



## STUDENT WITHDRAWAL FORM

**Note: One form per student**

### SECTION A: Parent to complete this section

**Father's Name:** .....

**Mother's Name:** .....

**Address:** .....

**Daytime phone number:** .....

<b>Student's given name</b>		<b>Surname</b>	
<b>Class (e.g.: Year 4A)</b>		<b>Last Day</b>	
<b>Prospective/Future School</b>			
<b>School Address:</b>			

**Reason for leaving the school:** .....  
.....  
.....  
.....

**I understand and accept;**

- That I am required to provide a full terms notice should I wish to withdraw my child from the college.
- That if one full terms notice is not received, I will be liable to pay one full terms school fees for the following term.
- That all college items will need to be returned to the college, e.g.: library book and readers.
- Payment of outstanding fees will be paid in full prior to my child's last day of attendance at the college.

**Name of person completing the form:** .....

**Signature:** .....

**Date:** .....

**SECTION B: Staff to complete this section**

<b>Department</b>	<b>Informed (Yes or No)</b>	<b>Date informed</b>	<b>Comments</b>
<b>Year level Teacher</b> Ensure students locker is clear and all resources owing to the child is returned			
<b>Library</b> Ensure all library books/resources have been returned			
<b>Bursar/Accounts</b> Ensure all outstanding fees have been received.			
	<b>Name</b>	<b>Signature</b>	<b>Comments</b>
<b>Administrative</b> <ul style="list-style-type: none"> <li>• Ensure student has been taken off the system and student file archived</li> <li>• Ensure all relevant staff members have been informed.</li> </ul>			