



# Student Exit Notification

I acknowledge the original agreement and College contract signed at the time of my child's enrolment and I am aware of the one full term's notice period required to inform you of my intent to withdraw my child from Aquinas College.

I am aware of the enrolment contract and my duties to comply with the notice of withdrawal period. If I do not adhere to the notice of withdrawal period as stated in the fee policy, being one full term's notice, I acknowledge that I will be liable for a full term's fees in lieu of notice, and any other outstanding fees payable to the College.

I am aware that I am required to return all text books, library books, sports uniforms and equipment (eg; portable devices under the Laptop program) and if these items are not returned I will be billed for those items and liable for the charges incurred. I acknowledge that this notice of withdrawal is only effective when all parties to the original enrolment contract have signed and submitted this form either jointly or individually.

Once this form has been processed, if any outstanding items after 14 working days have not been returned then these items will be charged to the account holders.

<b>STUDENTS NAME:</b>		<b>VPC:</b>
<b>YEAR LEVEL:</b>	<b>AGE:</b>	<b>DATE LEAVING COLLEGE:</b> ..... / ..... / .....
<b>DESTINATION SCHOOL:</b>		
<p><b>IF STUDENT IS NOT TRANSFERRING TO ANOTHER SCHOOL:</b> <i>IF STUDENT IS NOT YET 17 AN INTERVIEW WITH THE PRINCIPAL IS REQUIRED</i></p> <p>Undertaking further education training: TAFE etc .....</p> <p>Undertaking full time employment (must be working 25 hours or more per week)</p> <p>Employer Name: ..... Commencing on: ..... / ..... / .....</p> <p><b>SHOULD THESE CIRCUMSTANCES CHANGE YOU ARE REQUIRED TO ADVISE THE SCHOOL IMMEDIATELY</b></p> <p style="text-align: center;">As per the Education (General Provisions) Act 2006</p>		
<b>FORWARDING DETAILS:</b>		
<b>Address:</b> .....		<b>State:</b> ..... <b>P/Code</b> .....
<b>Phone Number:</b> .....		<b>Email:</b> .....
<b>ENROLMENT BOND:</b> <i>Only applicable to families who paid enrolment bond prior to 2016</i>		
<input type="checkbox"/> Refund Enrolment Bond (applicable on if fees paid in full) <b>-Refund form will need to be completed</b> <input type="checkbox"/> Credit Enrolment Bond to College Fees Account <input type="checkbox"/> Donate Enrolment Bond to the College		
<b>REASON FOR STUDENT EXIT:</b> .....		
<b>SIGNATURE OF PARENT / CARER:</b> ..... <b>DATE:</b> ..... / ..... / .....		
Do you agree to the Registrar contacting you regarding your <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>OFFICE USE ONLY:</b>		
<b>ACCOUNT BALANCE:</b> ..... <input type="checkbox"/> Statement Attached		<b>CUSTOMER NUMBER:</b> .....
Text Book / Lock Returned	Yes / No	OUTSTANDING AMOUNT ..... <input type="checkbox"/> Statement Attached
Laptop Returned	Yes / No	OUTSTANDING AMOUNT ..... <input type="checkbox"/> Statement Attached
Library Books Returned	Yes / No	OUTSTANDING AMOUNT ..... <input type="checkbox"/> Statement Attached
<b>Principal / Business Manager approval</b> ..... Date. .... / ..... / .....		
Date Customer Invoiced ..... / ..... / .....		Date Refund overpaid fees refunded ..... / ..... / .....