



Bus Cancellation Form

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Please read "Condition of Bus Cancellation" before signing this document. Complete all sections in BLOCK CAPITALS.

Office Use Only:			
Student Code:		Family Key:	
Form Checked: <input type="checkbox"/>	Date:	Initial:	Bus Cancelled: Yes <input type="checkbox"/>
System Updated: <input type="checkbox"/>	Date:	Initial:	Cancellation Date:
Bus Driver Informed: <input type="checkbox"/>	Date:	Initial:	Used Bus: <input type="checkbox"/> Way <input type="checkbox"/> Way
Adjustment To Finance:			
Statement of Invoice Checked: <input type="checkbox"/>	Date:	Initial:	Effective From:
Account Master File Checked: <input type="checkbox"/>	Date:	Initial:	

SECTION 1 - BUS DETAILS	
Cancellation Date:	Effective Date:
Used Bus for: : 1 Way <input type="checkbox"/> h/pm 2 Way <input type="checkbox"/>	

SECTION 2 - STUDENT DETAILS		
1.	<small>Surname</small>	<small>Given Name</small> <small>Class</small>
2.	<small>Surname</small>	<small>Given Name</small> <small>Class</small>
3.	<small>Surname</small>	<small>Given Name</small> <small>Class</small>
4.	<small>Surname</small>	<small>Given Name</small> <small>Class</small>
5.	<small>Surname</small>	<small>Given Name</small> <small>Class</small>

SECTION 3 - CURRENT ADDRESS DETAILS	
Street No./Name:	
Suburb:	Post Code:

Contact Details	
Contact Name:	
Phone: ()	Mobile:

Please turn over...

SECTION 4 – CONDITIONS OF BUS CANCELLATION

- It is the parents' responsibility to ensure that the bus **account is finalised** before the service is cancelled, Unpaid fees will be sent to debt collectors.
- All bookings are for a **fixed full term**.
- All cancellations are to be made through the office not by word of mouth and are to be made 2 weeks in advance.
- If you wish to cancel the bus during the term without the 2 weeks notice., you will **still be billed for the full term**.
- **If the parent applies for an extended leave, and chooses to cancel the bus service, fees will be calculated on a pro-rata basis, however if the parent wants to hold the service, normal fees will be charged.**

SECTION 5 – DECLARATION

I certify that the above information given herein by me is correct. I have read and note the above "Conditions of Bus Cancellation" and I agree to be bound by these conditions.

Parents/Guardian Full Name:

Relation to Children:

Parent/Guardian Signature:

Date: