

STUDENT INTENTION TO LEAVE & DESTINATION FORM

Student Name: _____ Year Level: _____

Contact address / phone (if changed) _____

REASON FOR LEAVING: (Please select one of the following options)

Enrolment at another school: <i>If enrolling in a private school, please attach evidence i.e. confirmation of enrolment letter/email</i>	School Name:	State:
	_____	Queensland <input type="checkbox"/> Interstate <input type="checkbox"/> Overseas <input type="checkbox"/>

ALL TEXTBOOKS, LIBRARY BOOKS AND RESOURCES SUPPLIED BY THE SCHOOL, MUST BE RETURNED PRIOR TO THE STUDENT LEAVING SCHOOL.

Textbooks & Library Books returned: YES ☐ NO ☐ N/A ☐
School Hire Laptop Returned: YES ☐ NO ☐ N/A ☐

Confirmation Signature by Library/Mailroom Staff: _____

IF POSTING ITEMS BACK TO CSDE PLEASE USE REPLY PAID SERVICE: 1616 Emerald QLD 4720
CAPRICORNIA SCHOOL OF DISTANCE EDUCATION
CORNER GLADSTONE AND GRAY STREETS
EMERALD QLD 4720

Do you have any uniforms that you would like to donate to the school? All donations are greatly appreciated – Thank-you.

A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me (by bulk mail-out each year or in enrolment package). Bank details are kept confidential and will not be used for any other purpose.

Please ensure that any outstanding invoices or payment plans are paid in full prior to your student departing.

BANK ACCOUNT DETAILS:

Account Name: _____ Account Number: (maximum 9 characters) _____

BSB: ____-____ Bank: _____

PARENT/GUARDIAN CONFIRMATION

I wish to advise that my student will cease attending Capricornia School of Distance Education from ____/____/____ (last day of attendance).

Parent/Guardian signature: _____ Name: (Please Print) _____

Please email your completed Student Intention to Leave & Destination Form to: enrolments@caprrocksde.eq.edu.au

Office Use Only	
Entered into OS	<input type="checkbox"/>
Resources Returned	<input type="checkbox"/>
Accounts paid in full	<input type="checkbox"/>
Refund processed	<input type="checkbox"/>
Teachers Advised	<input type="checkbox"/>
Staff Signature:	