



LA TROBE
College Australia

Electronic Filing System for Student Files - Policy and Procedure

V2.0 March 2023

Policy Statement

La Trobe College Australia will create student files for students who have accepted their offer electronically and stored securely in the shared drive at LTM Filing for the purpose of sharing **student's document with** internal teams at the College. Downloaded Letter of Offer, Offer acceptances, academic documents, passport copy and eCOEs from Studylink Application system will be saved as PDF **in the student's file**.

Filing System History

Evolving from student files in manila folders, the Electronic Filing System has been in use since May 2011. LTCA filing plays an important role in the student management system at LTCA to support the Navigate database. Soft copies of all correspondence, applications, offers, eCoEs, payments and receipts, letters and forms are saved in individual student e-files / sub folders in – LTCA Filing Folder. Hard copies will be scanned, saved and shredded thereafter.

Procedure

1) Timing

Files will be created for students at the stage of issuing eCOE by admissions and this will remain for their study life cycle at LTCA.

2) Course Variations

Student Services and Academic Team may save other documents **related to the student's** course in the file such as the course variation form, withdrawal form, if changes occur during their study life cycle.

3) Archiving

Files will be moved and stored under Archive Folder annually and will be deleted after 7 years.

Policy Title	Electronic Filing System for Student Files Policy and Procedure	
Procedure Owners	Admissions Manager	
Key Stakeholders	All La Trobe College Australia students	
Approval Body	LTCA Senior Management Team	October 2019
	LTCA Senior Management Team	6 March 2023
Relevant Legislation		
Related Policies		
Related Guidelines		
File information	File number	Version number V2.0
Date Effective		Next Review Date