



NOTICE OF DEPARTING STUDENT

I/We hereby advise my/our intention to withdraw my/our child/ren from Palmerston Christian School as stated below. I/we understand that I/we are requested to give **ten (10) school weeks** notice in writing as outlined in the Parent Handbook and failing to comply, I/we will be liable for one (1) Terms Fees.

Surname: First Name:Grade:

Departure Date: **Destination:**

Surname: First Name:Grade:

Departure Date: **Destination:**

Surname: First Name:Grade:

Departure Date: **Destination:**

Please note due to reporting requirements, parents are required to give full details of student's destination such as name of new school, work force, TAFE, etc.

Family forwarding address:
.....
.....

Reason for leaving PCS (Defence transfer, moving interstate etc):
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.....
.....

Because we value your opinion, we ask you to comment on the following:

Positive aspects of your children's time at PCS:
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.....

Things you think could be done better at PCS:
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.....
.....

Other Comments:

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.....

Deposit Refund:

I/We acknowledge that the student deposit will only be refunded providing all monies owed have been paid in full, all library and text books have been returned, and the `Notice to Withdraw Student' form is received by the required date.

I/we request, if eligible, that the student deposit be refunded as indicated below:

- Donate to School Building Fund (**Tax Deductible**)
- Direct Credit to Account Name: BSB: Account:
- Cheque forwarded to Name:
- Address: Postcode:

Signed: **Date:** **Signed:** **Date:**
Father/Guardian Mother/Guardian

Phone: H Mob Phone: H Mob

Parents are reminded that they are required to give Ten (10) School Weeks Notice in writing as outlined in the Parent Handbook and failure to comply will render parents liable for One (1) Terms Fees.

The School Council will NOT give consideration to waive this provision unless there are exceptional and extenuating circumstances.

OFFICE USE

Family Code: Family Name: Notification Received/Processed.....
Copy to **Accounts** **Principal** **Admin**

Learning Together – Bringing Hope to the World

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