



STUDENT LEAVING FORM - 2022

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.					
<p>5. This completed form will then be sent to the LIBRARY/IT Department and the TEXTBOOK Manager for a clearance. <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></p>					

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