**Deceased Student Procedure Checklist**

To be completed by the Case Manager or the delegated Case Coordinator for each case of a deceased (or suspected deceased) student

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| **Student Name:** |  | | |
| **Student No:** |  | | |
| **Campus/School:** | Mt Helen not active student since 2011 | | |
| **Date of Incident:** |  | | |
| **Date University notified** |  | | |
| **Name and position of staff member notified** |  | | |
| **Case Manager/Case Coordinator:** | Teresa Tjia/Sharon Austin | **Date Case Manager notified:** | 23/03/2022 |

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| **DVC Academic Notified** | 23/03/2022 | |
| **Security Notified** | Choose an item. | Click or tap to enter a date. |
| **Crisis Management Coordinator Notified** | Click or tap to enter a date. | |

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| **Action** | **Responsible** | **Completed by** | **Date** |
| Death Verified (*please select appropriate verification method*)  A reliable source such as the student’s family – family friend who attended funeral – Julie Howes, staff member.  Notification from an official government agency such as the Registry of Births, Deaths and Marriages  A copy of the Death Certificate, Coroner’s Report or police report which explicitly indicates the student’s death;  A letter from a solicitor or executor of the deceased’s estate;  Death notice in the local newspaper; or  Other evidence as deemed appropriate by the Case Manager (please state)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Case Manager |  |  |
| Letter/s of Condolence Sent | Director, Corporate Communications and Government Relations |  |  |
| Deceased student memorandum issued | Associate Director, Student Administration and Deputy Registrar |  |  |
| Deceased student NSI added, contact details and enrolment record actioned in Campus Solutions | Associate Director, Student Administration and Deputy Registrar |  |  |
| Student Learning Technology accounts suspended | Dean, Learning & Teaching |  |  |
| Student removed from class lists in FDL/Moodle | Director, Academic Services & Support |  |  |
| Counselling/support availability communicated to staff and students | Senior Manager, Wellbeing |  |  |
| Library account suspended | Director, Library and Learning Spaces |  |  |
| Invoices/payment requests suspended | Associate Director, Financial Operations |  |  |

**Alumnus No Yes**

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| **Action** | **Responsible** | **Completed by** | **Date** |
| Remove student from Alumni future communications | Advancement Manager |  |  |

**FedLiving Student No Yes**

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| **Action** | **Responsible** | **Completed by** | **Date** |
| Students room and possessions secured | Manager, Administration & Business (Commercial Services) |  |  |
| Counselling / support services arranged for residents | Senior Manager, Wellbeing |  |  |
| Collection or return of personal effects arranged with family | Case Manager |  |  |

**International Student No Yes**

**Partner Provider Student No Yes**

**Partner Provider Contact Officer**

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| --- | --- |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Phone** |  |

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| **Action** | **Responsible** | **Completed by** | **Date** |
| Notified DVC Global and Engagement | Case Manager |  |  |
| Repatriation of body facilitated with family/consulate | Case Manager |  |  |
| Return of personal effects confirmed | Case Manager |  |  |
| Critical incident report logged in OASIS for Australia Awards Students | Senior Manager, Wellbeing |  |  |
| Death reported to Dept of Home affairs via PRISMS | DVC Global & Engagement |  |  |