**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.

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| --- | --- | --- |
| Item | Qty | Total Cost |
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Supervisor’s confirmation………………………………………………Date…………………….. |
| 1. Copies of Deliverables
 |
| As agreed in the Project Brief, my Deliverables include (please list):

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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
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| 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:

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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: ……………………………………. |