



## STUDENT LEAVING FORM - 2020

Please complete all Sections of this form and sign where indicated

<b>FULL Name of Student:</b>			<b>Year Level:</b>
<b>Last Day of Attendance at PBC:</b> /    /		<b>DOB:</b>	<b>Form Class:</b>
<b>Name and Forwarding Address of Parent/Caregiver</b>			
<b>Mr/Mrs/Ms/Miss:</b>			
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>(Signature of Claimant)</b>			<b>Date:</b>
<b>Relationship To Student:</b>			
	<b>Please complete the following Section</b>		<b>Start Date</b>
	Transferred to another QLD STATE SCHOOL	School Name	
	Transferred to a <b>non</b> 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	
<b>Please ensure you have returned <u>ALL</u> School Items including the following</b>			
<b>1. LAPTOPS</b>			
<b>2. TEXTBOOKS</b>			
<b>3. LIBRARY BOOKS/ENGLISH NOVELS</b>			
<b>4. UNIFORMS</b> on loan to Uniform Shop/Interschool Sports Uniform to Sports Master.			
<b>5. This completed form will then be sent to the LIBRARY/IT Department and the TEXTBOOK Manager for a clearance.</b> <i>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.</i>			

**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: \$ =	<b>TOTAL COST \$</b>
ITEMS	PAID	REFUND/DEDUCTION	NOTES
Student Resource Scheme			
Government Allowance			
Year Book			
<b>TOTAL OF LEVIES</b>			
Deductions			
Library/Text Hire Room			
<b>TOTAL OF DEDUCTIONS</b>			
<b>REFUND DUE</b>			

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