



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:

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

Reason for leaving the school:

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I understand and accept;

- That I am required to provide one full term's notice prior to my child's last day at school should I wish to withdraw my child from the college.
- If my child has not commenced at the Islamic College of Melbourne, I am to provide one full terms notice prior to their scheduled commencement at 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

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