RELEASE FORM

- ➢ **Must be completed by all <u>leaving or transferring students</u>**
- ➢ **Purpose is to ensure return of <u>ALL</u> school materials and notification of student departure to KWSC from parent**.
- ➢ Once this release has been received, a pro-rata refund calculation will be undertaken (as detailed in the SRS Agreement), and a refund (if applicable) will be made as indicated below. The costs of any resources / books **not returned or returned damaged,** will be deducted from the total of the pro-rata refund.

Student's Name: _____   **Home Group:** _____

Final Day of Attendance: _____ / _____ / _____

Parent Signature or Notification information: _____   **Date:** _____ / _____ / _____

Reason for Leaving: Please circle

Transfer to a Qld State School	Interstate school	Workforce	Qld Private School
Overseas	Other Educational Institution	Other *(detail please):*	

School, Business, Ed Institution Name:
Additional Information:

If a pro-rata refund of fees and charges is calculated please process by: ☐ cheque to address below   or   ☐ EFT to bank a/c below

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Cheque to parent: **Contact Phone No:**

Forwarding Address:

EFT: Bank & branch: Name on account:

BSB: -   A/c #:

Notes:

OFFICE USE ONLY

Applicable Department	**All returned & completed Yes / No**	**Name & cost of non-returned items**	**Staff Signature**
HOD – Vet or SS Placement Officer (VET Subjects Years 10, 11 & 12)			
Enrolment Officer (exit student from One School & give Finance Manager hard copy of the student file)			
Enrolment Officer print timetable - give to SS Placement Officer (Year 10 – 12)			
Mrs Gaynor or Library staff			

One School - through the Manage Student Details screen	BSM – Finance	
➢ Enrolment Date: …………………………………. ➢ Add bank account details/check address ➢ Remove financial parent email ➢ Go to Enrolment Details, edit, enter information into the 'Destination' section, save. ➢ Update POE spreadsheet (if applicable) ➢ Find student hardcopy file & add left date to front cover ➢ Release Form to be placed in Robyn Gaynor's pigeon hole ➢ Student file to BSM - Finance	● Print outstanding $$ report ● Calculate & document refund AO Finance - ● Remove invoices ● Scan and file into left student files ➢ Release Form to Gayle & Chloe ➢ Return Release Form to BSM – Finance for filing	

Refund: Cheque or EFT	**Refund Total: $**	**Refund Date:**	**Sign:**