



STUDENT LEAVING FORM

If your child is leaving MacKillop College, please advise us in writing at the earliest opportunity noting their last day at school and details of their new school, TAFE course or work. This is a legislative requirement if the student is in compulsory school age range.

We request a minimum of 14 days' notice be given. Once notice and all relevant documentation is received school fees will be recalculated pro-rata for the year based on the students last day of enrolment.

If students are experiencing issues, we encourage all families to follow the Communication lines. The College would appreciate the opportunity to address any issues prior to a decision being made to leave.

Whilst we accept that families sometimes move out of the locality, we are disappointed to see any faith, discipleship, hope, integrity, compassion, justice and love. We wish your child the best in their future endeavors.

Please ensure your child has returned any outstanding Library Books and download your child's School Reports from Compass as these will not be accessible once your child has left the College.

Student name(s) _____ Year / Class _____

Last day of attendance _____

Destination ☐ New School - Name _____
☐ Apprenticeship ☐ Work ☐ TAFE

Start Date _____

(If student is under 17 years of age and not attending a new school – additional forms need to be completed – please contact the College office for these forms)

Reason for Leaving _____

New Address _____
(if applicable)

Parent / Guardian signature _____ Date _____

Office use ONLY

Date received _____

Leader of Pastoral Care _____ Date _____

Financial Officer _____ Date _____

Administration Officer _____ Date _____