



MARY IMMACULATE PRIMARY
QUAKERS HILL

LEAVING STUDENT

Please complete this form and return to the School Office

This is to advise that: _____ (Student's Name)

in Class: _____

Will be leaving Mary Immaculate Primary School on: _____ (Date)

Reason for leaving:

New School transferring to:

Current (New) Home Address: _____

Current (New) Phone Number: _____

Email address: _____

Signed: _____ (Parent/Guardian)

Date: _____

**Carefully please read the following notice issued by the Catholic Diocese of Education
Parramatta (CEDP).**

Credit/Refunds and Notice Period

A term's notice (10 school weeks) in writing must be given to the principal before the removal of a student or a full term's fees will be payable. The notice can be given any time during term for the next term. Where appropriate notice has been received a pro-rata credit can be calculated in the same manner as above refer "Billing - Pro Rata Period" where leaving Year K to 11 Students pay fees based on a pro-rata daily basis and Year 12 Students pay fees based also on a pro-rata daily basis. One exception is that notice in writing will be accepted at any time during Term 4 in relation to the following year's enrolment, that is, the notice period of 10 school weeks will be waived in this circumstance.

The requirement for a terms notice (10 school weeks) is recognition by the family of the commitment to assist with funding of the School by having their child take a place that could have been offered to another family.

Therefore parents are advised that it is required to give a minimum of one term's notice on departure. School fees will be charged accordingly.

Date received at School Office _____ (Office Use Only)