Thank you for choosing to join the Crescent Family. As part of our commitment to providing you and your child with the best service possible, we have developed an internal checklist document to ensure that all of your requirements are met during your visit to our campus.

Here are the instructions for using the checklist document:

**Admission Checklist 2023 -2024**

1. Our staff will provide you with a copy of the checklist document, which you will need to present at every counter during your visit.
2. At each counter, please present the checklist document to the staff member and ask them to check off the corresponding items on the list.
3. If any items are not completed or require additional attention, please bring this to the attention of the staff member and ensure that it is addressed before proceeding to the next counter.
4. Once all items on the checklist have been completed, please present the completed checklist document to our staff at the end of your visit.

Please note that the checklist document is an important tool for ensuring that we provide you with the best service possible and should be handed over to the fees department.

Top of Form

## Paid 300 Brochure

## Gpay Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Transaction Id \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Admissions Team approval (Document Arrangement and checking)

## Principal or Vice Principal Approval

## 

## Fees Department approval

## Crescent System Data Entry / Admin Department (Please handover the documentati