepherd-Martin Ms. Yanique Black Mr. Dwight Kelly

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Student Affairs January 2010