



STUDENT LEAVING FORM

PARENT / CAREGIVER TO COMPLETE			
STUDENT NAME:			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 Parent / Caregiver (Person completing this form)			
(Signature of Claimant)			Date:
Relationship To Student:			
✓	Reason/s for Leaving (Must be completed)		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	Employer/Business	
	Ongoing training courses	TAFE/ Campus	
	Personal Family Reasons (eg moving, illness, work)		
	Dissatisfaction with one or more aspects of this school:		
	Completed studies to the highest year level offered		
	Cancellation of Enrolment / Exclusion		
	Other / Unknown / Comments – Please state reason		
Please Review Below Checklist			
1. Complete the information above and return this form to the main office.			
2. Return any textbooks to the Text Hire room			
3. Return any library books/resources to the Resource Centre.			
4. Return any uniforms on loan to Uniform Shop/Interschool Sports Uniform to Sports Master.			
5. Return student ID card.			
6. This completed form will then be sent to the Resource Centre and the text hire room 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 the Resource Centre and the Text hire room have given their clearance a pro-rata refund calculation will be undertaken and a refund will be processed within 21 days.			

OFFICE USE ONLY			
STUDENT NAME		YEAR LEVEL	CARE CLASS
METHOD OF NOTIFICATION:		ENTERED INTO LEFT REGISTER Yes <input type="checkbox"/>	
Phone Call: Date	Email: Date	In Person: Date	Other: Date
Who	Print Copy - Who	Name	Who: Yr Co/DP/HOS/GO
Confirmed last day of attendance at PBC / /		Notes:	
Confirmation of Enrolment/Employment – School/TAFE etc		Yes <input type="checkbox"/>	
OneSchool - Noted and Referrals made		Yes <input type="checkbox"/>	
Left Register - Entered and Updated		Yes <input type="checkbox"/>	
Refund Forms Completed and Returned		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Refund forms processed to Finance Dept		Yes <input type="checkbox"/>	
Financial Parent – As per OneSchool – Mother/Father		Name:	
Comments			
Student EQ ID:		Date to HOS / DP / /	
SIGNATURE - HEAD OF SCHOOL / DEPUTY PRINCIPAL 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
Resource & Textbook Hire			
Government Allowance			
Year Book			
TOTAL OF LEVIES			
Deductions			
Library/Text Hire Room			
TOTAL OF DEDUCTIONS			
REFUND DUE			
COMMENTS			
Refund is calculated on the levy divided by the number of weeks in the school year vs the number of weeks attendance at PBC SHS – This is to be calculated by the Text Room Hire Manager			

Original to be retained by Administration

Supporting documentation attached

Name and Signature of Staff Member who has approved

Name: _____

Signature: _____