



Student Withdrawal Form

How to complete this form?

- * This form must be completed by a parent/legal custodian or carer.
- * Please complete all sections of this form.
- * Please use ONLY black or blue ink.
- * Only one form per student.
- * All outstanding school fees must be paid in full prior to the withdrawal of student to ensure that the matter is not referred to a debt collector.

Section A - Student details

Family name: _____ Given name: _____
Student's year level: _____ Student ID Number: _____
Date of last day of attendance: ____/____/20____
Parents contact details:
Phone no. _____ Email address: _____
Prospective school (if applicable): _____
Address: _____

Section B - Reason for Withdrawal

Please provide reason(s) for withdrawal:

Section C - Signature of parent/legal custodian or carer:

Parent(s):

Father's signature and date _____ Mother's signature and date _____

Legal custodian or carer's signature and date _____

Section D - for Office use only

Please tick the following:

| | | |
|---|-----|----|
| Has the student's form teacher been informed? | Yes | No |
| Has the student's level co-ordinator been informed? | Yes | No |
| Has the Library been informed? | Yes | No |
| Has the Accounts Department been informed? | Yes | No |