

Leaving Form

PLEASE RETURN DURING THE LAST WEEK OF ATTENDANCE

Please complete this form for any student leaving the School and return it to the Main School Office.

One term's written notice of intention to withdraw a student must be given to the Principal. In the event that one term's notice is not given, one term's fees will be payable in accordance with the terms and conditions agreed to in the initial enrolment.

Student Leaving Intended Date of Leaving

Parent's / Guardian's Name

Current Address

Post Code Telephone..... Mobile

New Address (if moving)

Post Code Telephone Date new address to take effect

Reason for Leaving

Destination

(Please name new school if enrolling at another school)

Return of Enrolment Deposit* (Applies only to K-12 enrolments paid prior to May 1 2006)

- Please transfer the Enrolment Deposit to the School Building Fund and issue a tax deductible receipt. Thank you
- Please refund in part and transfer \$ to the School Building Fund
- Please refund the Enrolment Deposit in full
- Please credit the Enrolment Deposit to our School Fees Account

** Refund of Enrolment Deposits paid prior to 1 May 2006 will only be made on receipt by the office of a completed Student Leaver's Form, where all financial obligations to the School have been met and all textbooks and equipment owned by the School have been returned. Enrolment Fees paid after 1 May 2006 are non refundable, in accordance with the terms and conditions set out in the Acceptance of Enrolment Offer Form. When a Concession has been granted on the Enrolment Deposit, the School reserves the right to roll-over the enrolment deposit to younger family members when older siblings leave the School. If a Leaver's Form requesting refund, or a separate written request for refund, is not received within six (6) months of the student leaving school, the Enrolment Deposit will be deemed a donation to the School and a tax deductible receipt will be issued. Should a parent wish this donation to be tax deductible they should contact the School prior to the expiration of six months from the date of leaving. Normally a donation to the Building Fund from the Enrolment Deposit would be noted by the parents on the Leaver's Form.*

Parent / Guardian Signature Date

Please ensure that both sides of this form are completed

