



STUDENT LEAVING FORM - 2020

Please complete all Sections of this form and sign where indicated			
FULL Name of Student:			Year Level:
Last Day of Attendance at PBC: / /		DOB:	Form Class:
Name and Forwarding Address of Parent/Caregiver			
Mr/Mrs/Ms/Miss:			
Address:			
Suburb:		Postcode:	
(Signature of Claimant)			Date:
Relationship To Student:			
	Please complete the following Section		Start Date
	Transferred to another QLD STATE SCHOOL	School Name	
	Transferred to a non QLD STATE SCHOOL	School Name	
	Transferring interstate	State/School Name	
	Leaving school to work	Please attach letter from employer confirming you are working 25+ hours per week	
	Ongoing training courses e.g. TAFE	Please attach Confirmation of Enrolment and the load e.g. full time/part time	
Please ensure you have returned <u>ALL</u> School Items including the following			
1. LAPTOPS			
2. TEXTBOOKS			
3. LIBRARY BOOKS/ENGLISH NOVELS			
4. UNIFORMS on loan to Uniform Shop/Interschool Sports Uniform to Sports Master.			
5. This completed form will then be sent to the LIBRARY/IT Department and the TEXTBOOK Manager for a clearance. The costs of any resources/books not returned or damaged will be deducted from the total of the pro-rata refund. Once clearance has been given, a pro-rata refund calculation will be undertaken and a refund will be processed within 21 days.			

OFFICE USE ONLY	
Confirmed last day of attendance at PBC	
Confirmation of Enrol/Work - attached	
Refund Form + Reports - attached	
Financial Parent checked	Name
Left Register (AFTER Principal JS/SS Signed off)	
SIGNATURE	
PRINCIPAL of Junior Secondary/Senior Secondary Date / /	

RESOURCE SCHEME REFUND CALCULATIONS
BASED ON THE NUMBER OF WEEKS ATTENDED BY STUDENT AT PALM BEACH CURRUMBIN SHS

ITEMS NOT RETURNED	ITEMS NOT RETURNED	ITEMS NOT RETURNED	COMMENTS
Title:	Title:	Title:	
Cost: \$	Cost: \$	Cost: \$	TOTAL COST \$
+	+	=	
ITEMS	PAID	REFUND/DEDUCTION	NOTES
Student Resource Scheme			
Government Allowance			
Year Book			
TOTAL OF LEVIES			
Deductions			
Library/Text Hire Room			
TOTAL OF DEDUCTIONS			
REFUND DUE			

Name and Signature of Staff Member who has approved

Name: _____ Signature: _____

IT Department confirming laptop/loan computers received.....signature

/ /

Please return to Front Office Reception for further action