



STUDENT WITHDRAWAL FORM

(Please Print)

Date:	Date leaving:	Student No:
Last Name:	First Name:	Current Year Level:

Why are you withdrawing your child/children? (please circle all applicable reasons):

Moving house

Financial reasons

Going Overseas

Dissatisfaction

Transport/distance

New school enrolment (if under 17 years of age):

Before submitting this form, please read the following:

- Parents are required to give 10 weeks (school weeks) notice in writing if a student is leaving the College
- The student withdrawal checklist must also be completed
- If you have any fees owing, please ensure this is up to date before lodging this form to the College office. Non-payment of outstanding fees may result in the matter being referred to a debt collection agency
- Please ask the office to arrange for an exit interview for you

I have read and understood the above information.

Signature:	Date:
Parent/Guardian Name:	



STUDENT WITHDRAWAL CHECKLIST

Dear Parent/Student,

Name: _____

Please ensure that you complete the following tasks and have the relevant staff member sign on completion:

Library staff member:

Returned outstanding books and resources Yes No NA

Name: _____ Signature: _____ Date: _____

IT staff member:

Returned iPad & Charger Yes No NA

Logged out from iCloud Yes No NA

Any physical damage Yes No NA

Name: _____ Signature: _____ Date: _____

Home Group Teacher:

Collected all workbooks from classroom Yes No NA

Locker cleaned out Yes No NA

Lock from locker returned Yes No NA

Checklist completed fully Yes No NA

Name: _____ Signature: _____ Date: _____

Bank details for refundable deposit:

Account name: _____

BSB: _____

Account Number: _____

OFFICE USE ONLY:

Security Deposit Returned: Yes / No

Date Returned: _____