



NOTICE OF DEPARTING STUDENT

I hereby advise intention to withdraw my child/ren from Palmerston Christian School as stated below.

I understand that I am required to give **ten (10) school weeks'** notice of departure in writing as per my signed terms and conditions of enrolment. Should insufficient notice of departure be given by me to provide the required one term's notice, I will be liable for one term's fees.

Surname: First Name:Grade:
Departure Date: **Destination:**

Surname: First Name:Grade:
Departure Date: **Destination:**

Surname: First Name:Grade:
Departure Date: **Destination:**

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.

Name of new school:

Family forwarding address:
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.....

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 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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.....

Financial details

I acknowledge that any credits due will only be refunded providing all monies owed have been paid in full, all library and text books, and devices including accessories have been returned, and this 'Notice of Departing Student' form is received by the required date.

I request that, if eligible, any credit due be refunded as indicated below:

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

Signed: **Date:** **Signed:** **Date:**

Father/Guardian Name: Mother/Guardian Name:

Phone: H Mob Phone: H Mob

Parents are reminded that as part of the terms and conditions signed upon enrolment they are required to give ten (10) school weeks' notice in writing and failure to comply will render parents liable for one (1) term's fees.

The Principal will give consideration to waive this provision if there are exceptional and extenuating circumstances in written request.

OFFICE USE

Received: Family Code: Family Name:

Copy to *Accounts* *Principal* *Admin*

Learning Together – Bringing Hope to the World

PH: 08 7922 5600 PO Box 113 Palmerston NT 0831 ABN: 65 060 686 305

