

Enrolment Termination Form

Email: office@irfancollege.nsw.edu.au

Please read "Condition of Withdrawal" and "Enrolment Policy" on pages 5, 6 and 7 before signing this document

Please complete all sections in BLOCK CAPITALS.

OFFICE USE ONLY

FORM CHECKED	<input type="checkbox"/>	DATE	INITIAL
PRINCIPAL INFORMED	<input type="checkbox"/>	FOLLOWED UP	<input type="checkbox"/>
PRINCIPAL/VICE PRINCIPALS'S SIGNATURE			
OUTCOME			
SYSTEM UPDATED	<input type="checkbox"/>	DATE	FOLDER REMOVED
			<input type="checkbox"/>
		DATE	DATE
LIBRARY NOTIFIED	<input type="checkbox"/>	DATE	MEMO TO HR
			<input type="checkbox"/>
		DATE	DATE
BUSES CANCELLED <i>(If Applicable)</i>	<input type="checkbox"/>	DATE	E/ROLL UPDATED?
			<input type="checkbox"/>
		DATE	DATE
STATEMENT OF INVOICE CHECKED	<input type="checkbox"/>	DATE	FEES FINALISED? <i>(If No, proceed to Debtors) Collection Officer:</i>
			<input type="checkbox"/>

SECTION 1 - STUDENT INFORMATION

SURNAME	GIVEN NAME	CLASS
SURNAME	GIVEN NAME	CLASS
SURNAME	GIVEN NAME	CLASS
SURNAME	GIVEN NAME	CLASS
SURNAME	GIVEN NAME	CLASS
STREET NUMBER & NAME		
TOWN/SUBURB		POST CODE
HOME PHONE ()		MOBILE
REASONS FOR LEAVING		
DATE OF LEAVING	NAME OF FUTURE SCHOOL	

SECTION 2 - CONDITIONS OF TERMINATION

- The school requires six (6) weeks' notice of withdrawal of a student, before the start of the term. The notice is required via the completion of a termination form and submitted to the general office. In default of such notice, the school will charge a full term's fee.
- Account must be finalised
- Library books must be returned
- Cancelling of school bus service should be made 2 weeks in advance by completing the Bus Cancellation Form. Parents will continue to be billed with bus fees until the Bus Cancellation Form is received

SECTION 3 - CONDITIONS OF TERMINATION

I/We certify that the above information given herein by me/us is correct. I/We have read and note the above "Conditions of Termination" and I/We agree to be bound by these conditions or any regulations of the school.

I/We also agree that I/We am/are liable of the cost of damages caused by my children. This includes damages to school property, legal and debt collection cost incurred by the school.

PARENTS/GUARDIAN FULL NAME	
RELATION TO CHILD(REN)	
SIGNATURE	DATE