**STUDENT COMPLETION REPORT**

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| Name: | «First\_Name» «Surname» |
| Project Number: | «Project\_No» |
| Title: | «Project\_Title» |
| Company: | «Company» |
| Company Mentor: | «Mentor\_1st\_name» «Mentor\_Surname» |
| UWA Supervisor: | «Supervisor» |

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| 1. Final claim for “minor project expenses” |
| List expenses you wish to claim against the $200 minor project expenses (attach original tax invoice(s), and complete an ECM Requisition Form). Claims exceeding this require written consent from the client mentor.   |  |  |  | | --- | --- | --- | | Item | Qty | Total Cost | |  |  |  | |  |  |  |   Supervisor’s confirmation………………………………………………Date…………………….. |
| 1. Copies of Deliverables |
| As agreed in the Project Brief, my Deliverables include (please list):   |  | | --- | |  | |  |   I have provided an electronic copy of my Deliverables and associated data to the CEED Office. **YES/NO**  I have submitted the deliverables to my Company Mentor **YES / NO** |
| 1. Your perception of your CEED Project |
| I enclose the optional Confidential Student Project Questionnaire **YES / NO** |
| 1. Recoverable Project Expenses |
| Were there project expenses incurred (including Workshop time) which UWA paid for or were charged to your supervisors Project Grant? **YES/NO**  If you answered yes, please attach a table detailing these expenses. Please also attach the original tax invoice(s) and client approval. |
| 1. Unresolved Issues |
| I confirm that there are no outstanding issues or unresolved matters associated with this Project **YES/NO**  If no, the following matters associated with this project remain to be resolved:   |  | | --- | |  | |  |   These matters are being addressed and should be complete before……………………………………  I confirm that to the best of my knowledge, the above information is complete and correct.  Signed:…………………………………………………… Date: ……………………………………. |