



## AQUINAS COLLEGE STUDENT EXIT FORM

Before leaving, all resources - including Laptop, case and charger, textbooks, lock, library books - MUST be returned to the College. Once staff have approved this form if any outstanding items after 14 working days have not been returned then these items will be charged to the account holders.

**STUDENTS NAME:** .....

**VPC:** .....

**YEAR LEVEL:** .....

**AGE:** .....

**DATE LEAVING COLLEGE:** ..... / ..... / .....

**DESTINATION SCHOOL:** .....

**IF STUDENT IS NOT TRANSFERRING TO ANOTHER SCHOOL:** *IF STUDENT IS NOT YET 17 AN INTERVIEW WITH THE PRINCIPAL IS REQUIRED*

Undertaking further education training: TAFE etc .....

Undertaking full time employment (must be working 25 hours or more per week)

Employer Name: ..... Commencing on: ..... / ..... / .....

**SHOULD THESE CIRCUMSTANCES CHANGE YOU ARE REQUIRED TO ADVISE THE SCHOOL IMMEDIATELY**

As per the Education (General Provisions) Act 2006

**FORWARDING DETAILS:**

**Address:** ..... **State:** ..... **P/Code** .....

**Phone Number:** ..... **Email:** .....

**ENROLMENT BOND:** *Only applicable to families who paid enrolment bond prior to 2016*

- Refund Enrolment Bond (applicable on if fees paid in full) -**Refund form will need to be completed**
- Credit Enrolment Bond to College Fees Account
- Donate Enrolment Bond to the College

**REASON FOR STUDENT EXIT:** .....

**SIGNATURE OF PARENT / CARER:** ..... **DATE:** ..... / ..... / .....

Do you agree to the Registrar contacting you regarding your exit:  Yes  No

**OFFICE USE ONLY:**

**ACCOUNT BALANCE:** .....  Statement Attached **CUSTOMER NUMBER:** .....

Text Book / Lock Returned Yes / No OUTSTANDING AMOUNT .....  Statement Attached

Laptop Returned Yes / No OUTSTANDING AMOUNT .....  Statement Attached

Library Books Returned Yes / No OUTSTANDING AMOUNT .....  Statement Attached

**Principal / Business Manager approval** ..... Date: ..... / ..... / .....

Date Customer Invoiced ..... / ..... / ..... Date Refund overpaid fees refunded ..... / ..... / .....